

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF NOVEMBER 19, 2020  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 19<sup>th</sup> day of November at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Jonathan Brush  
Tammy Giffrow  
Kelly Klimpt  
Kyle Marasckin

Tammy Giffrow  
Virtual Attendees:  
Amos Byington  
Alan Phillips

Pam Shefman  
Debbie Kraft  
Cherlyn Crawford

**1. Call to Order**

The meeting was called to order by Chair Sanchez 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**

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; To deliberate the timeline of the Presidential selection process, as in accordance with Tex. Gov't Code Section 551.074.*

Executive Session ended at 6:40 p.m.

The meeting was called back into session by Chair Sanchez at 6:43 p.m.

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

### **Citizen Inquiries**

There were no citizen inquiries.

### **Board Comments/Recognitions**

The Regents talked about the various community events they attended, thanked the frontline staff for keeping everyone safe, congratulated Vice Chair Droege on the birth of her new grandbaby and wished everyone a safe and healthy Thanksgiving holiday.

The ActionS Inc. organization supports elderly patients by providing them transportation, helping secure financial support, give assistance with medical providers, finding medical equipment and more. With the COVID-19 pandemic, the services provided by ActionS has been stretched thin. This Fall, ACC Associate Degree Nursing students began working with ActionS through their clinical instruction to help fill the demand and provide assistance to the senior citizens that the organization serves. Nursing instructor Justin Morgan coordinated the partnership with ACC students. ACC students helped schedule follow ups with providers for medication refills, identifying elevated blood pressures that needed to be evaluated by a provider, addressing home safety concerns, addressing nutritional concerns, obtaining proper medical supplies/equipment and more. ACC students also provided much needed emotional support and created relationships with the clients to ensure they knew someone cares about them in the midst of the pandemic. ActionS has helped provide the students with invaluable experience while also serving as an alternative clinical site. Recognized were the ActionS organization and the Associate Degree Nursing students.

During the COVID-19 pandemic and accommodating for the construction on campus and remote learning, the departments for Information Technology, Distance Education and instructor Brian Berger worked tirelessly to ensure everyone has what is needed to work remotely or at a different location on campus. In addition to their assigned tasks, these staff members have helped move computers from entire buildings to alternate sites so the college can operate seamlessly. Recognized were IT staff members Executive Director Kelly Klimpt, Steve Cabrera, Patty Sanchez, James O'Brien, Sam Villarreal, Maximo Mireles, Julie Kellagher, Ben Deadwyler, Fred Bellows, Daniel Abrego and Logan Griffith, Distance Ed Director Daniel Gonzalez and Coordinator Laura Pool and Instructor Brian Berger.

The Texas Public Purchasing Association (TXPPA) honored four purchasing professionals for their service to the organization throughout the difficult year of 2020. ACC purchasing director Alan Phillips was one of the honorees to receive the President's Award from the Association. As Chair of the Professional Development Committee Alan worked tirelessly to ensure that TxPPA members received quality training while also staying on top of the latest trends in the purchasing profession. Alan was described as "One of the hardest workers I have ever seen for TxPPA. He is always going the extra mile." Recognized was Mr. Alan Phillips.

### **Approval of Minutes**

Chair Sanchez said that if there were no corrections or additions to the minutes of the Regular Board meeting of October 22, 2020 and Special Board Meeting of November 9, 2020 she would entertain a motion to approve. A motion to approve the minutes was made by Dr. Crumm. Seconded by Mr. Tacquard. Motion passed unanimously.

### **Student Report**

Cherlyn Crawford, President of the Student Government Association presented the Student Report for November 2020.

On October 23rd the SGA Executive Board attended a training event that included valuable and useful information about correct parliamentary procedures, how to make our voices heard, and how to manage risks in leadership.

On November 13th the Executive Board held the first meeting with the general student body. During this meeting a variety of activities were discussed. All events are in the planning stages and details are still pending, including a drive-in movie experience, an ugly Christmas sweater competition, a student hobby showcase, Dolphin “Cribs”, what being a Dolphin means to me video montage, and cutest pet photos.

In addition to discussion of activities, updates were made to the SGA Constitution. These updates included, the addition of a Chief of Staff position, adjustment to the quorum definition from 2/3 to 50% plus 1, and the inclusion of new meeting schedule. General Body meetings will now be held on the second Friday of each month and Executive Board Meetings on the 1st and 3rd Fridays. These changes passed unanimously.

This report was for information only.

### **President’s Report**

Dr. Albrecht gave a summary that included the following:

Registration for the Spring 2021 semester is now open. Classes will begin on January 19. Classes for the second fall mini semester began Monday. Registration for the three-week holiday mini semester is now open and will be closed December 13. Classes begin December 14.

While we did not have our annual Fall Festival, we partnered with the Alvin Parks and Recreation Department to host the Trick or Treat Trail on Halloween night. Local businesses and organizations offered candy on the trail through the N and S Building parking lots.

The Mu Upsilon Chapter of Phi Theta Kappa hosted a virtual induction ceremony on October 7. The ceremony included new members for the Fall and Spring of 2020. More than 100 students were inducted to the honor society.

On November 6 we hosted a drive-thru fish fry for our employees outside of S Building. Employees received a free plate of food in celebration of our recent successful site visit with SACSCOC.

This year’s ACC Foundation Gala is being held virtually until January 15. Donors can support ACC scholarships and programs through online contributions. Visit the Foundation page on the college website to learn more.

Starting this month, we have placed Blessing Boxes at several locations on campus. Donors can drop off food items and toiletries at the boxes to support students in need. Our STRIVE students have also been hard at work collecting and distributing the donations.

On November 6 the Community Health Network performed free COVID-19 testing for our Nursing students so they can participate in their clinical assignments.

Our Culinary Arts students got their first look at the new facility in the Nolan Ryan Center on November 11. I was there to welcome them to their first class in the new kitchen.

The Drama Department will host virtual performances of It's a Wonderful Life: A live radio play starting on December 5. Tickets are available online.

This report was for information only.

#### **President's Goal #4 - ACC Crisis Communication Plan**

Dr. Albrecht presented her President's Goal #4 which included the development of a Crisis Communication Administrative Procedure that will ensure consistent and thorough communications to the campus, community and stakeholders during a crisis situation on campus or in the community after taking direction from the ACC Emergency Management Team. This report was for information only.

#### **President's Goal # 7 ACC Budget Procedure Manual**

Dr. Albrecht presented her President's Goal #7 in which a Budget Procedure Manual has been created and the manual will serve as a resource for budget managers to use in the annual budget development process. This report was for information only.

#### **Consider Approval of Consultant for the Development of the 2022-2027 Strategic Plan**

The motion was made by Vice Chair Droege to approve the selection of CBT for the development of the 2022-2027 Strategic Plan at a negotiated rate of \$139,000.00. This price includes the Discovery Report, the Strategic Plan and the Implementation Plan. Payments will be made over two fiscal years. This approval includes the authorization for the President to execute a contract with CBT for the College. Seconded by Dr. Crumm.

Mr. Marvel made the motion to table the selection of CBT for the development of the 2022-2027 Strategic Plan at a negotiated rate of \$139,000.00. This price includes the Discovery Report, the Strategic Plan and the Implementation Plan. Payments will be made over two fiscal years. This approval includes the authorization for the President to execute a contract with CBT for the College. Seconded by Mr. Shelton.

After further discussion, Mr. Marvel asked if he could withdraw his motion. Legal Counsel Jonathan Brush stated that the motion and second could be withdrawn.

Mr. Marvel withdrew the motion to table the selection of CBT for the development of the 2022-2027 Strategic Plan at a negotiated rate of \$139,000.00. This price includes the Discovery Report, the Strategic Plan and the Implementation Plan. Payments will be made over two fiscal years. This approval includes the authorization for the President to execute a contract with CBT for the College. Mr. Shelton also withdrew his second of the motion.

The motion to amend the original motion to approve the selection of CBT for the development of the 2022-2027 Strategic Plan at a negotiated rate of \$139,000.00. This price includes the Discovery Report, the Strategic Plan and the Implementation Plan. Payments will be made over two fiscal years. This approval includes the authorization for the President to execute a contract with CBT for the College and to delay the implementation of the discovery plan to not later than May 2021 was made by Mr. Shelton. Seconded by Mr. Tacquard. Motion passed 7-2 with Chair Sanchez and Vice Chair Droege voting against.

**Annual Report on Board Member Trainings**

Dr. Albrecht gave the annual Board Member training report as required. This report was for information only.

**Consider Approval of Revision to Board Policy FLA (Local)**

The motion to approve the revisions to policy FLA (LOCAL) was made by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

**Annual College Data Report (2019-2020)**

Dr. Pam Shefman presented the annual College Data Report with information from the 2019-2020 academic year along with an added section on achievement gaps of various demographic groups. This report was for information only.

**Consider Approval of Presidential Profile and Advertising Plan**

The motion to approve the Presidential Profile and Advertising plan as presented was made by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of the 2020 Texas Reskilling Support Fund Grant**

The motion to approve the submittal of the 2020 Texas Reskilling Support Fund grant was made by Mr. Marvel. Seconded by Mr. Tacquard. Motion passed unanimously.

**Consider Approval of EAB Navigate Software as the Customer Relationship Management Software for QEP Implementation**

Vice Chair Droege made the motion to approve the five-year contract with EAB Navigate at the annual funding levels as described to satisfy all State and College purchasing requirements. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Personnel Action**

A motion was made by Dr. Hertenberger to approve the following replacement personnel: Dr. Jessica Ranero-Ramirez as the Director, College and Career Pathways; Ashley Gill as Clinical Coordinator, Diagnostic Cardio Vascular Sonography; Bridget Ruth as Clinical Coordinator, Health Information Management; Timothy Wutke as Math faculty and Ronald Smith as Sociology Faculty. Seconded by Mr. Marvel. Motion passed unanimously.

**AGCM Update**

Mr. Amos Byington and Mr. Matt Graves presented an update on the campus construction projects that included Building S air conditioning, campus drainage improvements, cooling tower renovations, electrical improvements, new boilers, gun range renovation, extension of the chill water system to Building N, flooring abatement in Building G, restroom renovations, new Culinary lab, new air distribution system in the Fitness Center gym, new air handler and control systems, parking lot resurfacing and the Welding lab electrical upgrades. This report was for information only.

**Consider Approval of Elevator Modernization – A and C Buildings**

The motion to approve a contract to Oracle Elevator for the elevator modernization project to the A and C Building for \$169,920.00 was made by Vice Chair Droege. Seconded by Mr. Stuksa. Motion passed unanimously.

**Consider Approval of H Building Roof Replacement and Roof Repair to Buildings G and N**

Dr. Crumm made the motion to approve a contract with Galt Construction for the G, H and N buildings roofing project for \$349,908.03. Seconded by Mr. Tacquard. Motion passed unanimously.

**Consider Approval of Audio-Visual Equipment for Building E and the Nolan Ryan Center**

The motion to approve the purchase of audio-visual equipment and installation services, including warranty, for the NRC and the E-Building in the amount of \$423,119.80 from AVI-SPL was made by Vice Chair Droege. Seconded by Dr. Crumm. There were questions regarding what items and services were included in the price and Mr. Byington from AGCM provided an explanation. Motion passed unanimously.

**Consider Approval of Parking Lot/Blue Light Change Order**

The motion to approve a contract Change Order to Corestone Paving and Construction for \$221,823.40 was made by Mr. Shelton. Seconded by Mr. Starkey. Motion passed unanimously. Mr. Stuksa asked about the addition of plugs for charging of electric cars and Mr. Byington will research the conduit costs for the charging stations and will add them if the costs do not exceed \$50,000.

**Consider Approval of AGCM Contract Extension**

The motion to approve \$201,216 for AGCM to finalize the ACC Tax Maintenance Bond Program Management Services for 5 additional months, through May 31, 2021 and that this will be billed on an hourly basis was made by Vice Chair Droege. Seconded by Mr. Stuksa. Motion passed unanimously.

**Financial Report Ending October 2020**

Mr. Tacquard made the motion to approve the financial and investment report for October 2020. Seconded by Mr. Marvel. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:54 p.m.

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Dr. Patty Hertenberger, Secretary

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Bel Sanchez, Chair