

Regular Meeting
Thursday, April 27, 2023 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
APRIL 27, 2023**

It is hereby certified that a notice of this meeting was posted on the 27th day of April 2023, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 21st day of April 2023.

A handwritten signature in blue ink that reads "Robert Exley". The signature is written in a cursive style and is positioned above a horizontal line.

Dr. Robert Exley
President

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



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 040-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Grounds Equipment Operator

The individual listed below has been recommended to fill the full-time position of Grounds Equipment Operator.

Candidate
Recommended: PANTALION GARCIA

Education: Bloomington High School
High School Diploma

Experience: Ascend
Operator July 1994 – July 2018

Salary: \$36,649.66
Grade 107, 2022-2023 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Grounds Equipment Operator		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Director, Physical Plant	Grade Level:	107
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/LH	Date:	08/02/2022
Last updated by:	Hameedah Majeed	Date:	08/02/2022

SUMMARY

Responsible for the operation of all light equipment used in the maintenance of grounds. All duties as assigned.

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

- Drives gasoline or diesel-powered tractor to mow grass, draw implements such as box blades, scraper, post hole digger and so forth in order to perform landscaping duties.
- Operates gasoline powered street sweeper, slope mower, triplex reel mower and other pieces of riding equipment.
- Properly maintains all riding equipment and performs maintenance duties such as refueling, oiling, greasing, checks batteries, tires and other moving parts to ensure proper operation.
- Maintains grounds including landscaping, mowing, trimming, edging, watering, fertilizing and tree pruning.
- Applies chemicals such as fertilizers, herbicides, insecticides, pesticides and other horticulture chemicals used in grounds maintenance.
- Operates equipment engaged in loading, unloading, storing and distributing materials such as bulk paper, furniture, drums and other equipment designated for moving or reloading.
- Assists in the maintaining of the sprinkler system.
- Maintains tools and keeps work area clean and orderly and performs minor tool repairs.
- Assist with setups involving campus tables, chairs, etc.
- Other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- High school diploma or GED preferred.
- Must have a valid driver's license and current automobile insurance.

EXPERIENCE

- Experience in operating light motorized equipment.
- Experience in garden, lawn care or turf management preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must perform usual duties in the presence of others and must consider safety in order to prevent injury.
- Must be aware of people while operating equipment so as to not hit them or allow flying debris to strike anyone.
- Have the ability to work unsupervised.
- Must be able to make decisions concerning the safe operation of equipment and when it is to be operated.

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Exposed to other disagreeable features such as dust, dirt, grease, dampness, chemicals, cleaning agents, exhaust and fuel fumes and runs a high risk of being bitten by insects such as wasps and bees.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently moves assets and equipment weighing fifty (50) or more pounds across campus for various campus and event needs. The Grounds Equipment Operator will be exposed to rough riding, lifting, walking, pushing, pulling, sitting, standing, stooping, and general out of position work for approximately twenty-five (25%) of the time.

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

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR PRINTED NAME

X

SUPERVISOR SIGNATURE AND DATE

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



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

X

EMPLOYEE PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR PRINTED NAME

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 038-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *AJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Financial Aid Advisor

The individual listed below has been recommended to fill the full-time position of Financial Aid Advisor.

Candidate Recommended: LUIS GARCIA

Education: University of Houston Clear Lake
B.S., Behavioral Science

San Jacinto College
A.S., Social and Behavioral Science

Experience: Covenant House Texas Youth Engagement Specialist October 2019 - Present

Southwest Key Programs Youth Care Worker October 2017 – August 2019

Salary: \$32,144.80
Grade 108, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Financial Aid Advisor, Work Study Admin (190)		
Department:	Financial Aid	FLSA Status:	Non-Exempt
Reports to:	Director, Financial Aid	Grade Level:	108
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/08/2020

SUMMARY

The Financial Aid Advisor counsels prospective and current students on availability and eligibility requirements, for financial aid and prepares applications for processing. Duties include ensuring completion of Alvin Community College's (ACC) admission requirements. Staff must stay current on federal and state regulations and policies to perform verification and exercise professional judgment for special circumstances. Communication, satisfactory academic progress, and file tracking must also be maintained for the financial aid population.

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

- Counsels students, parents, and other involved parties on the availability of aid, eligibility requirements, to maximize aid eligibility to achieve educational goals
- Ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), state law, community college system regulations, and college policies and procedures
- Conducts verification of student and parent application data in compliance with federal and institutional criteria
- Maintains knowledge of Internal Revenue Service, Department of Homeland Security, Selective Service, Social Security Administration, and other federal and state agencies' policies
- Performs verification of required data elements
- Uses professional judgment to identify and document any special circumstances in the students' family situation
- Evaluates academic history to determine initial Satisfactory Academic Progress eligibility, and review eligibility every semester. Works with Financial Aid Counselor on individual student appeals concerning eligibility
- Counsels students on Satisfactory Academic Progress eligibility, and advise them on options when enrolling, dropping/withdrawing, and regaining eligibility
- Keeps abreast of current federal and state regulations and guidelines; maintain close working relationship with staff and faculty to ensure compliance with the regulations
- Identifies and assist in resolving inconsistencies with the Registrar's Office, Business Office, Academic Advising, and Academic Department and Division Chairpersons
- Participates in the development of institutional financial aid policies and procedures that will positively impact efficiency and quality of service provided
- On-going maintenance of initial, pending, inactive, and completed files

- Provides a high level of customer service skills to initiate, maintain, respond to, and document communication with internal and external customers; including personal and mass emails, phone calls, and in-person counseling sessions
- Demonstrates integrity and ethical behavior in working with confidential information, and maintain high level of confidentiality
- Participates in outreach activities including orientations, classroom presentations, and various marketing activities. Uphold long-standing relationships with local schools by providing presentations and support to students and staff
- Administers, maintains and awards the Federal and State Work-Study programs
- Coordinates with Human Resources to ensure student eligibility for employment (work-study) placement and new student orientations.
- Processes student employment paperwork, posts/monitors student employment earnings.
- Acts as liaison for off-campus student employment placement, and responsible for maintenance/renewal of off-campus contracts
- Participates in unit meetings and serve on committees as needed
- Assists with special projects and other duties as assigned which may include working in other areas of the office, as needed
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree required.

EXPERIENCE

- Must have a high level of customer service skills.
- Office/clerical experience and experience with federal and state policies and regulations is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess ability to interact with a diverse student population in an effective and appropriate manner.
- Requires well developed critical thinking skills for professional judgment.
- The position requires the ability to multi-task and prioritize.
- The position requires proficiency in the use of a computer and average ability with the use of a calculator.
- Ability to perform basic to intermediate financial calculations.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR NAME

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 039-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Website Developer

The individual listed below has been recommended to fill the full-time position of Website Developer.

Candidate Recommended: KEVIN QUILLER

Education: Texas Southern University
B.S., Computer Science

ITT Technical Institute
A.S., Computer Engineering

Experience: Freelance/Contract WordPress
Web Developer/Database Administrator December 2020 – Present

Harris County Commissioner Precinct 4
Web Developer/Database Administrator April 2022 – April 2023

Harris County Universal Services
Enterprise Web Developer May 2016 – November 2019

Harris County Commissioner Precinct 3
Web Developer October 2014 – May 2016

National Diversity Counsel
Web Developer January 2013 – October 2014

Preston Wood & Associates
Web Developer/SEO September 2008 – February 2010

Salary: \$75,000.00
Grade 205, 2022-2023 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Website Developer		
Department:	Marketing & Media	FLSA Status:	Exempt
Reports to:	Director, Marketing & Media	Grade Level:	205
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	01/06/2023
Last updated by:	Director, Marketing & Media/ LS	Date:	01/06/2023

SUMMARY

The Website Developer is responsible for developing, testing, and maintaining the backend infrastructure of the college website and applications within Omni Campus CMS. Also utilizes new digital technologies to interface with the college website and supports all digital marketing initiatives. Serve as backup to the Website Administrator as needed.

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

- Develop & test the public facing website ensuring the source code, CMS plug-ins & applications meet proper HTML semantics.
- Create and maintain a consistent website hierarchy infrastructure.
- Ensure the website meets basic SEO recommendations and adheres to federal 508 & WCAG accessibility standards.
- Serve as project coordinator for producing online publications and forms (e.g., Fliphtml5.com and Jotform.com).
- Works in partnership with Website Administrator, Marketing Director, and designees to develop information architecture and site mapping.
- Assist Website Administrator in creating CMS templates and meet with website content managers to develop, design, and implement content for web pages.
- Utilize HTML, CSS, JavaScript, XML and XSLT languages within the CMS to develop, test, debug, and publish web pages and associated applications (employee directory, search feature, calendar, etc.)
- Engaged in special projects that may involve working with multiple groups with a specialized focus and meet regularly with other Marketing Team members to develop and implement college marketing campaigns for deployment on website.
- Create operational procedures and manage work requests and projects.
- Work with the Website Administrator to prepare standards and guidelines for content and design of web site.
- Assist Website Administrator in ensuring electronic media designs effectively communicate the college brand position.
- Ensure sensitive and/or classified organizational information is not inadvertently posted to the web sites.
- Track and evaluate new standards, technologies and trends in web site development, design, and delivery.
- Perform duties and attend college (on/or off) campus events, meetings, and conferences that may involve travel, including weekend or evening work.
- Maintain website hosting and CMS administrative essentials.
- Perform other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Requires an associate's degree in web development/design, computer science, information systems, or related field.
- Equivalent combination of education, relevant certification and/or additional experience may be considered in lieu of degree.

EXPERIENCE

- Requires at least one (1) year of experience in web development/design, information systems or related experience using content management systems, utilizing HTML, CSS, JavaScript, XML, and SQL
- Two plus (2+) years of experience in web development/design, information systems or related experience using content management systems, utilizing HTML, CSS, JavaScript, XML, and SQL preferred.
- Knowledge and experience using Adobe CC (Dreamweaver, Photoshop, and Acrobat) and Omni CMS is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have advanced development experience with HTML.
- Strong understanding of programming languages such as JavaScript, CSS, XML, SQL, and Bootstrap Framework v4 and above.
- Knowledge of web hosting, DNS, IIS and networks.
- Experience with .NET and iOS operating systems.
- Knowledge of website architecture and site mapping standards.
- Must possess good knowledge of Web technologies, and internet protocols. Experience with database-driven websites is needed.
- Excellent written and oral communication skills; good analytical and problem-solving abilities
- Experience developing for cross browser compatibility and responsive design.
- Experience with MS Office 365 and good time management, detail oriented and the ability to complete multiple projects within very tight deadlines.
- Ability to create online forms using the online Jotform.com system and the CMS form feature.
- Must have familiarity with SSL protocol.
- Experience and knowledge of emerging trends in web development, functionality, usability and website accessibility.
- Knowledge and experience using Adobe CC (especially Dreamweaver, Photoshop, and Acrobat).

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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X

EMPLOYEE PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR PRINTED NAME

X

SUPERVISOR SIGNATURE AND DATE

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

9.B. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SPRING 2023 As of 3/31/2023

APRIL

	Budgeted 2022-23	APRIL 2023	HR Vacancies
Administrative	14	12	2
*Professional	88	74	11
Faculty	121	116	3
**Technical Support, Clerical & Maintenance (TSCM)	117	104	10
Total Full-Time (FT) Employees	340	306	26

*Count includes 3 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee (1 current vacancy)

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Brett Haduch	Director, Accessibility & Counseling	4/14/2023	Resignation
2				
3				
4				
5				
6				
7				
8				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF MARCH 23, 2023
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 23rd day of March at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Michael Beck	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College

Beth Nelson
Clay Grover
Tammy Giffrow
Kyle Marasckin
John Tompkins
Alyssa Bullock
Nadia Nazarenko
Jeff Parks
Debra Fontenot
Alexander Marriott
Anita Exley

Brett Haduch
Jessica Ranero-Ramirez
Ronny Phillips
Hameedah Majeed
Bryan Hinshaw
Todd Anderson
Jason Paysse
Dick Tyson
Lloyd Cox
George Tacquard

Call to Order

The meeting was called to order by Chair Sanchez at 6:01 p.m.

Certification of Posting of Notice

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

Executive Session

- *For the purpose of a private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the purchase, exchange, lease, or value of real property in accordance with Tex. Gov't Code Section 551.072; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 6:50 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Starkey.

Citizen Inquiries

Mr. Dick Tyson spoke on the subject of agenda inquiries and the Board retreat.

Board Comments

The Regents comments included: several Regents involvement in and attendance at CCATT committee meetings, attending Brazoria County Days and the recognition of ACC 75th anniversary by Representative Thompson in Austin, the ACC program highlights on Channel 13, and the upcoming ACC Foundation event Purse Bingo.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the minutes of the Board Retreat of February 18, 2023 and Regular Board Meeting of February 23, 2023. A motion to approve the Consent Agenda was made by Mr. Shelton. Seconded by Ms. Reyes-Hall. Motion passed unanimously.

Student Report

There was no student report for March 23, 2023.

President's Report

Dr. Exley gave a summary that included the following:

ACC was recognized for our upcoming 75th Anniversary by the Texas Legislature on February 28. State Rep. Ed Thompson introduced a resolution recognizing ACC's achievements and role in the community.

Channel 13 interviewed instructor Mikel Chamblee about the Cybersecurity program and the job demand for cybersecurity analysts. The video of the 20-minute segment is on our social media pages. The Welding program was also featured on a segment aired by Channel 13 which will show later.

The Library Speaker Series hosted Texas Country singer/songwriter Junior Gordon on March 6.

The Softball team hosted a tailgate party yesterday prior to their game against San Jac. The event included free food, games, t shirts and music with a live DJ. The daughter of our softball coach Jerri Torres-Farmer played for the other team during the doubleheader.

ACC will host the annual Big Band Concert on April 22 here in the Nolan Ryan Center.

Throughout March recruiting events were held at local schools in Alvin, Pearland and Dickinson ISDs.

Designer Bag Bingo, win a designer bag all while raising money for the Foundation on April 13.

Every year our communications students participate in the Houston Livestock Show and Rodeo. This year during their participation they worked with broadcast students from Clear Creek ISD and showed them some of the work behind the scenes.

The Art Department will host two artists next week on March 29 and 30 with V. Ching and Jeanne Alvarez respectfully. Both artists will be presenting in the Art Studio on Building J. A sample of the work of these artists will be on exhibit at the ACC Art Gallery.

ACC alum and now Houston Astros prospect JC Correa recently helped score the winning run against the St. Louis Cardinals in a spring training game on March 11 in Florida.

Active Minds, ACC Counseling and Student Life will host the 2nd Annual Walk for Wellness on Wednesday, April 5 at 10 a.m. in the Student Center courtyard. Active Minds also hosted the Positivity-Tea this morning to provide information on the mental health resources at the college.

Vice President of Instruction Dr. Michael Beck recently completed and graduated from the Alvin Manvel Area Chamber of Commerce Leadership Class.

This month is Women's History month and our Welding program was featured on Channel 13 for the increasing number of women graduating from our program.

House Bill 8 will continue to be monitored.

Dr. Earnest Burnett lost his father this past week and Regent Roger Stuksa passed away on March 17, 2023. The funerals will be this upcoming weekend and please keep the families in your prayers and thoughts.

This report was for information only.

P3 Conference Report

Dr. Jim Crumm, Dr. Stacy Ebert and Mr. Karl Stager attended and reported on the P3 Conference in Dallas on March 6-8, 2023. They informed the Board that P3 is Public Private Partnerships and a procurement model that uses an integrated and life cycle approach to delivering infrastructure into one contract, is like a mortgage in that it is financing and not funding, and payment availability is rolled without out issuing any public debt. The information provided was a preliminary introduction for consideration of further discussion. This report was for information only.

Annual Racial Profiling Report

Chief Ronny Phillips presented the annual Racial Profiling report. There were no reported incidents for the 2021-2022 year. This report was for information only.

Consider Approval of Budget Amendment and Reclassification/Promotion of Dr. Jessica Ranero-Ramirez

The motion to approve the requested budget amendment and the reclassification and promotion of Dr. Ranero-Ramirez effective April 1, 2023 was made by Dr. Hertenberger. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of Police Vehicle Purchase and Upgrade

The motion to approve and authorize the purchase of a 2023 Chevrolet Tahoe (with police upgrades) and the trade-in of an existing unit for \$ 61,729.00 was made by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Property and Casualty Insurance Proposed Bid and Renewal

The motion to accept the bid proposed by Arthur J. Gallagher Insurance that will include a \$25,000,000 Premium Limit and a 3% named storm deductible was made by Mr. Shelton. Seconded by Mr. Marvel. After further discussion and questions by the Board to the Gallagher Insurance representatives, Mr. Anderson and Paysse, Mr. Marvel amended the motion to accept the bid proposed by Arthur J. Gallagher Insurance that will include a \$25,000,000 Premium Limit and a 5% named storm deductible. Seconded by Mr. Hoover. The vote on the original motion as amended passed unanimously.

Financial Report Ending February 2023

Secretary Hertenberger made the motion to approve the financial and investment report for February 2023. Seconded by Mr. Hoover. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:57 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. Personnel Action (Replacement): Executive Director of Continuing Education and Workforce Development



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 042-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Executive Director of CEWD

The individual listed below has been recommended to fill the full-time position of Executive Director of CEWD.

Candidate

Recommended: SUNJAY BALI

Education: University of Strathclyde
MBA

MacEwan University
B.A.

Queens University
Executive Certificate

Experience: Pittsburgh Technical College
Executive Director

March 2021 - October 2022

Lone Star College System
Director of Business

September 2018 – February 2021

International Talent Hub Inc.
Consultant

July 2017 – August 2018

Abu Dhabi Vocational Education & Training

Senior Manager, Career and Industry Partnerships December 2012 – June 2014

Queen's University School of Business

Executive Development Manager

November 2011 – November 2011

Abu Dhabi International Private Institute
Program Manager, Career and Alumni

December 2010 – November 2011

Salary: \$103,636.15 Annual
Grade 215, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Executive Director, Continuing Education/Workforce Development (CEWD)		
Department:	CEWD	FLSA Status:	Exempt
Reports to:	Vice President, Instruction	Grade Level:	215
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	11/4/2022
Last updated by:	VP, Instruction/MB	Date:	11/4/2022

SUMMARY

The Executive Director, Continuing Education and Workforce Development (CEWD) provides leadership in the planning, development, implementation, operation, supervision, and evaluation of all non-credit Continuing Education and Workforce Development courses and instructional programs, special interest programs, and leisure learning programs. The division is a revenue center responsible for covering direct expenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Provide division leadership to develop a culture of success and foster a culture of evidence.
- Ensure compliance with THECB, WECM, SACSCOC, programmatic accreditors, and other regulatory agencies. Serve as a resource to THECB on assigned educational programs.
- Recruit, interview, and recommend appointments of highly-qualified division instructors and staff. Provide orientation session(s) for all new full-time instructors and staff.
- Participate in the selection process of CEWD directors to provide leadership for division disciplines/programs. Participate in other college screening committees for the selection of employees, as requested.
- Supervise, mentor, and evaluate full-time instructors, directors, and staff according to college guidelines.
- Coordinate and collaborate with directors and instructors to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources.
- Oversee enrollment management processes to meet student needs and ensure efficiency in course scheduling, classroom utilization, class section combinations/cancellations, and distribution of class loads.
- Provide instructional leadership for the ongoing development of an innovative and current curriculum that incorporates interactive learning, technology, and effective pedagogies focused on student success.
- Participate in college-wide strategic planning processes to provide leadership and accountability for division unit planning and outcomes.
- Communicate effectively to implement division programs, advocate for growth, and meet the needs of students and the community.
- Provide instructional and administrative leadership for all activities, programs, and personnel of assigned departments and departmental and college-wide student success initiatives.
- Assess instructional effectiveness and plans for continued improvement.

- Develop budget recommendations and manage division allocations for effective, efficient, and productive educational programs and support services.
- Provide oversight of division expenditures and maintain financial reports and records to ensure the division is fiscally sound and generating profit.
- Develop new programs and evaluate and revise existing programs.
- Approve payroll compensation for division staff.
- Participate as a member of the Instructional Leadership Team.
- Represent the college at meetings as designated by ELT
- Develop and administer workforce education programming and contact-hour-funded classes, including those offered through contract training and grants.
- Oversee the planning, development, and coordination of special workshops and seminars to support workforce and economic development, business and industry training, programming for professional development, and certification and awarding of continuing education unit/professional development contact hours.
- Develop, maintain, and provide various enrollment reports to the Vice President of Instruction each quarter for assigned departments.
- Provide mediation and conflict resolution for student and personnel concerns. Responsible for oversight of the academic appeal process, as appropriate.
- Coordinate and maintain all formalized agreements related to division programs/disciplines.
- Monitor systems, policies, and procedures to ensure consistent delivery of division programs and services.
- Develop, maintain, and expand collaborative partnerships with businesses, industries, school districts, and entities to facilitate the responsiveness of division programs.
- Participate in research, creation, and submission of institutional grant proposals. Responsible for oversight, administration, outcomes, and reporting of grants associated with division programs/disciplines.
- Facilitate communication among all departments within the college.
- Serve on institutional committees, attend community functions, and serve on external committees.
- Develop innovative and entrepreneurial partnerships to leverage college resources.
- Perform other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Master's degree in education, education administration, adult education, training and development, or a related field from an accredited institution.

EXPERIENCE

- A minimum of three (3) years of teaching experience at a community college/university or experience in workforce training/corporate training in a college or business setting is required.
- A minimum of three (3) years of progressive administrative experience with at least three (3) years of equivalent supervisory experience in higher education or a business setting is required.
- Three (3) years of work experience in continuing education, workforce training, or corporate training.
- Experience in budget, supervision, and educational planning at a community college, university, or similar organization is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated success in an administrative leadership role within an educational, governmental, or business/industry setting.
- Experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program-level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication.
- Knowledge and recent experience with accreditation processes for workforce programs.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.C. **Personnel Action (Replacement): Math Faculty**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 043-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Math Faculty

The individual listed below has been recommended to fill the full-time position of Faculty, Math 9M.

Candidate

Recommended: DAVID FAUL

Education: Southeastern Louisiana University

M.A. in English

University of Louisiana

M.S. in Mathematics

Louisiana State University

B. S. in Mathematics

Experience:

Wharton County Junior College

Math Instructor

August 2020 - Present

Memorial Hermann Health System

Medical Technologist

October 2015 - July 2020

San Jacinto College

Math Professor

June 2010 - May 2015

Baton Rouge College

Assistant Math Professor

August 2009 - May 2010

Southeastern Louisiana University

Math Instructor

August 2006 - May 2009

South Louisiana Community College

Math Instructor

August 2003 – May 2006

Louisiana Tech University

Math Instructor

August 2002- May 2003

Salary: \$59,640.32, Annual
Grade 9MA / Step 10, 2022-2023 9-Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Mathematics		
Department:	Mathematics	FLSA Status:	Exempt
Reports to:	Dean, General Education & Academic Support	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	08/23/2022
Last updated by:	Dean, General Education & Academic Support	Date:	08/23/2022

SUMMARY

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

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

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

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

QUALIFICATIONS

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

EDUCATION

- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.
- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university

EXPERIENCE

Prior teaching experience at the college or university level and/or teaching developmental math courses

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X _____
EMPLOYEE PRINTED NAME

X _____
SUPERVISOR PRINTED NAME

X _____
EMPLOYEE SIGNATURE AND
DATE

X _____
SUPERVISOR SIGNATURE AND DATE

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

10.D. **Personnel Action (Replacement): Geology Faculty**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 044-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2023
SUBJECT: Personnel Recommendation (Replacement): Geology Faculty

The individual listed below has been recommended to fill the full-time position of Faculty, Geology 9M.

Candidate

Recommended: JOHN MOHR

Education: University of Houston
M.S. in Geology

West Virginia University
B.S. in Geology

Experience:	<u>San Jacinto College</u>	Adjunct Professor Geology	January 2022 – Present
	<u>Lonestar College</u>	Adjunct Professor Geology	August 2022 - Present
	<u>College of the Mainland</u>	Assistant Geology Professor	August 2016 – Present
	<u>San Jacinto College</u>	Adjunct Professor Geology	August 2015 – May 2016
	<u>Alvin Community College</u>	Adjunct Professor Geology	June 2015 – December 2015

Salary: \$56,216.72, Annual
Grade 9MA / Step 8, 2022-2023 9-Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Geology		
Department:	Physical Sciences	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	01/02/2023
Last updated by:	Arts & Sciences Dean/AM	Date:	01/02/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

QUALIFICATIONS

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

EDUCATION

- Master's Degree in Geology, Geosciences or Earth Science, or a Master's degree with 18 graduate hours in Geology

EXPERIENCE

- Prior teaching experience at the college level preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Working knowledge of Blackboard course management system preferred
- Must be familiar with interactive teaching methods and instruction via the Internet
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.E. **Consider Approval of Personnel Action (Replacement): Director, Upward Bound**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 055-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 18, 2023

SUBJECT: Personnel Action (Replacement): Director, Upward Bound

The individual listed below has been recommended to fill the full-time position of Director, Upward Bound.

Candidate

Recommended: Robert Sanchez

Education: University of Houston - Victoria
M.Ed., Adult and Higher Education

Texas A&M University – Corpus Christi
B.A., Arts in Communication

Victoria College
A.A., Science

Experience:

Alvin Community College
Project Manager, Re-Entry/New Beginnings February 2022 – Present

Brazosport College
Adjunct, Learning Frameworks

Wharton County Junior College
Title V HSI Career Development and Transfer Coordinator April 2021 – Present

University of Houston – Victoria
Student Success Coach, UNIV Instructor March 2020 – April 2021
Academic Advisor June 2018 – March 2020

Victoria College
Recruitment Specialist June 2015 – June 2018
Admissions Analyst I August 2014 – May 2015

Salary: \$66,208.35
Grade 206 / 2022 – 23 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director, Upward Bound		
Department:	Upward Bound	FLSA Status:	Exempt
Reports to:	Vice President, Student Services	Grade Level:	206
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	1/25/2023
Last updated by:	Interim VP, Student Services/JM	Date:	1/25/2023

SUMMARY

The Project Director (100%, 12 months) is responsible for project implementation, daily operations, planning, administration, and staff supervision. As chief liaison to other college departments and the community, he/she reports to the Vice President of Student Services, provides direct services to students, visits the target school, community organizations, businesses, and universities. The Director monitors final participant selection, supervises project service delivery, coordinates evaluations, and prepares progress reports

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Develops agenda; schedule and chair weekly staff meetings; schedule and facilitate supervisory visits to the target school.
- Makes periodic visits to the feeder schools, community organizations, businesses, and universities to assure wide dissemination of information and promote support for the project.
- Leads project evaluation and develop project reports as outlined in the grant proposal and as required by Department of Education and ACC's Financial/Accounting Department.
- Assists in hiring staff with appropriate qualifications and assure that employment process addresses non-discrimination policies and the project's emphasis on employing individuals who have overcome barriers similar to those encountered by the Upward Bound (UB) participants.
- Organizes and coordinates staff development activities.
- Actively monitors final decisions regarding UB participant selection and assure that the requisite number and percentages of participants are enrolled and that they are qualified to participate in UB.
- Supervises all public relations and informational efforts of the project.
- Supervises, monitors, and evaluates UB Academic Year program and Summer Component, including all activities outlined in the project proposal.
- Supervises development of Saturday Academies and field trips.
- Coordinates and integrates project activities with other programs for disadvantaged youth whenever possible.
- Supervises and coordinates electronic assessment and student tracking systems relevant to the UB project
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Master's degree required in education, counseling, social work, higher education administration or related field.

EXPERIENCE

- Minimum of three years related experience in the areas of supervision; budget management; program development and evaluation; and reporting and compliance with federal regulations.
- Minimum of two years of experience with federal TRIO programs, academic support programs, or similar programs for disadvantaged students.
- Professional or personal experience in overcoming barriers similar to those facing Project Participants.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated proficiency in written and spoken English.
- Ability to communicate effectively with people from diverse backgrounds.
- Demonstrated sensitivity to the needs of economically and educationally diverse populations.
- Ability to effectively use computer technologies for the purposes of student assessment and tracking.
- Experience and knowledge of career planning and Financial Aid
- Ability to travel when needed

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.F. Consider Approval of the Federal, State and Private Grants Awarded during 2022-2023 and Projected for 2023-24 Report



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 050-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 14, 2023
SUBJECT: Consider Approval of the Federal, State, and Private Grants Awarded during 2022-23 and Projected for 2023-2024 Report

The attached is the ACC Grant Status Report as of April 3, 2023. The first page is a summary of ACC's grant activity. Following that is a detailed list of current grants, grants in the approval process, and grants in the development process. The final two pages list grants ACC has either applied for and been declined funding or grants ACC considered but decided not to proceed.

The College presently has \$2, 829,081.71 in active funded grants. There is an additional \$ 289,740.11 in grant applications currently in the funder review process. And, grant applications in development total \$4, 000,000.00.

This report is for information only.

RJE:tg

Alvin Community College Grant Status Report as of April 3, 2023

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	John Matula	Upward Bound	Materials, staffing, travel, courses for college exposure & preparation	\$ 1,562,400	Primary	N/A	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
Perkins Grant Contract Award # 27606	9/1/2022	8/31/2023	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 141,627.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	Federal Formula Non-Competitive
Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund managed by the Texas Workforce Commission "New Beginnings" Renewal #2823WP8005	2/1/2022	1/31/2023	Robert Sanchez	TDCJ	Instruction / Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance.	State Discretionary Competitive
TWC JET Grant (Jobs and Education for Texans) 2022 #2822JET001	8/31/2022	8/31/2023	Mikel Chamblee	Credit Cybersecurity	Equipment	\$ 346,046.00	Primary	N/A	Provide equipment for cybersecurity server lab. 5% institutional match required.	State Discretionary Competitive
Office of the Governor Bullet Resistant Shield Grant #4596301	9/17/2022	8/31/2023	Chief Ronny Phillips	ACC PD	Bullet Resistant Shields	\$ 15,429.95	Primary	N/A	Provide equipment for campus law enforcement.	State Discretionary Competitive
THECB GEER II Nursing Innovation Grant Program #28713	2/27/2023	8/31/2023	Elizabeth Saucedo	Nursing	Clinical Teaching Assistants, Retention Specialist, Software and Equipment	\$ 184,505.50	Primary	N/A	Provide support to increase the pipeline of Nursing faculty.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 2,796,681.71				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Cindy Dalmolin & Jennifer Shimek	Personnel	Professional Development	\$ 2,000.00		N/A	Pathway to Positivity Professional Development for Faculty and Staff	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Chakoa Jefferson	TDCJ	Instruction	\$ 2,000.00		N/A	TDCJ Supplemental Scholarships & TSI Payments	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Sarahy Farley	Student Services	Supplies	\$ 2,000.00		N/A	Career Closet	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	McKonnen Birru	Nursing	Instruction	\$ 2,000.00		N/A	Academic Interventions for ESL Nursing Students	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Yolanda Warren	Student Services	Instruction	\$ 800.00		N/A	Improve student success in the classroom and in life through etiquette education	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Haley Collins & Sarah Currie	Personnel	Awards	\$ 1,500.00		N/A	Provide Excellence Awards to Adjunct Faculty	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Haley Collins	Academic & Technical Programs	Stipends	\$ 1,100.00		N/A	Provide certification stipends for Adjunct Faculty	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Heather Lewis and Dwight Rhodes	Science	Equipment & Supplies	\$ 2,000.00		N/A	Biodiversity Center Enhancements	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Ashlea Massie	Academic & Technical Programs	Supplies	\$ 500.00		N/A	Engaging with Teachers Pay Teachers	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	David Griffith	Music	Equipment & Supplies	\$ 2,000.00		N/A	Upgrade for Mobile Music Station	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Robym Ketchum	Neurodiagnostic Technology	Instruction	\$ 2,000.00		N/A	Incubator Simulation Training	Private / Foundation
Lyondell-Basell	1/31/2023	2/1/2023	Wendy Del Bello	ACC Foundation	Student Scholarships	\$ 5,000.00	Primary	N/A	Provide 10 \$500.00 scholarships for Process Technology Students.	Private Discretionary

Texas New Mexico Power Grant	11/1/2022	8/1/2023	Wendy Del Bello	ACC Foundation	Bullet Resistant Shields for the Law Enforcement Academy Program	\$ 9,500.00	Primary	N/A	Provides funding for 7 different types of shields for which the Law Enforcement Academy will develop training for the cadets.	Private Discretionary Competitive
ACC FOUNDATION GRANTS SUBTOTAL						\$ 32,400.00				
TOTAL, ALL ACTIVE GRANTS						\$ 2,829,081.71				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor Body Armor Grant Program	9/1/2023	8/31/2024	Chief Ronny Phillips	ACC PD	Body Armor	\$ 31,882.11	Primary	N/A	Provides 16 sets of rifle-resistant body armor for ACC PD. <i>Application submitted on 2/9/2023.</i>	State Discretionary Competitive
TWCJET Grant (Jobs and Education for Texans)	9/1/2023	8/31/2024	Sarah Currie Harrell	CDL	Truck, trailer, and virtual reality headsets	\$257,858.00	Primary	N/A	Provides for two additional trucks and trailers for the CDL program. 5% match is required. <i>Application submitted on 3/9/2023.</i>	State Discretionary Competitive
Total, Grants in Funder Review						\$ 289,740.11				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education Developing Hispanic Institutions Title V Grant	10/1/2023	9/30/2028	TBD	Student Services	TBD	\$ 4,000,000.00	Primary	N/A	This U.S. Department of Education program provides grants to assist Hispanic-Serving Institutions (HSIs) to expand educational opportunities for, and improve the attainment of, Hispanic students. These grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability	Federal Discretionary Competitive
Total, Grants in Application Development						\$ 4,000,000.00				

Grants Reviewed by ACC but Not Pursued or Not Selected for Funding

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
U.S. Department of Labor Strengthening Community Colleges Training Grant	6/2/2022	N	Various	\$1,500,000-\$5,000,000	Primary	N/A	Increase community college capacity and responsiveness to address equity gaps, meet skill development need of employers, etc.	Federal Discretionary Competitive	Aimed a college consortia, rather than individual institutions
Texas Reskilling and Upskilling through Education (TRUE) Grant Program	5/23/2022	Y	Cybersecurity, Computer Information Tech, Networking	\$500,000	Primary	N/A	Equipment, Renovation, Student Support, Curriculum Development	State Discretionary Competitive	ACC was notified on 6/14/2022 that our application was not selected by THECB.
IME Becas Grant - Mexican Consulate	5/6/2022	N	Scholarships	up to \$15,000	Primary	N/A	Scholarships for students of Mexian descent	Private Discretionary Competitive	ACC Foundation did not pursue as there was a match requirement.
U.S. Department of Education Title V Grant	6/6/2022	N	Capacity Building, Various	Up to \$600,000/year for 5 years (\$3 million total)	Primary	N/A	Program development/support for improved enrollment, persistence, retention, completion campus-wide and for Hispanic students	Federal Discretionary Competitive	ACC postponed applying until the next competition cycle due to data and program development required.
U.S. Department of Education CCAMPIS	7/11/2022	N	Childcare	\$90,000 to \$1,000,000 per year for 4 years	Primary	N/A	Provides child care assistance to qualified students	Federal Discretionary Competitive	ACC postponed applying due to data and program development required and to evaluate requirements vs. benefits to ACC.
Leahy Bulletproof Vest Program	7/1/2022	N	Campus Police	50% reimbursement of vests for ACC PD	Primary	N/A	Reimburse 50% of cost of bullet proof vests, 1 per officer per year	Federal Formula	Old ACC PD account set up was changed, but not in time to apply. ACC PD is ready to go for the next cycle.
U.S. Department of Agriculture Rural Development - Community Facilites Grant/Loan Program	TBD	N	Facilities	\$45,000 direct grant for construction; higher amount for direct construction loans	Primary	N/A	Provide grant funds for a new building.	Federal Discretionary Competitive	ACC did not qualify.
TWC College Credit for Heroes Capacity Building Program	4/28/2022	Y	Veterans	\$200,000 for 2 years (\$100,000 per year)	Primary	N/A	Develop a fully integrated system for evaluation of Military Transcripts	State Discretionary Competitive	ACC was notified on 7/26/2022 that our application was not selected by TWC.
U.S. Economic Development Authority – Good Jobs Challenge	11/26/2022	Y	CEWD Logistics and Heathcare	\$1,900,000 for 3 years	Sub-recipient	SJC - Primary	Create a sectoral partnership and regional workforce training system designed to help Americans get back to work; (\$25,000,000 total)	Federal Discretionary Competitive	ACC was notified on 8/3/2022 that the consortium application was not selected by the EDA.
NACCE Pitch for the Foundations	9/15/2022	N	Student Services	\$50,000	Primary	N/A	Provide a catalyst to move foundation endeavors from transactional to transformational.	Private Discretionary Competitive	Grant writing team determined resources were not sufficient at this time to pursue this opportunity.
THECB Student Success Program Implementation Grant	10/17/2022	N	Student Services	\$180,000-250,000	Primary	N/A	Support students' persistence and completions of credentials of value leading to successful career and labor market outcome.	State Discretionary Competitive	Grant writing team determined resources were not sufficient at this time to pursue this opportunity.
National Science Foundation - Improving Undergraduate STEM Education (IUSE)	1/18/2023	N	STEM Education	\$200,000 over 2 years	Primary	N/A	Promote novel, creative, and transformative approaches to generating and using new knowledge about STEM teaching and learning to improve STEM education for undergraduate students.	Federal Discretionary Competitive	ACC determined there are not sufficient resources in place to prepare an application by the due date.

TWCJET Grant (Jobs and Education for Texans) 2022	4/28/2022	Y	CEWD CDL	\$332,500	Primary	N/A	Provide equipment for truck driving program training. 5% institutional match required.	State Discretionary Competitive	TWC notified ACC that this grant was not selected for award on 12/27/2022.
Office of the Governor, Public Safety Office, Criminal Justice Division Body-Worn Camera Grant	2/9/2023	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	ACC was not an eligible applicant.

10.G. **Consider Approval of Recommendation of Dr. Stacy Ebert As Vice President for Strategic Initiatives**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 049-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: April 14, 2023

SUBJECT: Recommendation of Dr. Stacy Ebert as Vice President for Strategic Initiatives

At the September 2022 Board of Regents meeting, the Board approved the temporary, full-time appointment of Regents Dr. Stacy Ebert as Vice President for Strategic Initiatives. Since her appointment, Dr. Ebert has proven to be a highly skilled and qualified leader for ACC. This position is critical to our success with moving our strategic plan goals and objectives forward, with advocacy work for the College, and with our identification of special initiatives/projects regarding Goal #3 Enhance ACC's engagement within the community and Goal #4 Respond to growth within the region.

Dr. Ebert and Vice President Del Bello have successfully led our college team in the development and supervision of our work to assist with the legislative efforts to codify the official recommendations of the Commission on Community College Finance. This involves collaboration with the other Texas community colleges coordinated by the Texas Association of Community Colleges. At the time of drafting this memo, HB-8 has moved to engrossment.

Dr. Ebert continues provide leadership to build upon our established engagement within the community – especially expanding partnerships with business, industry, and educational entities. She is also providing specific and targeted leadership establishing partnerships to build ACC's capacity to respond to growth in our region through services and facilities.

As the college moves to 'outcomes-based funding' it is important to significantly increase our ability to provide non-credit, workforce develop education and training that produces 'credentials of value.' To maximize the college's effectiveness, we are moving our division of CE/Workforce under the leadership and supervision of the Vice President for Strategic Initiatives.

The attached job description is a revision of the full-time, temporary job description to continue all existing duties and responsibilities and includes the additional duties regarding the division of CE/Workforce Development.

It is recommended the Board of Regents approve Dr. Stacy Ebert as Vice President for Strategic Initiatives.

RJE:tg

11. **Faculty Senate Report**
12. **President's Report**
13. **Consider Approval of Wayfinding Signage**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 054-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 18, 2023
SUBJECT: Approval of Wayfinding Signage

In a continuation of efforts to ensure proper signage across the campus, staff have been working with Innerface Architectural Signage, Inc. to assist in the development and manufacture of wayfinding signage. This is a phased approach over multiple fiscal years to ensure financing is available.

The first phase is to replace the vehicular wayfinding and parking ID signage throughout the campus. The current signs are showing signs of excessive wear and directional signage needs improvements in both visibility and accuracy. Current vehicular signage will be removed and replaced in addition to new signs being added in select locations. Updating these signs will both improve the appearance and help visitors successfully navigate their way around the campus.

The estimated cost for Phase 1 of this project is as follows:

Quantity	Type	Unit Price	Total Price
29	Parking ID	\$1,450.00	\$42,050.00
3	Extra Small	\$2,875.00	\$8,625.00
5	Medium	\$3,195.00	\$15,975.00
9	Extra Large	\$4,875.00	\$43,875.00
		<i>Installation</i>	\$21,775.00
		<i>Handling</i>	\$3,868.38
		<i>Estimated Ground Freight</i>	\$2,100.00
		TOTAL COST	\$139,668.38

Additional project phases will include creating/upgrading signage for building IDs, pedestrian wayfinding, and identifying interior spaces, offices and breezeways.

This purchase meets the contractual requirements set out in ACC Agreement # 22-32, dated and executed October 15, 2021.

Staff recommends that the Board of Regents authorize the President to enter a contract with Innerface Architectural Signage, Inc. for the furnish and installation of vehicular signage at a cost of \$ 139,668.38.

RJE:tg

14. **Consider Approval of Selection of Natural Gas Provider 2023**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 037-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *AE*
DATE: April 19, 2023
SUBJECT: Selection of Natural Gas Provider 2023

Below is an email from ACC's energy purchasing consultant, Mr. Bob Wooten of Tradition Energy. He assists the College in analyzing and securing bids which are compliant with Texas Purchasing Law. Tradition Energy's fee (a small percentage of the energy rate paid by the College) is paid by the energy providers selected.

Mr. Wooten's email below explains the attached "Supplier Fixed Price Comparison" which shows the current purchase of natural gas for an institutional buyer like the College market (April 13, 2023). You will note that he believes the College should consider the 36-month term since there currently exists competition for agreements of that duration and should give the College the best value.

An updated "Supplier Fixed Price Comparison" will be provided to the Board at the April board meeting. Mr. Wooten's recommendation is highlighted in yellow below and Mr. Stager agrees that if these numbers remain steady until the Board meeting then the recommendation would be for Symmetry with a 36-month term.

Morning Alvin College Team,

It was great speaking with you all this morning. Please find attached our initial analysis as we look to renew your natural gas contract. You currently have a contract with ProEnergy which expires at the end of May, at a rate of \$2.95/Dth. As we discussed, the challenge is to find savings as market prices have moved up significantly over the past year, but we do see some excellent options for protection against future rises in prices.

*On our **Price Report**, you'll see that we can secure new rates that range from \$3.38/Dth for a 12 mo term to \$4.45/Dth for a 48-month term. You will notice that only one supplier is willing to offer a 48-month contract, with there being significant competition on the terms up through 36 months. The GLO (General Land Office of the State of Texas) is unable to offer a 36-month term. While only Cokinos is offering 100% swing (meaning that all your usage for any particular month is charged the contract rate), we have historically seen ProEnergy charge only the contract rate for all the usage that month as well.*

Recommendation: So, based on where the forward months are trading right now, we suggest the 36-month term. This will carry you in to 2026 at which point we will have a better feel for where the market is going. The lowest rate offered for the 36-month term is \$4.15 from Symmetry, but you will see two other suppliers are very close at \$4.30. **Therefore, we recommend Symmetry for the 36-month term, unless we see ProEnergy become more aggressive to retain this by lowering their offer.** If the variance between Symmetry and ProEnergy is close enough, it may also be beneficial to stay with your incumbent provider if you are happy with them, as that is your call.

Regarding next steps I would suggest you take this report and the following action at the April 27th Board Meeting: Request Board approve execution of a new natural gas to start June 1st for a 36-month term, at a rate not to exceed \$4.75/Dth. (Dekatherm – a unit of energy that is equal to one million British thermal units or ten therms)

Please review and let me know if you have any questions or would like to discuss further.

Thanks.

Bob

Bob Wooten C.P.M., CEP

Executive Director

Please take note of our new address



1333 West Loop South, Suite 720
Houston, TX 77027

It is recommended that the Board of Regents approve the selection of Symmetry for new 36-month term natural gas contract at a rate not to exceed \$4.75/Dth and authorize the President to execute a contract to begin June 1, 2023.

Note: (Dekatherm – a unit of energy that is equal to one million British thermal units or ten therms)

RJE:tg

Customer Information			
Customer Name:	Alvin Community College	Phone:	281-756-3614
Contact:	Karl Stager	Email:	kstager@alvincollege.edu
Address:	3110 Mustang Rd Alvin, TX 77511-4898		
Account Information			
Utility:	Centerpoint	Estimated Volume:	20,592
State:	TX	Current Rate (CR):	2.95
Acct #'s/ESI#'s	3	Est. Annual Cost:	\$60,746
Pricing Type:	New Request		
Current Provider:	ProEnergy		



Energy Advisor: Bob Wooten

Direct Line: 713-609-9929

Email: bob.wooten@traditionenergy.com

Creation Date: April 13, 2023

Supplier Fixed Price Comparison / Savings and Budget Analysis *

Terms	12 Months	24 Months	36 Months	48 Months	60 Months
Start Date	Jun-23	Jun-23	Jun-23	Jun-23	Jun-23
End Date	Jun-24	Jun-25	Jun-26	Jun-27	Jun-28
KWH Usage	20,592	41,184	61,776	82,368	102,960

Luminant	3.61	3.99	4.30	4.45	
Savings over CR	(\$13,591)	(\$42,831)	(\$83,398)	(\$123,552)	
Savings %	-22.4%	-35.3%	-45.8%	-50.8%	
Proj. Energy Budget	\$74,337	\$164,324	\$265,637	\$366,538	
CREDIT: Pending		SWING %: 0%		PAY TERM: 10	

GLO	3.38	3.78			
Savings over CR	(\$8,855)	(\$34,183)			
Savings %	-14.6%	-28.1%			
Proj. Energy Budget	\$69,601	\$155,676			
CREDIT: Pending		SWING %: 0%		PAY TERM: 30	

ProEnergy	3.65	4.00	4.30		
Savings over CR	(\$14,414)	(\$43,243)	(\$83,398)		
Savings %	-23.7%	-35.6%	-45.8%		
Proj. Energy Budget	\$75,161	\$164,736	\$265,637		
CREDIT: Approved		SWING %: 0%		PAY TERM: 15	

Cokinos	3.73	4.12	4.41		
Savings over CR	(\$16,062)	(\$48,185)	(\$90,193)		
Savings %	-26.4%	-39.7%	-49.5%		
Proj. Energy Budget	\$76,808	\$169,678	\$272,432		
CREDIT: Approved		SWING %: 100%		PAY TERM: 15	

Symmetry Energy	3.42	3.82	4.15		
Savings over CR	(\$9,678)	(\$35,830)	(\$74,131)		
Savings %	-15.9%	-29.5%	-40.7%		
Proj. Energy Budget	\$70,425	\$157,323	\$256,370		
CREDIT: Pending		SWING %: 0%		PAY TERM: 10	

***Does Not Include taxes**

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Account Information

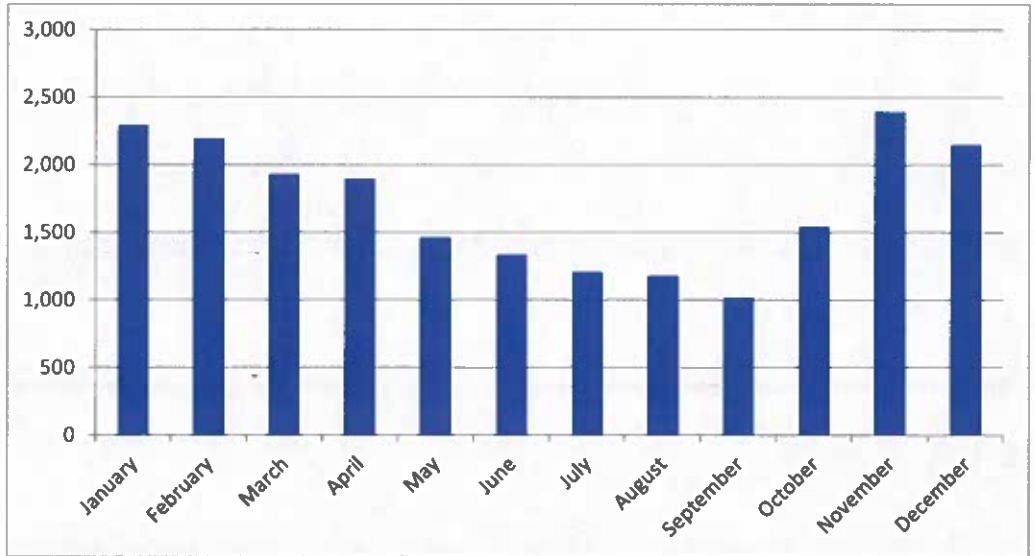
Customer Name Alvin Community College



Annual DTH 20,592

No. of Accounts 3

MONTH	TOTAL (KWH)
January	2,292
February	2,195
March	1,930
April	1,899
May	1,460
June	1,334
July	1,208
August	1,180
September	1,016
October	1,540
November	2,391
December	2,147
Total	20,592



Account Number	Service Address	City	State	Zip	Utility / TDSP	Annual DTH
7107951-1	3380 Mustang Rd	Alvin	TX	77511	Centerpoint	3,513
5002801722	3110 Mustang Road	Alvin	TX	77511	Centerpoint	571
5002801719	3110 Mustang Road	Alvin	TX	77511	Centerpoint	16,508

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15. **Consider Approval of Upgrade of Lab School Landscaping**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 048-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 19, 2023
SUBJECT: Upgrade of Lab School Landscaping

Over the last several years, the Lab School playground has diminished in sightlines and utility. It is time for an extensive refresh and restoration.

This request is for an approval to contract with Corestone Paving and Construction for complete upgrade of the playground and landscape, including new irrigation and drainage systems, removal of old sand and weeds, and new grass. Contractor will also install “kiddie” soft cushion playground mulch and move the existing 4-foot fence. The quote for this project is \$ 49,832.00 and staff seeks an additional approval for a 10% tolerance (\$ 4,983.20) for issues that may not be discovered until the project is underway. The total request is \$ 54,815.20.

Corestone Paving and Construction is an experienced provider and has worked on our campus on several projects over the years. Corestone Paving and Construction is an approved provider of the Harris County Department of Education, Choice Partners Cooperative and this purchase meets both State of Texas and Alvin Community College Purchasing requirements.

I recommend that the Board of Regents authorize the President to enter into a contract with Corestone Paving and Construction for the purchase of this project at the Lab School at a cost of \$ 54,815.20.

RJE:tg

16. **Consider Approval of Campus Technology Upgrades**

MEMORANDUM NO: 052-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 14, 2023
SUBJECT: Campus Technology Upgrades

Alvin Community College depends on technology to fulfill its mission and serve our students, employees, and community. Through collaborative efforts between the Academic Affairs and Information Technology divisions, a multi-year project has been defined to upgrade instructional technology across the College. Four different classroom technology standards have been identified based on instructional methodologies in each space. The first phase occurs over summer 2023 and refits eighteen classrooms and includes nine conference rooms to better facilitate hybrid meetings with onsite and offsite participants.

ACC's Purchasing Department prepared and posted two Invitations for Bid, 23-057 and 23-058 for a provider to furnish, set-in-place, and install upgraded technology in designated classrooms and conference rooms. Invitations to Bid were posted in the local newspaper, the State of Texas Electronic Business Daily website and through the ACC Purchasing Department website. A non-mandatory pre-bid walkthrough with campus stakeholders and potential providers was held on March 7, 2023. Bid responses were based solely on standardized equipment, configuration, and installation.

Five qualified providers responded to the solicitation for both the classroom and the conference rooms upgrades. The following grid identifies the combined bid totals for both projects for each bidder:

CX2, Inc.	\$ 302,696.90
Visual Technology, Inc.	\$ 303,312.58
Bluum	\$ 318,820.99
DataVox	\$ 395,395.35
Howard Technologies	\$ 408,118.00

Both the Vice President, Information Technology and the Director of Purchasing conducted reference verifications on the low bidder, CX2, Inc. Texas-based institutions Lone Star College and Texas Southern University both shared outstanding recommendations for CX2, Inc.

For reference, ACC's classroom technology standards are included under separate cover. A 10% contingency over the recommended bid is requested to cover individual room variances, such as additional speakers or document camera, or unforeseen "behind the wall" incidentals.

It is recommended that the Board of Regents authorize the President to enter into a contract with CX2, Inc., not to exceed \$332,966.59 (Bid \$302,696.90 + \$30,269.69)

RJE:tg

17. **Consider Approval of Purchase of Leased Transportation Bus**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 045-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 19, 2023
SUBJECT: Purchase of Leased Transportation Bus

In the Spring of 2020, the College leased a passenger bus from Creative Bus Services (through Wells Fargo) for the purpose of transporting staff and/or students to different events throughout the area and the State. This bus has served the College very well. The bus is wrapped with ACC information and is a significant marketing tool for the College.

This lease has come to an end and administration has determined that the College should purchase the unit. The current buyout of this vehicle is \$ 99,750.00. Over the last 36+ months, the bus has been used by a variety of campus users and has been driven throughout the region for approximately 13,000 miles. Given that a significant portion of this 36-months was during Covid, staff believes that the bus usage will be significantly more in the coming years.

The original cost of the bus was \$ 125,624.00 and the monthly lease cost was \$ 2,083.00. The lease expired at the end of March 2023 and the College has gone month-to-month since. The total lease amounts paid to date are \$ 77,071.00.

Staff recommends that the Board of Regents authorize the President to enter into a contract with Wells Fargo, N.A. for the purchase of this bus at a cost of \$ 99,750.00.

RJE:tg

18. **Consider Approval of Purchase of Boiler System for S Building**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 047-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 17, 2023
SUBJECT: Purchase of Boiler System for S-Building

At the time of the S Building construction in 2007, two boilers were required. This remains the case today. Over the last few years, both of these aging boilers have required extensive and expensive repair. Currently, one of the boilers is offline and no longer reasonably repairable. This offline boiler needs replacing in this fiscal year.

Physical Plant personnel contacted Gulf Coast Boilers, a provider familiar both with the campus and the boilers at the S-Building, seeking advice. Gulf Coast Boilers offered to furnish, set-in-place and install a new replacement boiler at a cost of \$ 68,701.38. The provider estimates an 8-9-week lead time once the contract is signed and a Purchase Order issued.

Gulf Coast Boilers is an approved vendor on the TASB Buy Board Cooperative # 657-21 and meets both State of Texas and Alvin Community College Purchasing requirements.

Staff recommends that the Board of Regents authorize the President to enter into a contract with Gulf Coast Boilers for the purchase of this boiler system at a cost of \$ 68,701.38.

RJE:tg

19. **Consider Approval of 2022-23 Budget Amendment #1**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 051-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 14, 2023
SUBJECT: Fiscal Year 2022-2023 Budget Amendment #1

Attached is the first budget amendment with supporting documentation of the 2022-23 fiscal year.

This is an amendment that corrects the Grounds Operator Full-time line item in the Grounds Department budget. The 2022-23 budget book shows on the bottom line of page 36 that 2 Part-time Custodial positions were decreased in order to increase the number of Full-time Grounds Operators by 1. As you will note on page 65 the T/C Sal FT (Grounds Operator Full Time) only increased from \$173,107 to \$173,914. This increase should have an additional \$34,500 for the new additional Full Time Grounds Operator position. This budget amendment corrects this line item, by transferring \$34,500 to Account 11-8-16160-61305 and deducting the same amount from 11-7-11102-82299 General Institutional/Financial & Administrative Contingency.

I recommend that the Board of Regents authorize the transfer of \$34,500 from General Institutional/Finance & Administrative Contingency to Grounds Maintenance Department T/C Salary FT.

RJE:tg

**ALVIN COMMUNITY COLLEGE
BUDGET REVISION REQUEST
DATE: April 27, 2023**

FROM: DR. ROBERT EXLEY

TO: BOARD OF REGENTS

THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2022-23 SCHOOL YEAR ARE REQUESTED.

FROM:

TO:

Budget Code	Account Name	Transfer Out	Budget Code	Account Name	Transfer In	Purpose
11-7-11102-82299	General Institutional/Financial & Administrative Services	(34,500.00)	11-8-16160-61305	Grounds Maintenance	34,500.00	2022-23 Budget included 1 New Full Time Grounds Operator at \$34,500. This position was noted on page 36 of the Budget book but the amount of \$34,500 was left out of the increase in the Grounds Maintenance budget. Therefore this transfer proposes moving money to cover from the Contingency budget line to the Grounds Maintenance Full Time Salary Line.
TOTAL		(34,500.00)			34,500.00	

APPROVED on the 27th of April 2023

Director, Fiscal Affairs

Chairman of ACC Board of Regents

Vice President of Administrative Services

Secretary of ACC Board of Regents

President

20. **Financial Report**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 046-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 13, 2023
SUBJECT: Financial Report Ending March 31, 2023

Mr. Karl Stager will provide the monthly financial report for the board.

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2022-2023 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	6,758,719	5,429,902	80.34%	(1,328,817)
<i>Total Non-Operating Revenues</i>	33,312,330	27,825,636	83.53%	(5,486,694)
<i>Total Revenues</i>	40,071,049	33,255,538	82.99%	(6,815,511)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	40,071,049	19,625,872	48.98%	20,445,177

This represents seven months of the fiscal year and revenues are on track and expenses are consistent with projections.

RJE:tg

Alvin Community College
Consolidated Statements of Net Assets

	March 31, 2023	March 31, 2022	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	9,681,956	16,986,380	(7,304,424)	
Short-term investments	26,482,161	14,885,458	11,596,703	
Accounts receivable, net	850,532	912,522	(61,990)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	13,119	156,653	(143,534)	Travel advances and prepaid expenses
Inventories	181,320	8,271	173,049	
Total Current Assets	37,209,088	32,949,284	4,259,804	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	45,576,905	1,783,404	
Total Assets	85,569,397	79,526,189	6,043,208	
Deferred Outflows of Resources				
Deferred outflows - pensions	2,742,173	3,651,781	(909,608)	TRS pension
Deferred outflows - OPEB	9,508,808	9,755,156	(246,348)	OPEB
Total Deferred Outflows of Resources	12,250,981	13,406,937	(1,155,956)	
Liabilities				
Accounts payable & accrued liabilities	278,873	271,510	7,363	
Net pension liability	4,646,479	9,854,249	(5,207,770)	
Net OPEB liability	30,508,483	28,599,258	1,909,225	
Funds held for others	53,577	53,528	49	Agency funds - groups, clubs, etc on campus
Deferred revenues	524,144	118,372	405,772	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	
Bonds payable, net of premiums	3,120,000	4,752,263	(1,632,263)	Annual payment
Tax note payable, net of premiums	18,820,000	19,640,000	(820,000)	Annual payment
Total Liabilities	58,458,363	63,755,094	(5,296,731)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,987,835	1,499,947	487,888	TRS pension
Deferred inflow - OPEB	7,293,974	7,280,493	13,481	OPEB
Deferred inflow - premiums on tax note	2,332,712	2,698,503	(365,791)	
Total Deferred Inflows of Resources	11,614,521	11,478,944	135,578	
Net Assets				
Fund Balance - Equity	27,747,494	17,699,088	10,048,406	
Total Net Assets	27,747,494	17,699,088	10,048,406	

Alvin Community College
Consolidated Statements of Revenue and Expense
 March 31, 2023 and March 31, 2022

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,307,880	5,395,825	6,688,719	(1,292,894)	80.67%	1,422,115	5,393,183	6,688,719	(1,295,536)	80.63%
Federal grants and contracts	5,389,840	-	-	-	0.00%	9,601,197	-	245,993	(245,993)	0.00%
State grants	364,158	-	-	-	0.00%	352,974	-	-	-	0.00%
Local grants	186,659	-	-	-	0.00%	196,067	-	-	-	0.00%
Auxiliary enterprises	1,311,827	-	-	-	0.00%	1,107,479	-	-	-	0.00%
Other operating revenues	282,254	34,077	70,000	(35,923)	48.68%	254,650	29,657	75,000	(45,343)	39.54%
Total operating revenues	8,742,618	5,429,902	6,758,719	(1,328,817)	80.34%	12,934,482	5,422,840	7,009,712	(1,586,872)	77.36%
Expenses										
Operating expenses										
Administrative	-	4,819,176	8,960,337	4,141,161	53.78%	-	4,312,124	7,869,087	3,556,963	54.80%
Institutional	-	3,032,557	7,911,150	4,878,593	38.33%	-	3,474,647	7,588,392	4,113,745	45.79%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Occupational Technical Instruction	-	3,452,403	6,546,064	3,093,661	52.74%	-	3,069,234	6,329,305	3,260,071	48.49%
University Parallel Instruction	-	4,416,374	8,362,713	3,946,341	52.81%	-	4,293,407	8,296,763	4,003,356	51.75%
Student Services	-	2,369,110	4,723,992	2,356,882	50.13%	-	2,475,365	5,043,330	2,567,965	49.08%
Physical Plant	-	1,536,252	3,564,791	2,028,539	43.10%	-	1,553,666	3,301,962	1,748,296	47.05%
Unbudgeted Unrestricted (Fund 12)	741,455	-	-	-	0.00%	744,311	-	-	-	0.00%
Continuing Education	373,928	-	-	-	0.00%	503,553	-	-	-	0.00%
Auxiliary Enterprises	1,510,266	-	-	-	0.00%	1,460,342	-	-	-	0.00%
Local Grants	5,000	-	-	-	0.00%	5,027	-	-	-	0.00%
TPEG	188,504	-	-	-	0.00%	231,705	-	-	-	0.00%
Institutional Scholarships	148,499	-	-	-	0.00%	98,256	-	-	-	0.00%
State Grants	348,381	-	-	-	0.00%	352,974	-	-	-	0.00%
Federal Grants	5,386,678	-	-	-	0.00%	9,602,790	-	-	-	0.00%
Donor Scholarships	253,375	-	-	-	0.00%	273,143	-	-	-	0.00%
Unexpended Plant Fund	672,915	-	-	-	0.00%	756,113	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	23,893	-	-	-	0.00%	156,101	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	334,395	-	-	-	0.00%	1,763,107	-	-	-	0.00%
Total operating expenses	9,987,289	19,625,872	40,071,049	20,445,177	48.98%	15,947,422	19,178,444	38,428,839	19,250,395	49.91%
Operating Gain/(Loss)	(1,244,671)	(14,195,970)	(33,312,330)	(21,773,994)		(3,012,940)	(13,755,604)	(31,419,127)	(20,837,267)	
Nonoperating revenues										
State appropriations*	-	3,983,501	7,587,622	(3,604,121)	52.50%	-	4,168,516	7,587,622	(3,419,106)	54.94%
Property tax revenue - Current	1,481,674	23,266,790	25,599,708	(2,332,918)	90.89%	1,494,176	21,666,280	23,612,061	(1,945,781)	91.76%
Property tax revenue/Instat Reserve	-	-	-	-	0.00%	-	144,444	144,444	-	0.00%
Property tax revenue - Delinquent	4,794	65,182	-	65,182	0.00%	7,200	88,674	-	88,674	0.00%
Property tax revenue - Interest & Penalties	4,321	63,319	-	63,319	0.00%	4,566	59,735	-	59,735	0.00%
Investment income	27,279	415,606	125,000	310,606	348.48%	478	32,257	75,000	(42,743)	43.01%
Other non-operating revenues	195,725	11,239	-	11,239	0.00%	253,318	13,334	-	13,334	0.00%
Total nonoperating revenues	1,713,793	27,825,636	33,312,330	(5,486,694)	83.53%	1,759,738	26,173,240	31,419,127	(5,245,887)	83.30%
Provided by the State										
Revenue for Insurance and Retirement	-	753,994	-	753,994	0.00%	-	1,202,904	-	1,202,904	0.00%
State Insurance Match	-	(262,604)	-	(262,604)	0.00%	-	(508,111)	-	(508,111)	0.00%
State Retirement Match	-	(440,511)	-	(440,511)	0.00%	-	(419,214)	-	(419,214)	0.00%
State Retiree Insurance	-	(50,872)	-	(50,872)	0.00%	-	(275,579)	-	(275,579)	0.00%
Increase/(decrease) in net assets	469,122	13,629,666	-	(27,260,687)		(1,253,202)	12,417,636	-	(26,083,154)	

* State Approp portion generated by CE =

102,774

107,548

* Institutional Reserve

14,929,374

10,868,668

Alvin Community College
Consolidated Statements of Revenue and Expense
March 31, 2023 and March 31, 2022

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	8,742,618	5,429,902	6,758,719	(1,328,817)	80.34%	12,934,482	5,422,840	7,009,712	(1,586,872)	77.36%
Nonoperating revenues										
Total nonoperating revenues	1,713,793	27,825,636	33,312,330	(5,486,694)	83.53%	1,759,738	26,173,240	31,419,127	(5,245,887)	83.30%
Less Expenses										
Operating expenses										
Total operating expenses	(9,987,289)	(19,625,872)	(40,071,049)	(20,445,177)	48.98%	(15,947,422)	(19,178,444)	(38,428,839)	(19,250,395)	49.91%
Increase/(decrease) in net assets	469,122	13,629,666	-	(27,260,687)		(1,253,202)	12,417,636	-	(26,083,154)	

• State Approp portion generated by CE =

102,774

107,548

• Institutional Reserve

14,929,374

10,868,668

Alvin Community College
Continuing Education Statement of Revenue and Expense
March 31, 2023

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	102,774	1,125	(18,752)	85,147	161,214	(76,067)
GED	-	-	-	-	-	-
Motorcycle	-	-	-	-	221	(221)
Real Estate	307	-	-	307	-	307
Dental Assistant	59,540	(3,572)	-	55,968	38,556	17,411
Phlebotomy	8,975	(539)	-	8,437	2,384	6,052
Health and Medical	-	-	-	-	-	-
Certified Nursing / Medication Aide	35,115	(2,107)	-	33,008	9,926	23,082
Welding	1,128	(68)	-	1,060	1,628	(568)
Truck Driving	166,320	(9,527)	-	156,793	82,154	74,639
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	2,302	-	-	2,302	-	2,302
Concealed Handguns	1,390	-	-	1,390	-	1,390
Occupational Health & Safety	2,458	-	-	2,458	676	1,782
Community Programs	165	-	-	165	1,736	(1,571)
Clinical Medical Assistant	30,510	(1,831)	-	28,679	10,885	17,794
Vet Assistant	-	-	-	-	-	-
Yoga	2,665	-	-	2,665	1,400	1,265
Human Resource Program	-	-	-	-	-	-
Activity Director Program	-	-	-	-	-	-
Machinist Program	5,584	(335)	-	5,249	5,538	(289)
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	98,649	(5,860)	-	92,789	55,624	37,165
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	3,900	-	-	3,900	1,985	1,915
Options Program	-	-	-	-	-	-
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
Total	521,782	(22,713)	(18,752)	480,317	373,928	106,389

*2.58% of the state appropriation for FY21/22 is attributed to CE hours. This funding is used to offset administrative costs.

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

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through March 31, 2023 and March 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	177,746		632,366	3,702	210,519	9,503	1,033,336	928,249
Student Fees		178,491					178,491	179,230
	177,746	178,491	632,366	3,702	210,519	9,503	1,211,827	1,107,479
Expenses								
Purchases & Returns			671,343				671,343	709,918
Salaries	46,170	83,097	124,137		153,686	26,184	433,274	395,564
Staff Benefits	14,153	15,070	27,325		53,648	2,279	112,475	110,114
Supplies & Other Operating Expenses	132,672	86,333	18,957	4,998	16,164	10,731	269,856	179,478
Equipment		13,174					13,174	54,468
Building Repairs							-	-
Bank Charges			7,235		1,310		8,545	6,900
Contingency							-	-
Scholarships		1,400					1,400	3,900
	192,995	199,075	849,197	4,998	224,807	39,194	1,510,266	1,360,342
Excess revenue over expenses	(15,249)	(20,585)	(216,831)	(1,796)	(14,288)	(29,691)	(299,439)	(352,863)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			43,277				43,277	-
Interfund Receivables	25,797	305,280	294,915	1,021	(47,302)	17,690	597,402	1,080,091
Prepaid Expenses							-	-
Inventory			181,320				181,320	156,653
Total Assets	25,797	305,280	522,024	1,021	(47,302)	17,690	824,511	1,239,256
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	19,272		5,393	54	34,453	46,255
Deferred Revenue			9,257				9,257	-
Deposits							-	-
Total Liabilities	8,092	1,642	28,529	-	5,393	54	43,711	46,255
Restricted Fund Balance (includes inventories)			181,320				181,320	156,653
Unrestricted Fund Balance	17,706	303,638	312,175	1,021	(52,695)	17,635	599,480	1,036,350
Total Liabilities & Fund Balance	25,797	305,280	522,014	1,021	(47,302)	17,690	824,511	1,239,256

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through March 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	179,987		559,274	2,086	184,177	2,725	928,249
Student Fees		179,230					179,230
	179,987	179,230	559,274	2,086	184,177	2,725	1,107,479
Expenses							
Purchases & Returns			709,621	296			709,918
Salaries	60,139	53,776	116,929		159,537	5,184	395,564
Staff Benefits	17,274	9,139	30,006		53,447	247	110,114
Supplies & Other Operating Expenses	100,476	47,235	17,165		14,390	212	179,478
Equipment	39,680		14,788				54,468
Building Repairs							-
Bank Charges			4,685		2,214	2	6,900
Contingency							-
Scholarships		3,900					3,900
	217,569	114,050	893,195	296	229,588	5,644	1,460,342
Excess revenue over expenses	(37,582)	65,180	(333,921)	1,790	(45,411)	(2,920)	(352,863)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			-				-
Interfund Receivables	230,736	458,460	313,866	5,079	(1,165)	73,116	1,080,091
Prepaid Expenses							-
Inventory			156,653				156,653
Total Assets	230,736	458,460	473,031	5,079	(1,165)	73,116	1,239,256
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	32,094		7,459		46,255
Deferred Revenue							-
Deposits							-
Total Liabilities	6,063	638	32,094	-	7,459	-	46,255
Restricted Fund Balance (includes inventories)			156,653				156,653
Unrestricted Fund Balance	224,673	457,822	284,284	5,079	(8,624)	73,116	1,036,350
Total Liabilities & Fund Balance	230,736	458,460	473,031	5,079	(1,165)	73,116	1,239,256

21. **Adjournment**