

Regular Meeting  
Thursday, November 16, 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  
NOVEMBER 16, 2023**

It is hereby certified that a notice of this meeting was posted on the 10<sup>th</sup> day of November 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 10<sup>th</sup> day of November 2023.



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Dr. Robert Exley  
President

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 167-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2023  
**SUBJECT:** Personnel Action (New): Benefits Coordinator

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The individual listed below has been recommended to fill the full-time Benefits Coordinator position.

**Candidate Recommended:** **Stephanie Martinez**

**Education:** University of Houston – Clear Lake  
BA, Anthropology

San Jacinto College  
AA, General Studies

**Experience:** Galveston College HR Employment/Reporting Specialist May 2019 – Present  
University of Houston HR/Payroll Coordinator 2 Sept 2015 – April 2019  
JSC Federal Credit Union Financial Center Specialist Dec 2012 – Sept 2015

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**Salary:** \$68,784.45 Annual  
Grade 207, 2023– 2024 Staff Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Benefits Coordinator (PID 795)</b>	
<b>Department:</b>	Human Resources	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	VP President Human Resources	<b>Grade Level:</b> 207
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b> Professional
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b> 09/22/2023
<b>Last updated by:</b>	Human Resources/NE	<b>Date:</b> 09/18/2023

### SUMMARY

The Benefits Coordinator manages all employee benefits programs including insurance plans, retirement, leaves of absence, unemployment insurance, and workers compensation. The Benefits Coordinator works collaboratively with the Human Resources team to support the functions of talent acquisition, compensation, and learning and organizational development in accordance with the mission, vision, and strategic goals of Alvin Community College (ACC). A limited remote work option may be available.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following essential duties reflect a general overview of responsibilities.

- Provides leadership and oversight for all benefits and retirement programs.
- Educates and guides employees on insurance benefits including health, dental, vision, life, accident, and disability.
- Counsels employees on retirement options, including optional tax deferred plans.
- Manages leaves of absence under the Family and Medical Leave Act (FMLA), requests for accommodations under the Americans with Disabilities Act (ADA), Sick Leave Pool (SLP), Workers Compensation (WC), and Unemployment Insurance (UI).
- Processes the monthly and yearly 1095-C reporting as required under IRS regulations and the Affordable Care Act (ACA).
- Oversees the Faculty Education Attainment benefit.
- Coordinates and hosts work/life and wellness initiatives to include such events as flu shots, mobile mammograms, and the like.
- Serves as the liaison and promotes the Employee Assistance Program (EAP).
- Coordinates guest speakers and vendors for benefits and retirement educational seminars.
- Creates and conducts a variety of benefits presentations and trainings to ensure employees are knowledgeable and well informed.
- Cultivates collaborative, professional relationships with all employees and ensures an excellent customer service experience.
- Assists in revising, developing, and implementing benefits policies, procedures, and forms.
- Ensures compliance with all state and federal laws and all ACC policies and procedures.
- Participates in planning and developing HR goals and objectives to align with the College's strategic goals.
- Maintains web content for assigned HR areas.
- Executes special projects as determined and assigned by Vice President, HR.
- Performs 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.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Business, Human Resource Management, Management, or related field.
- 3 years of work experience related to the essential duties and responsibilities.

### **PREFERRED QUALIFICATIONS**

- Experience administering benefits and/or retirement programs.
- Experience working with the Employees Retirement System of Texas (ERS) benefits plans and the Teacher Retirement System of Texas (TRS) retirement plan.
- Experience working in Human Resources.
- Experience working in a college, university, or other education setting.
- Current Human Resources certification, such as PHR, SPHR, SHRM-CP, or SHRM-SCP.
- Bilingual English/Spanish skills.

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

- Works with discretion and maintains confidentiality.
- Must be service oriented with excellent communication and interpersonal skills.
- Demonstrates respect, cooperation, and works collaboratively with the HR team, ACC campus community, and external communities and partners.
- Ability to prepare and maintain accurate records and reports with strong attention to detail.
- Adapts to change, learns quickly, and is proactive with initiative and self-motivation.
- Works well under pressure with competing deadlines and priorities and completes assignments accurately, efficiently, and on time.

### **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. A limited remote work option may be available for this Benefits Coordinator position.

### **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.

***Security Sensitive Position-Requires a Criminal History Check.***

***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.**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 166-2023

**TO:** Board of Regents

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

**DATE:** November 3, 2023

**SUBJECT:** Personnel Action (Replacement): Executive Administrative Assistant,  
Vice President Student Services

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The individual listed below has been recommended to fill the full-time Executive Administrative Assistant, Vice President Student Services position.

**Candidate**

**Recommended:** Karmen Wells

**Education:** Alvin Community College  
AA, Business Administration

**Experience:** Alvin Community College  
Sr. Administrative Assistant  
Dean Professional, Technical and Human Performance  
February 2016 - Present

Alvin Independent School District  
Administrative Assistant August 2013 – January 2016  
Counseling Office Clerk August 2006 – May 2013

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**Salary:** \$51,000.00 Annual  
Grade 114, 2023– 2024 Staff Salary Schedule

RJE:tg



# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Executive Administrative Assistant, Student Services (PID 185)</b>		
<b>Department:</b>	Student Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Vice President, Student Services	<b>Grade Level:</b>	114
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	08/31/2023
<b>Last updated by:</b>	VPSS/John Matula	<b>Date:</b>	08/30/2023

### SUMMARY

The Administrative Assistant provides support services in all areas of responsibility assigned to the Vice President, Student Services (VPSS). The Administrative Assistant is proficient in written, verbal, and interpersonal communication and possesses strong organizational and critical thinking skills.

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

- Performs all duties involved with the operation of the VPSS office and provides office support for student service offices as assigned by the VPSS.
- Keeps the appointment calendar for the VPSS and maintains the VPSS budget.
- Maintains/uploads appropriate records for College P-Card transactions.
- Serves as the initial point of contact for student concerns or requests.
- Receives, logs and maintains history for Scholastic Dishonesty incidents.
- Runs Presidential Scholar report each spring.
- Maintains updates on VPSS Intranet pages.
- Maintains updates on web pages that are relevant to Student Services.
- Updates, edits and publishes the Student Handbook, Rights and Responsibilities each academic year.
- Updates and edits specified sections of the online College Catalog.
- Send student communication as needed using email and texts with appropriate software.
- Assists with contacting nonpaid students for academic terms.
- Enters remote work agreements, wellness leave and other leave in appropriate Outlook calendars.
- Assists in planning, coordination and implementation of college events such as Fall and Spring Convocations, Graduations, Retirement, Awards Day, Employee Recognition program and other celebratory and official events.
- Takes minutes for meetings conducted by the VPSS; publishes minutes to the appropriate section of the Intranet.
- Completes all pre-travel and post-travel documentation for all employees in the division.
- Reviews Board Meeting Books each meeting day for policy updates or other updates that may be significant to the division.
- Stays informed and current on TASB Policy as well as Administrative Procedures.
- Assists with student communication at the beginning of each Fall, Spring and Summer main semester as required by legal, local or federal requirements.

- Utilizes case management software in student conduct cases.
- 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**

- Associate degree or higher required.

### **EXPERIENCE**

- 2 years administrative assistant experience working in a professional office environment.
- Administrative assistant experience in higher education and/or community college preferred.
- Bi-lingual (Spanish) preferred.

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

- Must be proficient in Microsoft Office applications and Adobe Suite applications.
- Must have demonstrated proficiency in written and verbal communication, critical thinking and interpersonal skills.
- Incumbent is frequently involved in interactions with the public which requires diplomacy and mediation skills; must be able to handle situations without direct involvement from the supervisor.
- Requires attention to detail, especially when working with college publications.

### **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 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.B. Headcount Report

**ALVIN COMMUNITY COLLEGE**

**EMPLOYEE CATEGORIES**

NOVEMBER

FALL 2023

As of 10/31/2023

	<b>Budgeted 2023-24</b>	<b>NOVEMBER 2023</b>	<b>HR Vacancies</b>
<b>Administrative</b>	14	12	2
<b>*Professional</b>	87	75	11
<b>Faculty</b>	124	117	6
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	117	104	14
<b>Total Full-Time (FT) Employees</b>	<b>342</b>	<b>308</b>	<b>33</b>

\*Count includes 4 grant funded *professional* employees

\*\*Count includes 2 grant funded *TSCM* employee

10.C. Resignation/Retirement Report

## Resignation/Termination Report

	<b>Name</b>	<b>Position / Department</b>	<b>Last Day Worked</b>	<b>Reason</b>
1	Joshua Labay	Campus Police Officer	10/22/2023	Resignation
2	Hameedah Majeed	Director, Physical Plant	10/31/2023	Resignation
3	Azalia Kettler	Instructor / Associate Degree Nursing	12/31/2023	Resignation
4	Tommy Dan Morgan	Instructor / Biology	12/31/2023	Retirement
5	Carolyn McCollum	Admin Assistant / Student Services	12/31/2023	Retirement

11. **Consent Agenda**
  - 11.A. **Minutes**



**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF OCTOBER 26, 2023  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 26<sup>th</sup> day of October 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
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
John Matula	Alvin Community College
Nichole Eslinger	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

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

Nadia Nazarenko  
Debra Fontenot  
Alexander Marriott  
Jessica Ranero-Ramirez  
Dick Tyson  
Patrick Sanger  
Sara Bouse

Lilly Garcia  
Charley Bevill  
Brittani Bewick  
Scott Turnbough  
Huff Mann  
Jessica Eddy

**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**

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 6:55 p.m.

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

### **Citizen Inquiries**

Mr. Dick Tyson spoke on the topic of the Texas Department of Transportation and the building of the Grand Parkway and Pearland's growth in fund control.

### **Board Comments**

The Regents thanked the college for the completed repairs of the walking trail, talked about their attendance at a recent ACCT conference and the information and networking opportunities gained there, the lease signing for the west side campus, congratulated the Community Band on a good job for 30 years, and noted the upcoming Foundation gala on November 10, 2023, and thanks to all the Regents for purchasing a table.

### **Approval of the Consent Agenda**

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the approval of Minutes of the Board Hearing and Regular Meeting of September 28, 2023, approval of Personnel Action (Replacement): Director of Library & Academic Support, Personnel Action (Replacement): Faculty, Computer Networking, Personnel Action (Replacement): IT Director, Operations and approval of Partners for Reentry Opportunities in Workforce Development Grant. A motion to approve the Consent Agenda was made by Mr. Starkey. Seconded by Mr. Hoover. Motion passed unanimously.

### **President's Report**

Dr. Exley gave a summary that included the following:

The foundation is hosting the Diamond Gala celebrating ACCs 75th Anniversary on November 10 at the South Shore Harbor Resort. You can buy tickets online or speak to Wendy.

Fall festival ACC is hosting the 48th annual Fall Festival this Saturday. The event will be from 4 pm – 7 pm in the courtyard.

The college hosted two public health events at the campus on Monday. Allied Health students hosted a Health Fair on Monday. Participants were able to see demonstrations from our students and vendors while also getting free health screenings. There was also a Wellness Fair hosted by Student Life in the Student Center.

The Library Speaker Series continued this afternoon with a familiar face. Vickie Marvel, our former bookstore manager, served as today's speaker.

We held our graduation ceremony for our TDCJ students at the Stringfellow Unit on September 30. This one of four ceremonies we have held throughout the summer to recognize our graduates. Regents Sanchez and Shelton attended.

I had the pleasure of doing the coin toss with Blue at the start of the Shadow Creek/Alvin High School Football game on October 14 in honor of the colleges 75th Anniversary.

I had a chance to speak with TXDOT officials about the proposed expansions of the Grand Parkway Segment B during a public hearing at Alvin High School on October 12.

ACC Law Enforcement alum Landis Cravens was recently named the new police chief at Texas City.

Construction on portions of the jogging trail is now completed. Crews completed the upgrades on the portion that runs along the fence line of the baseball stadium.

Vocational Nursing students recently participated in three days of Community Emergency Response Team (CERT) training. After completing the CERT course students are equipped to assist within their community in the event of a disaster.

The college will host its annual Veterans Day ceremony on Thursday November 9 at 11 a.m. at the Memorial Wall.

This report was for information only.

#### **Faculty Senate Report**

Ms. Charley Bevill, Faculty Senate president, presented the fall Faculty Senate report. Information included that officer elections were held for the Faculty Senate, the group is now meeting regularly with Dr. Exley and Dr. Ebert, the group is working on the update of the Faculty Senate constitution and Student Handbook, professional development for faculty, the success rate of the 8-Week courses and reminded everyone to come out to the Fall Festival to support the Faculty Senate. This report was for information only.

#### **Title IX CEO Report**

Mr. John Matula, Vice President of Student Services, stated that the report had been submitted to the state of Texas and that there were no incidents to report. This report was for information only.

#### **Performance and Cost Analysis of Credit Based Programs Report**

Mr. Patrick Sanger and Dr. Stacy Ebert provided the Board the current report on performance and cost analysis of credit-based programs. Mr. Sanger's report included data on items such as success rates, contact hours, credentials awarded, environmental issues and various points of interest from the academic years 2019-2022. Dr. Ebert's report included programs that had been evaluated by certain criteria, placed into several categories, outcomes of the evaluations along with possible considerations. This report was for information only.

#### **Emergency Declaration – Building N, Gun Range Facility**

Dr. Exley read the following declaration: Staff and the President request that the Board of Regents of the Alvin Community College formally declare that (1) the discovery of lead contamination at the Facility constitutes an unforeseen emergency; (2) the delays posed by competitive procurement of contracts necessary to remediate Facility will prevent or substantially impair the conduct of classes or other essential school activities; and (3) the President is authorized to procure, negotiate and execute contracts for goods and services that are necessary to mitigate, prevent, restore and repair the Facility for the protection of the health and safety of ACC students and staff; and (4) the President shall inform the Board of Trustees of all emergency purchases made hereunder at the next regular Board meeting following such purchases.

Secretary Hertenberger made the motion for the stated resolution. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Esports Program Equipment Update**

Mr. Starkey moved to authorize the President to negotiate and enter into an agreement with TanChes for goods and services for the Esports program for an amount not to exceed \$65,000.00. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Engineering and Training Services for Facilities and Physical Plant**

Dr. Crumm moved to authorize the President to enter into a contract with Rizzo & Associates, LLC for an amount not to exceed \$75,000. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

**Consider Approval of Board Budget Amendment for 2022-2023**

Mr. Hoover moved to approve the 2022-2023 Fiscal Year Budget Amendment #1 in the total amount of \$254,952.65. Seconded by Mr. Shelton. Motion passed unanimously.

**Consider Approval of Financial Report Ending September 2023**

Mr. Shelton moved to approve the Financial Report for September 2023. Seconded by Secretary Hertenberger. Motion passed unanimously.

**Consider Approval of Notice of Termination**

This item was removed from the agenda.

**Executive Session**

The Board recessed into Executive Session and Level 3 hearing at 8:16 p.m.

The Board reconvened back into open session and Chair Sanchez called the session back into order at 8:27p.m.

**Level 3 Hearing Action**

Mr. Marvel moved that the Board uphold the administrative decision made at Level II and adopt the Administration's recommendation that Dr. Etheridge be terminated, effective immediately. Seconded by Secretary Hertenberger. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:28 p.m.

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Dr. Patty Hertenberger, Secretary

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'Bel Sanchez, Chair

11.B. **Consider Approval of Personnel Action (Replacment): Faculty, Biology**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 165-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2023  
**SUBJECT:** Personnel Action (Replacement): Faculty, Biology

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

**Candidate**

**Recommended:** Brandie Hinderliter

**Education:** Baylor University  
Bachelor of Science – Forensic Science

University of Houston  
Master of Science - Biology

**Experience:** Dallas College  
Faculty, Biology August 2017 – present

University of Incarnate Word and Alamo College  
Adjunct, Biology August 2012 – July 2017

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**Salary:** \$60,236.72 Annual  
Grade 9/MA/10, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Biology</b>		
<b>Department:</b>	Biology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Arts & Sciences	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	08/28/2023
<b>Last updated by:</b>	Interim Dean A&S/AM	<b>Date:</b>	08/28/2023

### SUMMARY

The instructor should be able to teach all courses within the Biology Department

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrate effective communication skills, both written and oral
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assist in the recruitment and retention of students
- Advise students in academic matters or refers students to appropriate resources
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engage students through posted office hours and electronic communication
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution and collection of assessments for courses and program objectives
- Build positive and professional relationship with students, colleagues, college administration, and the community
- Submit timely college reports and forms to the appropriate divisions and departments
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibit a commitment to lifelong learning through participation in professional development activities
- Adhere to Alvin Community College's policies and procedures
- Attend institutional meetings as required
- Other 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 or higher with at least 18 graduate semester hours in biology theoretical or applied biological or life sciences
- Master's or higher with 18 graduate hours in theoretical or applied biological, biochemistry or life sciences or a Doctor of Chiropractic, MD's or DVM's. (BIOL 2401, 2402, 2420)

## **EXPERIENCE**

- Prior teaching experience at the college level preferred.

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

- Knowledge of the use of Blackboard for grade reporting, attendance and content delivery
- Use of a microscope for class demonstrations and tissue identification
- Ability to calculate concentrations of aqueous solutions
- Extensive knowledge of human anatomy and physiology
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- 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.**

11.C. **Consider Approval of Personnel Action (Replacement): Faculty, Economics**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 164-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2023  
**SUBJECT:** Personnel Acton (Replacement): Faculty, Economics

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

**Candidate**  
**Recommended:** Nadide Olcay Guner

**Education:** Bogazici University  
Bachelor of Science – Economics

Bogazici University  
Master of Science – Economics

Rutgers University  
Doctor of Philosophy – Economics

**Experience:** University of Houston-Downtown  
Instructor, Economics August 2017 – present

University of Cologne  
Post-doc Researcher September 2013 – September 2015

Isik University  
Instructor, Economics September 2012 – June 2013

Rutgers University  
Instructor, Microeconomics June 2009 – December 2011

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**Salary:** \$66,675.24 Annual  
Grade 9/PHD/8, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Economics (PID 18)</b>		
<b>Department:</b>	Government and Economics	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Arts & Sciences	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	07/11/2023
<b>Last updated by:</b>	Dean Arts & Sciences/AM	<b>Date:</b>	07/11/2023

### SUMMARY

The instructor will teach a variety of courses within the Economics Department including 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
- 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 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 Economics or a Master's degree with 18 graduate hours in Economics.

**EXPERIENCE**

- Prior teaching experience at the college level preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. **Consdier Approval of Personnel Action (Replacement): Athletic Director**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 8, 2023  
**SUBJECT:** Personnel Action (Replacement): Athletic Director

---

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

**Candidate**

**Recommended:** **Dr. Juan Vasquez**

**Education:** **Texas A & M University – Corpus Christi**  
Ed. D, Educational Leadership  
MS, Secondary Education/Kinesiology  
BS, Sports Management/Kinesiology

**Experience:** **Dallas College**  
Athletic Director June 2022 – Present

**Texas A & M International University**  
Assistant Softball Coach October 2021 – June 2022

**Coastal Bend College**  
Assistant Softball Coach February 2021 – October 2021

**Harford Community College**  
Athletic Director June 2018 – February 2021

**Coastal Bend College**  
Athletic Director  
Head Softball Coach January 2009 – February 2016

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**Salary:** \$83,916.64 Annual  
Grade 211, 2023– 2024 Staff Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director, Athletics (PID 799)</b>		
<b>Department:</b>	Athletics	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Vice President, Student Services	<b>Grade Level:</b>	211
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR reviewed by:</b>	Human Resources/NE	<b>Date:</b>	9/29/2023
<b>Last updated by:</b>	John Matula/Robert Exley	<b>Date:</b>	9/28/2023

### SUMMARY

The Director of Athletics is responsible for the athletic programs and the college's participation with National Junior College Athletic Association (NJCAA) and the guidelines and governance structure of NJCAA. The Director provides direct supervision for all full-time and part-time coaches as well as any additional full or part-time employees assigned. The Director oversees planning, operations and assessment of student life activities and events. Incumbent serves in a leadership role in the implementation of health and wellness events, student leadership programming, intramural activities, cultural, and service opportunities. Additionally, the Director of Athletics will use best practices and student success data to develop and implement a yearly calendar of athletic and student life events.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages budgets, assists teams with travel arrangements, assures academic eligibility, conducts eligibility, distributes scholarships, completes Equity in Athletics Data Analysis Annual Reports, represents the college at various Region XIV meetings, participates in eligibility workshops, coordinates insurance, makes field maintenance decisions, provides input into coaching selections, maintains ACC Athletics webpage(s), assure POD updates, and manages conflict between coaches, players, and parents.
- Supervises coaches (full- and part-time) for each sport as well as any other departmental personnel. Serves as the primary source of information for questions regarding eligibility, recruiting rules and regulations, redshirt responsibilities for injuries, tryouts, scholarship requirements and limits, etc.
- Ensures documentation for each student-athlete is completed accurately within established timelines and contains appropriate signatures. Also serves as the responsible party for all NJCAA audits and ensures all documentation will be submitted within 72 hours of the request.
- Ensures all transfer students have completed required paperwork and appropriate signatures have been obtained from responsible parties. Completes Transfer Tracking Forms and Letter of Intent Releases for those students moving from one junior college. For students who transfer from an institution outside of the NJCAA, completes additional forms.
- Conducts fundraising activities to reach established annual goals.
- Participates in ongoing professional development to guarantee compliance with NJCAA.
- Compiles a list of players at the end of each season to determine his/her academic standing for the semester and within the associated degree plan.



- Attends games to serve as a non-coaching representative, in accordance with NJCAA and Region XIV preferences.
- Supervises and evaluates the work of an administrative assistant, student employees, and manages/directs support staff as required by specific events.
- Coordinates the development of student clubs and organizations.
- Serves as SGA sponsor and assists in monthly board presentations.
- Coordinates the Annual Community Fall Festival arranging vendor set up, contracts, and student clubs.
- Other related duties may be assigned.

### **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- Master's degree and 3 years of experience managing NJCAA or equivalent collegiate athletics program.

### **PREFERRED QUALIFICATIONS**

- Master's degree in Athletics Administration and/or Management.
- Experience leading Student Life or Student Activities.
- Experience in a similar capacity at a community college.

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

- Knowledge of and proficiency with the American Association of Community Colleges' Manager Level Competencies for Community College Leaders: 1) Institutional and Cultural Awareness, 2) Governance, Local, State and Federal Policy, 3) Student Success, 4) Leadership, 5) Institutional Transformation, 6) Fiscal Planning and Resource Development, 7) Advocacy, 8) Partnership and Collaboration, and 9) Communication.
- Skills in computer literacy including CRM, and Microsoft Office required.
- Some evening and/or weekend hours will be required.

### **WORK ENVIRONMENT**

The employee typically works in an office environment as well as an outdoor environment using IT equipment and technology to perform duties. The noise level in the work environment is louder and faster-paced than that of a typical office. Employee may encounter frequent interruptions throughout the work day.

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

**11.E. Consider Approval of the Federal, State and Private Grants Awarded during 2022-2023 and Projected for 2023-2024 Report**




Robert J. Exley, PhD  
President

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

**MEMORANDUM NO: 169-2023**

**TO:** Board of Regents

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

**DATE:** November 6, 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 November 2, 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 page list grants that ACC has either applied for and been declined funding or grants ACC considered, but decided not to proceed to application submission.

The College presently has \$ 3,492,314.37 in active funded grants. There is an additional \$ 3,288,237.39 in grant applications currently in the funder review process. And, grant applications in development total \$ 1,750,000.00.

The College has received two new grants:

- 2023 Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development
- 2023 Texas New Mexico Power Grant

This report is for information only.

RJE:tg

**Alvin Community College Grants Update**

**November 2, 2023**

ACC has the following in grant activity:

\$3,492,314.37	Active Funded Grants
\$3,288,237.39	Grant Applications in the Funder Review Process
\$ 1,750,000.00	Grant Applications in the Development Process

New grant awards received:

2023 U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development

2023 Texas New Mexico Power Grant

Details on individual grants are attached. The last page lists grants that were reviewed and departments determined not to pursue, or ACC was not selected as a recipient.

Alvin Community College Grant Status Report as of November 2, 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	Robert Sanchez	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	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
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund #2823WP8005 "New Beginnings" Renewal	2/1/2023	1/31/2024	Inez Ihezue	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	12/31/2023	Mike Smith	Cybersecurity	Equipment	\$ 346,046.00	Primary	N/A	Provide equipment for cybersecurity server lab. 5% Institutional match required.	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
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund Year 3 Renewal	12/1/2023	11/30/2024	Inez Ihezue	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. Third and final year renewal.	State Discretionary Competitive
THCB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 140,097.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
National Association for Community College Entrepreneurship (NACCE) Deploying Resources in Veteran Entrepreneurship (DRIVE) Project	Upon Award	10/31/2023	Dr. Stacy Ebert	Veterans	Entrepreneurship Symposium	\$ 5,000.00	Primary	N/A	Provides funds to host an entrepreneurship symposium for veterans.	Private / Foundation
Office of the Governor Body Armor Grant Program #4829901	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.	State Discretionary Competitive
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	TBD	TBD	TBD	Reentry Services	Instruction/ Employment Counseling	\$ 290,000.00	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive
<b>STATE/FEDERAL GRANTS SUBTOTAL</b>						<b>\$ 3,468,364.37</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Alex Ordonez	Art	Artwork	\$ 2,000.00		N/A	Mural Celebrating ACC History and Diversity	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Brian Berger, Haley Lovell, Sarah Currie	Personnel	Awards	\$1,500.00		N/A	Provide Excellence Awards to Adjunct Faculty	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Cindy Dalmolin, Jennifer Shimek	Personnel	Professional Development	\$ 2,000.00		N/A	Pathway to Positivity Professional Development for Faculty and Staff	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Holly Williams, Lilly Guu, Anna-Lisa Hernandez, Amanda Smithson	Personnel	Professional Development	\$ 1,100.00		N/A	Books and Speaker for the Savvy Ally Training and Book Discussion	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Justin Morgan	Interdisciplinary	Instruction	\$ 2,000.00		N/A	Consumables & Actors for Interdisciplinary Collaborative Event	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Mikel Chamblee	Networking and Cybersecurity	Instruction	\$ 2,000.00		N/A	PI for all (Raspberry Pi Microcomputers for hands-on work)	Private / Foundation

2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dwight Rhodes, Sarah Currie	Science	Equipment & Supplies	\$ 2,000.00		N/A	Community Horticulture Development Initiative – The Art and Science of Home Gardening and Urban Farming (master gardener speaker series, community workshops)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dr. Stacy Ebert	CEWD Biotechnology Program	Supplies	\$ 600.00		N/A	Water Bath for BioTech program	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Jordan Rusk	Polysomnography	Instruction	\$ 1,500.00		N/A	Board Prep Course for Polysomnography Students	Private / Foundation
Texas New Mexico Power Grant	TBD	8/1/2024	Stuart Jackson, Brittani Bewick	CEWD BioTechnology Program	Safety Cabinet	\$ 8,000.00	Primary	N/A	Provides funds to purchase a safety cabinet for students to learn safety protocols in materials handling.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 23,950.00				
TOTAL, ALL ACTIVE GRANTS						\$ 3,492,314.37				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Labor QUEST Dislocated Workers Grant	10/1/2023	9/30/2026	TBD	TDCJ re-entry	Training and Employment	\$ 3,210,737.39	Sub-recipient	Gulf Coast Workforce Board	Provide for a re-entry program like ACC's New Beginnings to be expanded across the Gulf Coast region. <i>Application submitted August 4, 2023.</i>	Federal Discretionary Competitive
Lyondell-Basell	1/31/2024	2/28/2024	Wendy Del Bello	ACC Foundation	Student Scholarships	\$ 2,500.00	Primary	N/A	Provides five \$500.00 scholarships for Process Technology Students. <i>Application submitted September 7, 2023.</i>	Private / Foundation
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick, Stuart Jackson	CEWD Biotechnology Program	Equipment, Supplies	\$75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies and Equipment. <i>Application submitted September 8, 2023.</i>	State Discretionary Non-Competitive
Total, Grants in Funder Review						\$ 3,288,237.39				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Labor Strengthening Community Colleges 4	3/1/2024	2/28/2027	Shawn Kalinec, Sunjay Bali	CEWD CNC Machining	Instruction, Equipment, Employment Counseling	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region. <i>Application due 11/14/2023.</i>	Federal Discretionary Competitive
Total, Grants in Application Development						\$ 1,750,000.00				

**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. Economic Development Authority – Good Jobs Challenge	11/26/2022	Y	CEWD Logistics and Healthcare	\$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.
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.
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.
National Science Foundation - Advanced Technological Education (NSF-ATE) Grant	10/5/2023	N	STEM Technical Programs	\$350,000 for 3 years	Primary	N/A	Supports partnerships between 2-year institutions, other academic institutions, and industry to improve the education of technicians in science and engineering.	Federal Discretionary Competitive	Funding is not commensurate with the administration required. Also, the research component could be difficult to successfully complete.
Dell Foundation	5/31/2023	Y	Process Technology	\$50,000	Primary	N/A	Provides funds for 3 cutout models for Process Technology.	Private / Foundation	ACC was not selected.
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$1,000,000	Primary	N/A	Provides support for developing inclusive experiential learning opportunities for students with skills needed to succeed in emerging technology fields.	Federal Discretionary Competitive	ACC determined the target program was not the right fit for the grant type.
Texas Workforce Commission JET Grant (Jobs and Education for Texans)	3/9/2023	Y	CEWD CDL	\$ 257,858.00	Primary	N/A	Provides for two additional trucks and trailers for the CDL program. 5% match is required.	State Discretionary Competitive	ACC was not selected.
U.S. Department of Education Developing Hispanic Institutions Title V Grant	6/13/2023	Y	Student Services	\$ 3,000,000.00	Primary	N/A	Provides funds to create a Student Resource Center and an intervention program for "First Time at Alvin CC" students. The center would house wrap-around support services and project staff.	Federal Discretionary Competitive	ACC was not selected.
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	N	CEWD	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive	Employer partner is not ready to move forward at this time.
U.S. Department of Justice Leahy Bulletproof Vest Program	6/26/2023	Y	ACC PD	\$ 11,634.00	Primary	N/A	Provides reimbursement of 50% of the cost of bullet proof vests, 1 per officer per year. Application submitted June 21, 2023.	Federal Formula Non-competitive	ACC was awarded \$552.18, and declined the award.



11.F. **Brazoria County Appraisal District - Resolution to Cast Votes**



Robert J. Exley, PhD  
President

Your College > Right Now

MEMORANDUM NO: 171-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2023  
**SUBJECT:** Brazoria County Appraisal District – Resolution to Cast Votes

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**Background:**

The Brazoria County Appraisal District's Board of Directors is composed of five (5) members who serve two (2) year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. During the September 28, 2023 Board meeting, the Board voted to nominate Mr. Tommy King as a candidate for the Brazoria County Appraisal District Board of Directors.

Alvin Community College is entitled to cast 129 votes in the election. The votes can be cast to one candidate or votes may be distributed amongst any number of candidates. There are fifteen candidates running for five seats. (See attached)

The vote must occur by written resolution of the Board of Regents. If the ACC Board of Regents wishes to cast votes for the Brazoria County Appraisal District's Board of Directors, action should occur at the November 16, 2023 Board meeting in order to meet the December 15, 2023 deadline.

It is recommended that the Board consider the nine candidates and cast ACC's 129 votes for one or more nominated candidates.

RJE:tg

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Bobby Brown  
Kristin Bulanck  
Tommy King  
Gail Robinson  
George Sandars  
Susan Spoor

## CHIEF APPRAISER

Marcel Pierel III  
500 N. Chenango  
Angleton, Texas 77515  
979-849-7792  
Fax 979-849-7984

October 20, 2023

Dr. Robert Exley  
President  
Alvin Community College  
3110 Mustang Rd.  
Alvin, TX 77511

Dear Dr. Exley,

Thirty-four voting taxing units were entitled to submit by written resolution, nominations to fill the five-member board of directors of the Brazoria County Appraisal District for the year 2024. **Attached is the official ballot with the nominations we received.**

### **ALVIN COMMUNITY COLLEGE IS ENTITLED TO CAST 129 VOTE(S).**

Each voting unit must vote by **Written Resolution** and submit it to the chief appraiser before **December 15, 2023**. The governing body of the taxing unit may cast all its votes for one candidate or distribute the votes among any number of candidates. When you add the column of your votes, your total should not be greater than your allotted number.

A voting unit must cast its votes for a person nominated and named on the ballot. There is no provision for write-in candidates. The chief appraiser may not count votes cast for someone not listed on the official ballot.

Please complete the ballot and return to Marcel Pierel III, Chief Appraiser, by mail to 500 North Chenango, Angleton, Texas 77515, email [mpierel@brazoriacad.org](mailto:mpierel@brazoriacad.org) or fax to 979-849-7984 **along with a Written Resolution before December 15, 2023.** If you have any questions about the format of your resolution or any other matter, give me a call immediately.

It is important that you return your **Ballot and Resolution** to the chief appraiser before **December 15, 2023**, so that we may count the votes, declare the winners, and notify all taxing units and candidates of the results.

Sincerely,



Marcel Pierel III  
Chief Appraiser

MP/td  
Enclosure

**BRAZORIA COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS ELECTION 2023**

**OFFICIAL BALLOT**

<u>NOMINATIONS/CANDIDATES</u>	<u>VOTE(S) CAST</u>
1. <u>Douglas Chumley</u>	1. _____
2. <u>Karla Clark</u>	2. _____
3. <u>Gary Dickey</u>	3. _____
4. <u>Brenda Dillon</u>	4. _____
5. <u>David Galloway</u>	5. _____
6. <u>Eric Hayes</u>	6. _____
7. <u>Deric Hebert</u>	7. _____
8. <u>Alan Higginbotham</u>	8. _____
9. <u>Glen Jones</u>	9. _____
10. <u>Tommy King</u>	10. _____
11. <u>Heather Martin</u>	11. _____
12. <u>Patrick O'Day</u>	12. _____
13. <u>Gail Robinson</u>	13. _____
14. <u>George Sandars</u>	14. _____
15. <u>Susan Spoor</u>	15. _____

**PLEASE ATTACH YOUR RESOLUTION TO THIS FORM**

SUBMITTED BY: \_\_\_\_\_

VOTES ENTITLED TO: \_\_\_\_\_

VOTES CAST: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the official ballot containing the names of the duly nominated candidates for the Board of Directors of the Brazoria County Appraisal District has been received from the Chief Appraiser of the Brazoria County Appraisal District; and

**WHEREAS**, the \_\_\_\_\_ wishes to cast its votes thereon;

**NOW, THEREFORE, BE IT RESOLVED**, the \_\_\_\_\_ does hereby determine and cast its votes for the candidates for the Board of Directors of the Brazoria County Appraisal District as follows:

**BE IT FURTHER RESOLVED** that the official ballot be marked in accordance with this resolution and returned to the Chief Appraiser of the Brazoria County Appraisal District with a copy of this resolution attached hereto prior to December 15, 2023.

**PASSED AND APPROVED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

12. **President's Report**
13. **Annual College Data Report**



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

Robert J. Exley, PhD  
*President*

**MEMORANDUM NO: 162-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 5, 2023  
**SUBJECT:** College Data Annual Report (2022-2023)

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Each year the Board of Regents receives the College Data Annual Report. The report is based on data from the 2022-2023 academic year. The 2022-2023 report provides a comprehensive view of the key data about ACC. This marks the 40th year of student and college data being compiled in a single narrative.

This report is for information only.

RJE:tg

14. **Annual Report on Board Member Trainings**






Robert J. Exley, PhD  
President

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

**MEMORANDUM NO: 163-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 5, 2023  
**SUBJECT:** Annual Report on Required Board Training

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According to Board Policy BBD (LEGAL), the minutes of the last regular meeting held by the Board of Regents during a calendar year must reflect whether each member of the Board has completed any required training required as of the meeting date, under Education Code 61.084.

The following chart indicates various trainings available to Regents and the “x” in the column indicates that the particular Regent has taken the training.

This report is for information only.

RJE:tg

## Board Member Training December 2022 – November 2023

Regent	BOTI Annual Conference	National Legislative Summit	Cybersecurity Training	New Regent Orientation*	P3 Conference	ACCT Leadership Congress
Dr. Jim Crumm	X		X		X	
Jody Droege			X			
Patty Hertenberger			X			
Kam Marvel			X			
*Bel Sanchez	X		X			X
Darren Shelton		X	X			X
Jake Starkey	X		X	X		
Michael Hoover	X		X	X		
Yvette Reyes-Hall	X		X	X		

\*Required trainings for new Regents only. Other Regents completed the training in their initial year of service.

Updated 11/5/23

15. **Consider Approval of Parking Lot Refurbish**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 159-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 6, 2023  
**SUBJECT:** Parking Lot Refurbish

A major item left incomplete during the Bond Maintenance project was the renovation of relevant parking lots on campus. Specifically, the worst lots were E, I, J and around the tennis courts. In addition, based on the need for ADA parking lot striping, Lot H needs of new striping.

Purchasing staff created and issued an Invitation for Bid (ACC 24-039) for specific parking lot renovations and the resurfacing and striping of all of those lots plus restriping of lot H. This IFB was posted on the State of Texas Electronic State Business Daily (ESBD) site and personally forwarded to several known providers of same or similar services in the area. Also, as required, the solicitation was posted in the local newspaper. On October 16, 2023, a non-mandatory walkthrough was conducted and was attended by five potential providers.

Responses were received on October 26, 2023. ACC received two (2) responses, Alvin Area Asphalt and Texas Precision Paving. Bid responses are noted below. Subsequently, staff performed reference checks on the apparent low bidder and had satisfactory results.

Alvin Area Asphalt	\$ 980,000.00
Texas Precision Paving	\$ 440,375.00

Note: the anticipated substantial completion date is January 20, 2024 while most work will be performed during the December holiday break.

With the advice of Counsel, staff recommends that, in addition to the \$440,375.00, the Board approve a not to exceed owner's contingency of 20% or \$88,075.00.

Staff recommends the Board of Regents authorize the President to enter into a contract with Texas Precision Paving for an amount not to exceed \$528,450.00.

RJE:tg

16. **Consider Approval of Commodity Spending**



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

Robert J. Exley, PhD  
President

**MEMORANDUM NO: 160-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 6, 2023  
**SUBJECT:** Commodity Spending Approval

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Over the last several years, one of the challenges for the Purchasing Department has been to determine whether to track the College's spending by vendor or by commodity code and then request approval from the Board of Regents for that spending. Recently, our General Counsel advised the College that while we could track spend by vendor it was required to seek approval for spending by commodity code, as well. This will require that Purchasing, through the financial system, track spending across the campus by commodity and then vendor as well.

At the onset of the new fiscal year, and with the support of Dr. Exley, Purchasing initiated the use of commodity codes for requisitions submitted to our office. A monthly report is now run that assists in the examination of commodity codes and the spending associated with those codes from across the campus.

With that, Purchasing requests that the Board of Regents authorize the annual spend for Welding equipment and supplies at \$100,000 through August 2024. We anticipate that this amount will cover the current spend (approximately \$60,000) and any additional requirements in the Spring and Summer semesters. This spend is across the campus, particularly in the Welding program and Physical Plant. This request includes multiple providers, including Alltex and Air Gas.

RJE:tg

17. **Consider Approval of ERP/SIS Staffing Augmentation**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 168-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2023  
**SUBJECT:** Continuation of ERP/SIS Staffing Augmentation

Alvin Community College depends on technology to accomplish its mission to serve our students, employees, and community.

In Fall 2022, and due to a critical vacancy within IT Services, Enterprise Applications, the College issued a request for proposals (RFP) for competitive bids for staffing augmentation. In November 2022, the Board of Regents approved a resulting contract with Ultimate Consulting, LLC (UC) for a twelve-month period which expires in December 2023. In June 2023, the Board approved an agreement that adds a UC-contracted role of IT Director, Enterprise Business Solutions, which also expires in December 2023.

The continued partnership has been very successful, enabling the College to complete the SQL migration project and make significant progress in optimizing Colleague processes. Current work includes day-to-day support, building upon automation opportunities for increased efficiencies, and aligning data structures and processes to support efficient outcomes-reporting related to House Bill 8.

UC has delivered a statement of work that extends the agreement through June 2024, and includes ongoing interim director support at 40 hours per week, and Colleague programming support at 20 hours per week. Both roles are billed on actual use at \$130/hour. The maximum commitment through June 2024 is \$202,800, and a breakdown of costs follows.

Position	Hourly Rate	Hours	Total
<b>Interim Director, IT Enterprise Apps (40 hrs/week)</b>	\$130	1,040	<b>\$135,200</b>
<b>Colleague Programming Support (20 hrs/week)</b>	\$130	520	<b>\$67,600</b>
		1,560	<b>\$202,800</b>

*\* ACC will only be billed for the hours used.*

It is recommended that the Board of Regents approve the statement of work from Ultimate Consulting, LLC for this engagement with a maximum expenditure of \$202,800 through June 2024.

RJE:tg



18. **Consider Approval of IT Infrastructure Staffing Augmentation**



Robert J. Exley, PhD  
President

Your College  Right Now

**MEMORANDUM NO: 161-2023**

**TO:** Board of Regents

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

**DATE:** November 1, 2023

**SUBJECT:** IT Infrastructure Staffing Augmentation – No Cost Extension

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In Fall 2022, and due to two critical and unfilled positions within the IT Operations branch of ACC IT Services, the College issued a request for proposals (RFP) for competitive bids for staffing augmentation. In November 2022, the Board of Regents approved a resulting contract with Zion Cloud Solutions for a maximum expenditure of \$189,750 over a twelve-month period. The engagement commenced December 1<sup>st</sup>, 2022 and expires November 2023.

The partnership has been successful, enabling ACC IT Services to make significant progress on several operational and security projects. Additionally, contracted hour utilization has been less than expected over the last twelve months. As of 11/1/2023, \$113,718 remains from the approved expenditure.

The position of IT Director, Operations was filled on October 30, 2023, and the search process for a Cloud Systems Administrator continues. To ensure project completion and adequate knowledge transfer, ACC IT Services requests to extend the contract through June 2024, without the commitment of any additional funds.

It is important to note that this engagement provides separate and non-redundant services provided by Ultimate Consulting.

It is recommended that the Board of Regents approve the continued utilization of Zion Cloud Solutions for this engagement through June 2024, not to exceed the pre-approved maximum expenditure.

RJE:tg

19. **Consider Approval of Dual Enrollment F.A.S.T. Tuition Rate and Waivers**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 172-2023**

**TO:** Board of Regents

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

**DATE:** November 8, 2023

**SUBJECT:** Participation in State FAST Program – Tuition Rate and Waivers

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As you are aware, the ACC Board of Regents approved our participation in the FAST program at the September 28, 2023 Board Meeting. We filed the appropriate “opt-in” documentation and our participation in the FAST program will begin with the Spring 2024 academic term.

Governor Abbot signed into law the historic community college funding legislation House Bill (HB) 8 which ties funding to outcomes. One aspect of the bill provides financial support for ‘educationally and economically disadvantaged’ students – the Financial Aid for Swift Transfer (FAST) Program. This legislation includes funding a flat dual-enrollment tuition rate adopted by the Texas Higher Education Coordinating Board. For the current year, the maximum funding is \$55 per credit hour for FAST-eligible dual enrollment students. The maximum funding is the dollar amount that the state will fund to community colleges and it is also the rate above which community college cannot charge non-FAST students. The legislation clearly states that FAST-eligible, dual enrollment students will not be responsible for any other related expenses like fees and textbooks / learning materials.

The attached chart lists dual enrollment tuition and fee rates. The rates for non-FAST students remain unchanged with the current discounts in place. The first three columns show the current rates. The final two new columns are specific to FAST and provide one column for the State Reimbursement rate and a second column listing the waivers. FAST-eligible student exemptions and waivers are shown in the light-yellow rows of the chart.

I am requesting that the Board of Regents approve the listed FAST Program waivers and rates effective with the Spring 2024 semester.

RJE:tg


**ALVIN COMMUNITY COLLEGE**  
**Dual Enrollment Tuition and Fees Chart Spring 2024**

District/Student Type/Location	Current Tuition and Fees	Recommended Tuition and Fees	Reimbursement: Current Tuition	Total Waived Tuition/Fees
Alvin ISD Dual Enrollment (AHS, MHS, SCHS, ICHS) AISD Campuses Day/Evening	\$25/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change		
Alvin ISD (AHS, MHS, SCHS, ICHS) AISD Campuses Day/Evening	\$0/Credit Hr Alvin ISD High Schools/Hensler Career & Technology Locations CTE courses only + Course Fee (if applicable)	No Change		
Alvin ISD - ACC Campus/Online	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee + Course Fee (if applicable)	No Change		
FAST Students - Alvin ISD (AHS, MHS, SCHS, ICHS) AISD Campuses Day/Evening			\$55/SCH	\$25/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)
FAST Students - Alvin ISD (AHS, MHS, SCHS, ICHS) AISD Campuses Day/Evening			\$55/SCH	\$0/Credit Hr Alvin ISD High Schools/Hensler Career & Technology Locations CTE courses only + Course Fee (if applicable)
FAST Students Alvin ISD - ACC Campus/Online			\$55/SCH	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee + Course Fee (if applicable)
Pearland ISD (THS, GDHS, PHS)	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change		
Pearland ISD Dual Enrollment Juniors/Seniors Summer School at UHCL Pearland	In-District Tuition of \$51 + \$30 Registration Fee + \$30 Technology Fee	No Change		
FAST Students Pearland ISD (THS, GDHS, PHS)			\$55/SCH	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)
FAST Students Pearland ISD Dual Enrollment Juniors/Seniors Summer School at UHCL Pearland			\$55/SCH	In-District Tuition of \$51 + \$30 Registration Fee + \$30 Technology Fee
Danbury ISD (DHS) at DHS Campus	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change		
FAST Students Danbury ISD (DHS) at DHS Campus			\$55/SCH	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)
All Other Dual Enrollment Students - ACC Campus/Online	In-District Tuition + all Fees including Course Fees (if applicable)	No Change		
FAST Students - All Other Dual Enrollment Students - ACC Campus/Online	In-District Tuition + all Fees including Course Fees (Internet Fee)		\$55/SCH	
Living Stones High School In-District & Out-of-District Resident at LHS Campus	\$25/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change		
Home School Students	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee	No Change		

updated 10/27/23

20. **Financial Report**

**MEMORANDUM NO: 170-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 6, 2023  
**SUBJECT:** Financial Report Ending October 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. Please note that the College will now receive state appropriations in three separate payments. We receive 50% in October, 25% in February, and 25% in June.

Table 1.

<i>Revenues</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	3,255,757	46.14%	(3,800,592)
<i>Total Non-Operating Revenues</i>	38,915,806	4,749,424	12.20%	(34,166,382)
<i>Total Revenues</i>	45,972,155	8,005,181	17.41%	(37,966,974)

<i>Expenses</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	45,972,155	6,805,393	14.80%	39,166,762

This represents two months of the fiscal year, with operating revenues on track and expenses consistent with projections.

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

	October 31, 2023	October 31, 2022	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	7,248,581	5,032,340	2,216,241	
Short-term investments	20,910,311	16,899,488	4,010,823	
Accounts receivable, net	405,754	1,161,407	(755,653)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	11,694	2,945	8,749	Travel advances and prepaid expenses
Inventories	157,093	150,882	6,211	
<b>Total Current Assets</b>	<b>28,733,433</b>	<b>23,247,062</b>	<b>5,486,371</b>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,136,129	47,360,309	(224,180)	
<b>Total Assets</b>	<b>76,869,562</b>	<b>71,607,371</b>	<b>5,262,191</b>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	2,742,173	2,742,173	-	TRS pension
Deferred outflows - OPEB	9,508,808	9,508,808	-	OPEB
<b>Total Deferred Outflows of Resources</b>	<b>12,250,981</b>	<b>12,250,981</b>	<b>-</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	655,296	130,378	524,918	
Net pension liability	4,646,479	4,646,479	-	
Net OPEB liability	30,508,483	30,508,483	-	
Funds held for others	55,146	56,678	(1,532)	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	203,002	(203,002)	Grants paid in advance and fall registrations
Compensated absences	536,436	506,807	29,629	
Bonds payable, net of premiums	3,120,000	4,665,000	(1,545,000)	Annual payment
Tax note payable, net of premiums	18,820,000	19,640,000	(820,000)	Annual payment
<b>Total Liabilities</b>	<b>58,341,840</b>	<b>60,356,827</b>	<b>(2,014,987)</b>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,987,835	1,987,835	-	TRS pension
Deferred inflow - OPEB	7,293,974	7,293,974	-	OPEB
Deferred inflow - premium on tax note	2,332,712	2,332,712	-	
<b>Total Deferred Inflows of Resources</b>	<b>11,614,521</b>	<b>11,614,521</b>	<b>-</b>	
<b>Net Assets</b>				
Fund Balance - Equity	19,164,182	11,887,004	7,277,178	
<b>Total Net Assets</b>	<b>19,164,182</b>	<b>11,887,004</b>	<b>7,277,178</b>	



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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended	Remaining Budget	% of Budget
			M&O Budget					M&O Budget		
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	762,555	3,241,440	6,986,349	(3,744,909)	46.40%	756,459	2,862,374	6,688,719	(3,826,345)	42.79%
Federal grants and contracts	2,503,181	-	-	-	0.00%	2,646,014	-	-	-	0.00%
State grants	171,415	-	-	-	0.00%	179,045	-	-	-	0.00%
Local grants	110,704	-	-	-	0.00%	98,476	-	-	-	0.00%
Auxiliary enterprises	307,903	-	-	-	0.00%	343,654	-	-	-	0.00%
Other operating revenues	22,464	14,317	70,000	(55,683)	20.45%	22,193	8,792	70,000	(61,208)	12.56%
<b>Total operating revenues</b>	<b>3,878,222</b>	<b>3,255,757</b>	<b>7,056,349</b>	<b>(3,800,592)</b>	<b>46.14%</b>	<b>4,045,841</b>	<b>2,871,166</b>	<b>6,758,719</b>	<b>(3,847,553)</b>	<b>42.48%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	1,899,919	10,571,449	8,671,530	17.97%	-	1,987,859	8,960,337	6,972,478	22.19%
Institutional	-	1,261,434	9,791,197	8,529,743	12.88%	-	1,239,209	7,911,150	6,671,941	15.66%
Technical Instruction	-	1,072,217	7,017,593	5,945,376	15.28%	-	1,023,569	6,546,064	5,522,495	15.64%
Academic Instruction	-	1,391,707	8,990,048	7,598,341	15.48%	-	1,265,797	8,362,715	7,096,918	15.14%
Student Services	-	729,504	4,883,081	4,155,577	14.93%	-	683,861	4,725,992	4,042,131	14.47%
Physical Plant	-	450,592	4,716,787	4,266,195	9.35%	-	328,701	3,564,791	3,236,090	9.22%
Unbudgeted Unrestricted (Fund 12)	565,537	-	-	-	0.00%	422,995	-	-	-	0.00%
Continuing Education	130,174	-	-	-	0.00%	104,687	-	-	-	0.00%
Auxiliary Enterprises	620,332	-	-	-	0.00%	572,994	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	5,000	-	-	-	0.00%
TPEG	76,834	-	-	-	0.00%	95,694	-	-	-	0.00%
Institutional Scholarships	73,026	-	-	-	0.00%	56,297	-	-	-	0.00%
State Grants	261,583	-	-	-	0.00%	179,045	-	-	-	0.00%
Federal Grants	3,026,106	-	-	-	0.00%	2,646,014	-	-	-	0.00%
Donor Scholarships	140,828	-	-	-	0.00%	139,621	-	-	-	0.00%
Unexpended Plant Fund	43,778	-	-	-	0.00%	67,036	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	705	-	-	-	0.00%	1,500	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	(132,605)	-	-	-	0.00%	(173,420)	-	-	-	0.00%
<b>Total operating expenses</b>	<b>4,816,298</b>	<b>6,805,393</b>	<b>45,972,155</b>	<b>39,166,762</b>	<b>14.80%</b>	<b>4,117,463</b>	<b>6,528,996</b>	<b>40,071,049</b>	<b>33,542,053</b>	<b>16.29%</b>
Operating Gain/(Loss)	(938,076)	(3,549,636)	(38,915,806)	(42,967,354)		(71,623)	(3,657,830)	(33,312,330)	(37,429,606)	
<b>Nonoperating revenues</b>										
State appropriations*	-	4,763,027	9,526,054	(4,763,027)	50.00%	-	1,821,029	7,587,622	(5,766,593)	24.00%
Property tax revenue - Current	2,413	45,196	28,889,752	(28,844,556)	0.16%	2,848	44,705	25,599,708	(25,555,003)	0.17%
Property tax revenue - Delinquent	474	5,816	-	5,816	0.00%	2,091	28,975	-	28,975	0.00%
Property tax revenue - Interest & Penalties	888	7,378	-	7,378	0.00%	642	8,419	-	8,419	0.00%
Investment income	4,637	(73,526)	500,000	(573,526)	14.71%	5,003	10,528	125,000	(114,472)	8.42%
Other non-operating revenues	56,125	1,533	-	1,533	0.00%	43,514	-	-	-	0.00%
<b>Total nonoperating revenues</b>	<b>64,537</b>	<b>4,749,424</b>	<b>38,915,806</b>	<b>(34,166,382)</b>	<b>12.20%</b>	<b>54,098</b>	<b>1,913,657</b>	<b>33,312,330</b>	<b>(31,398,673)</b>	<b>5.74%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	64,971	-	64,971	0.00%	-	750,226	-	750,226	0.00%
State Insurance Match	-	-	-	-	0.00%	-	(430,983)	-	(430,983)	0.00%
State Retirement Match	-	(64,971)	-	(64,971)	0.00%	-	(123,274)	-	(123,274)	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	(195,969)	-	(195,969)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>(873,539)</b>	<b>1,199,788</b>	<b>-</b>	<b>(77,133,736)</b>		<b>(17,525)</b>	<b>(1,744,173)</b>	<b>-</b>	<b>(68,828,280)</b>	

\* State Approp portion generated by CE =

122,886

46,983

\* Institutional Reserve

19,125,033

15,073,818



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

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	122,886	452	(7,531)	115,807	57,873	57,934
Dental Assistant	-	-		-		-
Phlebotomy	-	-		-	319	(319)
Health and Medical	-	-		-		-
Certified Nursing / Medication Aide	25,372	(1,522)		23,850	8,180	15,670
Welding	-	-		-	56	(56)
Truck Driving	47,460	(2,754)		44,706	33,535	11,171
Biotech	7,371	(442)		6,929	1,569	5,360
Education to Go	85	-		85		85
Occupational Health & Safety	614	-		614	360	254
Community Programs	220	-		220	406	(186)
Clinical Medical Assistant	13,708	(822)		12,886	3,178	9,708
Yoga	-	-		-		-
Machinist Program	6,075	(365)		5,711	1,826	3,885
TWC Pipefitter Program	-	-		-		-
STRIVE	74,125	(4,448)		69,678	19,864	49,814
Corporate College	953	(57)		896		896
Industrial Maintenance	-	-		-		-
Testing	-	-		-	3,008	(3,008)
<b>Total</b>	<b>298,869</b>	<b>(9,958)</b>	<b>(7,531)</b>	<b>281,380</b>	<b>130,174</b>	<b>151,206</b>

\*2.58% of the state appropriation for FY22/23 is attributed to CE hours. This funding is used to offset administrative costs.

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	110,022		71,804	-	35,733	3,124	220,683	248,343
Student Fees		87,220					87,220	95,270
	110,022	87,220	71,804	-	35,733	3,124	307,903	343,654
<b>Expenses</b>								
Purchases & Returns			352,221				352,221	310,703
Salaries	8,971	9,093	40,495		48,877	15,974	123,410	129,633
Staff Benefits	2,906	1,947	9,736		16,909	1,362	32,860	32,772
Supplies & Other Operating Expenses	41,344	7,097	1,689		5,889	236	56,455	81,944
Equipment	51,017						51,017	15,220
Building Repairs							-	-
Bank Charges			2,430		1,938	1	4,369	2,721
Contingency							-	-
Scholarships							-	-
	104,438	18,137	406,571	-	73,613	17,573	620,332	572,994
Excess revenue over expenses	5,584	69,083	(334,767)	-	(37,889)	(14,449)	(312,429)	(229,341)
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			61,421				61,421	20,525
Interfund Receivables	(99,576)	296,684	64,353	2,887	(115,143)	(3,971)	145,434	734,018
Prepaid Expenses							-	-
Inventory			457,093				457,093	153,641
Total Assets	(99,576)	296,684	585,579	2,887	(115,143)	(3,971)	666,468	910,698
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	11,877	1,585	29,129		4,908	71	47,570	35,274
Deferred Revenue							-	9,256
Deposits							-	-
Total Liabilities	11,877	1,585	29,129	-	4,908	71	47,570	44,531
Restricted Fund Balance (includes inventories)			457,093				457,093	153,641
Unrestricted Fund Balance	(111,453)	295,099	59,357	2,887	(120,051)	(4,042)	161,797	712,826
Total Liabilities & Fund Balance	(99,576)	296,684	585,579	2,887	(115,143)	(3,971)	666,468	910,698

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	92,239		82,596	383	68,929	4,237	248,383
Student Fees		95,270					95,270
	92,239	95,270	82,596	383	68,929	4,237	343,654
<b>Expenses</b>							
Purchases & Returns			310,703				310,703
Salaries	16,201	24,323	35,712		45,453	7,944	129,633
Staff Benefits	4,905	4,305	7,724		15,406	432	32,772
Supplies & Other Operating Expenses	50,249	25,288	1,860	113	3,431	1,004	81,944
Equipment			15,220				15,220
Building Repairs							-
Bank Charges			2,239		470	12	2,721
Contingency							-
Scholarships							-
	71,355	53,916	373,458	113	64,759	9,392	572,994
<b>Excess revenue over expenses</b>	<b>20,884</b>	<b>41,354</b>	<b>(290,862)</b>	<b>270</b>	<b>4,169</b>	<b>(5,156)</b>	<b>(329,341)</b>
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			20,525				20,525
Interfund Receivables	62,911	367,284	287,304	3,087	(28,844)	47,276	734,018
Prepaid Expenses							-
Inventory			153,641				153,641
<b>Total Assets</b>	<b>62,911</b>	<b>367,284</b>	<b>463,983</b>	<b>3,087</b>	<b>(28,844)</b>	<b>42,276</b>	<b>910,698</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	8,092	1,642	20,042		5,393	106	35,274
Deferred Revenue			9,256			-	9,256
Deposits							-
<b>Total Liabilities</b>	<b>8,092</b>	<b>1,642</b>	<b>29,298</b>	<b>-</b>	<b>5,393</b>	<b>106</b>	<b>44,531</b>
Restricted Fund Balance (includes inventories)			153,641				153,641
Unrestricted Fund Balance	54,820	365,642	281,043	3,087	(34,237)	42,171	712,526
<b>Total Liabilities &amp; Fund Balance</b>	<b>62,911</b>	<b>367,284</b>	<b>463,983</b>	<b>3,087</b>	<b>(28,844)</b>	<b>42,276</b>	<b>910,698</b>

21. **Consider Specific Personnel Action Requests**



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

Robert J. Exley, PhD  
President

MEMORANDUM NO: 176-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 9, 2023  
**SUBJECT:** Specific Personnel Action Requests

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During the Alvin Community College Board of Regents meeting on Thursday, November 16, 2023, Chair Sanchez will convene an Executive Session “For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov’t Code Section 551.071; Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or the hear a complaint or charge against an officer or employee, in accordance with Tex. Gov’t Code Section 551.074.”

I will be discussing three specific, positive personnel actions during the Executive Session. First, I am asking board approval to appoint an Interim Vice President for Instruction effective immediately through the end of the Spring 2024 Term. Currently budgeted salary will cover the cost of this interim position. We will post the permanent vacancy in January and initiate a new search for this position.

Second, I am requesting board approval for adjusting the base salary rates for two current positions. I will provide rationale for each during the executive session. We will make the appropriate budget adjustments to cover these new wages from the “Contingency – Pay Adjustments” budget line item of 11-7-11102-82305.

I look forward to seeing everyone at the meeting.

RJE:tg

## 22. Adjournment