



### *Mission*

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

### *Vision*

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

**Agenda**  
**Board of Regents**

**Regular Meeting**

**February 28, 2019**  
**6:00 PM**

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

**OFFICIAL AGENDA OF REGULAR MEETING  
February 28, 2019 at 6:00 PM  
NOLAN RYAN CENTER**

**TABLE OF CONTENTS**

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**1. Call to Order**

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

**A. Certification of Posting of Notice**

4

**B. Pledge**

**C. Invocation**

**D. Citizen Inquiries**

In accordance with ACC Board Policy BOB (Local), time will be allotted at each regular meeting of the Board of Regents for public comment. Persons who wish to participate in the public comment portion of the meeting must sign up before the meeting begins and must indicate the topic about which they wish to speak. No presentation may exceed five minutes. Delegations of more than five persons must appoint one person to present their views before the Board.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board may not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

A person addressing the Board who has a complaint or a concern who has not previously attempted to solve a matter administratively through resolution channels established by policy shall be referred to the appropriate policy to seek resolution.

**E. Board Chairman Report/Comments**

- |  |    |
|--|----|
| 1. Approval of Minutes of Regular Board Meeting of January 10, 2019 and Board Workshop of January 28, 2019 | 5  |
| 2. Information Items   |    |
| a. Personnel Action (TSCM): Telecommunications Operator, Campus Police                                     | 13 |
| b. Personnel Action (H.S.I. Grant): Transfer Coordinator   | 16 |
| c. Personnel Action (Temporary Full Time): Executive Director, Institutional Effectiveness and Research    | 19 |
| d. Personnel Action (TSCM): Coordinator, Career Services   | 24 |
| e. ACC Employee Resignations   | 28 |
| f. ACC Employee Count  | 29 |
| g. Upcoming Events   | 30 |

|   |     |
|---|-----|
| 2. <b><u>Student Report</u></b>   |     |
| 3. <b><u>Faculty Senate President Report - Adam Clapp</u></b>   |     |
| 4. <b><u>President's Report</u></b>   |     |
| 5. <b><u>Strategic Plan Update - Report Relating to Strategic Plan Goal #5</u></b>  | 31  |
| 6. <b><u>Data Report – Census Day Internal Enrollment by Location Report</u></b>  | 32  |
| 7. <b><u>Personnel Action: Campus Events and Special Events Coordinator</u></b>   | 35  |
| 8. <b><u>Personnel Action (Replacement): Instructor, Diagnostic Cardiovascular Sonography</u></b>                                 | 39  |
| 9. <b><u>Consider Approval of Property and Casualty Insurance</u></b>   | 43  |
| 10. <b><u>Consider Approval of List of Prioritized Projects for the Maintenance Bond</u></b>                                      | 88  |
| 11. <b><u>Consider Approval of Engineer for Maintenance Bond</u></b>  | 93  |
| 12. <b><u>Consider Approval of Interlocal Agreement Between Alvin Community College and Brazoria County Health Department</u></b> | 96  |
| 13. <b><u>Consider Approval of DCVS Ultrasound Equipment</u></b>  | 103 |
| 14. <b><u>Consider Approval of Building Construction Trades Grant</u></b>   | 105 |
| 15. <b><u>Consider Approval of Active Learning Center Grant Program</u></b>   | 107 |
| 16. <b><u>Consider Approval of Board Policy GK (Local) Relations with Educational Accreditation Agencies</u></b>                  | 109 |
| 17. <b><u>Financial Report Ending January 2019</u></b>  | 111 |
| 18. <b><u>Adjournment</u></b>   |     |

**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
FEBRUARY 28, 2019**

It is hereby certified that a notice of this meeting was posted on the 22<sup>nd</sup> day of February 2019, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 22<sup>nd</sup> day of February, 2019.

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

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF JANUARY 10, 2019  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in regular session on the 10<sup>th</sup> day of January, 2019 at 6:00 p.m., with the following members, administrative personnel, and guests present:

|                      |                                    |
|----------------------|------------------------------------|
| Mike Pyburn          | Chairman                           |
| 'Bel Sanchez         | Vice-Chair                         |
| Jody Droege          | Secretary                          |
| Jim Crumm            | Regent                             |
| Patty Hertenberger   | Regent                             |
| Kam Marvel           | Regent                             |
| Roger Stuksa         | Regent                             |
| Andy Tacquard        | Regent                             |
| Christal M. Albrecht | President, Alvin Community College |
| Wendy Del Bello      | Alvin Community College            |
| Karl Stager          | Alvin Community College            |
| Cynthia Griffith     | Alvin Community College            |
| Marilyn Dement       | Alvin Community College            |
| Karen Edwards        | Alvin Community College            |
| Linda Austin         | Alvin Community College            |
| Stacy Ebert          | Alvin Community College            |
| Jerry Fliger         | Alvin Community College            |
| Nadia Nazarenko      | Alvin Community College            |

|                 |                  |                  |                   |
|-----------------|------------------|------------------|-------------------|
| Adam Clapp      | Ike Hamrick      | Kyle Marasckin   | Patrick Sanger    |
| Amos Byington   | Jay Burton       | Laurel Joseph    | Randi Faust       |
| Bill Lewis      | Jeannette Stuksa | Laurie English   | Rhonda Hull       |
| David Garcia    | Jeff Gambrell    | Lilly Garcia     | Rose Howard       |
| Deborah Kraft   | Joel Garcia      | Lloyd Cox        | Salvador Martinez |
| Dick Tyson      | John Snider      | Matt Graves      | Seth Thompson     |
| Ebony Brunn     | John Tompkins    | Mike Brotherton  | Tammy Giffrow     |
| Garrett Page    | Julie Heiman     | Mohammad         | Terry Sawma       |
| Gayland Capps   | Karen Earl       | Mozaffari        |                   |
| Hameedah Majeed | Kelly Klimpt     | Olivia Henderson |                   |

**1. Call to Order**

The meeting was called to order by Chair Pyburn at 6:02 p.m.

**2. Certification of Posting of Notice**

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

**Executive Session:**

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

The Executive Session ended at 7:03 p.m.

**3. Call to Order**

The meeting was called to order by Chair Pyburn at 7:08 p.m.

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

Invocation by Mr. Kam Marvel.

**Citizen Inquiries**

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

Baseball Team Members informed the Regents about the upcoming Athletics Banquet on Saturday, January 19, 2019, handed out flyers and encouraged everyone to attend and support the ACC Dolphins.

Mr. Dick Tyson – Alvin resident – Spoke to the subjects of a sign that was in the ditch being righted, statement in Brazosport Facts article, correct minutes, agenda additions and debt concerns for future students.

**Board Chairman Report/Comments**

Mr. Stuksa wished everyone a happy new year.

Vice Chair Sanchez wished everyone a happy new year and stated that she was glad to have participated in both the fall graduation and the Police Academy graduation ceremonies.

Mrs. Knape welcomed everyone back and thanked everyone for their support during family events.

Mr. Tacquard wished everyone a happy new year.

Dr. Hertenberger welcomed everyone back and hoped for a great year.

Mrs. Droege wished everyone a happy new year, welcomed everyone back and talked about attending a conference for the college in December.

Dr. Crumm wished everyone a happy new year.

Chairman Pyburn welcomed everyone back.

Chair Pyburn recognized the following:

The ACC Student Services Department was recently awarded a \$13,200 grant from the American Association of Community Colleges and Accenture LLP to participate in the Skills to Succeed Academy. ACC was one of 3 colleges to receive this grant. Recognized was Vice President of Student Services Marilyn Dement.

The ACC STEM team recently completed an external evaluation and it has been determined that it has accomplished all of its deliverables for its second year. Recognized were Dean of General Education and Academic Support Dr. Nadia Nazarenko, grant manager Lilly Garcia and team members: Ebony Brunn, Laurie English, Karen Earl, Joel Garcia, Julie Heiman, Rose Howard, Mohammad Mozaffari and Dave Westmoreland.

The ACC Student Activities department hosts blood drives for the Gulf Coast Blood Regional Blood Center on campus. ACC was nominated as College of the Year by the Gulf Coast Regional Blood Center. Student Activities coordinator Olivia Henderson and Garret Page were recognized.

The Annual ACC Christmas Luncheon raffle raised \$400 to benefit Alvin Meals on Wheels. A check was presented to Meals on Wheels president Andy Tacquard.

### **Approval of Minutes**

Chair Pyburn said that if there were no corrections or additions to the minutes of the Board Workshop of November 29, 2018 and the Regular Board meeting of November 29, 2018, he would entertain a motion to approve. The comments from Dick Tyson in the November minutes will be reviewed for accuracy. A motion to approve the minutes was made by Vice Chair Sanchez. Seconded by Mr. Stuksa. Motion passed unanimously.

### **President's Report**

Dr. Albrecht report the following:

Accounting instructor Sheila Woods and Biology Instructor Dr. Nancy Fitzgerald were nominated by their peers for the League of Innovation in the Community Colleges' John & Suanne Roueche Excellence Award. The Roueche Excellence Award recognizes outstanding contributions and leadership by community college faculty and staff. Recipients are recognized in a series of activities and promotions, and honored at the annual League for Innovations Conference in February in New York.

Next Saturday the Foundation will host the 13th Annual Athletics Dinner in the Gym. Proceeds from the dinner and auction will go towards scholarships, facility improvements and upgrades for player equipment. Doors will open at 5:30 p.m. with dinner served at 6:30 p.m. You can get tickets online at the ACC Marketplace.

The 20th Annual Big Band Dance will be held on Saturday, February 9 in the Nolan Ryan Center. The Big Swing Jazz Orchestra will perform. Funds raised at the event will go directly to the Music Department and towards alumni scholarships. Tickets are \$20 and will include admission to the dance and a wine and cheese reception. Tickets are available at the Music Department, the Administrative office and at the ACC Marketplace.

On Tuesday the faculty and staff had its Spring Convocation. Guest speaker for this year's event was Andy Masters who delivered presentations on engaging with today's students and time management. Throughout the week we have had workshops on the new intranet, Student Planning, Title IX, SACS teams as well as Divisional Meetings.

President Albrecht had the chance to visit with our Representative Ed Thompson on December 12 during his tour of the district. Representative Thompson and his colleagues opened the 86th Legislative session on Tuesday.

ACC will host the third annual Across the Curriculum Conference on February 8. The conference provides local educators with an opportunity to share their methods in the classroom while also learning about how to make improvements.

ACC had several commencement and pinning ceremonies in December. The Fall Commencement for all programs was held on December 8. The Associate Degree Nursing program had its Fall Pinning Ceremony on December 5. The 111th class of the Law Enforcement Academy held its commencement ceremony on December 10.

Several ACC faculty, staff and administrators attended the annual Southern Association of Colleges and Schools Commission on Colleges annual meeting on December 8-11 in New Orleans.

#### **Status Update Regarding Regular Maintenance and Renovation Projects - AGCM**

Mr. Amos Byington, AGCM, presented the first report on the construction planning of the Maintenance Tax Note project. He explained that site testing occurred over the Winter Break and that some issues were found, there were some positive results as well. He also noted that the solicitation of the design team is being moved up four and a half months to begin to look at solutions, the free energy assessment by SECO, upcoming professional services solicitation and temporary sidewalk improvements. A scope and budget will be presented to the Board in mid-February for their review before the vote at the February 28 Board meeting. It was noted that a Board Workshop would be held on Thursday, February 21, 2018 for the Board to meet with AGCM. This report was for information only.

#### **Consider Acceptance of 2017-18 Annual Audit**

Mr. Mike Brotherton, Belt, Harris, and Pechacek, gave the Board of Regents a brief overview and highlights of the audit for 2017 – 18 and noted that ACC was issued a clean, unmodified opinion and this is the highest level of assurance that auditors can provide that the financial statements are free of any material misstatements. He was happy to report that there were no management letter comments or any audit findings that are to be reported to the Board. Vice Chair Sanchez made the motion to approve that acceptance of the 2017-18 audit. Seconded by Dr. Hertenberger. Motion passed unanimously.

#### **Personnel Action (Replacement): Instructor/Clinical Director - DCVS**

Vice Chair Sanchez made the motion to approve Kathryn Trantham as the Instructor/Clinical Director of Diagnostic Cardiovascular Sonography Program (DCVS). Seconded by Dr. Hertenberger. Motion passed unanimously.

#### **Strategic Plan Update - Report Relating to Strategic Plan Goal #4**

Dr. Cindy Griffith, Vice President of Instruction, presented the update on Strategic Plan Goal #4 which states that ACC will develop programs and partnerships that meet the need of the community. She talked about the partnerships with the high schools, universities and community based organizations, the increase in the number of dual enrollment students and technical programs over the past five years. This report was for information only.

#### **Review and Approval of the College's Vision and Mission Statements**

Vice Chair Sanchez made the motion to reaffirm the existing Vision and Mission Statements, with no modifications. Seconded by Mr. Tacquard. Motion passed unanimously.



**Consider Approval of Revisions to Board Operating Procedures**

Dr. Albrecht updated the Regents on necessary revisions to the Board Operating Procedures that included conduct and order, technology standards and travel reimbursement for parking costs. Dr. Hertenberger made the motion to approve revisions to the Board Operating Procedures as proposed. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Board Policy Update 35, Affecting Local Policies (See List)**

Dr. Crumm made the motion to add these updated and revised polices, recommended by TASB policy service to the Alvin Community College Local Policy manual. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Proposed Changes to Local Board Policy DEC (Local)**

Dr. Crumm made the motion to approve the revision to Board Policy DEC (Local) clarifying leave accrual. Seconded by Mr. Taquard. Motion passed unanimously.

**Maintenance Tax Notes Purchases – Electrical Testing and Maintenance**

Mr. Amos Byington, AGCM, explained that additional testing is needed to complete the analysis of the electrical systems on campus and that the amount has now exceeded the \$50,000 Board approved threshold. Discussion included the types and amount of maintenance would be performed when issues were found and Mr. Byington provided feedback. Mr. Taquard made the motion to approve the expenditures with Crescent Electric to provide electrical testing. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of IFB# 19-04 Bookstore Resale Goods**

Mrs. Randi Faust, Purchasing Director, explained that invitations for bids for the various vendors that the Bookstore uses for items for resale and that additional bids were submitted and it was requested that all vendors be used. The motion to approve the additional vendors of McGraw-Hill Education, Pearson Education, Inc. and W.W. Norton, Inc. for resale goods in the College Store was made by Vice Chair Sanchez. Seconded by Mr. Taquard. Motion passed unanimously.

**Consider Approval of STEM Grant Purchases – Process Technology**

Mrs. Randi Faust, Purchasing Director, explained that several training systems purchases were a part of the approved HSI STEM grant. Dr. Hertenberger made the motion to approve a contract with Technical Laboratory Systems, Inc. to purchase process technology equipment. Seconded by Mrs. Droege. Motion passed unanimously.

**Consider Approval of Transfer of Funds to ACC Foundation for Drama Scholarship**

Vice Chair Sanchez made the motion to approve the transfer of \$43,800 in the Fund 12 Drama account and any future funds generated by ticket sales to the Foundation Scholarship Fund for Drama scholarships. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Audited Unrestricted Fund Balance Available to be Transferred for Fiscal Year Ending 8/31/18**

Mr. Karl Stager, Vice President of Administrative Services, presented the Regents a spreadsheet with the reconciliation showing the beginning balance and the incremental increases of the reserve balance throughout the year that lead to the proposal for transfer. He also gave explanations for spending, deductions, contribution and receiving a favorable Fitch rating. Mr. Tacquard made the motion to transfer the audited unrestricted fund balance to the institutional reserve fund. Seconded by Dr. Hertenberger. Motion passed unanimously.

**Financial Report Ending November 2018**

Mr. Tacquard made the motion to approve the financial report for November 2018. Seconded by Mr. Marvel. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:38 p.m.

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**Jody Droege, Secretary**

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**Mike Pyburn, Chairman**

**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF JANUARY 28, 2019**

**OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 28<sup>th</sup> day of January, 2019 at 12:00 p.m., with the following members, administrative personnel, and guests present:

|                      |                                    |
|----------------------|------------------------------------|
| Mike Pyburn          | Chairman                           |
| 'Bel Sanchez         | Vice-Chair                         |
| Jody Droege          | Secretary                          |
| Jim Crumm            | Regent                             |
| Patty Hertenberger   | Regent                             |
| Cheryl Knape         | Regent                             |
| Roger Stuksa         | Regent                             |
| Andy Tacquard        | Regent                             |
| Christal M. Albrecht | President, Alvin Community College |
| Karl Stager          | Alvin Community College            |
| Wendy Del Bello      | Alvin Community College            |
| Tammy Giffrow        | Alvin Community College            |
| Kelly Klimpt         | Alvin Community College            |
| Lorrent Smith        | Alvin Community College            |
| Randi Faust          | Alvin Community College            |
| Kyle Marasckin       | Alvin Community College            |

Chuck Reed    Amos Byington    Matt Graves    Lloyd Cox

**1. Call to Order**

The meeting was called to order by Chairman Pyburn at 12:11 p.m.

**2. Certification of Posting of Notice**

Certification of the posting of the notice as listed in the agenda was acknowledged. Dr. Albrecht certified that a notice of the meeting was posted in accordance with Title 5, Chapter 551, Texas Government Code. Dr. Albrecht also made note that the meeting was posted within the required 72 hours.

**Presentation of Marketing Research**

Mr. Chuck Reed, Stamats, talked about the marketing research that he has been conducting through various groups on and off campus. He also asked several questions of the Regents and received their feedback on ACC's strengths, weaknesses, outside opportunities and competition issues. He stated that the final report and recommendations would be forthcoming in the next few weeks.

**Discussion of Previous Meeting Minutes**

The Regents reviewed the transcript of the Citizens' Inquiry of November 29, 2018 and agreed that the minutes were recorded properly and will stay as such. The Regents agreed that Citizens' Inquiries would list only the topics presented and that would be sufficient for minute records.

**Issue Surface Pro Tablets to Regents and Provide Instructions on Use**

Mr. Kelly Klimpt, Director of IT, presented each Regent with a Surface Pro Tablet that is to be used for BoardBook, the new program for Board meeting agendas, and gave an overview of how to use the tablets. He also informed the Regents that they now have a new email address, and the Regents agreed that these email addresses would now become the point for all communications. Each Regent signed a User Agreement of Understanding for Acceptable Use of Technology.

**Board of Regents Training on BoardBook with TASB**

Due to a power outage during the Board Workshop, BoardBook training was not available. It was discussed and agreed to by the Regents to do the training at the February 21, 2019 Board Workshop.

**Discussion with AGCM Regarding Progress of Bond Projects Prioritization and Pricing**

Mr. Amos Byington, AGCM, talked about the discoveries in the analysis of requested maintenance and repair projects that included a proposed redesign of Building E for maximum usage, placement of the radio broadcast booth for program promotion and the movement of the Culinary Arts program to the Nolan Ryan Center with a redesign of the kitchen. The former Nolan Ryan Museum will also be redesigned for maximum meeting use. The Regents asked Mr. Byington to include those projects in the total calculation of the cost estimate, which will be reviewed by the Regents at the February 21, 2019 Board Workshop.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 3:31 p.m.

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Jody Droege, Secretary

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Mike Pyburn, Chairman



**MEMORANDUM NO: 23-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 12, 2019  
**SUBJECT:** Personnel Action (TSCM): Telecommunications Operator, Campus Police

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The individual listed below has been recommended to fill the full time position of Telecommunications Operator, Campus Police.

**Candidate**

**Recommended:** Elyse Clapp

**Education:** A.A.S., Early Childhood Education June 2012  
North Central State College

**Experience:** Sorenson Capital May 2017 – August 2018  
Administrative Assistant  
Liqui-Box  
Administrative Assistant April 2015 – January 2017

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**Salary:** \$29,155  
Grade C / Step 3  
2018-19 TSCM Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

|                         |                             |                      |                        |
|-------------------------|-----------------------------|----------------------|------------------------|
| <b>Job Title:</b>       | Telecommunications Operator |                      |                        |
| <b>Department:</b>      | Campus Police               | <b>Reports to:</b>   | Chief of Campus Police |
| <b>Grade Level:</b>     | C                           | <b>Job Category:</b> | Full-Time              |
| <b>Salary Range:</b>    | TSCM Salary Schedule        | <b>FLSA Status:</b>  | Non-Exempt             |
| <b>HR Approved:</b>     |                             | <b>Date:</b>         | 9/10/2018              |
| <b>Last Updated by:</b> | H.K. Hamrick                | <b>Date:</b>         | 9/7/2018               |

**SUMMARY**

Position is responsible for the operation of the TLETS computer system which has world-wide capabilities. Position also performs general clerical duties including: typing, filing, radio and other clerical duties, computer data entry, and radio dispatch.

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

- Type and handle routine correspondence, Memos and Purchase orders for the campus police.
- Answer telephone and perform receptionist and secretarial duties for Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for helping manage vehicle parking permit files.
- Responsible for maintaining files of traffic citations both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on permanent and loan key files.
- Responsible for routing purchase orders, travel requests, etc., through proper channels.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice Presidents and College President.
- Assist secretaries and telephone operator with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems for daily reports.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers for fire alarms, intrusion alarms, and panic alarms on campus.
- Responsible for maintaining records of handicap students for any assistance needed.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state Reports – Uniform Crime Records
- Acts as telephone operator for college as needed.
- TCO's act as the contact personnel for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on frequent drivers (i.e. driving record, Defensive Driving and Liability insurance).

- Provide directions to the College as needed to callers who are transferred to Campus Police.
- Assist students with locating class rooms by providing them with directions and a map of the campus.
- Provide students with assistance that this office is able to provide.

**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 preferred or required.

**EDUCATION**

- High School diploma or the equivalent required

**EXPERIENCE**

- Clerical experience is preferred, but not required.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred but not required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Clerical and operator experience preferred, but not required.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred but not required.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred but not required.
- Knowledge and experience with the TLETS computer and operational procedures is preferred, but not required.

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

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

X

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

X

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

X

\_\_\_\_\_  
EMPLOYEE SIGNATURE AND DATE

X

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

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



**MEMORANDUM NO: 21-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht *cm*  
**DATE:** February 12, 2019

**SUBJECT:** Personnel Action: Transfer Coordinator – H.S.I. Stem Grant

The individual listed below has been recommended to fill the temporary full time position of Transfer Coordinator-H.S.I. Stem Grant.

**Candidate**

**Recommended:** Michael Pounds

**Education:** B.S., Applied Administration May 2017  
University of Houston Downtown

A.A.S., Electrical Technology May 2012  
Lee College

**Experience:** Lee College

*H.S.I. Stem Grant Completion & Transfer Coach* October 2017 - Present  
*Student Success Center Technician* February 2016 – October 2017  
*Recruitment & Resource Specialist (Internship)* January 2017 – May 2017  
*Dual Enrollment Advisor (Internship)* August 2016 – December 2016  
*Assistant – Student Success Center* February 2012 – February 2016

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**Salary:** \$57,967  
Grade 3 / Step 6  
2018-19 Administrative/Professional Salary Schedule

CMA:tg





ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

**SUMMARY**

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

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

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

**QUALIFICATIONS**

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

**EDUCATION**

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

**EXPERIENCE**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



MEMORANDUM NO: 22-2019

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 12, 2019  
**SUBJECT:** Personnel Action (Temporary Full Time): Executive Director, Institutional Effectiveness and Research

---

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

**Candidate**

**Recommended:** Pamelyn Shefman

|                    |  |   |
|--------------------|--|---|
| <b>Education:</b>  | <u><b>Ph.D., Educational Psychology</b></u><br>University of Houston   | May 2014  |
|                    | <u><b>M.B.A., Business Administration</b></u><br>Duquesne University   | December 1999   |
|                    | <u><b>B.S., Psychology</b></u><br>Carnegie Mellon University   | May 1995  |
| <b>Experience:</b> | <u><b>University of Houston, Central Campus</b></u><br><i>Director, Assessment &amp; Planning</i><br><i>Doctoral Student Teaching Assistant</i><br><i>Doctoral Student Tuition Fellow</i><br><i>Activities Advisor II, Campus Activities</i><br><i>Activities Advisor I, Campus Activities</i> | July 2013-Present<br>August 2011-August 2012<br>January 2012-May 2012<br>August 2002-June 2004<br>August 2000-August 2002 |



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

Dr. Christal M. Albrecht  
*President*

Office 281 756 3598  
Fax 281 756 3858

**Lone Star College – CyFair Campus**

*Coordinator, Best Start*

*Adjunct Faculty*

May 2012 - June 2013

August 2012 - May 2013

**Rice University**

*Associate Director, Student Center*

*Assistant Director, Student Center*

July 2005- December 2011

June 2004 - July 2005

**Davis & Elkins College**

*Coordinator of Campus Activities*

June 1995 - June 1996

---

**Salary:** \$101,812  
Grade 10 / Step 6  
2018-19 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

|                         |  |                      |                               |
|-------------------------|--|----------------------|-------------------------------|
| <b>Job Title:</b>       | Executive Director of Institutional Effectiveness and Research |                      |                               |
| <b>Department:</b>      | Institutional Effectiveness and Research                       | <b>Reports to:</b>   | Vice President of Instruction |
| <b>Grade Level:</b>     | 10 – TEMP (2 YRS)  | <b>Job Category:</b> |                               |
| <b>Salary Range:</b>    | Professional Salary Schedule                                   | <b>FLSA Status:</b>  | Exempt                        |
| <b>HR Approved:</b>     | Karen Edwards  | <b>Date:</b>         | 10/30/2018                    |
| <b>Last Updated by:</b> | Cynthia Griffith   | <b>Date:</b>         | 10/26/2018                    |

**SUMMARY**

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

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

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

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

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

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required. Applicants must be currently authorized to work in the United States on a part/full-time basis.

## **EDUCATION**

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

## **EXPERIENCE**

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

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

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

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

**PREFERRED QUALIFICATIONS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE


X

SUPERVISOR SIGNATURE AND DATE

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



MEMORANDUM NO: 27-2019

TO: Board of Regents  
FROM: Dr. Christal M. Albrecht   
DATE: February 14, 2019

SUBJECT: Personnel Action (TSCM): Coordinator, Career Services

The individual listed below has been recommended to fill the full time position of Coordinator, Career Services.

**Candidate**

**Recommended:** Sarahy Farley

|                    |   |                           |
|--------------------|---|---------------------------|
| <b>Education:</b>  | <u>B.A., Spanish</u><br>Stephen F Austin State University | May 2013                  |
| <b>Experience:</b> | <u>Workforce Solutions</u><br><i>Employment Counselor</i> | July 2017 – August 2018   |
|                    | <u>Angleton I.S.D.</u><br><i>Spanish Teacher</i>          | August 2016 – June 2017   |
|                    | <u>Fort Bend I.S.D.</u><br><i>Spanish Teacher</i>         | August 2015 – June 2016   |
|                    | <u>Tyler I.S.D.</u><br><i>Spanish Teacher</i>             | August 2014 – June 2015   |
|                    | <u>Dillard's Inc</u><br><i>Sales Associate</i>            | June 2013 – November 2013 |

**Salary:** \$40,765  
Grade G / Step 5  
2018-19 TSCM Salary Schedule

CMA:tg





ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

|                         |   |                      |  |
|-------------------------|---|----------------------|--|
| <b>Job Title:</b>       | Coordinator, Career Services<br>Office of Human | <b>Reports to:</b>   | Executive Director,<br>Human Resources |
| <b>Department:</b>      | Resources/Career Services                       | <b>Job Category:</b> | Full-Time                              |
| <b>Grade Level:</b>     | G   | <b>FLSA Status:</b>  | Non-Exempt                             |
| <b>Salary Range:</b>    | TSCM Salary Schedule                            |                      |  |
| <b>HR Approved:</b>     |   | <b>Date:</b>         |  |
| <b>Last Updated by:</b> | Karen Edwards                                   | <b>Date:</b>         | 08/16/2018                             |

**SUMMARY**

Under the supervision of the Executive Director, Human Resources or other designated supervisor, direct college career services designed to advance students and the college through the provision of career identification, job planning, job search consultation, outreach programs, career workshops and job development services for students and alumni.

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

- Supports and abides by all policies and procedures of the college and serves as an appropriate role model for students at all times.
- Carries out the mission of the career services office.
- Provides career advisement and referrals to assist students with the career development process, including clarifying objectives and obtaining occupational information, using Career Coach and other software offerings.
- Provides career planning assistance through appointments with individuals, online assistance, and regularly scheduled workshops with groups.
- Refers students to the Office of Student Services for interpretations of vocational interest inventories.
- Deliver presentations on career planning to college classes.
- Establishes and maintains effective and cooperative working relationships with students, alumni, faculty, employers, and the general public.
- Assists students with career development and planning process, including obtaining information on companies, current opportunities for employment and hiring practices, and making the transition from school to career.
- Plans and implements job fairs and on-campus recruiting events.
- Posts vacancies and distribute information on available based on career paths jobs.
- Provides and updates computer software, such as NeoGov, Career Coach, etc.
- Verify student worker employment eligibility for employment each semester.
- On-boards new student workers, enter the information into Ellucian for payroll and maintains the organization of student worker personnel files.
- Maintains online webpages and works closely with webmaster to maintain/update career services web site.
- Promotes office to students, alumni, and employers through a variety of marketing efforts.
- Establishes office policies and procedures, prepares regular reports, and collects and analyzes research data relevant to the career planning and placement of students and alumni.

- Initiate and develops new contacts with external organizations and employers for the purpose of expanding employment opportunities for students and alumni, such as, off campus employment, internships, co-op, etc.
- Reviews and supervises the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni.
- Assists in the development of a budget, reviews expenditures, and maintains fiscal responsibility.
- Works with the Institutional Effectiveness and Research (IER) department to conduct graduate employment surveys.
- Works with supervisors of interns and work study students to evaluate the student performance.
- Participates in student activities staff meetings and training events.
- Fulfills other duties as assigned by the Executive Director, Human Resources.

### **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 Business, Education or related field.

### **EXPERIENCE**

At least 3 years of career or employer services, career planning, student recruitment, career counseling or human resources experience or related field

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

- Knowledge and understanding of job referral and placement procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Interviewing and psychological/developmental evaluation skills.
- Database management skills.
- Knowledge of career counseling principles and practices.
- Case management skills.
- Ability to develop and maintain confidential files and records.
- Ability to develop and present educational programs and/or workshops.

***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.**

**Resignation/Termination Report**

|   | <b>Name</b>     | <b>Department</b> | <b>Last Day Worked</b> | <b>Reason</b> |
|---|-----------------|-------------------|------------------------|---------------|
| 1 | Marilyn Dement  | Student Services  | 2/15/2019              | Resignation   |
| 2 | Ralph Verdine   | Campus Police     | 1/31/2019              | Retirement    |
| 3 | Jessica Barrios | Physical Plant    | 1/31/2019              | Retirement    |

|   | <b>Budgeted<br/>2018-19</b> | <b>FEBRUARY<br/>2019</b> | <b>Funded<br/>Vacancies</b> |
|---|-----------------------------|--------------------------|-----------------------------|
| <b>Administrative</b>   | 11                          | 10                       | 1                           |
| <b>Professional</b>   | 69                          | 62                       | 7                           |
| <b>Faculty</b>  | 111                         | 97                       | 14                          |
| <b>Technical Support, Clerical &amp;<br/>Maintenance (TSCM)</b> | 112                         | 108                      | 4                           |
| <b>Total Full-Time (FT) Employees</b>                           | <b>303</b>                  | <b>277</b>               | <b>26</b>                   |

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

**MARCH 2019**

|  |                                 |                                      |                          |
|--|---------------------------------|--------------------------------------|--------------------------|
| Friday, March 1                                    | TCCTA Convention                | No Day Classes/Campus Closes at Noon |                          |
| Saturday, March 2<br>and<br>Thurs - Sat, March 7-9 | Musical – “The Apple Tree”      | 7:30 p.m.                            | ACC Theatre              |
| Sunday, March 3                                    | Musical – “The Apple Tree”      | 2:30 p.m.                            | ACC Theatre              |
| Wednesday, March 6                                 | Mini 2 Classes Begin            |                                      |                          |
| Mon – Fri, March 11-15                             | <i>Spring Break</i>             | College Closed                       |                          |
| Saturday, March 23                                 | TDCJ Graduation                 | 10:00 a.m.                           | Stringfellow Unit        |
| <b>Thursday, March 28</b>                          | <b>Board of Regents Meeting</b> | <b>6:00 p.m.</b>                     | <b>Nolan Ryan Center</b> |
| Friday, March 29                                   | Women’s Convention              | 9:00 a.m.-2:00 p.m.                  | Nolan Ryan Center        |




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

Dr. Christal M. Albrecht  
*President*

Office 281 756 3598  
Fax 281 756 3858

**MEMORANDUM NO: 19-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 11, 2019  
**SUBJECT:** Strategic Plan Update

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In November 2015, the Board of Regents approved the five year (2016-2021) Strategic Plan for Alvin Community College. Mr. Karl Stager, Vice President of Administrative Services, will present an update on the status of the Strategic Plan Goal 5. This goal states that Alvin Community College will *"maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate tem efficiently to the highest and best value for the institution"*.

This report is for information only.

CMA:tg



MEMORANDUM NO: 16-2019

TO: Board of Regents  
FROM: Dr. Christal M. Albrecht   
DATE: February 11, 2019

SUBJECT: Enrollment by Location Board Data Report

The following report shows the unduplicated enrollment at each location for the Spring 16 week and Mini 1 terms. Students are only counted once in each location, but they may appear in multiple locations so totaling the columns will not match the certified counts.

| Location   | 2018 Spring | 2019 Spring | Diff. | % Diff. |
|--|-------------|-------------|-------|---------|
| <b>ACC</b>   |             |             |       |         |
| Hybrid Course  | 378         | 387         | 9     | 2%      |
| Internet Course  | 1,138       | 1,109       | -29   | -3%     |
| Main Campus  | 2,673       | 2,552       | -121  | -5%     |
| <b>Dual Enrollment</b>                                       |             |             |       |         |
| Alvin High School  | 291         | 285         | -6    | -2%     |
| Danbury High School  | 53          | 48          | -5    | -9%     |
| Dual Credit Cohort @acc                                      | 2           |             | -2    | -100%   |
| Glenda Dawson High School                                    | 157         | 163         | 6     | 4%      |
| JB Hensler DC Career Tech                                    | 106         | 192         | 86    | 81%     |
| Livingstones High School                                     | 3           |             | -3    | -100%   |
| Manvel High School   | 247         | 218         | -29   | -12%    |
| Pearland High School   | 188         | 185         | -3    | -2%     |
| Shadow Creek High School                                     | 222         | 250         | 28    | 13%     |
| Turner High School   | 617         | 630         | 13    | 2%      |
| <b>Off-Campus Locations</b>                                  |             |             |       |         |
| Shadow Creek Evening   | 93          | 82          | -11   | -12%    |
| UHCL - Pearland Campus                                       | 52          | 64          | 12    | 23%     |
| <b>TDCJ</b>  |             |             |       |         |
| TDCJ   | 303         | 331         | 28    | 9%      |
| Notes: Includes Spring 16 week and Mini 1 Terms as of Census |             |             |       |         |





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

**Dr. Christal M. Albrecht**  
*President*

Office 281 756 3598  
Fax 281 756 3858

The following page shows a comparison between Spring semesters for the past three years and has a daily enrollment comparison chart at the bottom.

CMA:tg

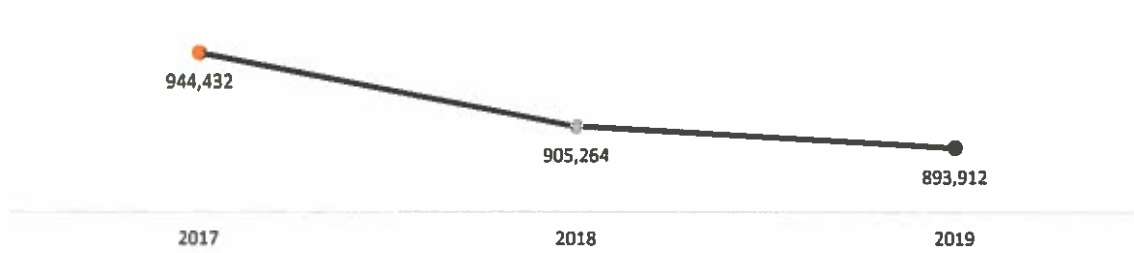
### Spring Certified Comparison

|                                    | 2019<br>Estimated | 2018    | Diff 2019 | % Diff 2019 | 2017    | Diff 2019 | % Diff 2019 |
|------------------------------------|-------------------|---------|-----------|-------------|---------|-----------|-------------|
| <b>Enrollment (16 &amp; M1)</b>    | 5,240             | 5,282   | -42       | -0.8%       | 5,291   | -51       | -1.0%       |
| <b>Contact Hours (16 &amp; M1)</b> | 893,912           | 905,264 | -11,352   | -1.3%       | 944,432 | -50,520   | -5.3%       |

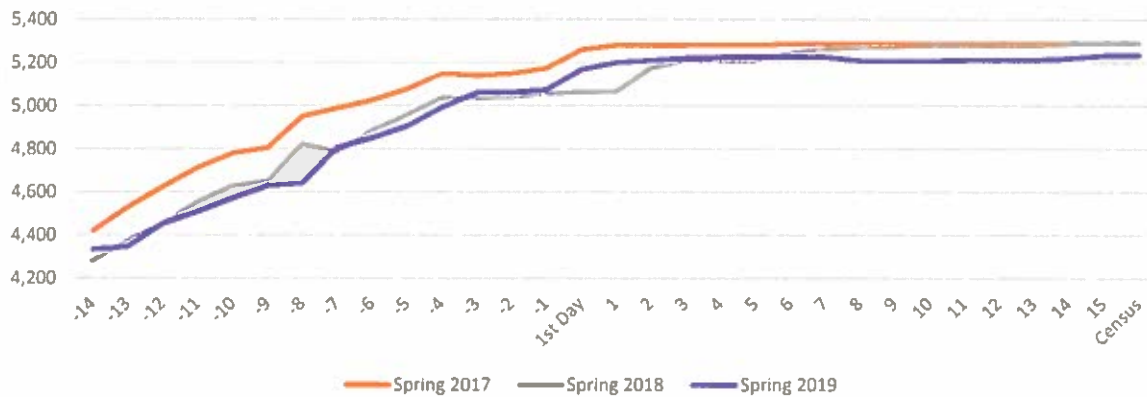
#### Enrollment (Certified)



#### Contact Hours (Certified)




#### Daily Enrollment to Census





MEMORANDUM NO: 28-2019

TO: Board of Regents  
FROM: Dr. Christal M. Albrecht   
DATE: February 14, 2019

SUBJECT: Personnel Action (Replacement): Campus Events and Special Projects Coordinator  
The individual listed below has been recommended to fill the full time position of Campus Events Coordinator and Special Projects.

**Candidate**

**Recommended: Robin Dahms**

**Education: B.A., Hotel & Restaurant Management August 1994**  
University of Houston

**Experience: Houston Community College February 2017 - Present**  
*Coordinator Outreach*

**Events of Significance, LLC December 2013 – January 2017**  
*President*

**TISTA, Contractor, NASA Johnson Space Center August 2008 – December 2013**  
*Project Manager*

**Cargo Training International January 1998 – June 2008**  
*Director, Recruiting & Business Development*

**Pappas Restaurants, Inc June 1989 – January 1998**  
*Assistant General Manager*

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**Salary:** \$50,862  
Grade 1 / Step 6  
2018-19 Administrative/Professional Salary Schedule

CMA:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

|                         |   |                                |
|-------------------------|---|--------------------------------|
| <b>Job Title:</b>       | FT Campus Events Coordinator and Special Projects |                                |
| <b>Department:</b>      | President's Office – Assistant to the President   | Assistant to the President     |
| <b>Grade Level:</b>     | 1   | <b>Job Category:</b> Full-Time |
| <b>Salary Range:</b>    | Professional Salary Schedule                      | <b>FLSA Status:</b> Exempt     |
| <b>HR Approved:</b>     |   | <b>Date:</b>                   |
| <b>Last Updated by:</b> |   | <b>Date:</b>                   |

**SUMMARY**

The event coordinator will act as the point of contact for all campus events and coordinate with various College departments. This is a highly visible position on campus that must represent the College on campus and within the community. This position reports directly to the Assistant to the President.

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

- Create and coordinate a college-wide calendar of events
- Maintain the calendar of events on the POD and the College website
- Create and implement procedures on how to request and schedule college-wide events and any related forms
- Conduct college-wide trainings on campus event planning
- Conduct pre-event planning meeting to ensure the event details are planned and scheduled with the designated department/program organizer and coordinated with the President's office, physical plant, marketing and media, communications, campus police, ACC Foundation and student liaisons
- Coordinate and ensure logistics for all campus events, including but not limited to, graduations, awards day, an Afternoon of Honor, Fall Festival, convocation, Veterans Day, ACC gala, Big Band, job fair, Amazing Race, retirement celebrations and other special events
- Create a project plan for each event that includes details, such as securing the venue, proofing invitations and programs, catering, décor, security, permits, vendor management, room setup and breakdown, technology needs and marketing for all events
- Schedule and conduct post-event meetings to assess the event success
- Ensure all policies and procedures are followed for internal and external events, including room reservations marketing standards, i.e. Ad Astra
- Serve as the face for external stakeholders reserving space on campus
- Track and report usage of college space for events using room reservation software
- Collaborate with the Physical Plant on room reservations workflow for internal/external clients
- Work with Marketing and Media to develop material for promoting facility rentals
- Analyze and plan events strategically
- Detail oriented
- Other duties may be 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 marketing, business, management, logistics or related field

## **EXPERIENCE**

- Minimum 3 years of event planning, logistics, scheduling or other directly related experience
- Must have a valid driver license and current insurance

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

- Ability to work independently and/or in a team setting
- Ability to work in high pressured environments
- Ability to coordinate and manage multiple projects
- Excellent written and verbal communication skills
- Ability to build rapport and communicate effectively with internal and external stakeholders
- Computer skills: Ellucian, Microsoft Suite- Word, Excel, Outlook, Access and scheduling software
- Ability to meet deadlines and strong time management skills
- Must be able to work flexible schedule, including nights and weekends
- Physical ability to lift 20 lbs or more

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

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

X

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

X

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

X

\_\_\_\_\_  
EMPLOYEE SIGNATURE AND DATE


X

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

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



**MEMORANDUM NO: 30-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 19, 2019

**SUBJECT:** Personnel Action (Replacement): Instructor, Diagnostic Cardiovascular Sonography  
The individual listed below has been recommended to fill the full time position of Instructor, Diagnostic Cardiovascular Sonography.

**Candidate**

**Recommended:** Suzanne Poston

**Education:** B.S., Diagnostic Sonography May 2018  
Oregon Institute of Technology

A.A.S., Adult Echocardiography May 2011  
Alvin Community College

Certificate - Cardio Vascular June 1986  
Medical Careers Institute - Chicago

**Experience:** Alvin Community College  
*Instructor, Diagnostic Cardio Sonography* December 2012 - Present

UT Physicians  
*Cardiac Sonographer* June 2011 – December 2012

Baylor College of Medicine  
*Cardiac Sonographer / Research Analyst* August 2010 – May 2011

Memorial Hermann Hospital  
*Pediatric Cardiac Sonographer* May 2006 – March 2018



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

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

**Johnson Space Center (NASA)**

*Lecturer*

January 2006 – August 2010

**University of Chicago Hospitals**

*Cardiac Sonographer*

March 2000 – March 2006

**Medtronic, Incorporated**

*Lecturer / Sonographer*

2003 – 2010

**St Margaret Mercy Healthcare Center**

*Cardiac Sonographer*

1992 – 2000

**Edward Hospital**

*Cardiac Sonographer / Cardiac Tech*

1989 - 1992

---

**Salary:** \$77,964  
Technical Programs / Step 12; 12 Month Faculty  
2018-19 Faculty Salary Schedule

CMA:tg





ALVIN COMMUNITY COLLEGE

### JOB DESCRIPTION

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

#### SUMMARY

The instructor will teach a variety of courses within the Diagnostic Cardiovascular Sonography Department

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

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

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

**QUALIFICATIONS**

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

**EDUCATION**

Associate's degree or higher in Sonography, minimum of 3 years non-teaching experience, current credentials specific to the concentration of the course content (see ACC Faculty Credentials Guide).

**EXPERIENCE**

At least 3 years full-time experience in cardiovascular sonography.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Additional experience in education, research, or supervision preferred.
- Current CME's for registry, TB skin test, immunizations and CPR certification.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



**MEMORANDUM NO: 25-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht *CMA*  
**DATE:** February 13, 2019  
**SUBJECT:** Property and Casualty Insurance Renewal

---

Request for Proposals (RFP) #18-02 was issued December 2017 in accordance with Texas Education Code §44.031 to procure property and casualty insurance coverage. The Board approved the initial policy period with Gallagher Victory Insurance in February 2018.

The estimated premium is \$347,376. This renewal will exercise the first of four one-year renewal options available. The new policy period will be April 1, 2019 to April 1, 2020.

It is recommended the Board of Regents approve the purchase of property and casualty insurance from Gallagher Victory Insurance.

CMA:tg



# Proposal of Insurance

## Alvin Community College

3110 Mustang Road  
Alvin, TX 77511

**Presented:** February 11, 2019  
**Effective:** April 1, 2019

**Todd Anderson** |  
Area Vice President  
**Arthur J. Gallagher Risk Management Services, Inc.**  
2618 E Broadway St  
Pearland, TX 77581  
(281) 485-7500  
[Todd.Anderson@ajg.com](mailto:Todd.Anderson@ajg.com)  
[Jason.Paysse@ajg.com](mailto:Jason.Paysse@ajg.com)

**Jason Paysse**  
Area Vice President

 **CORE360**<sup>™</sup>

[ajg.com](http://ajg.com)

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# Gallagher

Insurance | Risk Management | Consulting

## Market Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

| INSURANCE COMPANY   | LINE OF COVERAGE   | RESPONSE           | PREMIUM               |
|---|--|--------------------|-----------------------|
| Starr Surplus Lines Insurance Company<br>Underwriters at Lloyd's London<br>General Security Indemnity Co of Arizona<br>United Specialty Insurance Company<br>Lexington Insurance Company<br>Landmark American Insurance Company | Property /Equipment Breakdown <ul style="list-style-type: none"> <li>• Starr quote for 60% quota share of full limits</li> <li>• AmRisc quote for 25% quota share of full limits</li> <li>• RSUI Quote For 15% Quota Share of Full Limits</li> </ul> | Recommended Quote  | \$277,479.00          |
| <del>Underwriters at Lloyd's London</del>   | <del>Terrorism &amp; Sabotage</del>  | <del>Quoted</del>  | <del>\$9,000.00</del> |
| Underwriters at Lloyd's London  | Active Shooter Coverages   | Recommended Quoted | \$3,000.00            |
| Argonaut Insurance Company  | General Liability  | Recommended Quote  | \$7,504.00            |
| Argonaut Insurance Company  | Educator Legal Liability   | Recommended Quote  | \$4,625.00            |
| Argonaut Great Central Insurance Company  | Employment Practices Liability   | Recommended Quote  | \$14,585.00           |
| Argonaut Insurance Company  | Law Enforcement Liability  | Recommended Quote  | \$3,462.00            |
| Argonaut Insurance Company  | Automobile   | Recommended Quote  | \$10,898.00           |
| Argonaut Insurance Company  | Crime  | Recommended Quote  | \$372.00              |
| Argonaut Insurance Company  | Excess Liability   | Recommended Quote  | \$7,013.00            |
| Argonaut Insurance Company  | School Violence  | Quoted             | \$1,931.00            |
| ACE American Insurance Company  | Cyber Policy   | Recommended Quote  | \$16,507.00           |



## Program Details

**Coverage:** Property - Starr quote for 60% quota share of full limits

**Carrier:** Starr Surplus Lines Insurance Company  
 AmRisc ( Underwriters at Lloyd's London  
 General Security Indemnity Co of Arizona  
 United Specialty Insurance Company  
 Lexington Insurance Company)  
 Landmark American Insurance Company

**Policy Period:** 4/1/2019 to 4/1/2020

**Participation Schedule:**

| CARRIER                               | PARTICIPATING LIMIT |
|---------------------------------------|---------------------|
| Starr Surplus Lines Insurance Company | 60%                 |
| AmRisc                                | 25%                 |
| Landmark American Insurance Company   | 15%                 |

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

**Coinsurance or Agreed Amount:**

| DESCRIPTION   | AGREED AMOUNT | COINSURANCE % |
|---|---------------|---------------|
| Property Damage: 100% (Waived by Agreed Amount)       | N/A           | N/A           |
| Business Interruption: 100% (Waived by Agreed Amount) | N/A           | N/A           |

**Coverage:**

| SUBJECT OF INSURANCE       | LIMIT TYPE | AMOUNT                                  |
|----------------------------|------------|---|
| Policy Limit of Liability: | Limit      | 60% ; \$53,109,679 part of \$88,516,132 |

**Deductibles / Self Insured Retention**

| TYPE       | COVERAGE   | AMOUNT |
|------------|--|--------|
| Deductible | All deductibles listed below are per occurrence except with respect to coverage provided under the Boiler & Machinery Endorsement (if provided) which shall be any One Accident. |        |



**Deductibles / Self Insured Retention**

| TYPE       | COVERAGE                                 | AMOUNT  |
|------------|--|---|
| Deductible | Property Damage                          | \$25,000  |
| Deductible | Time Element/ Extra Expense              | \$25,000  |
| Deductible | As Respects the Peril of Named Windstorm | 2% of the total 100% property damage and time element values at time of loss per building |
| Deductible | -Subject to a Minimum                    | \$25,000 per occurrence   |
| Deductible | -Maximum                                 | \$1,770,323 Per Occurrence and Aggregate  |
| Deductible | All Other Wind/Hail                      | \$25,000  |

**Additional Coverage:**

| DESCRIPTION   | LIMIT TYPE | AMOUNT   | BASIS               |
|---|------------|--|---------------------|
| Sub-limits are per occurrence unless shown otherwise. |            |  |                     |
| Extra Expense   | Sublimit   | \$250,000  |                     |
| Debris Removal  | Sublimit   | The Greater of 25% of Adjusted Direct Property Loss or \$2,500,000 |                     |
| Increased Cost of Construction, Demolition            | Sublimit   | \$1,000,000  |                     |
| Automatic Coverage                                    | Sublimit   | \$1,000,000  |                     |
| Accounts Receivable                                   | Sublimit   | \$1,000,000  |                     |
| Civil/Military Authority                              |            |  | 2 Consecutive Weeks |
| Electronic Data Processing Equipment & Media          | Sublimit   | \$600,000  |                     |
| Fairs, Exhibitions, And Trade Shows                   | Sublimit   | \$5,000  |                     |
| Fine Arts   | Sublimit   | \$250,000  |                     |
| Fire Brigade Charges                                  | Sublimit   | \$100,000  |                     |
| Ingress/Egress  |            |  | 2 Consecutive Weeks |
| Leasehold Interest                                    | Sublimit   | \$100,000  |                     |



**Additional Coverage:**

| DESCRIPTION                        | LIMIT TYPE | AMOUNT                                     | BASIS                      |
|------------------------------------|------------|--|----------------------------|
| Pollution Cleanup                  | Sublimit   |  | \$50,000 Annual Aggregate  |
| Property in Course of Construction | Sublimit   |  | \$250,000                  |
| Property in Transit                | Sublimit   |  | \$25,000                   |
| Valuable Papers and Records        | Sublimit   |  | \$50,000                   |
| Extended Period of Indemnity       |            |  | 90 Days                    |
| Leased/Rented Equipment            |            | \$100,000 subject to \$25,000 Any One Item |                            |
| Back-up of Sewer and Drains        | Sublimit   |  | \$250,000                  |
| Boiler and Machinery Endorsement   |            |  |                            |
| Ammonia Contamination (B&M)        | Limit      |  | \$100,000 Any One Accident |
| Expediting Expenses (B&M)          | Limit      |  | \$100,000 Any One Accident |
| Hazardous Substances (B&M)         | Limit      |  | \$100,000 Any One Accident |
| Water Damage (B&M)                 | Limit      |  | \$100,000 Any One Accident |
| Consequential Damage (B&M)         | Limit      |  | \$100,000 Any One Accident |

**Valuations:**

| DESCRIPTION           | LIMITATIONS   |
|-----------------------|---|
| Replacement Cost      | Applies; except   |
| Actual Cash Value     | Actual Cash Value if the property is not repaired or replaced within 2 years.   |
| Selling Price         | Finished goods sold but not delivered, at the Insured's net selling price of such property at the time and place of such loss less all discounts and un-incurred expenses to which such property would have been subject had no loss occurred. Finished goods not sold, at replacement cost. Raw stock and stock in process, at replacement cost with like kind and quality, at the time and place of loss. |
| Actual Loss Sustained | Time Element Coverages  |





**Perils Covered:**

| TYPE                | DESCRIPTION  |
|---------------------|--|
| Special Form Perils | Risks of Direct Physical Loss or Damage excluding Flood and Earth Movement, including Equipment Breakdown. |

**Endorsements include, but are not limited to:**

| DESCRIPTION   |
|---|
| Accompanying Endorsements as Specified - SSP 100, 200, 300  |
| Boiler and Machinery Endorsement  |
| Authorities Endorsement   |
| Millennium Endorsement  |
| Service of Suit – SSIL-0005   |
| Trade or Economic Sanctions Endorsement   |
| Form #61330 (if coverage is rejected)   |
| Terrorism Risk Insurance Act, As Amended, Cap on Losses Endorsement, Form #61333 (If Coverage Accepted) |
| Coverage Accepted)  |
| OFAC Notice   |
| Terrorism Sunset Clause   |
| Calendar Year Named Storm Deductible  |

**Exclusions include, but are not limited to:**

| DESCRIPTION                                |
|--|
| Earth Movement Exclusion                   |
| Flood Exclusion                            |
| Government Action Exclusion                |
| War Exclusion                              |
| Nuclear Hazard, Power Failure              |
| Asbestos Exclusion                         |
| Biological or Nuclear Exclusion            |
| Data Distortion/Corruption Exclusion       |
| Mold Exclusion                             |
| Political Risk Exclusion                   |
| Radioactive Contamination Exclusion Clause |



**Exclusions include, but are not limited to:**

**DESCRIPTION**

Terrorism Exclusion (For Certified Acts of Terrorism Under the Terrorism Risk Insurance Act, As Amended)  
Total Terrorism Exclusion, Form #61331 (if coverage is rejected)

**Binding Requirements:**

**DESCRIPTION**

Subject to:  
-Policyholder Disclosure Statement Under Terrorism Risk Insurance Act, As Amended  
-Completed Surplus Lines Affidavit to be provided within 30 days of effective date

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

-Starr quote for 60% quota share of full limits  
All fees are 100% earned at policy inception  
Total Insured Values: \$88,516,132  
Territory: United States of America  
Coverage: All Risks of direct physical loss or damage, covering Property Damage, Business Interruption, Extra Expense and Boiler & Machinery.  
Terms and Conditions:  
State premium is allocated on a percentage of TIV basis  
Any taxes imposed by virtue of this policy being written by an unauthorized insurer are the responsibility of the insured and a licensed producer.  
Security: As respects all other states: Starr Surplus Lines Insurance Company: 100%  
Cancellation: 30 days except 10 days for nonpayment of premium.



|   |                     |
|---|---------------------|
| <b>Premium</b>  | <b>\$277,479.00</b> |
| <b>Taxes</b>  |                     |
| Texas Estimated State Tax   | \$13,494.11         |
| Texas Estimated Stamp Fee   | 417.34              |
| <b>Total Taxes</b>  | <b>\$13,911.45</b>  |
| <b>Fees</b>   |                     |
| <b>Total Fees</b>   | <b>\$750.00</b>     |
| <b>ESTIMATED PROGRAM COST</b>   | <b>\$292,140.45</b> |
| Minimum Earned Premium - subject to Hurricane Minimum Premium if applicable | 30.00 %             |

Subject to Audit: N/A



### Statement of Values (SOV)

| Building | Occupancy   | Year Built | Stories | Flood Zone | Construction    | Sq. Ft. | Sprinklered (Y/N) | Real Property | Contents              | Total         |
|----------|---|------------|---------|------------|-----------------|---------|-------------------|---------------|-----------------------|---------------|
| A        | Learning Resource Center  | 1978       | 2       | X          | MNC             | 53,443  | YES               | \$ 8,283,865  | \$ 2,485,100          | \$ 10,768,705 |
| B        | Fine Arts Center  | 1978       | 2       | X          | MNC             | 43,857  | YES               | \$ 6,707,835  | \$ 2,039,351          | \$ 8,837,188  |
| C        | Health & Paramedical Technologies   | 1978       | 1       | X          | MNC             | 25,472  | YES               | \$ 3,948,160  | \$ 789,632            | \$ 4,737,792  |
| D        | Industrial Technologies   | 1978       | 1       | X          | MNC             | 34,067  | YES               | \$ 5,373,385  | \$ 1,612,018          | \$ 6,985,401  |
| E        | Student Center  | 1979       | 1       | X          | MNC             | 19,000  | YES               | \$ 2,660,000  | \$ 532,000            | \$ 3,192,000  |
| F        | Physical Fitness Center   | 1981       | 1       | X          | MNC             | 20,028  | YES               | \$ 3,043,920  | \$ 728,784            | \$ 4,372,704  |
| G        | Liberal Arts Center   | 1978       | 2       | X          | MNC             | 35,112  | YES               | \$ 5,442,360  | \$ 1,380,590          | \$ 6,802,950  |
| H        | Continuing Education Workforce Development  | 1978       | 2       | X          | MNC             | 21,740  | YES               | \$ 3,369,700  | \$ 842,425            | \$ 4,212,125  |
| I        | Fine Arts Annex   | 1985       | 1       | X          | Frame           | 1,096   | NO                | \$ 153,440    | \$ 30,688             | \$ 184,128    |
| J        | Art Dept. Sculpture/Ceramics  | 2008       | 1       | X          | MNC             | 4,800   | YES               | \$ 744,000    | \$ 148,800            | \$ 892,800    |
| K        | Communications / KACC / Court Reporting   | 1974       | 1       | X          | MNC             | 21,647  | YES               | \$ 3,355,285  | \$ 671,057            | \$ 4,026,342  |
| M        | Central Receiving   | 1983       | 1       | X          | MNC             | 7,335   | YES               | \$ 880,200    | \$ 176,040            | \$ 1,056,240  |
| N        | Criminal Justice Center / Occupational / Technical  | 1983       | 1       | X          | MNC             | 33,837  | YES               | \$ 5,249,850  | \$ 1,312,463          | \$ 6,562,313  |
| R        | Nolan Ryan Center   | 1999       | 1       | X          | MNC             | 11,996  | YES               | \$ 1,859,380  | \$ 371,876            | \$ 2,231,256  |
| S        | Health Science Bldg   | 2007       | 2       | X          | MNC             | 98,000  | YES               | \$ 15,190,000 | \$ 4,557,000          | \$ 19,747,000 |
| T        | Maintenance Shop  | 1998       | 1       | X          | NC-ICM          | 6,020   | NO                | \$ 602,000    | \$ 120,580            | \$ 722,480    |
| T        | Transportation Garage   | 1998       | 1       | X          | NC-ICM          | 8,525   | NO                | \$ 554,625    | \$ 110,925            | \$ 665,550    |
|          |   |            |         |            |                 |         |                   | \$ 69,109,705 | \$ 17,989,327         | \$ 85,999,032 |
|          | Observatory   | 2011       | 1       |            | Fiberglass Dome | 180     | NO                | \$ 50,000     | \$ 25,000             | \$ 75,000     |
|          | Greenhouse  | 2011       | 1       |            | Metal/Frame     | 1,800   | NO                | \$ 50,000     | \$ 12,000             | \$ 62,000     |
|          | Lighted Marquee Sign - Hwy 35   | 2009       |         |            | Metal/Plastic   |         | NO                | \$ 70,000     |                       | \$ 70,000     |
|          | Lighted Marquee Sign - Mustang  | 2009       |         |            | Metal/Plastic   |         | NO                | \$ 40,000     |                       | \$ 40,000     |
|          | Parking Lot Light Poles and Lights  | 1998       |         |            | Metal           |         | NO                | \$ 400,000    |                       | \$ 400,000    |
|          | Baseball Press Box / Restrooms  | 1994       | 2       |            | Frame           |         | NO                | \$ 100,000    | \$ 12,000             | \$ 112,000    |
|          | Baseball Scoreboard   | 1994       |         |            | Metal           |         | NO                | \$ 70,000     |                       | \$ 70,000     |
|          | Home Dugout Fieldhouse  | 2009       | 1       |            | Frame           | 2,014   | NO                | \$ 190,000    | \$ 45,000             | \$ 235,000    |
|          | Baseball Visitor's Dugout   | 2009       | 1       |            | HT              |         | NO                | \$ 14,000     |                       | \$ 14,000     |
|          | Baseball Batting Cage   | 2009       |         |            | ICM             |         | NO                | \$ 95,000     |                       | \$ 95,000     |
|          | Baseball Fence  | 2009       |         |            | Metal/Frame     |         | NO                | \$ 250,000    |                       | \$ 250,000    |
|          | Tennis Courts   | 1980       |         |            |                 |         | NO                | \$ 110,000    |                       | \$ 110,000    |
|          | Tennis Court Lights (8)   | 2009       |         |            |                 |         | NO                | \$ 225,000    |                       | \$ 225,000    |
|          | Tennis Court Fence  | 2009       |         |            | Metal           |         | NO                | \$ 75,000     |                       | \$ 75,000     |
|          | Softball Press Box / Restrooms  | 1997       | 2       |            | Frame           |         | NO                | \$ 100,000    | \$ 12,000             | \$ 112,000    |
|          | Softball Scoreboard   | 1997       |         |            | Metal           |         | NO                | \$ 45,000     |                       | \$ 45,000     |
|          | Softball Home Dugout  | 1997       | 1       |            | HT              |         | NO                | \$ 8,000      |                       | \$ 8,000      |
|          | Softball Visitor's Dugout   | 1997       | 1       |            | HT              |         | NO                | \$ 8,000      |                       | \$ 8,000      |
|          | Softball Fence  | 1997       |         |            | Metal/Frame     |         | NO                | \$ 170,000    |                       | \$ 170,000    |
|          | Softball Fieldhouse   | 2017       |         |            | Frame           |         | NO                | \$ 201,000    | \$ 45,000             | \$ 246,000    |
|          |   |            |         |            |                 |         |                   | \$ 2,271,000  | \$ 151,000            | \$ 2,422,000  |
|          | TDCJ Clemens Unit<br>11034 Hwy 38, Brazoria, TX<br>Computer Equipment                       |            |         |            |                 |         |                   |               | \$ 24,850             |               |
|          | TDCJ Benford H. Jester IV Unit<br>4 Jester Road, Richmond, TX<br>Computer Equipment         |            |         |            |                 |         |                   |               | \$ 1,700              |               |
|          | TDCJ Benford H. Jester III Unit<br>3 Jester Road, Richmond, TX<br>Automotive Equipment      |            |         |            |                 |         |                   |               | \$ 19,500             |               |
|          | TDCJ W.F. Ramsey Unit<br>1100 FM 855, Rosharon, TX<br>Computer Equipment<br>Other Equipment |            |         |            |                 |         |                   |               | \$ 23,800<br>\$ 1,000 |               |
|          | TDCJ AM "Mac" Stringfellow Unit<br>1200 FM 855, Rosharon, TX<br>Computer Equipment          |            |         |            |                 |         |                   |               | \$ 24,000             |               |
|          | <del>TDCJ Darrington Unit<br/>59 Darrington Road, Rosharon, TX<br/>Computer Equipment</del> |            |         |            |                 |         |                   |               | <del>\$ 850</del>     |               |
|          |   |            |         |            |                 |         |                   |               | \$ 96,100             | \$ 96,100     |
|          |   |            |         |            |                 |         |                   | \$ 70,379,705 | \$ 18,136,427         | \$ 88,516,132 |

Client Signature



Coverage: Active Shooter Coverages

Carrier: Underwriters at Lloyd's London

Policy Period: 4/1/2019 to 4/1/2020

**Coverage:**

| SUBJECT OF INSURANCE                | LIMIT TYPE | AMOUNT      |
|-------------------------------------|------------|-------------|
| Active Shooter & Malicious Attack : |            | -           |
| -Per Occurrence                     | Limit      | \$1,000,000 |
| -Aggregate                          | Limit      | \$1,000,000 |

**Deductibles / Self Insured Retention**

| TYPE       | COVERAGE   | AMOUNT |
|------------|------------|--------|
| Deductible | Deductible | \$0    |

**Additional Coverage:**

| DESCRIPTION  | LIMIT TYPE | AMOUNT    |
|--|------------|-----------|
| Active Shooter and Malicious Attack Coverage Part: (Unless otherwise specified, all sub-limits listed above apply on a per occurrence basis and are a part of, and not in addition to, the Active Shooter and Malicious Attack limit of liability) : |            | -         |
| Additional Security Measures   | Sublimit   | \$250,000 |
| Counseling   | Sublimit   | \$250,000 |
| Public Relations Costs   | Sublimit   | \$250,000 |
| Miscellaneous Crisis Management Expenses   | Sublimit   | \$250,000 |

**Valuations:**

| DESCRIPTION | LIMITATIONS               |
|-------------|---------------------------|
| Valuation   | Applies (See SOV Section) |



**Endorsements include, but are not limited to:**

**DESCRIPTION**

- General Terms and Conditions - TR5 P0001 CW (09-17)
- Lloyd's Syndicate (33) Endorsement - E2007.3
- Premium Payment Clause (Reinsurance) - E2010.1/TR5 E2010 CW (09/17)
- Service of Suit Endorsement - E2013.1/TR5 E2013 CW (09/17)
- Policyholder Disclosure Notice of Terrorism Insurance Cover - E2017.1/TR5E2017CW(09/17)
- Active Shooter and Malicious Attack Coverage Part: TR5 P0012 CW (09-17)
- Conformity Notice - INT N001 CW (11/12)
- Economic and Trade Sanctions Policyholder Notice - INT N0 98 CW (03/16)
- Policyholder Notice Complaints or Comments - INT N099CW(03/16)

**Exclusions include, but are not limited to:**

**DESCRIPTION**

- Earth Movement Exclusion
- Flood Exclusion
- Government Action Exclusion
- War Exclusion
- Nuclear Hazard, Power Failure
- Biological/chemical weapons
- Burglary/theft
- Contraband
- Electronic loss
- Employer liability
- Explosive devices
- Fines and penalties
- Government enforcement
- Indirect and consequential loss
- Mysterious disappearance
- Nuclear incident
- Pollution/environmental
- Protests/strikes/civil commotion
- Road rage
- Threat or hoax



**Exclusions include, but are not limited to:**

**DESCRIPTION**

Utilities

War

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

TRIA Premium and Hiscox Per Occurrence Aggregate Limit of Liability Shown Under Property - Terrorism Coverage.

Total Insured Value: \$88,516,132

|  |                   |
|--|-------------------|
| <b>Premium</b>   | <b>\$3,000.00</b> |
| <b>Taxes</b>   |                   |
| Estimated State Tax  | \$145.50          |
| <b>Total Taxes</b>   | <b>\$145.50</b>   |
| <b>Fees</b>  |                   |
| Estimated Stamping Fee   |                   |
| <b>Total Fees</b>  | <b>\$0.00</b>     |
| <b>ESTIMATED PROGRAM COST</b>  | <b>\$3,145.50</b> |
| TRIA/TRIPRA PREMIUM<br>(+ Additional Surcharges, Taxes and Fees as applicable) | <b>INCLUDED</b>   |

**Subject to Audit: N/A**

Coverage: Crime  
 Carrier: Argonaut Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Type:

| COVERAGE | FORM TYPE | RETROACTIVE DATE | PENDING & PRIOR DATE |
|----------|-----------|------------------|----------------------|
| Crime    |           |                  |                      |

Coverage:

| DESCRIPTION   | LIMIT TYPE | AMOUNT    |
|---|------------|-----------|
| Forgery and Alteration                              | Limit      | \$50,000  |
| Public Employees Dishonesty                         | Limit      | \$100,000 |
| Theft, Disappearance, and Destruction Inside Limit  | Limit      | \$50,000  |
| Theft, Disappearance, and Destruction Outside Limit | Limit      | \$50,000  |

Deductibles / Self Insured Retention

| TYPE       | COVERAGE  | AMOUNT  |
|------------|---|---------|
| Deductible | Forgery and Alteration                              | \$1,000 |
| Deductible | Public Employees Dishonesty                         | \$1,000 |
| Deductible | Theft, Disappearance, and Destruction Inside Limit  | \$1,000 |
| Deductible | Theft, Disappearance, and Destruction Outside Limit | \$1,000 |

Exclusions include, but are not limited to:

| DESCRIPTION  |
|--|
| Third Party Employee Dishonesty  |
| Government Action Exclusion  |
| Accounting or Arithmetic Errors  |
| Voluntary Parting of Property  |
| Loss in which the existence of such loss is only proved by a profit and loss comparison or inventory records |
| Any theft or criminal act committed by a partner of the insured  |
| Employee Dishonesty (does not apply to Employee Theft Coverage)  |



**Exclusions include, but are not limited to:**

**DESCRIPTION**

An Exclusion for Mold or a Sublimit May Apply.

A Terrorism Exclusion May Apply.

Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.

**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of:

- an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application
- Renewal Information Request
- Budget
- Signed Interlocal Form

|                               |                 |
|-------------------------------|-----------------|
| <b>Premium</b>                | <b>\$372.00</b> |
| <hr/>                         |                 |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$372.00</b> |

Coverage: General Liability

Carrier: Argonaut Insurance Company

Policy Period: 4/1/2019 to 4/1/2020

Form Type:

| COVERAGE                    | FORM TYPE  | RETROACTIVE DATE | PENDING & PRIOR DATE |
|-----------------------------|------------|------------------|----------------------|
| General Liability           | Occurrence | Not Applicable   | Not Applicable       |
| Employee Benefits Liability |            |                  |                      |

Defense Limitations:

| COVERAGE TYPE | DEFENSE COST DOLLAR LIMIT | DEFENSE LIMIT | DEFENSE COST TYPE / COMMENTS                            |
|---------------|---------------------------|---------------|---|
|               | Applies                   |               | Other / Defense Costs in Addition to Limit of Liability |

Coverage:

| DESCRIPTION                             | LIMIT TYPE | AMOUNT      |
|---|------------|-------------|
| Bodily Injury/Property Damage           | Limit      | \$1,000,000 |
| Personal Injury/Advertising Injury      | Limit      | \$1,000,000 |
| Damages to premises rented to you       | Limit      | \$100,000   |
| Employee Benefits                       | Limit      | \$1,000,000 |
| General Aggregate                       | Limit      | \$1,000,000 |
| Products/Completed Operations Aggregate | Limit      | \$1,000,000 |

Deductibles / Self Insured Retention

| TYPE       | COVERAGE          | AMOUNT  |
|------------|-------------------|---------|
| Deductible | Employee Benefits | \$1,000 |



**Additional Coverage:**

| DESCRIPTION   | LIMIT TYPE | AMOUNT              |
|---|------------|---------------------|
| Miscellaneous:  |            | -                   |
| Corporal Punishment   |            | Included            |
| School Doctors and Nurses   |            | Included            |
| Additional Covered Party - Lessor of Leased Equipment: Key Government Finance Inc., for Cisco Server for telephone system |            | Included            |
| Unmanned Aircraft Under 25 Pounds   | Limit      | \$25,000            |
| School Violent Response   | Limit      | \$100,000/\$250,000 |
| General Liability   |            | -                   |
| Day Care, Day Camp, Nursery or similar facility   |            | Included            |

**Exclusions include, but are not limited to:**

| COVERAGE TYPE     | DESCRIPTION  |
|-------------------|--|
| General Liability | Bodily Injury and Property Damage from pollutants - Absolute Exclusion   |
| General Liability | Losses arising from the ownership maintenance or use of aircraft, autos, or watercraft, with some minor exceptions including certain contractual obligations |
| General Liability | Employment Related Practices Exclusion   |
| General Liability | Liquor Liability Exclusion   |
| General Liability | Aircraft Products Exclusion  |
| General Liability | Professional Liability Exclusion   |
| General Liability | Real Property in Your Care, Custody, and Control Exclusion   |
| General Liability | Absolute Asbestos Exclusion  |
| General Liability | Absolute Lead Exclusion  |
| General Liability | War and Nuclear Hazard   |
| General Liability | Mold / Fungus  |
| EBL               | Dishonest, fraudulent, criminal or malicious act or omission   |
| EBL               | Bodily Injury or Property Damage or Personal Injury  |
| EBL               | Failure of performance of contract   |
| EBL               | Failure of any investment to perform as represented by you   |
| EBL               | Failure to comply with mandatory provisions of any law concerning Workers' Compensation, unemployment insurance, social security or disability benefits      |
| EBL               | Wrongful termination of an employee  |

**Exclusions include, but are not limited to:**

| COVERAGE TYPE     | DESCRIPTION   |
|-------------------|---|
| EBL               | Coercion, demotion, reassignment, discipline or harassment of an employee   |
| EBL               | Discrimination against an employee  |
| General Liability | Dormitories or similar housing facilities for students - Excluded   |
| General Liability | Trampoline or similar rebounding device - Excluded  |
| General Liability | An Exclusion for Mold or a Sublimit May Apply.  |
| General Liability | A Terrorism Exclusion May Apply.  |
| General Liability | Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc. |

**Binding Requirements:**

| DESCRIPTION  |
|--|
| Subject to Receipt of  |
| - an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application |
| - Renewal Information Request  |
| - Budget   |
| - Signed Interlocal Form   |

**Other Significant Terms and Conditions/Restrictions:**

| DESCRIPTION   |
|---|
| General Liability Features and Benefits - Description |
| Pay On Behalf* Form                                   |
| Contractual Liability                                 |
| Host Liquor Liability                                 |
| Non Auditable Policy                                  |
| Premises / Operations                                 |
| Products / Completed Operations                       |
| Special Events (subject to company approval)          |
| Supplementary Payments - Bail Bonds                   |
| Supplementary Payments - Daily Loss of Earnings       |
| Watercraft Liability                                  |



**OPTIONS:**

|   |       |
|---|-------|
| Increase School Violence \$1M/\$1M – New General Liability (not including Data/Cyber) | 9,406 |
| Excess Liability Premium – If School Violence is increased                            | 7,587 |

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|                |                   |
|----------------|-------------------|
| <b>Premium</b> | <b>\$7,504.00</b> |
|----------------|-------------------|

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|                               |                   |
|-------------------------------|-------------------|
| <b>ESTIMATED PROGRAM COST</b> | <b>\$7,504.00</b> |
|-------------------------------|-------------------|



Coverage: Automobile  
 Carrier: Argonaut Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Coverage:

| DESCRIPTION  | LIMIT TYPE | AMOUNT      | COVERED AUTOS |
|--|------------|-------------|---------------|
| Commercial Automobile Liability                            |            |             |               |
| Liability Limit  | Limit      | \$1,000,000 | 1             |
| Commercial Automobile Physical Damage                      |            |             |               |
| Comprehensive  |            | ACV         | 10            |
| Collision  |            | ACV         | 10            |
| Additional Covered Party Designated Person or Organization |            | Included    |               |

Deductibles / Self Insured Retention

| TYPE       | COVERAGE   | AMOUNT  |
|------------|--|---------|
| Deductible | Commercial Automobile Liability - Deductible               | \$1,000 |
| Deductible | Commercial Automobile Physical Damage                      |         |
| Deductible | Comprehensive  | \$1,000 |
| Deductible | Collision  | \$1,000 |
| Deductible | Additional Covered Party Designated Person or Organization | \$1,000 |

Covered Autos:

| SYMBOL | SYMBOL NAME                        | DESCRIPTION OF COVERED DESIGNATION SYMBOLS  |
|--------|------------------------------------|---|
| 1      | Any Auto                           | Can only be used for Liability insurance. Its use provides coverage for any auto with which the insured has contact, including owned and non-owned, hired vehicles, and newly acquired vehicles. It includes coverage for non-owned auto, no-fault insurance, uninsured motorists, or physical damage insurance |
| 2      | Owned Autos Only                   | Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.   |
| 3      | Owned Private Passenger Autos Only | Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.   |



**Covered Autos:**

| SYMBOL | SYMBOL NAME  | DESCRIPTION OF COVERED DESIGNATION SYMBOLS   |
|--------|--|--|
| 4      | Owned Autos Other Than Private Passenger Autos Only  | Only those autos you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.   |
| 5      | Owned Autos Subject To No-Fault  | Only those autos you own that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.                 |
| 6      | Owned Autos Subject To A Compulsory Uninsured Motorists Law  | Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists' requirement.     |
| 7      | Specifically Described Autos   | Only those autos described in Item Three of the Declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in Item Three).   |
| 8      | Hired Autos Only   | Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent, or borrow from any of your employees, partners (if you are a partnership), members (if you are a limited liability company) or members of their households.  |
| 9      | Nonowned Autos Only  | Only those autos you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes autos owned by your employees, partners (if you are a partnership), members (if you are a limited liability company), or members of their households but only while used in your business or your personal affairs. |
| 19     | Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only | Only those autos that are land vehicles and that would qualify under the definition of mobile equipment under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.  |

**Exclusions include, but are not limited to:**

| DESCRIPTION   |
|---|
| Excluded Drivers  |
| Expected or Intended Injury                             |
| Contractual - added back as noted                       |
| Workers' Compensation                                   |
| Employers' Liability                                    |
| Property Damage to Property Owned or Transported by you |
| Pollution   |
| Other standard policy exclusions apply                  |
| An Exclusion for Mold or a Sublimit May Apply.          |
| A Terrorism Exclusion May Apply.                        |



Exclusions include, but are not limited to:

**DESCRIPTION**

Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.

**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of:

- Renewal Information Request
- Budget
- Signed Interlocal Form
- an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

Commercial Automobile Physical Damage:

- Comprehensive - OCN: \$536,913
- Collision - OCN: \$536,913

1 - Commercial Automobile Liability: Coverage is Automatically Provided for any Auto the Entity Owns or Acquires During the Policy Period.

2 - Commercial Automobile Physical Damage: Coverage is Provided on a "Fleet Automatic" Basis. This Means that any Auto(S) the Entity Acquires During the Term of the Policy Will be Covered Automatically, Provided it is an Additional New Auto or Replaces an Auto the Entity Previously Owned Which Had Physical Damage Coverage. The Entity Must Inform Trident that They Desire Physical Damage Coverage for These Autos Within 30 Days After the Entity Acquires the Auto(S). The Entity Must Submit a Request for Coverage for any Auto(S) Which do not Meet the Conditions Outlined Above. Coverage for These Autos Will be Added by Endorsement.

Breakdown Premium:

- Commercial Automobile Liability - \$7,194
- Commercial Automobile Physical Damage - \$4,018





**Auto Disclaimer:**

Commercial Auto policies utilize a set of coverage symbols to stipulate a category of covered autos. One or more symbols are assigned to each coverage purchased indicating which autos that coverage applies to. Please refer to your policy and make certain that you read and understand the various auto symbols and associated descriptions. Specific symbols may apply to either a particular kind of vehicle or the vehicle's ownership status. The symbols could also differ depending upon whether the coverage is for liability or physical damage. Also, in certain circumstances, an insurance company may agree to provide coverage for an auto scenario that is not described in the auto symbols. When this occurs, a unique symbol and related description is used. If you have any questions regarding the auto symbols or associated descriptions contained in your policy, please contact us.

|                               |                    |
|-------------------------------|--------------------|
| Premium                       | \$10,898.00        |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$10,898.00</b> |

**Subject to Audit: Not Auditable**

**Auditable Exposures:**

| DESCRIPTION   | EXPOSURE                |
|---|-------------------------|
| Commercial Automobile Liability                       | 36 - Total Units Quoted |
| Commercial Automobile Physical Damage - Comprehensive | 16 - Units              |
| Commercial Automobile Physical Damage - Collision     | 16 - Units              |



Vehicles:

| VEH# | YEAR | MAKE / MODEL           | VIN               | COST NEW | GARAGE ADDRESS | RADIUS | RATING CLASS | GWV     | OTC | DEDUCTIBLE |            | STATED AMOUNT |
|------|------|------------------------|-------------------|----------|----------------|--------|--------------|---------|-----|------------|------------|---------------|
|      |      |                        |                   |          |                |        |              |         |     | COLL       | DEDUCTIBLE |               |
| 1    | 1998 | Homemade / Welding     | 9831103110        |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 2    | 2000 | Ford /                 | 1FMRE11WXYHA31167 |          | Alvin, TX      | 1      | 0149         |         |     |            |            | \$15,405      |
| 3    | 2004 | Veritrans / Goshen Bus | 4UZAACBV64CN1174  |          | Alvin, TX      | 1      | 6184         | \$1,000 |     | \$1,000    |            |               |
| 4    | 1998 | Top Hat /              | 4R7FS242WT018023  |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 5    | 2008 | Ford / F150            | 1FTRF12278KC35912 | \$13,792 | Alvin, TX      | 1      | 0149         |         |     | \$1,000    |            | \$1,000       |
| 6    | 2008 | Ford / F150            | 1FTRF12278KC35911 | \$13,792 | Alvin, TX      | 1      | 0149         |         |     | \$1,000    |            | \$1,000       |
| 7    | 2008 | Ford / E350            | 1FBSS31L58DA49345 | \$23,969 | Alvin, TX      | 1      | 0149         |         |     | \$1,000    |            | \$1,000       |
| 8    | 2010 | Pace /                 | 47ZFB1211AZ068319 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 9    | 2009 | MCPR / Dump            | 1M9CD10119A819111 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 10   | 2010 | Pace /                 | 47ZFB1218AX069533 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 11   | 1998 | Ford / Ambulance       | 1FDXE40FXWHB49629 |          | Alvin, TX      | 1      | 7913         |         |     |            |            |               |
| 12   | 2010 | Pace / Cargo           | 47ZFB1211AX070961 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 13   | 2011 | Carry On /             | 4YMJL081XBT025685 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 14   | 2009 | Carry On /             | 4YMJL10129T015177 |          | Alvin, TX      | 1      | 6949         |         |     |            |            |               |
| 15   | 2007 | Ford / CVP             | 2FAFP71W07X132016 |          | Alvin, TX      | 1      | 7911         |         |     |            |            |               |
| 16   | 2006 | American /             | 17YBP12296B033661 | \$1,500  | Pearland, TX   |        | 6749         | \$1,000 |     | \$1,000    |            | \$1,000       |



Vehicles:

| VEH# | YEAR | MAKE / MODEL        | VIN                | COST NEW  | GARAGE ADDRESS | RADIUS | RATING CLASS | GVW | OTC     | COLL    | STATED AMOUNT |
|------|------|---------------------|--------------------|-----------|----------------|--------|--------------|-----|---------|---------|---------------|
| 17   | 2006 | Ford /              | 1FDNF205X6EC33242  |           | Alvin, TX      | 1      | 0149         |     |         |         |               |
| 18   | 2007 | Kenworth / T600     | 1XKAB49XX7J207696  | \$59,372  | Alvin, TX      | 1      | 5049         |     | \$1,000 | \$1,000 | \$1,000       |
| 19   | 2013 | Ford / Taurus       | 1FAHP2M81DG143598  | \$27,553  |                |        | 7911         |     | \$1,000 | \$1,000 | \$1,000       |
| 20   | 2013 | Ford / Explorer     | 1FM5K8AR2DGC73588  | \$29,627  |                |        | 7398         |     | \$1,000 | \$1,000 | \$1,000       |
| 21   | 2006 | IH / 9400           | 2HACNAPR46C226267  | \$27,000  | Alvin, TX      | 1      | 2149         |     | \$1,000 | \$1,000 | \$1,000       |
| 22   | 2014 | Ford / 350          | 1FBNE3BL2EDA03826  | \$24,250  | Alvin, TX      | 1      | 0149         |     | \$1,000 | \$1,000 | \$1,000       |
| 23   | 2014 | Ford / 350          | 1FBSS3BLXEDA03827  | \$24,250  | Alvin, TX      | 1      | 0149         |     | \$1,000 | \$1,000 | \$1,000       |
| 24   | 2015 | Thomas Blit / 120YS | 1T7YN4E26F1279515  | \$142,250 | Alvin, TX      | 1      | 6184         |     | \$1,000 | \$1,000 | \$1,000       |
| 25   | 2015 | Yamaha / XY9928     | JYA3AWE01FA145780  |           |                |        | 7942         |     |         |         |               |
| 26   | 2015 | Yamaha / XY9927     | JYA3AWE07EA146786  |           |                |        | 7942         |     |         |         |               |
| 27   | 2015 | Yamaha / XY9929     | JYA3AWE05FA145779  |           |                |        | 7942         |     |         |         |               |
| 28   | 2017 | Ford / Explorer     | 1FM5K8AR4HGA37045  | \$32,214  | Alvin, TX      | 1      | 0149         |     | \$1,000 | \$1,000 | \$1,000       |
| 29   | 2001 | Freuhauf /          | 1JVV482F617F768906 | \$33,364  |                |        | 6949         |     | \$1,000 | \$1,000 | \$1,000       |
| 30   | 1982 | Top Hat /           | TR149863           |           |                |        | 6949         |     |         |         |               |
| 31   | 2016 | Dump /              | 5RVDC1628GP040986  | \$6,980   |                |        | 6949         |     | \$1,000 | \$1,000 | \$1,000       |

Covered under separate policy.

Vehicles:

| VEH# | YEAR | MAKE / MODEL           | VIN               | COST NEW  | GARAGE ADDRESS | RADIUS | RATING CLASS | GVW     | OTC | COLL    | STATED AMOUNT |
|------|------|------------------------|-------------------|-----------|----------------|--------|--------------|---------|-----|---------|---------------|
| 32   | 2009 | Bae Systems Military / | EHFV              | \$50,000  |                |        | 0149         | \$1,000 |     | \$1,000 | \$1,000       |
| 33   | 1992 | Freuhauf /             | 1H2V05327NE003253 |           |                | 1      | 6749         |         |     |         |               |
| 34   | 1900 | Forklift /             | 160022541         |           |                |        | 6949         |         |     |         |               |
| 35   | 2018 | Ford / Explorer        | 1FM5K7B83JGA66980 | \$27,000  | Alvin, TX      | 1      |              | \$1,000 |     | \$1,000 | \$1,000       |
| 36   | 2005 | Stewart / M1083A1      | BT102700EGLR      | \$184,333 |                |        |              | H       |     | \$1,000 | \$1,000       |
| 37   | 1997 | Champion / Bus # 2     | 4UZABFAD0VC794761 | \$73,145  | Alvin, TX      | 1      | 6184         | \$1,000 |     | \$1,000 | \$1,000       |
| 38   | 1999 | Ford F150 / TRK #4     | 1FTRF17W1XKB01939 | \$6,600   | Alvin, TX      | 1      | 0149         | \$1,000 |     | \$1,000 | \$1,000       |
| 39   | 1998 | Ford / F80             | 1FDNF80CXWVA27632 |           | Alvin, TX      |        |              |         |     |         |               |
| 40   | 1985 | Homemade /             | TR161023          |           | Alvin, TX      | 1      | 6949         |         |     |         |               |
| 41   | 2003 | Ford / Cr Vic          | 2FAHP71W43X171100 |           | Alvin, TX      | 1      |              | \$1,000 |     | \$1,000 | \$1,000       |
| 42   | 2001 | Pioneer / Tank         | 1P9TA432711260301 | \$72,000  | Alvin, TX      | 1      | 6184         | \$1,000 |     | \$1,000 | \$1,000       |
| 43   | 2009 | BaeSystems / Military  | V-D703859EHFV     | \$50,000  |                |        |              | \$1,000 |     | \$1,000 | \$1,000       |

Coverage: Excess Liability  
 Carrier: Argonaut Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Type:

| COVERAGE         | FORM TYPE  | RETROACTIVE DATE | PENDING & PRIOR DATE |
|------------------|------------|------------------|----------------------|
| Excess Liability | Occurrence | Not Applicable   | Not Applicable       |

Defense Limitations:

| COVERAGE TYPE    | DEFENSE COST DOLLAR LIMIT | DEFENSE LIMIT | DEFENSE COST TYPE / COMMENTS |
|------------------|---------------------------|---------------|------------------------------|
| Excess Liability | Applies                   |               |                              |

Coverage:

| DESCRIPTION   | LIMIT TYPE | AMOUNT      |
|---|------------|-------------|
| Each Occurrence, Offense, Accident, or Wrongful Act | Limit      | \$4,000,000 |
| Annual Aggregate                                    | Limit      | \$4,000,000 |

Underlying Policies:

| COVERAGE                        | DESCRIPTION | LIMIT       | CARRIER | EFFECTIVE DATE | EXPIRATION DATE |
|---------------------------------|-------------|-------------|---------|----------------|-----------------|
| General Liability               |             | \$1,000,000 |         | 4/1/2019       | 4/1/2020        |
| Educators Legal Liability       |             | \$1,000,000 |         | 4/1/2019       | 4/1/2020        |
| Employment Practices Liability  |             | \$1,000,000 |         | 4/1/2019       | 4/1/2020        |
| Law Enforcement Liability       |             | \$1,000,000 |         | 4/1/2019       | 4/1/2020        |
| Commercial Automobile Liability |             | \$1,000,000 |         | 4/1/2019       | 4/1/2020        |



**Exclusions include, but are not limited to:**

**DESCRIPTION**

Workers' Compensation, Auto No Fault, Uninsured/ Underinsured Motorists, Disability, and Unemployment Compensation Laws  
 Pollution (Hostile Fire Exception)  
 Asbestos  
 Physical Damage to Property in Insured's Care, Custody, or Control  
 Auto First-party Coverage  
 Pollution (Auto)  
 Products Recall  
 Employment Related Practices Exclusion  
 Total Pollution Exclusion  
 Professional Liability Exclusion  
 Retained Limit  
 An Exclusion for Mold or a Sublimit May Apply.  
 A Terrorism Exclusion May Apply.  
 Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.  
 Excludes Employee Benefits Liability, Medical Payments, Uninsured Motorist/Underinsured Motorist and Personal Injury Protection

**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of  
 - an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application  
 - Renewal Information Request  
 - Budget  
 - Signed Interlocal Form

|                               |                   |
|-------------------------------|-------------------|
| <b>Premium</b>                | <b>\$7,013.00</b> |
| <hr/>                         |                   |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$7,013.00</b> |



Coverage: Cyber Policy  
 Carrier: ACE American Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Number: PF-48169 (10/16)

Form Type:

| COVERAGE        | FORM TYPE   | RETROACTIVE DATE | PENDING & PRIOR DATE |
|-----------------|-------------|------------------|----------------------|
| Cyber Liability | Claims Made |                  | 4/1/2017             |

Coverage:

| DESCRIPTION   | LIMIT TYPE | AMOUNT      | BASIS                                |
|---|------------|-------------|--------------------------------------|
| Maximum Single Limit of Insurance                   | Limit      | \$3,000,000 |                                      |
| Maximum Policy Aggregate Limit of Insurance         | Limit      | \$3,000,000 |                                      |
| First Party Insuring Agreements: Insuring Agreement |            |             |                                      |
| - Cyber Incident Response Fund                      |            |             | Inside Limit Each Incident/Aggregate |
| - Cyber Incident Response Team                      | Limit      | \$3,000,000 | Each Incident                        |
| - Cyber Incident Response Team                      | Limit      | \$3,000,000 | Aggregate                            |
| - Non-Panel Response Provider                       | Limit      | \$250,000   | Each Incident                        |
| - Non-Panel Response Provider                       | Limit      | \$250,000   | Aggregate                            |
| - Business Interruption Loss and Extra Expenses     | Limit      | \$3,000,000 | Each Incident                        |
| - Business Interruption Loss and Extra Expenses     | Limit      | \$3,000,000 | Aggregate                            |
| - Digital Data Recovery                             | Limit      | \$3,000,000 | Each Incident                        |
| - Digital Data Recovery                             | Limit      | \$3,000,000 | Aggregate                            |
| - Network Extortion                                 | Limit      | \$3,000,000 | Each Incident                        |
| - Network Extortion                                 | Limit      | \$3,000,000 | Aggregate                            |
| Third Party Liability Insuring Agreements:          |            |             |                                      |
| - Cyber, Privacy And Network Security Liability     | Limit      | \$3,000,000 | Each Claim                           |
| - Cyber, Privacy And Network Security Liability     | Limit      | \$3,000,000 | Aggregate                            |



Coverage:

| DESCRIPTION                          | LIMIT TYPE | AMOUNT      | BASIS      |
|--------------------------------------|------------|-------------|------------|
| - Regulatory Proceedings             | Limit      | \$3,000,000 | Each Claim |
| - Regulatory Proceedings             | Limit      | \$3,000,000 | Aggregate  |
| - Payment Card Loss                  | Limit      | \$250,000   | Each Claim |
| - Payment Card Loss                  | Limit      | \$250,000   | Aggregate  |
| - Electronic, Social & Printed Media | Limit      | \$3,000,000 | Each Claim |
| - Electronic, Social & Printed Media | Limit      | \$3,000,000 | Aggregate  |

Deductibles / Self Insured Retention

| TYPE       | COVERAGE   | AMOUNT   |
|------------|--|----------|
| Retention  | First Party Insuring Agreements: Insuring Agreement:                             | -        |
| Retention  | - Cyber Incident Response Team - Each Incident                                   | \$15,000 |
| Retention  | - Non-Panel Response Provider - Each Incident                                    | \$15,000 |
| Retention  | - Business Interruption Loss and Extra Expenses - Each Incident                  | \$15,000 |
| Deductible | - Business Interruption Loss and Extra Expenses - Waiting Period - Each Incident | 12 hours |
| Retention  | - Digital Data Recovery - Each Incident  | \$15,000 |
| Retention  | - Network Extortion - Each Incident  | \$15,000 |
| Retention  | Third Party Liability Insuring Agreements:                                       | -        |
| Retention  | - Cyber, Privacy And Network Security Liability - Each Claim                     | \$15,000 |
| Retention  | - Regulatory Proceedings - Each Claim  | \$15,000 |
| Retention  | - Payment Card Loss - Each Claim   | \$15,000 |
| Retention  | - Electronic, Social & Printed Media - Each Claim                                | \$15,000 |

Definition of Claim:

DESCRIPTION

Claim Means:

1. written demand against any Insured for monetary damages or non-monetary or injunctive relief;
2. civil proceeding against any Insured seeking monetary damages or non-monetary or injunctive relief, commenced by the service of a complaint or similar pleading;





**Definition of Claim:**

**DESCRIPTION**

- 3. arbitration, mediation, or other alternative dispute resolution proceeding against any Insured seeking monetary damages or non-monetary or injunctive relief, commenced by the receipt of a written demand, or service of a complaint or similar pleading;
- 4. criminal proceeding against an Insured commenced by: (a) an arrest, or (b) a return of an indictment, information or similar document;
- 5. written request directed at an Insured to toll or waive a statute of limitations applicable to a Claim referenced in paragraphs 1-4 immediately above; or
- 6. Regulatory Proceeding,  
including, where applicable, any appeal therefrom.

**Endorsements include, but are not limited to:**

**DESCRIPTION**

- Chubb Cyber Enterprise Risk Management Policy - PF-48169 10/16
- Policyholder Notice Cyber Services for Incident Response - PF-48259 (10/16)
- Policyholder Notice Cyber Services for Loss Mitigation - PF-48260 (10/16)
- Chubb Producer Compensation Practices & Policies - ALL-20887a (03/16)
- Trade or Economic Sanctions Endorsement - ALL-21101 (11/06)
- US Foreign Account Tax Compliance Act (FATCA) - ALL-42490b (07/16)
- US. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders - PF-17914a (04/16)
- Cap on Losses from Certified Acts of Terrorism - PF-45354 (01/15)
- Disclosure Pursuant to Terrorism Risk Insurance Act - TRIA-11d (03/16)
- Policyholder Disclosure Notice of Terrorism Insurance Coverage - TR-19606d (01/15)
- General Enhancement Endorsement - Cyber - PF-49468 (08 17) / PF-50456
- Educational Institutions Endorsement - PF-49464 (08/17)
- Signatures - CC- 1K11i (02/18)
- Texas Notice - Information and Complaints - ALL-4Y30f(06/15)
- Amendatory Endorsement - Texas - PF-48327 (12/16)
- Form - PF-48167 (10/16)

**Binding Requirements:**

**DESCRIPTION**

- Subject to:
- The Attached Quotation May not be Bound Without a Fully Executed CRC Brokerage agreement.
  - If Insured is Located Outside Your Resident State, We Must Receive a Copy of Your Non-Resident License Prior to Binding.



**Binding Requirements:**

**DESCRIPTION**

- The Applicant Has Submitted to the Insurer the Following Documents, And the Insurer Has Received Such Documents no Later than Close of Business on Policy Inception:
- Signed Risk Control Services for Texas Policyholders Form

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

Retroactive Date (only applicable to Third Party Liability Insuring Agreements): Full Prior Acts

|  |                    |
|--|--------------------|
| <b>Premium</b>   | <b>\$16,507.00</b> |
| <b>Fees</b>  |                    |
| Broker Fee   | \$350.00           |
| <b>Total Fees</b>  | <b>\$350.00</b>    |
| <b>ESTIMATED PROGRAM COST</b>  | <b>\$16,857.00</b> |
| TRIA/TRIPRA PREMIUM<br>(+ Additional Surcharges, Taxes and Fees as applicable) | <b>\$0.00</b>      |



Optional Cyber Coverages:

| DESCRIPTION                                      | NEW | AMOUNT  | DEDUCTIBLE / SELF INSURED RETENTION | OTHER   | PREMIUM     | TAX |
|--|-----|---------|-------------------------------------|---------|-------------|-----|
| Cyber & Internet Liability; Premium: \$18,048.00 | No  | See SOV |                                     | See SOV | \$18,048.00 |     |

Optional Coverage:

| Description                | Amount   | Deductible/ SIR/ Retention  | Other | Premium     |
|----------------------------|--|---|-------|-------------|
| Cyber & Internet Liability | <p><b>First Party Insuring Agreements:</b></p> <p>Contingent Business Interruption Loss and extra expenses - Unscheduled Providers - Each incident/Aggregate: \$3,000,000/ \$3,000,000</p> <p><b>Third Party Liability Insuring Agreements:</b></p> <p>Payment Card Loss - Each Claim/Aggregate: \$3,000,000/\$3,000,000</p> | <p><b>First Party Insuring Agreements:</b></p> <p>Contingent Business Interruption Loss and extra expenses - Unscheduled Providers - Retention/ Waiting Period/ Each Incident: \$15,000/ 10 Hours; Business Interruption</p> <p>Business Interruption Loss and Extra Expenses – Waiting Period – 10 Hours</p> |       | \$18,048.00 |

Coverage: Cyber Policy  
 Carrier: Argonaut Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Number:

Form Type:

| COVERAGE        | FORM TYPE   | RETROACTIVE DATE | PENDING & PRIOR DATE |
|-----------------|-------------|------------------|----------------------|
| Data Compromise | Claims Made |                  |                      |
| Cyber           | Claims Made |                  |                      |

Coverage:

| DESCRIPTION  | LIMIT TYPE | AMOUNT    |
|--|------------|-----------|
| Data Compromise  |            | -         |
| Data Compromise Response Expense Annual Aggregate                | Limit      | \$100,000 |
| Sub limits Per Occurrence  |            | -         |
| 1st Party Named Malware  | Sublimit   | \$50,000  |
| Forensic IT Review   | Sublimit   | \$50,000  |
| Legal Review   | Sublimit   | \$50,000  |
| Public Relations   | Sublimit   | \$5,000   |
| Regulatory Fines/Penalties                                       | Sublimit   | \$50,000  |
| PCI Fines and Penalties  | Sublimit   | \$50,000  |
| Data Compromise Liability Annual Aggregate                       | Limit      | \$100,000 |
| Sub limits Per Occurrence - 3rd Party Named Malware              | Sublimit   | \$50,000  |
| Cyber  |            | -         |
| Cyber Attack and Cyber Extortion - Cyber Attack Annual Aggregate | Limit      | \$100,000 |
| Sub limits Per Occurrence - Cyber Extortion                      | Sublimit   | \$25,000  |
| Network Security Annual Aggregate                                | Limit      | \$100,000 |
| Electronic Media Annual Aggregate                                | Limit      | \$100,000 |



**Deductibles / Self Insured Retention**

| TYPE       | COVERAGE   | AMOUNT  |
|------------|--|---------|
| Deductible | Data Compromise  | -       |
| Deductible | Data Compromise Response Expense Each Response Expense Occurrence Deductible | \$1,000 |
| Deductible | Data Compromise Liability Each Liability Occurrence Deductible               | \$1,000 |
| Deductible | Cyber  | -       |
| Deductible | Each Cyber Attack and Extortion Occurrence Deductible                        | \$1,000 |
| Deductible | Deductible Network Security Liability  | \$1,000 |
| Deductible | Each Electronic Media Occurrence Deductible                                  | \$1,000 |

**Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:**

| COVERAGE        | CONTINUITY DATE | LIMITS | CONDITIONS |
|-----------------|-----------------|--------|------------|
| Data Compromise | --              |        |            |
| Cyber           | --              |        |            |

**Claims Made Coverage:**

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

| DESCRIPTION                   |
|-------------------------------|
| Refer to attached policy form |

**Incident or Claim Reporting Provision:**

| REPORTING CONDITION TYPE | DESCRIPTION                   |
|--------------------------|-------------------------------|
|                          | Refer to attached policy form |



**Run Off Provisions:**

| DESCRIPTION                   | PREMIUM AMOUNT | PREMIUM DUE DATE | LENGTH | % OF EXPIRING PREMIUM |
|-------------------------------|----------------|------------------|--------|-----------------------|
| Refer to attached policy form | --             | --               |        | --                    |

**Exclusions include, but are not limited to:**

| DESCRIPTION   |
|---|
| An Exclusion for Mold or a Sublimit May Apply.  |
| A Terrorism Exclusion May Apply.  |
| Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc. |

**Binding Requirements:**

| DESCRIPTION  |
|--|
| Subject to Receipt of:   |
| - an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application |
| - Renewal Information Request  |
| - Budget   |
| - Signed Interlocal Form   |

**Other Significant Terms and Conditions/Restrictions:**

| DESCRIPTION  |
|--|
| Breakdown Premium:   |
| Data Compromise - \$445                                      |
| Cyber- \$964   |
| Total *if Opt-out of Data Compromise/Cyber Coverage \$48,773 |

|                               |                   |
|-------------------------------|-------------------|
| Premium                       | \$1,409.00        |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$1,409.00</b> |



**Coverage:** Law Enforcement Liability  
**Carrier:** Argonaut Insurance Company  
**Policy Period:** 4/1/2019 to 4/1/2020

**Form Number:**

**Form Type:**

| COVERAGE                  | FORM TYPE  | RETROACTIVE DATE | PENDING & PRIOR DATE |
|---------------------------|------------|------------------|----------------------|
| Law Enforcement Liability | Occurrence | Not Applicable   | Not Applicable       |

**Defense Limitations:**

| COVERAGE TYPE | DEFENSE COST DOLLAR LIMIT | DEFENSE LIMIT | DEFENSE COST TYPE / COMMENTS                 |
|---------------|---------------------------|---------------|--|
|               | Applies                   |               | Other / Defense Costs Within the Deductible. |

**Coverage:**

| DESCRIPTION      | LIMIT TYPE | AMOUNT      |
|------------------|------------|-------------|
| Per Wrongful Act | Limit      | \$1,000,000 |
| Annual Aggregate | Limit      | \$1,000,000 |

**Deductibles / Self Insured Retention**

| TYPE       | COVERAGE   | AMOUNT  |
|------------|------------|---------|
| Deductible | Deductible | \$2,500 |

**Exclusions include, but are not limited to:**

| DESCRIPTION   |
|---|
| An Exclusion for Mold or a Sublimit May Apply.  |
| A Terrorism Exclusion May Apply.  |
| Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc. |



**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of:

- an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application
- Renewal Information Request
- Budget
- Signed Interlocal Form

**Other Significant Terms and Conditions/Restrictions:**

**DESCRIPTION**

- Law Enforcement Liability Features and Benefits
- Description
- Pay On Behalf" Form
- Canine and Equine Exposures
- Civil Rights Violations
- False Arrest/Wrongful Imprisonment
- False or Improper Service or Process
- Non Auditable Policy
- Property Damage

|                               |                   |
|-------------------------------|-------------------|
| <b>Premium</b>                | <b>\$3,462.00</b> |
| <hr/>                         |                   |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$3,462.00</b> |





Coverage: Educator Legal Liability  
 Carrier: Argonaut Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Number:

Form Type:

| COVERAGE                 | FORM TYPE   | RETROACTIVE DATE | PENDING & PRIOR DATE |
|--------------------------|-------------|------------------|----------------------|
| Educator Legal Liability | Claims Made | 9/1/2003         |                      |

Defense Limitations:

| COVERAGE TYPE | DEFENSE COST DOLLAR LIMIT | DEFENSE LIMIT | DEFENSE COST TYPE / COMMENTS                 |
|---------------|---------------------------|---------------|--|
|               | Applies                   |               | Other / Defense Costs Within the Deductible. |

Coverage:

| DESCRIPTION      | LIMIT TYPE | AMOUNT      |
|------------------|------------|-------------|
| Per Wrongful Act | Limit      | \$1,000,000 |
| Annual Aggregate | Limit      | \$1,000,000 |

Deductibles / Self Insured Retention

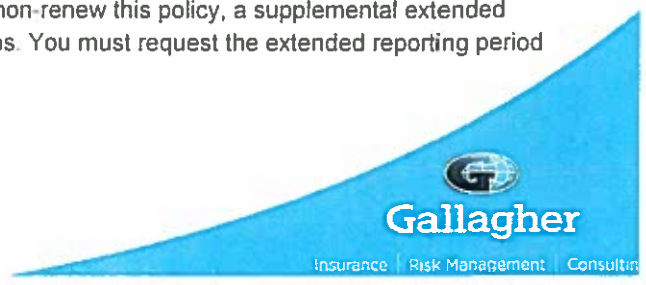
| TYPE       | COVERAGE  | AMOUNT   |
|------------|---|----------|
| Deductible | Educator Legal Liability  | \$10,000 |
| Deductible | Miscellaneous: Individuals With Disabilities Education Act Administrative Hearing Expense Limit | \$2,500  |

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

| COVERAGE                 | CONTINUITY DATE | LIMITS | CONDITIONS |
|--------------------------|-----------------|--------|------------|
| Educator Legal Liability | --              |        |            |

Claims Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period



in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

**DESCRIPTION**

Refer to attached policy form

**Incident or Claim Reporting Provision:**

**REPORTING CONDITION TYPE                      DESCRIPTION**

Refer to attached policy form

**Run Off Provisions:**

| DESCRIPTION | PREMIUM AMOUNT | PREMIUM DUE DATE | LENGTH | % OF EXPIRING PREMIUM |
|-------------|----------------|------------------|--------|-----------------------|
|-------------|----------------|------------------|--------|-----------------------|

Refer to attached policy form

-- --

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**Additional Coverage:**

| DESCRIPTION | AMOUNT |
|-------------|--------|
|-------------|--------|

Miscellaneous:

-

Non-Monetary Defense

\$50,000/\$50,000

Individuals With Disabilities Education Act Administrative Hearing Expense Limit

\$10,000/\$50,000

**Exclusions include, but are not limited to:**

**DESCRIPTION**

Employment Related Wrongful Acts Excluded

An Exclusion for Mold or a Sublimit May Apply.

A Terrorism Exclusion May Apply.

Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.



**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of:

- an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application
- Renewal Information Request
- Budget
- Signed Interlocal Form

**Premium** **\$4,625.00**

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**ESTIMATED PROGRAM COST** **\$4,625.00**



Coverage: Employment Practices Liability  
 Carrier: Argonaut Great Central Insurance Company  
 Policy Period: 4/1/2019 to 4/1/2020

Form Number:

Form Type:

| COVERAGE                       | FORM TYPE   | RETROACTIVE DATE | PENDING & PRIOR DATE |
|--------------------------------|-------------|------------------|----------------------|
| Employment Practices Liability | Claims Made | 9/1/2003         |                      |

Defense Limitations:

| COVERAGE TYPE | DEFENSE COST DOLLAR LIMIT | DEFENSE LIMIT | DEFENSE COST TYPE / COMMENTS                 |
|---------------|---------------------------|---------------|--|
|               | Applies                   |               | Other / Defense Costs Within the Deductible. |

Coverage:

| DESCRIPTION                 | LIMIT TYPE | AMOUNT      |
|-----------------------------|------------|-------------|
| Per Wrongful Employment Act | Limit      | \$1,000,000 |
| Annual Aggregate            | Limit      | \$1,000,000 |

Deductibles / Self Insured Retention

| TYPE       | COVERAGE       | AMOUNT   |
|------------|----------------|----------|
| Deductible | Deductible     | \$10,000 |
| Deductible | Miscellaneous: | -        |
| Deductible | Back Wages     | \$10,000 |
| Deductible | EEOC Expense   | \$2,500  |

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

| COVERAGE                       | CONTINUITY DATE | LIMITS | CONDITIONS |
|--------------------------------|-----------------|--------|------------|
| Employment Practices Liability | --              |        |            |



**Claims Made Coverage:**

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ((Days To Extend)) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ((Days To Report)) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

**DESCRIPTION**

Refer to attached policy form

**Incident or Claim Reporting Provision:**

**REPORTING CONDITION TYPE                      DESCRIPTION**

Refer to attached policy form

**Run Off Provisions:**

| DESCRIPTION | PREMIUM AMOUNT | PREMIUM DUE DATE | LENGTH | % OF EXPIRING PREMIUM |
|-------------|----------------|------------------|--------|-----------------------|
|-------------|----------------|------------------|--------|-----------------------|

Refer to attached policy form

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**Additional Coverage:**

| DESCRIPTION | LIMIT TYPE | AMOUNT |
|-------------|------------|--------|
|-------------|------------|--------|

Miscellaneous:

|            |       |          |
|------------|-------|----------|
| Back Wages | Limit | \$50,000 |
|------------|-------|----------|

|              |       |                   |
|--------------|-------|-------------------|
| EEOC Expense | Limit | \$10,000/\$50,000 |
|--------------|-------|-------------------|

|                      |       |                   |
|----------------------|-------|-------------------|
| Non-Monetary Defense | Limit | \$50,000/\$50,000 |
|----------------------|-------|-------------------|

**Exclusions include, but are not limited to:**

**DESCRIPTION**

An Exclusion for Mold or a Sublimit May Apply.

A Terrorism Exclusion May Apply.

Specifically excluded exposures include, but are not limited to: airports/aviation activities, medical facilities or medical professional liability, mechanically operated amusement devices, injury to volunteers, lead contamination, pollution liability, etc.



**Binding Requirements:**

**DESCRIPTION**

Subject to Receipt of:

- an Application Signed and Dated by an Official of the Entity and the Agent/Broker Must be Received Within Thirty (30) Days of Binding Coverage. /Completed Renewal Application
- Renewal Information Request
- Budget
- Signed Interlocal Form

|                               |                    |
|-------------------------------|--------------------|
| <b>Premium</b>                | <b>\$14,585.00</b> |
| <b>ESTIMATED PROGRAM COST</b> | <b>\$14,585.00</b> |



## ALVIN COMMUNITY COLLEGE PREMIUM HISTORY

|                             | 2019           | 2018           | 2017           | 2016           | 2015           | 2014           | 2013           | 2012           | 2011           | 2010           |       |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------|
| Commercial Property         | 277,479        | 275,468        | 277,512        | 354,901        | 417,547        | 577,659        | 508,006        | 554,240        | 498,284        | 553,886        |       |
| General Liability           | 7,504          | 10,422         | 9,393          | 11,162         | 10,792         | 10,519         | 9,794          | 9,199          | 8,153          | 6,342          |       |
| Commercial Auto             | 10,898         | 10,685         | 14,658         | 14,015         | 14,619         | 13,498         | 10,624         | 8,874          | 8,571          | 11,218         |       |
| Educator's Legal Liability  | 4,625          | 18,312         | 17,742         | 20,082         | 19,331         | 18,687         | 17,552         | 16,088         | 15,620         | 14,417         |       |
| Excess Liability            | 7,013          | 6,710          | 6,596          | 7,309          | 6,250          | 6,861          | 6,331          | 5,859          | 5,374          | 8,041          |       |
| Boiler & Machinery***       |                |                |                | 5,776          | 5,776          | 5,623          | 5,474          | 5,315          | 5,315          | 5,196          | 5,748 |
| Crime                       | 372            | 352            | 353            | 353            | 353            | 654            | 654            | 606            | 588            | 808            |       |
| Equipment                   |                |                |                |                |                | 13,516         | 12,434         | 12,974         | 12,974         | 13,103         |       |
| Cyber Liability             | 16,507         | 16,850         | 16,250         |                |                |                |                |                |                |                |       |
| Active Shooter*             | 3,000          |                |                |                |                |                |                |                |                |                |       |
| Law Enforcement Liability** | 3,462          |                |                |                |                |                |                |                |                |                |       |
| School Violence*            | 1,931          |                |                |                |                |                |                |                |                |                |       |
| Employment Practices**      | 14,585         |                |                |                |                |                |                |                |                |                |       |
| <b>TOTAL</b>                | <b>347,376</b> | <b>338,799</b> | <b>348,280</b> | <b>413,598</b> | <b>474,515</b> | <b>646,868</b> | <b>570,710</b> | <b>613,155</b> | <b>554,760</b> | <b>613,563</b> |       |


\* New policies

\*\* Previously included in Excess Liability Policy

\*\*\* Now included in Commercial Property Policy



**MEMORANDUM NO: 29-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 19, 2019  
**SUBJECT:** Bond Program Cost Estimates

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The spreadsheet of Bond Program cost estimates was sent to the Board of Regents on February 14, 2019 for review prior to discussion at the February 21, 2019 Board Workshop. At the workshop, the projects were discussed resulting in some changes to the original document. Those changes will be provided to the Board of Regents electronically prior to the Board meeting on February 28, 2019 via TASB BoardBook.

It is recommended that the Board of Regents approve the proposed Bond Program cost estimates.

CMA:tg



## 2018 Maintenance Bond Cost Estimate

| Category              | Project # | Description  | Cost Estimate | Running Balance | Notes  |
|-----------------------|-----------|--|---------------|-----------------|--|
| Financial             |           | Tax Bond   | \$ 25,000,000 | \$ 25,000,000   |  |
|                       |           | Add Interest                                       | \$ 750,000    | \$ 25,750,000   |  |
| Contingencies         | 39        | Classroom Furniture: Owner Project Contingency     | \$ 2,000,000  | \$ 23,750,000   |  |
|                       |           | Owner Construction Contingency                     | \$ 450,000    | \$ 23,300,000   |  |
| Allowances            | 43        | Rental of Temporary Buildings During Refurbishment | \$ 95,000     | \$ 23,205,000   |  |
|                       |           | temporary support facilities / restrooms / etc.    | \$ 25,000     | \$ 23,180,000   |  |
|                       |           | temporary storage connex                           | \$ 6,000      | \$ 23,174,000   |  |
|                       |           | moving services                                    | \$ 112,000    | \$ 23,062,000   |  |
| Professional Services | 59.1      | Construction Management Company                    | \$ 949,478    | \$ 22,112,522   |  |
|                       | 59.2      | Design Team  | \$ 1,092,150  | \$ 21,020,372   |  |
|                       | 59.3      | Site Survey  | \$ 33,638     | \$ 20,986,734   | Underground Utility Locate/ Survey (2018 Christmas) Plus additional site survey  |
|                       |           | Commissioning                                      | \$ 45,000     | \$ 20,941,734   |  |
|                       | 79        | HVAC Test & Balance                                | \$ 493,579    | \$ 20,448,155   |  |
|                       |           | Construction Material Testing                      | \$ 8,000      | \$ 20,440,155   |  |
|                       | 35        | Electrical Testing                                 | \$ 85,000     | \$ 20,355,155   | Testing performed over 2018 Christmas holiday plus Hot Spot IR and Load Analysis |
|                       | 32        | Mechanical Testing                                 | \$ 50,000     | \$ 20,305,155   | Testing performed over 2018 Christmas holiday plus Future Testing                |
|                       |           | Plumbing Testing                                   | \$ 32,000     | \$ 20,273,155   | Testing performed over 2018 Christmas holiday plus Future Testing                |
|                       |           | Asbestos Testing                                   | \$ 6,000      | \$ 20,267,155   | Testing performed over 2018 Christmas holiday plus Future Testing                |

## 2018 Maintenance Bond Cost Estimate

| Category  | Project #          | Description  | Cost Estimate | Running Balance | Notes   |
|---|--------------------|--|---------------|-----------------|---|
| <b>Projects to be completed within Bond Program</b> |                    |  |               |                 |   |
|   | 20.1               | Hydronic (Chill Loop System) Upgrade   | \$ 326,334    | \$ 19,940,821   |   |
|   | 20.2               | Hydronic (Heating Loop System) Upgrade   | \$ 401,662    | \$ 19,539,160   |   |
|   | 1.1                | Review Bldg G AHUs (installed in 2018) Issues: Sound, Air                                      | \$ 123,165    | \$ 19,415,995   |   |
|   | 2.1                | Review Bldg H AHUs (installed in 2018) Issues: Sound, Air Quality, Clearances                  | \$ 78,685     | \$ 19,337,309   |   |
|   | 7, 8, 26, 27,28,29 | New Air Handlers in A, B, C, D, E, & F   | \$ 1,356,218  | \$ 17,981,091   |   |
|   | 80                 | New AHUs & Gun exhaust system - Building N   | \$ 258,247    | \$ 17,722,845   |   |
|   | 9, 10, 68          | HVAC Chillers - Bldgs D, S, & N  | \$ 818,177    | \$ 16,904,667   | Bldg D: Replacement of Chiller #1<br>Bldg N: Add a chiller to central plant bay #2 and tie bldg N into campus CHW loop<br>Bldg S: First chiller already replaced in 2017. This estimate for secondary chiller |
|   | 34                 | Cooling Tower Filtrasystem Replacement - Bldg D  | \$ 58,823     | \$ 16,845,844   |   |
|   | 65                 | Boilers - Bldg D, N, H (1)   | \$ 65,768     | \$ 16,780,076   |   |
|   | 30                 | HVAC Building Automation Control System Campus Wide  | \$ 993,607    | \$ 15,786,469   |   |
|   | 38                 | Variable Airflow Units (VAVs) to Replace "Hot" Boxes - Campus Wide                             | \$ 1,542,601  | \$ 14,243,868   |   |
|   | 56                 | HVAC Duct Cleaning Buildings A, B, C, D, E, F, G, H & N  | \$ 209,362    | \$ 14,034,506   |   |
|   | 14.1, 15.1         | Replace Domestic Water Valves and add water treatment system: Bldg A, B, C, D, E, F, G, H, & N | \$ 86,804     | \$ 13,947,703   |   |
|   | 14.2, 15.2, 52.2   | Replace and/or rehab Sanitary Pipe: Bldg A, B, C, D, E, F, G, H & N                            | \$ 816,573    | \$ 13,131,130   |   |
|   | 60                 | Fire Sprinkler System: Bldg E, H & R   | \$ 607,069    | \$ 12,524,061   |   |
|   | 36                 | Electrical Infrastructure Across Campus - Campus Wide  | \$ 424,836    | \$ 12,099,224   | Equipment replacements were identified during electrical testing  |
|   | 48                 | Electrical Upgrade for Welding Program - Bldg D  | \$ 88,693     | \$ 12,010,532   |   |
|   | 31                 | Replace and/or rehab backup generators - Bldgs A, B, E, H, N & S                               | \$ 133,806    | \$ 11,876,726   |   |
|   | 58                 | New Interior and Exterior LED Lighting - Inside buildings and in parking lots                  | \$ 994,536    | \$ 10,882,190   |   |

## 2018 Maintenance Bond Cost Estimate


| Category  | Project #                                    | Description   | Cost Estimate | Running Balance | Notes                          |
|---|--|---|---------------|-----------------|--------------------------------|
| <b>Projects to be completed within Bond Program</b> | 37.1   | Information Technology Infrastructure across campus - Priority 1                            | \$ 1,032,851  | \$ 9,849,339    |                                |
|   | 37.2   | Information Technology Infrastructure across campus - Priority 2 (Classroom Upgrades)       | \$ 492,149    | \$ 9,357,190    |                                |
|   | 41.1   | Electronic Lock Door Security - Priority Locations  | \$ 1,075,498  | \$ 8,281,692    |                                |
|   | 41.2   | Blue Light Emergency Phones in Parking Lots, Courtyard, & Jogging Track                     | \$ 241,629    | \$ 8,040,063    |                                |
|   | 74   | LED Jogging Track Lights Modifications  | \$ 82,379     | \$ 7,957,684    |                                |
|   | 64   | ADA Survey  | \$ 30,000     | \$ 7,927,684    |                                |
|   | 55   | Primary Gang Restroom Remodeling (qty: 32) -Bldgs A, B, D, E, F, G, H & N                   | \$ 2,359,177  | \$ 5,568,507    |                                |
|   | 22.1   | Nolan Ryan Museum Renovation  | \$ 700,325    | \$ 4,868,182    |                                |
|   | 22.2   | Nolan Ryan Museum Renovation - Kitchen Equipment Only                                       | \$ 125,481    | \$ 4,742,702    |                                |
|   | 81   | E building renovation (air handlers and restrooms included in their corresponding projects) | \$ 416,241    | \$ 4,326,460    |                                |
|   | 82   | Relocate TV/ Radio Department to B building   | \$ 121,588    | \$ 4,204,872    |                                |
|   | 49   | Flooring for Hallways and Classrooms - G Bldg (Includes flooring asbestos abatement)        | \$ 403,867    | \$ 3,801,005    |                                |
|   | 50   | Updated Internal/External Signage (Including ADA and Elevator Locations) - Campus Wide      | \$ 50,000     | \$ 3,751,005    |                                |
|   | 53   | Elevator Modernization - A & C buildings  | \$ 229,244    | \$ 3,521,760    |                                |
|   | 54   | ADA Door Improvements - Campus wide   | \$ 202,952    | \$ 3,318,809    |                                |
|   | 62   | Theater Stage Rigging System Repairs  | \$ 48,239     | \$ 3,270,570    |                                |
|   | 76   | Theater Seating Lighting  | \$ 26,367     | \$ 3,244,203    |                                |
|   | 23   | H Bldg Rock Roof Replacement (9 years; 2027)  | \$ 343,679    | \$ 2,900,525    |                                |
|   | 24   | G bldg Roof drain repair  | \$ 18,461     | \$ 2,882,064    | Roof has warranty through 2023 |
|   | 5  | Roof Repairs - Bldgs E, S, & R (includes gutter system for Bldg R)                          | \$ 69,991     | \$ 2,812,073    |                                |
|   | 52.1   | N Bldg Roof - Patch leaks   | \$ 66,985     | \$ 2,745,088    |                                |
|   | 42   | Target Range Refurbishment - N building   | \$ 338,497    | \$ 2,406,590    |                                |
|   | 44   | Refurbishment of Green House Wall   | \$ 14,809     | \$ 2,391,781    |                                |
|   | 71   | Bat removal   | \$ 75,996     | \$ 2,315,785    |                                |
|   | 25   | Foundation Stabilization - Bldg G   | \$ 119,975    | \$ 2,195,810    |                                |
|   | 19   | Foundation Stabilization - Bldg C   | \$ 65,588     | \$ 2,130,222    |                                |
| 6.1   | Sidewalks Project - Campus Wide (Temp fixes) | \$ 26,405   | \$ 2,103,817  |                 |                                |

## 2018 Maintenance Bond Cost Estimate

| Category   | Project # | Description  | Cost Estimate  | Running Balance | Notes  |
|--|-----------|--|----------------|-----------------|--|
|  | 6.2       | Sidewalks Project - Interior Courtyard (Redesign)  | \$ 348,088     | \$ 1,755,729    |  |
|  | 40        | Parking Lots Refurbishment - Campus Wide   | \$ 1,130,610   | \$ 625,119      |  |
|  | 51        | Updates to Fix Drainage Issues (Ditches, Retention ponds, etc.) - campus wide                              | \$ 103,934     | \$ 521,185      |  |
|  | 61        | Limited landscaping (including an irrigation system, tree root barrier) - Courtyard                        | \$ 131,862     | \$ 389,323      |  |
|  | 63        | Classroom refresh renovation -As budget allows   | \$ 389,323     | \$ (0)          |  |
|  |           |  |                |                 |  |
| <b>Projects not being completed within the Bond Program Priorities</b> | 21        | Foundation Stabilization - Bldg K  | \$ 396,588     |                 |  |
|  | 45        | Astronomy Pad for Telescope Viewing (Completed)<br>Storage Building still to be moved - Astronomy Building | \$ -           |                 | This project not part of bond program              |
|  | 46        | Exhaust Vent for Chemical Storage - S Bldg   | \$ -           |                 | Work previously completed by ACC                   |
|  | 47        | Floor Drains for Labs in S Bldg  | \$ -           |                 | Work previously completed by ACC                   |
|  | 69        | Berms (FEMA)   | \$ -           |                 | Will be funded by FEMA                             |
|  | 83        | Fire Curtain for Theater   | Not yet funded |                 | New item, we are still defining scope for estimate |
|  |           | Relocation of Art Classrooms/ Studio from Bldg B   | Not yet funded |                 | New item, we are still defining scope for estimate |
|  |           | Relocation of North A parking lot lights to perimeter  | Not yet funded |                 | New item, we are still defining scope for estimate |
|  |           |  |                |                 |  |



**MEMORANDUM NO: 24-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 13, 2019  
**SUBJECT:** MEP Engineering Firm

Request for qualifications (RFQ), project number 19-06, was issued to select the most highly qualified mechanical, electrical, and plumbing engineer (MEP) based on demonstrated competence and qualifications at a fair and reasonable price. The RFQ also focused on the MEP firm proposing a qualified landscape architecture firm to assist the design team when needed.

Six statements of qualifications were received and evaluated by a team consisting of Administration and AGCM staff. Factors evaluated include the MEP firm’s experience and quality of services, landscape architect firm’s experience and quality of services, proposed team structure and experience, project approach and understanding, and reputation of the firms. The four top-ranked firms from the RFQ review process were invited to participate in interviews with the evaluation committee. One top-ranked firm withdrew their submission citing current workload as a determining factor.

Based on statement of qualification and interview scores, Texas Energy Engineering Services, Inc. (TEESI) is the top-ranked firm. ACC entered into contract negotiations with TEESI to establish pricing and agreeable contract terms.

The estimated expenditure for services related to MEP engineering is not to exceed 8.67% of the cost of construction. The portion of the work that is related to landscape architecture is not to exceed 11.5% of the cost of construction. These expenditures will be funded by maintenance tax notes proceeds.

| Service Description    | Estimated Cost of Construction | Fee Percentage | Estimated Service Fee |
|------------------------|--------------------------------|----------------|-----------------------|
| MEP Engineer           | \$11,500,000                   | 8.67%          | \$997,050             |
| Landscape Architect    | \$450,000                      | 11.50%         | \$51,750              |
| <b>Estimated Total</b> |                                |                | <b>\$1,048,800</b>    |



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It is recommended the Board of Regents approve a contract with TEESI for MEP engineering services.

CMA:tg

**RFQ 19-06 Engineering Services  
Qualifications Evaluation Summary**

| Criteria   | Value         | EEA Consulting Engineers | JonesDBR Engineering Company | Lee Truong & Yu (LTY) Engineers | Ramirez-Simon Engineering | Salas O'Brien | Texas Energy Engineering Services (TEESI) |
|--|---------------|--------------------------|------------------------------|---------------------------------|---------------------------|---------------|---|
| <b>MEP Engineer's Experience and Quality of Services</b><br>Disciplines within the firm<br>Experience with ACC and other public education entities<br>Experience with projects similar to ACC<br>Successful projects<br>Repeat clients, recognitions, claims | 30.00         | 17.18                    | 21.65                        | 16.11                           | 16.93                     | 23.93         | 19.68                                     |
| <b>Landscape Architect's Experience and Quality of Services</b><br>Disciplines within the firm<br>Experience with projects similar to ACC<br>Successful projects<br>Recognitions, claims   | 15.00         | 12.94                    | 11.54                        | 11.54                           | 11.54                     | 11.54         | 11.54                                     |
| <b>Proposed Team Structure</b><br>MEP staff resumes, quantity and type of staff<br>MEP preferred sub-consultants<br>Landscape architect staff resumes, quantity and type of staff<br>Landscape architect preferred sub-consultants                           | 10.00         | 15.25                    | 15.50                        | 14.63                           | 13.94                     | 14.88         | 16.00                                     |
| <b>Project Approach and Understanding</b><br>Design philosophy, cost control plan, inclusion on decisions<br>Closeout and warranty procedures<br>Use and reproduction of drawings and data<br>Requested changes to agreement                                 | 20.00         | 20.38                    | 17.44                        | 14.88                           | 17.50                     | 19.38         | 21.75                                     |
| <b>References</b><br>MEP references<br>Landscape architect references  | 25.00         | 9.00                     | 8.50                         | 9.13                            | 8.88                      | 8.88          | 8.48                                      |
| <b>Total</b>   | <b>100.00</b> | <b>74.75</b>             | <b>74.63</b>                 | <b>66.29</b>                    | <b>68.79</b>              | <b>78.61</b>  | <b>77.45</b>                              |

**Presentation and Interview Ranking**


|   |   |           |
|---|---|-----------|
| 1 | Texas Energy Engineering Services (TEESI) | 48.70     |
| 2 | Salas O'Brien                             | 44.05     |
| 3 | JonesDBR Engineering Company              | 38.90     |
| 4 | EEA Consulting Engineers                  | Withdrawn |

**Final Ranking**

|   |   |
|---|---|
| 1 | Texas Energy Engineering Services (TEESI) |
| 2 | Salas O'Brien                             |
| 3 | JonesDBR Engineering Company              |
| 4 | EEA Consulting Engineers                  |
| 5 | Ramirez-Simon Engineering                 |
| 6 | Lee Truong & Yu (LTY) Engineers           |



**MEMORANDUM NO: 20-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 11, 2019  
**SUBJECT:** Interlocal Agreement between Alvin Community College and the Brazoria County Health Department

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The Brazoria County Health Department wishes to engage in an agreement with Alvin Community College in the event of a public health emergency that results in the need to mass immunize or treat area residents. The College and the County have signed similar agreements in the past and it is time to consider renewal of the agreement.

It is recommended that the Board of Regents approve the interlocal agreement between Alvin Community College and the Brazoria County Health Department.

CMA:tg



INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE AND  
THE BRAZORIA COUNTY HEALTH DEPARTMENT

**INTERLOCAL AGREEMENT BETWEEN THE  
ALVIN COMMUNITY COLLEGE  
AND THE BRAZORIA COUNTY HEALTH DEPARTMENT**

This Interlocal Agreement (“Agreement”) is entered into between Alvin Community College (“College”), and the Brazoria County Health Department (“Department.”) The Department is a Local Health Department under Chapter 121 of the Health and Safety Code. The Interlocal Cooperation Act, Government Code Chapter 791, governs this Agreement. *This agreement has been approved by an existing order of the Brazoria County Commissioners Court Being Order No. \_\_\_\_\_, dated \_\_\_\_\_, 2019 and the Alvin Community College Board of Trustees dated \_\_\_\_\_, 2019.*

**I. Purpose**

Under a grant from the Texas Department of Health, the Department is required to plan and prepare for a public health emergency which may result from natural or man-made causes. During such an emergency, it may be necessary to immunize or treat all or large numbers of people in the area served by the College and Department. Prior public health experience with mass immunizations has shown that colleges are well suited to this activity because: 1) their location is known to large numbers of individuals within the community; 2) they have large assembly areas; 3) they have other necessary facilities such as refrigeration and restrooms.

The Department has concluded that the College possesses facilities that are qualified to serve if mass immunization or treatment is necessary. The College desires to be as helpful as possible in the event of a public health emergency, and agrees to make its facilities available for purposes of mass immunization or treatment, under the terms set out below. The College and the Department have concluded that this contemplated use of the facilities is a “governmental function” as defined in the Interlocal Agreement Act, *Texas Government Code §791.003(D)*.

INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE AND  
THE BRAZORIA COUNTY HEALTH DEPARTMENT

**II. Public Health Emergency**

This agreement will go into effect only if:

- 1) The Commissioner of Health or the local health authority declare that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease;
- 2) Classes at the facility are either not scheduled, or are canceled.

*The parties shall agree to the location of the facility or facilities to be utilized pursuant to this agreement and the extent to which each such facility shall be utilized concurrently or prior to any control measure declaration being made.*

**II. Obligations of the Department**

- 1) The Department will supply or arrange for all equipment, vaccine, medicine and personnel necessary to administer the vaccine or medication.
- 2) The Department will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as described in section IV below.
- 3) The Department will be responsible for disposal of medical waste and disinfection at the facility following its use for the emergency. The health authority will provide written assurance of its safety for use as a school facility following its use.
- 4) The Department will be responsible for any damage to property belonging to the College as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be “an amount that fairly compensates the performing party” as stated in the Interlocal Cooperation Act. The amounts to be paid to the College will be paid from current revenues available to the Department.

INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE AND  
THE BRAZORIA COUNTY HEALTH DEPARTMENT

- 5) The Department is responsible for the acts and negligence of its employees or volunteers, under state and federal law; provided, however, that pursuant to section 421.062 (b)(1) of the Texas Government Code the Department is not responsible for any civil liability that arises from the furnishing of a service under this Interlocal contract.

**IV. Obligations of the College**

- 1) The College will receive an allotment of oral medication and will be responsible for the dispensing of said medication to their faculty, students, contractors, and families by means of a Closed POD operations on site.
- 2) The College is responsible for allowing the use of the facility and all utilities (gas, electric, water, and telecommunications) normally associated with its use as a school facility. For the period of the public health emergency, the College grants to the Department and its officers, employees and agents a license to use and occupy the facility's premises for purposes of mass immunization and treatment.
- 3) The College is responsible for providing use of all rooms, fixtures, and equipment existing at the facility that the Department regards as necessary for on site use during the period of the emergency.
- 4) The College will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
- 5) The College is responsible for the acts and negligence of its employees or volunteers, under state and federal law.



INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE AND  
THE BRAZORIA COUNTY HEALTH DEPARTMENT

**Brazoria County Health Department Contact Information:**

Cathy Sbrusch, RN,BSN, CIC  
Director of Public Health Services  
Brazoria County Health Department  
432 E. Mulberry  
Angleton, TX 77515  
Office: 979-864-1484  
[cathys@brazoria-county.com](mailto:cathys@brazoria-county.com)

Lanny Brown  
Public Health Emergency Preparedness Program Manager  
1524 E. Mulberry  
Angleton, TX 77515  
Office: 979-864-1938  
Cell: 979-235-0257  
Fax: 979-864-3694  
[LannyB@brazoria-county.com](mailto:LannyB@brazoria-county.com)

**ALVIN COMMUNITY COLLEGE CONTACT INFORMATION:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE AND  
THE BRAZORIA COUNTY HEALTH DEPARTMENT

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #1: \_\_\_\_\_

#2: \_\_\_\_\_


#3: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**MEMORANDUM NO: 15-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** January 24, 2019  
**SUBJECT:** Ultrasound Equipment Purchase

A request for proposals (RFP), project number 19-07, was issued to procure a new ultrasound system for the Diagnostic Cardiovascular Sonography (DCVS) program. The ultrasound will be used for three concentrations within the DCVS program - adult echocardiography, pediatric and fetal echocardiography, and vascular sonography. In addition to serving as a learning tool for students, the ultrasounds are used to offer free cardiovascular scans to the community.

Five firms responded providing six different equipment proposals. Proposals were evaluated by a team consisting of DCVS faculty. Factors evaluated include price, firm's qualifications, equipment quality and capabilities, implementation and training services, and equipment support and upgrades. The two top-ranked proposals from the RFP review process were invited to demonstrate the proposed equipment for the evaluation committee.

Based on proposal and demonstration scores, the proposal submitted by GE Healthcare for their Vivid S70N ultrasound system was determined to provide the best value to the College.

The estimated expenditure is \$93,000. This purchase will be funded by the General Service Fee.

It is recommended the Board of Regents approve a contract with GE Healthcare to purchase the ultrasound system.

CMA:tg

**RFP 19-07 Ultrasound System**

**Evaluation Summary**

| Criteria                              | Weight        | GE Healthcare Vivid S60N | GE Healthcare Vivid S70N | Medco Performa Generation 8 | Philips Affiniti 50 | Siemens Bonsai | Universal Imaging S9 Ultrasound |
|---------------------------------------|---------------|--------------------------|--------------------------|-----------------------------|---------------------|----------------|---------------------------------|
| Price                                 | 35.00         | 23.00                    | 26.25                    |                             | 33.00               | 23.25          | 15.50                           |
| Firm's Qualifications                 | 15.00         | 12.25                    | 13.75                    |                             | 14.75               | 10.00          | 7.25                            |
| Equipment Quality and Capabilities    | 25.00         | 22.75                    | 26.75                    |                             | 22.00               | 20.50          | 12.25                           |
| Implementation & Training             | 15.00         | 13.25                    | 13.25                    | Does not meet requirements  | 11.25               | 13.00          | 6.50                            |
| Equipment Support and Upgrades        | 10.00         | 8.00                     | 8.00                     |                             | 7.75                | 9.00           | 6.00                            |
| Demonstration of Top-Ranked Equipment | 35.00         | -                        | 33.67                    |                             | 31.33               | -              | -                               |
| <b>Totals</b>                         | <b>135.00</b> | <b>79.25</b>             | <b>121.67</b>            | <b>-</b>                    | <b>120.08</b>       | <b>75.75</b>   | <b>47.50</b>                    |


**Final Ranking**

|   |                                 |        |
|---|---------------------------------|--------|
| 1 | GE Healthcare Vivid S70N        | 121.67 |
| 2 | Philips Affiniti 50             | 120.08 |
| 3 | GE Healthcare Vivid S60N        | 79.25  |
| 4 | Siemens Bonsai                  | 75.75  |
| 5 | Universal Imaging S9 Ultrasound | 47.50  |
| 6 | Medco Performa Generation 8     | -      |





**MEMORANDUM NO: 17-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 11, 2019  
**SUBJECT:** Building Construction Trades Grant

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Alvin Community College desires to submit a grant proposal of \$136,980 for the Building Construction Trades Grant provided by Texas Workforce Commission. The funding would provide funds to train 65 students in pipefitting, welding or machining. Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

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

CMA:tg

## **Grant Information Form**

Grant Program Title: Building Construction Trades Grant

Grant Provider: Texas Workforce Commission

Amount Requested by ACC: \$136,980

Expected Date of Funding: May 2019

Proposed Grant Period: May 2019-Sept 2020

Matching Funds: No Match Required

ACC Proposed use of Funds:

The grant will provide the following:


- Provide funds to train 65 students in pipefitting, welding or machining
- Assist program graduates with acquiring permanent jobs in industry



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**MEMORANDUM NO: 18-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 11, 2019  
**SUBJECT:** Active Learning Center Grant Program

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Alvin Community College desires to submit a grant proposal of \$67,000 for the Active Learning Center Grant Program provided by Steelcase, Inc. The funding would provide furnishings for an active learning center in a dedicated ACC classroom. Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

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

CMA:tg

## **Grant Information Form**

Grant Program Title: Active Learning Center Grant Program

Grant Provider: Steelcase, Inc.

Amount Requested by ACC: \$67,000

Expected Date of Funding: May/June 2019

Proposed Grant Period: May/June 2019-June 2021

Matching Funds: No Cash Match Required

ACC Proposed use of Funds:

The grant will provide the following:


- Provide classroom furnishings for an Active Learning Center in a dedicated ACC classroom
- Support a research project to determine effectiveness of an Active Learning Center area for enhanced instructional delivery vs. traditional classroom layout
- Professional development for faculty in utilizing active learning concepts in instructional settings



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**MEMORANDUM NO: 26-2019**

**TO:** Board of Regents  
**FROM:** Dr. Christal M. Albrecht   
**DATE:** February 13, 2019  
**SUBJECT:** Revision to Board Policy GK (LOCAL)

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At the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) annual convention, Colleges were instructed to review their Board Policies related to their relationship with accrediting agencies, particularly with regard to substantive change policy. While Alvin Community College currently has a policy, it does not specifically address substantive change. The proposed language would strengthen the policy to meet SACSCOC standards.

It is recommended that the Board of Regents approve the revision to GK (LOCAL).

CMA:tg

The College District shall maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District shall maintain other national and state accreditations as required for specific programs.

In compliance with the published SACSCOC substantive change policy, the College District will submit institutional changes in a timely fashion and seek approval prior to the initiation of changes. The College's appointed SACSCOC Accreditation Liaison will be responsible for notifying the Commission of all substantive changes.

Substantive changes that are related to new program development, revisions, expansion, or closure require the approval of the College District Curriculum Committee, Board of Regents, and the Texas Higher Education Coordinating Board (THECB) prior to the SACSCOC substantive change submission. Once SACSCOC action has occurred, the College's Accreditation Liaison will notify the College Curriculum Committee of the outcome.

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

|   | January 31, 2019  | January 31, 2018  | Variance            | Explanations/Descriptions   |
|---|-------------------|-------------------|---------------------|---|
| <b>Current Assets</b>                       |                   |                   |                     |   |
| Cash and cash equivalents                   | 3,217,527         | 4,080,640         | (863,113)           |   |
| Short-term investments                      | 42,218,992        | 11,700,000        | 30,518,992          |   |
| Accounts receivable, net                    | 1,173,552         | 1,974,893         | (801,341)           | Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings |
| Inventories                                 | 687,977           | 796,428           | (108,451)           |   |
| Prepays                                     | 66,486            | 1,366             | 65,120              |   |
| <b>Total Current Assets</b>                 | <b>47,364,534</b> | <b>18,553,327</b> | <b>28,811,207</b>   | Travel advances and prepaid expenses  |
| <b>Noncurrent assets</b>                    |                   |                   |                     |   |
| Restricted cash                             | -                 | 1,394,180         | (1,394,180)         |   |
| Long-term investments                       | 1,000,000         | 1,000,000         | -                   |   |
| Capital assets, net                         | 27,157,972        | 26,716,826        | 441,146             |   |
| <b>Total Assets</b>                         | <b>75,522,506</b> | <b>47,664,333</b> | <b>27,858,173</b>   |   |
| <b>Deferred Outflows of Resources</b>       |                   |                   |                     |   |
| Deferred charge on refunding                | 303,794           | 455,691           | (151,897)           | Bonds   |
| Deferred outflows - pensions                | 673,306           | 1,452,579         | (779,273)           | TRS pension   |
| Deferred outflows - OPEB                    | 793,739           | -                 | 793,739             | OPEB  |
| Deferred tax note issuance costs            | (5,948)           | -                 | (5,948)             | Tax Note  |
| <b>Total Deferred Outflows of Resources</b> | <b>1,764,891</b>  | <b>1,908,270</b>  | <b>(143,379)</b>    |   |
| <b>Liabilities</b>                          |                   |                   |                     |   |
| Accounts payable & accrued liabilities      | 146,672           | 75,046            | 71,626              |   |
| PARS  | 327,043           | 654,086           | (327,043)           | Annual Payment  |
| Net pension liability                       | 5,761,791         | 6,596,001         | (834,210)           | GASB 68   |
| Net OPEB liability                          | 28,072,470        | -                 | 28,072,470          | GASB 75   |
| Funds held for others                       | 37,562            | 35,221            | 2,341               | Agency funds - groups, clubs, etc on campus   |
| Deferred revenues                           | 239,662           | 111,760           | 127,902             | Grants paid in advance and fall registrations   |
| Compensated absences                        | 428,516           | 414,799           | 13,717              | Entry made annually for change in liability   |
| Bonds payable                               | 10,731,486        | 12,056,007        | (1,324,521)         | Annual payment  |
| Tax note payable                            | 22,565,000        | -                 | 22,565,000          | Annual payment  |
| Capital Lease Payable                       | -                 | 11,916            | (11,916)            | Annual payment  |
| <b>Total Liabilities</b>                    | <b>68,310,202</b> | <b>19,954,836</b> | <b>48,355,366</b>   |   |
| <b>Deferred Inflows of Resources</b>        |                   |                   |                     |   |
| Deferred inflows - pensions                 | 806,996           | 807,559           | (563)               | TRS pension   |
| Deferred inflows - OPEB                     | 6,206,958         | -                 | 6,206,958           | OPEB  |
| Deferred inflows - premium on tax note      | 2,734,762         | -                 | 2,734,762           | Tax Note  |
| <b>Total Deferred Inflows of Resources</b>  | <b>9,748,716</b>  | <b>807,559</b>    | <b>8,941,157</b>    |   |
| <b>Net Assets</b>                           |                   |                   |                     |   |
| Fund Balance - Equity                       | (771,521)         | 28,810,208        | (29,581,729)        |   |
| <b>Total Net Assets</b>                     | <b>(771,521)</b>  | <b>28,810,208</b> | <b>(29,581,729)</b> |   |

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**January 31, 2019 and January 31, 2018**

|   | Year-To-Date           |             |                    |                              | Prior Year-To-Date     |            |                    |                              |              |         |
|---|------------------------|-------------|--------------------|------------------------------|------------------------|------------|--------------------|------------------------------|--------------|---------|
|   | All Other Funds Actual | M&O Actual  | Amended M&O Budget | Remaining Budget % of Budget | All Other Funds Actual | M&O Actual | Amended M&O Budget | Remaining Budget % of Budget |              |         |
| <b>Revenues</b>                             |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Operating revenues                          |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Tuition and fees                            | 1,619,278              | 6,210,803   | 7,546,142          | (1,335,339)                  | 82.30%                 | 1,391,210  | 6,085,135          | 7,744,783                    | (1,659,448)  | 78.57%  |
| Federal grants and contracts                | 4,983,773              | -           | -                  | -                            | 0.00%                  | 4,729,949  | -                  | -                            | -            | 0.00%   |
| State grants                                | 357,857                | -           | -                  | -                            | 0.00%                  | 129,891    | -                  | -                            | -            | 0.00%   |
| Local grants                                | 228,857                | -           | -                  | -                            | 0.00%                  | 224,460    | -                  | -                            | -            | 0.00%   |
| Auxiliary enterprises                       | 1,204,445              | -           | -                  | -                            | 0.00%                  | 1,388,000  | -                  | -                            | -            | 0.00%   |
| Other operating revenues                    | 282,901                | 68,053      | 105,000            | (36,947)                     | 64.81%                 | 173,695    | 37,809             | 105,000                      | (67,191)     | 36.01%  |
| Total operating revenues                    | 8,677,111              | 6,278,856   | 7,651,142          | (1,372,286)                  | 82.06%                 | 8,037,205  | 6,123,144          | 7,849,783                    | (1,726,639)  | 78.00%  |
| <b>Expenses</b>                             |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Operating expenses                          |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Administrative                              |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Institutional                               | -                      | 2,501,389   | 5,811,407          | 3,310,018                    | 43.04%                 | -          | 2,226,489          | 5,598,812                    | 3,372,323    | 39.77%  |
| Designated for Institutional Reserve        | -                      | 1,740,277   | 6,553,258          | 4,812,981                    | 36.56%                 | -          | 1,845,096          | 4,807,265                    | 2,962,169    | 38.38%  |
| Occupational Technical Instruction          | -                      | -           | 150,000            | 150,000                      | 0.00%                  | -          | -                  | 750,000                      | 750,000      | 0.00%   |
| University Parallel Instruction             | -                      | 2,287,617   | 6,111,901          | 3,824,284                    | 37.43%                 | -          | 2,466,188          | 6,159,768                    | 3,693,380    | 40.04%  |
| Student Services                            | -                      | 2,685,142   | 6,991,658          | 4,306,516                    | 38.40%                 | -          | 2,672,631          | 6,841,035                    | 4,168,404    | 39.07%  |
| Physical Plant                              | -                      | 1,667,466   | 4,249,129          | 2,581,663                    | 39.34%                 | -          | 1,480,898          | 3,992,080                    | 2,511,182    | 37.10%  |
| Unbudgeted Unrestricted                     | 927,347                | 1,090,412   | 3,054,853          | 1,964,441                    | 35.69%                 | 1,079,162  | 1,028,226          | 2,986,995                    | 1,958,769    | 34.42%  |
| Continuing Ed (Fund 13)                     | 478,093                | -           | -                  | -                            | 0.00%                  | 510,035    | -                  | -                            | -            | 0.00%   |
| Auxiliary enterprises                       | 764,316                | -           | -                  | -                            | 0.00%                  | 1,070,918  | -                  | -                            | -            | 0.00%   |
| Local Grants                                | 8,297                  | -           | -                  | -                            | 0.00%                  | 8,591      | -                  | -                            | -            | 0.00%   |
| TPEG  | 101,530                | -           | -                  | -                            | 0.00%                  | 135,167    | -                  | -                            | -            | 0.00%   |
| Institutional Scholarships                  | 93,890                 | -           | -                  | -                            | 0.00%                  | 87,028     | -                  | -                            | -            | 0.00%   |
| State Grants                                | 357,857                | -           | -                  | -                            | 0.00%                  | 129,891    | -                  | -                            | -            | 0.00%   |
| Federal Grants                              | 4,983,773              | -           | -                  | -                            | 0.00%                  | 4,729,949  | -                  | -                            | -            | 0.00%   |
| Donor Scholarships                          | 128,970                | -           | -                  | -                            | 0.00%                  | 198,324    | -                  | -                            | -            | 0.00%   |
| Unexpended Plant Fund                       | 113,876                | -           | -                  | -                            | 0.00%                  | 269,538    | -                  | -                            | -            | 0.00%   |
| Depreciation                                | -                      | -           | -                  | -                            | 0.00%                  | -          | -                  | -                            | -            | 0.00%   |
| Debt Retirement                             | -                      | -           | -                  | -                            | 0.00%                  | -          | -                  | -                            | -            | 0.00%   |
| Gain on Sale of Property                    | -                      | -           | -                  | -                            | 0.00%                  | -          | -                  | -                            | -            | 0.00%   |
| Construction in Progress                    | 79,581                 | -           | -                  | -                            | 0.00%                  | -          | -                  | -                            | -            | 0.00%   |
| Total operating expenses                    | 8,037,530              | 11,973,303  | 32,922,206         | 20,949,903                   | 36.37%                 | 8,218,603  | 11,719,728         | 31,135,955                   | 19,416,227   | 37.64%  |
| Operating Gain/(Loss)                       | 639,581                | (5,694,447) | (25,271,064)       | (22,322,189)                 |                        | (181,398)  | (5,596,584)        | (23,286,172)                 | (21,142,866) |         |
| <b>Nonoperating revenues</b>                |                        |             |                    |                              |                        |            |                    |                              |              |         |
| State appropriations*                       | -                      | 3,411,289   | 7,930,935          | (4,519,646)                  | 43.01%                 | -          | 3,411,445          | 7,930,935                    | (4,519,490)  | 43.01%  |
| Property tax revenue - Current              | 1,184,215              | 12,387,133  | 17,065,129         | (4,477,996)                  | 73.76%                 | 1,177,364  | 11,237,073         | 14,580,237                   | (3,343,164)  | 77.07%  |
| Property tax revenue/Instit Reserve         | -                      | 150,000     | 150,000            | -                            | 0.00%                  | -          | -                  | 750,000                      | (750,000)    | 0.00%   |
| Property tax revenue - Delinquent           | 10,046                 | 92,454      | 92,454             | 92,454                       | 0.00%                  | 11,078     | 95,678             | 95,678                       | 95,678       | 0.00%   |
| Property tax revenue - Interest & Penalties | 1,933                  | 21,132      | 21,132             | 21,132                       | 0.00%                  | 1,972      | 19,746             | 19,746                       | 19,746       | 0.00%   |
| Investment income                           | 233,142                | 132,645     | 125,000            | 9,645                        | 106.12%                | 935        | 42,045             | 25,000                       | 17,045       | 168.18% |
| Other non-operating revenues                | 166,887                | 9,600       | 9,600              | 9,600                        | 0.00%                  | 224,582    | 15,280             | -                            | 15,280       | 0.00%   |
| Total nonoperating revenues                 | 1,596,223              | 16,404,253  | 25,271,064         | (8,866,811)                  | 64.91%                 | 1,415,931  | 14,821,267         | 23,286,172                   | (18,464,905) | 63.65%  |
| <b>Provided by the State</b>                |                        |             |                    |                              |                        |            |                    |                              |              |         |
| Revenue for Insurance and Retirement        | -                      | 831,422     | -                  | 831,422                      | 0.00%                  | -          | 803,797            | -                            | 803,797      | 0.00%   |
| State Insurance Match                       | -                      | (403,442)   | -                  | (403,442)                    | 0.00%                  | -          | (380,481)          | -                            | (380,481)    | 0.00%   |
| State Retirement Match                      | -                      | (237,462)   | -                  | (237,462)                    | 0.00%                  | -          | (239,586)          | -                            | (239,586)    | 0.00%   |
| State Retiree Insurance                     | -                      | (190,518)   | -                  | (190,518)                    | 0.00%                  | -          | (183,730)          | -                            | (183,730)    | 0.00%   |
| Increase/(decrease) in net assets           | 2,235,804              | 10,710,806  | -                  | (31,189,000)                 |                        | 1,234,533  | 9,224,683          | -                            | (29,607,771) |         |
| * State Approp portion generated by CE =    | 135,769                |             |                    |                              |                        | 136,458    |                    |                              |              |         |
| Institutional Reserve                       | 6,771,294              |             |                    |                              |                        | 5,520,431  |                    |                              |              |         |



**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**January 31, 2019 and January 31, 2018**

|                                   | Year-To-Date           |              |                    |                  | Prior Year-To-Date |                        |              |                    |                  |             |
|-----------------------------------|------------------------|--------------|--------------------|------------------|--------------------|------------------------|--------------|--------------------|------------------|-------------|
|                                   | All Other Funds Actual | M&O Actual   | Amended M&O Budget | Remaining Budget | % of Budget        | All Other Funds Actual | M&O Actual   | Amended M&O Budget | Remaining Budget | % of Budget |
| <b>Revenues</b>                   |                        |              |                    |                  |                    |                        |              |                    |                  |             |
| Operating revenues                | 8,677,111              | 6,278,856    | 7,651,142          | (1,372,286)      | 82.06%             | 8,037,205              | 6,123,144    | 7,849,783          | (1,726,639)      | 78.00%      |
| Total operating revenues          |                        |              |                    |                  |                    |                        |              |                    |                  |             |
| Nonoperating revenues             | 1,596,223              | 16,404,253   | 25,271,064         | (8,866,811)      | 64.91%             | 1,415,931              | 14,821,267   | 23,286,172         | (8,464,905)      | 63.65%      |
| Total nonoperating revenues       |                        |              |                    |                  |                    |                        |              |                    |                  |             |
| <b>Less Expenses</b>              |                        |              |                    |                  |                    |                        |              |                    |                  |             |
| Operating expenses                | (8,037,530)            | (11,972,303) | (32,922,206)       | (20,949,903)     | 36.37%             | (8,218,603)            | (11,719,728) | (31,135,955)       | (19,416,227)     | 37.64%      |
| Total operating expenses          |                        |              |                    |                  |                    |                        |              |                    |                  |             |
| Increase/(decrease) in net assets | 2,235,804              | 10,710,806   | -                  | (31,189,000)     |                    | 1,234,533              | 9,224,683    | -                  | (29,607,771)     |             |

\* State Approp portion generated by CE = 135,769

136,458

\* Institutional Reserve 6,771,294

5,520,431

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**January 31, 2019 and January 31, 2018**

|                               | Year-To-Date              |                      |                       |                      | Prior Year-To-Date      |                           |                      |                      |                      |                         |
|-------------------------------|---------------------------|----------------------|-----------------------|----------------------|-------------------------|---------------------------|----------------------|----------------------|----------------------|-------------------------|
|                               | All Other<br>Funds Actual | M&O Actual           | Amended<br>M&O Budget | Remaining<br>Budget  | % of Budget<br>Expended | All Other<br>Funds Actual | M&O Actual           | M&O<br>Budget        | Remaining<br>Budget  | % of Budget<br>Expended |
| Administrative Sal            | 46,355                    | 537,205              | 1,303,599             | 766,394              | 41.21%                  | 44,355                    | 535,836              | 1,271,774            | 735,938              | 42.13%                  |
| Professional Sal              | 435,131                   | 1,742,026            | 4,608,193             | 2,866,167            | 37.80%                  | 362,911                   | 1,617,576            | 4,136,260            | 2,518,684            | 39.11%                  |
| Tech/Clerical Sal             | 342,387                   | 1,745,125            | 4,384,603             | 2,639,478            | 39.80%                  | 340,695                   | 1,715,856            | 4,340,693            | 2,624,837            | 39.53%                  |
| Faculty Sal                   | 227,152                   | 4,316,000            | 11,119,932            | 6,803,932            | 38.81%                  | 236,875                   | 4,486,679            | 11,112,065           | 6,625,386            | 40.38%                  |
| Misc Sal                      | 39,270                    | 7,972                | 79,195                | 71,223               | 10.07%                  | 25,614                    | 31,470               | 84,761               | 53,291               | 37.13%                  |
| Reg Students Sal              | 14,143                    | 36,730               | 200,028               | 163,298              | 18.36%                  | 27,735                    | 42,269               | 222,839              | 180,570              | 18.97%                  |
| Work Study Students Sal       | 23,530                    | -                    | -                     | -                    | 0.00%                   | 25,597                    | -                    | -                    | -                    | 0.00%                   |
| Staff Benefits                | 166,992                   | 1,341,152            | 3,844,695             | 2,503,543            | 34.88%                  | 146,297                   | 1,406,412            | 3,841,664            | 2,435,252            | 36.61%                  |
| Subtotal                      | 1,294,980                 | 9,726,210            | 25,540,245            | 15,814,035           | 38.08%                  | 1,210,079                 | 9,836,098            | 25,010,056           | 15,173,958           | 39.33%                  |
| Equipment                     | 226,854                   | 23,853               | 20,000                | (3,853)              | 119.27%                 | 188,893                   | 8,829                | 15,000               | 6,171                | 58.86%                  |
| Computer Hardware             | 296,484                   | 16,262               | 52,460                | 36,198               | 31.00%                  | 300,314                   | 1,251                | 73,460               | 72,209               | 1.70%                   |
| Capital Improvements          | -                         | -                    | -                     | -                    | 0.00%                   | 71,699                    | -                    | -                    | -                    | 0.00%                   |
| Designated for Insit Reserve  | -                         | -                    | 1,917,000             | 1,917,000            | 0.00%                   | -                         | -                    | 750,000              | 750,000              | 0.00%                   |
| Travel/Prof Development       | 47,609                    | 147,190              | 479,411               | 332,221              | 30.70%                  | 19,993                    | 129,289              | 474,479              | 345,190              | 27.25%                  |
| Supplies & Exp                | 1,197,662                 | 2,021,648            | 4,797,760             | 2,776,112            | 42.14%                  | 1,193,356                 | 1,690,777            | 4,714,060            | 3,023,283            | 35.87%                  |
| Institutional Scholarships    | 122,406                   | 37,140               | 115,330               | 78,190               | 32.20%                  | 97,342                    | 53,484               | 98,900               | 45,416               | 54.08%                  |
| Financial Aid                 | 4,371,208                 | -                    | -                     | -                    | 0.00%                   | 4,137,614                 | -                    | -                    | -                    | 0.00%                   |
| Donor Scholarships            | 128,970                   | -                    | -                     | -                    | 0.00%                   | 199,124                   | -                    | -                    | -                    | 0.00%                   |
| Purchases (Store/Concession)  | 235,081                   | -                    | -                     | -                    | 0.00%                   | 519,519                   | -                    | -                    | -                    | 0.00%                   |
| Contingency Expense           | 2,400                     | -                    | -                     | -                    | 0.00%                   | 11,132                    | -                    | -                    | -                    | 0.00%                   |
| Depreciation                  | -                         | -                    | -                     | -                    | 0.00%                   | -                         | -                    | -                    | -                    | 0.00%                   |
| Debt Retirement (Int & Amort) | -                         | -                    | -                     | -                    | 0.00%                   | -                         | -                    | -                    | -                    | 0.00%                   |
| Construction In Progress      | -                         | -                    | -                     | -                    | 0.00%                   | -                         | -                    | -                    | -                    | 0.00%                   |
| Unexpended Plant              | 113,876                   | -                    | -                     | -                    | 0.00%                   | 269,538                   | -                    | -                    | -                    | 0.00%                   |
|                               | <b>8,037,530</b>          | <b>\$ 11,972,303</b> | <b>\$ 32,922,206</b>  | <b>\$ 20,949,903</b> | <b>36.37%</b>           | <b>8,218,603</b>          | <b>\$ 11,719,728</b> | <b>\$ 31,135,955</b> | <b>\$ 19,416,227</b> | <b>37.64%</b>           |
| State Insurance Match         | -                         | 403,442              | -                     | (403,442)            | 0.00%                   | -                         | 380,481              | -                    | (380,481)            | 0.00%                   |
| State Retirement Match        | -                         | 237,462              | -                     | (237,462)            | 0.00%                   | -                         | 239,586              | -                    | (239,586)            | 0.00%                   |
| State Retiree Insurance       | -                         | 190,518              | -                     | (190,518)            | 0.00%                   | -                         | 183,730              | -                    | (183,730)            | 0.00%                   |

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense (Fund 13)**  
**January 31, 2019**

|                                       | Year-To-Date      |          |            |                |                   |            |
|---------------------------------------|-------------------|----------|------------|----------------|-------------------|------------|
|                                       | Actual<br>Revenue | TPEG     | Exemptions | Net<br>Revenue | Actual<br>Expense | Net Margin |
| Administration                        | 135,769           |          |            | 135,769        | 193,577           | (57,808)   |
| Motorcycle Safety                     | 3,600             |          |            | 3,600          | 3,079             | 521        |
| GED                                   | 7,245             |          |            | 7,245          | 3,466             | 3,779      |
| Law Enforcement                       | 699               | (42)     |            | 657            | -                 | 657        |
| Real Estate                           | 1,970             |          |            | 1,970          | -                 | 1,970      |
| Dental Assistant                      | 66,335            | (3,926)  |            | 62,410         | 30,694            | 31,716     |
| Information Technology Training       | 440               | (26)     |            | 414            | -                 | 414        |
| Phlebotomy                            | 32,800            | (1,968)  |            | 30,832         | 4,630             | 26,202     |
| Medication Aide                       | 37,850            | (2,271)  |            | 35,579         | 3,334             | 32,245     |
| Welding                               | 108,060           | (5,986)  | (7,386)    | 94,688         | 38,790            | 55,898     |
| Certified Nursing                     | 16,802            | (997)    |            | 15,805         | 31,838            | (16,033)   |
| Truck Driving                         | 23,515            | (1,411)  |            | 22,104         | 43,980            | (21,876)   |
| Center for Professional Workforce Dev | 2,445             |          |            | 2,445          | -                 | 2,445      |
| Education to Go                       | 3,247             |          |            | 3,247          | 1,600             | 1,647      |
| Concealed Handguns                    | 222               |          |            | 222            | -                 | 222        |
| Occupational Health & Safety          | 3,176             |          |            | 3,176          | 855               | 2,321      |
| Community Programs                    | 2,772             |          |            | 2,772          | 683               | 2,089      |
| Clinical Medical Assistant            | 52,200            | (3,132)  |            | 49,068         | 5,458             | 43,610     |
| Vet Assistant                         | 24,102            | (1,389)  |            | 22,713         | 8,456             | 14,257     |
| Yoga                                  | 3,525             |          |            | 3,525          | 1,400             | 2,125      |
| Human Resource Program                | -                 | -        |            | -              | -                 | -          |
| Activity Director Program             | 2,295             | (138)    |            | 2,157          | -                 | 2,157      |
| Machinist Program                     | 13,524            | (811)    |            | 12,713         | 33,693            | (20,980)   |
| TWC Pipefitter Program                | 23,182            | (1,391)  |            | 21,791         | 29,812            | (8,021)    |
| STRIVE                                | 73,860            | (4,232)  | (3,274)    | 66,354         | 30,543            | 35,811     |
| TWC INEOS/TEAM                        | -                 | -        |            | -              | -                 | -          |
| TWC Ascend                            | -                 | -        |            | -              | -                 | -          |
| TWC Pipefitting/Welding               | -                 | -        |            | -              | -                 | -          |
| TWC Fast Start IV                     | 7,917             | (475)    |            | 7,442          | 604               | 6,838      |
| Industrial Maintenance                | -                 | -        |            | -              | -                 | -          |
| TWC Building Construction Trades      | 37,847            | (1,782)  | -          | 36,065         | 11,601            | 24,464     |
| Total                                 | 685,399           | (29,978) | (10,660)   | 644,761        | 478,093           | 166,668    |

\*3.98% of the state appropriation for FY2018/19 is attributed to CE hours. This funding is used to offset administrative costs. It is recorded as revenue in M&O (Fund 11).

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 January 31, 2019 and January 31, 2018**

|  | Unaudited      |                       |                  |              |              |                | Prior Year-To-<br>Date |
|--|----------------|-----------------------|------------------|--------------|--------------|----------------|------------------------|
|  | Parking        | Student<br>Activities | Bookstore        | Vending      | Childcare    | Fitness Center |                        |
| <b>Revenue</b>                                 |                |                       |                  |              |              |                |                        |
| Sales & services                               | 210,165        |                       | 639,012          | 3,587        | 131,143      | 10,542         | 994,449                |
| Student Fees                                   | 210,165        | 209,996               | 639,012          | 3,587        | 131,143      | 10,542         | 209,996                |
|  |                |                       |                  |              |              |                | 1,204,445              |
|  |                |                       |                  |              |              |                | 1,388,000              |
| <b>Expenses</b>                                |                |                       |                  |              |              |                |                        |
| Purchases & Returns                            |                |                       | 234,536          | 546          |              |                | 235,082                |
| Salaries                                       | 36,605         | 30,122                | 100,504          |              | 87,150       | 12,497         | 266,878                |
| Staff Benefits                                 | 9,483          | 8,860                 | 30,037           |              | 33,453       | 313            | 82,146                 |
| Supplies & Other Operating Expenses            | 73,810         | 16,921                | 50,805           | 997          | 9,667        |                | 152,200                |
| Equipment                                      |                |                       |                  |              |              |                | 168,030                |
| Building Repairs                               |                |                       |                  |              |              |                | -                      |
| Bank Charges                                   |                |                       | 9,394            |              | 940          | 76             | 25,170                 |
| Contingency                                    |                | 2,400                 |                  |              |              |                | 14,461                 |
| Scholarships                                   |                | 15,200                |                  |              |              |                | 2,400                  |
|  |                |                       |                  |              |              |                | 11,132                 |
|  |                |                       |                  |              |              |                | 15,200                 |
|  | 119,898        | 73,503                | 425,276          | 1,543        | 131,210      | 12,886         | 764,316                |
|  | 90,267         | 136,493               | 213,736          | 2,044        | (67)         | (2,344)        | 440,129                |
| <b>Excess revenue over expenses</b>            |                |                       |                  |              |              |                | 317,882                |
| <b>Assets:</b>                                 |                |                       |                  |              |              |                |                        |
| Cash & Petty Cash                              |                |                       | 12,013           |              |              | 55             | 12,068                 |
| Accounts Receivable                            |                |                       | 16,835           |              |              |                | 16,835                 |
| Interfund Receivables                          | 343,918        | 333,395               | 711,815          | 2,044        | 6,972        | 48,832         | 1,446,976              |
| Prepaid Expenses                               |                |                       |                  |              |              |                | -                      |
| Inventory                                      |                |                       | 687,977          |              |              |                | 687,977                |
| <b>Total Assets</b>                            | <b>343,918</b> | <b>333,395</b>        | <b>1,428,640</b> | <b>2,044</b> | <b>6,972</b> | <b>48,887</b>  | <b>2,163,856</b>       |
| <b>Liabilities:</b>                            |                |                       |                  |              |              |                |                        |
| Accounts Payable/Gift Certificates             | 2,744          | 733                   | 64,242           |              | 4,557        | 194            | 72,470                 |
| Deferred Revenue                               |                |                       |                  |              |              |                | -                      |
| Deposits                                       |                |                       |                  |              |              |                | -                      |
| Total Liabilities                              | 2,744          | 733                   | 64,242           | -            | 4,557        | 194            | 72,470                 |
| Restricted Fund Balance (includes inventories) |                |                       | 687,977          |              |              |                | 687,977                |
| Unrestricted Fund Balance                      | 341,174        | 332,662               | 676,421          | 2,044        | 2,415        | 48,693         | 1,403,409              |
| <b>Total Liabilities &amp; Fund Balance</b>    | <b>343,918</b> | <b>333,395</b>        | <b>1,428,640</b> | <b>2,044</b> | <b>6,972</b> | <b>48,887</b>  | <b>2,163,856</b>       |
|  |                |                       |                  |              |              |                | 2,093,340              |

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement as of January 31, 2018**

|  | Parking        | Student Activities | Bookstore        | Vending      | Childcare     | Fitness Center | Total            |
|--|----------------|--------------------|------------------|--------------|---------------|----------------|------------------|
| <b>Revenue</b>                                 |                |                    |                  |              |               |                |                  |
| Sales & services                               | 223,247        |                    | 808,488          | 3,950        | 113,406       | 17,984         | 1,167,075        |
| Student Fees                                   |                | 220,925            |                  |              |               |                | 220,925          |
|  | 223,247        | 220,925            | 808,488          | 3,950        | 113,406       | 17,984         | 1,388,000        |
| <b>Expenses</b>                                |                |                    |                  |              |               |                |                  |
| Purchases & Returns                            |                |                    | 519,519          |              |               |                | 519,519          |
| Salaries                                       | 23,993         | 24,911             | 104,490          |              | 77,515        | 14,557         | 245,466          |
| Staff Benefits                                 | 5,623          | 6,171              | 30,952           |              | 29,258        | 256            | 72,260           |
| Supplies & Other Operating Expenses            | 50,594         | 46,125             | 60,046           |              | 11,080        | 185            | 168,030          |
| Equipment                                      |                |                    |                  |              |               |                |                  |
| Building Repairs                               | 25,170         |                    |                  |              |               |                | 25,170           |
| Bank Charges                                   |                |                    | 10,307           |              | 4,076         | 78             | 14,461           |
| Contingency                                    |                | 11,132             |                  |              |               |                | 11,132           |
| Scholarships                                   |                | 14,880             |                  |              |               |                | 14,880           |
|  | 105,380        | 103,219            | 725,314          |              | 121,929       | 15,076         | 1,070,918        |
| Excess revenue over expenses                   | 117,867        | 117,706            | 83,174           | 3,950        | (8,523)       | 2,908          | 317,082          |
| <b>Assets:</b>                                 |                |                    |                  |              |               |                |                  |
| Cash & Petty Cash                              |                |                    | 15,568           |              |               | 55             | 15,623           |
| Accounts Receivable                            |                |                    | 17,390           |              |               |                | 17,390           |
| Interfund Receivables                          | 383,887        | 243,798            | 540,777          | 6,401        | 29,860        | 49,176         | 1,253,899        |
| Prepaid Expenses                               |                |                    |                  |              |               |                |                  |
| Inventory                                      |                |                    | 796,428          |              |               |                | 796,428          |
| <b>Total Assets</b>                            | <b>383,887</b> | <b>243,798</b>     | <b>1,370,163</b> | <b>6,401</b> | <b>29,860</b> | <b>49,231</b>  | <b>2,083,340</b> |
| <b>Liabilities:</b>                            |                |                    |                  |              |               |                |                  |
| Accounts Payable/Gift Certificates             | 693            | 1,138              | 61,195           | 1            | 3,177         | 519            | 66,723           |
| Deferred Revenue                               |                |                    |                  |              |               |                |                  |
| Deposits                                       |                |                    |                  |              |               |                |                  |
| <b>Total Liabilities</b>                       | <b>693</b>     | <b>1,138</b>       | <b>61,195</b>    | <b>1</b>     | <b>3,177</b>  | <b>519</b>     | <b>66,723</b>    |
| Restricted Fund Balance (includes inventories) |                |                    | 796,428          |              |               |                | 796,428          |
| Unrestricted Fund Balance                      | 383,194        | 242,660            | 512,540          | 6,400        | 26,683        | 48,712         | 1,220,189        |
| <b>Total Liabilities &amp; Fund Balance</b>    | <b>383,887</b> | <b>243,798</b>     | <b>1,370,163</b> | <b>6,401</b> | <b>29,860</b> | <b>49,231</b>  | <b>2,083,340</b> |