

Regular Meeting  
Thursday, February 24, 2022 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  
FEBRUARY 24, 2022**

It is hereby certified that a notice of this meeting was posted on the 18<sup>th</sup> day of February 2022, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 18<sup>th</sup> day of February 2022.

  
\_\_\_\_\_  
Dr. Robert Exley  
President

3. **Consider Acceptance of Board Regent Resignation**



Your College **Right Now**

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 33-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: February 9, 2022

SUBJECT: Approval of Board of Regent Andy Tacquard's Resignation

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Regent Andy Tacquard submitted his letter of resignation to Board Chair Bel Sanchez on Monday, February 7, 2022.

According to Legal Policy BB:

*"If an officer submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the appropriate authority or on the eighth day after the date of its receipt by the authority, whichever is earlier. Election Code 201.023"*

I am requesting that even though eight days have passed since Chair Sanchez received Regent Tacquard's resignation letter, the Board officially vote to accept it and also thank him for his service.

RJE:tg

4. **Consider Approval of Procedure for Board Policy BBC (LOCAL)**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 35-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 9, 2022  
**SUBJECT:** Adoption of Local Policy BBC

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With the recent resignation of Regent Andy Tacquard, I am recommending approval of Local Policy BBC. This has been fully vetted by the College's legal counsel. I also consulted with the legal counsel at the Texas Association of School Boards for guidance.

**Legal Foundation**

Legal Policy BBC, Board Members Vacancies and Removal from Office, provides the requirements for filling a vacancy. I have highlighted sections relevant to appointing a replacement.

Filling a Vacancy

Any vacancy occurring on the board through death, resignation, or otherwise, shall be filled by a special election ordered by the board or by **appointment by resolution or order of the board.** Education Code 130.082(d)

Special Election

A special election to fill a board vacancy is conducted in the same manner as the district's general election except as provided by the applicable provisions of the Election Code. [See BBB] If a vacancy in office is to be filled by special election, the election shall be ordered as soon as practicable after the vacancy occurs. A special election to fill a vacancy shall be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even-numbered years), the election shall be ordered not later than the 78th day before election day.

In all elections to fill vacancies of office in this state, it shall be to fill the unexpired term only. Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d); Election Code 41.002, 201.051-.052

Appointment

An appointment to the governing body of a local government shall be made as required by the law applicable to that local government and may be made with the intent to ensure that the

governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision shall adopt procedures for the implementation. Local Gov't Code 180.005(b)-(c)

To be eligible to be appointed to a public elective office, a person must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d). [See BBA] Election Code 141.001(a); Education Code 130.082(d)

The person appointed to fill the unexpired term shall serve until the next regular election of members to the board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)

RJE:tg

BOARD MEMBERS  
VACANCIES AND REMOVAL FROM OFFICE

BBC  
(LOCAL)

**Resignation**

A resigning Board member will deliver their resignation to the Board Chair or Board Secretary, with a copy to the College President or designee.

Announcement

The Board will notify the public of the resignation.

**Filling a Vacancy**

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. *Education Code 130.082(d)*

For a vacancy that occurs with six months or less remaining in the term of office, the Board will fill such Board vacancies by appointment within 30 days after the vacancy occurs.

For appointments to vacated Board positions with less than six months remaining in the unexpired term, the Board may follow the following procedures:

1. The Board Chairperson and College President will identify one or more candidates for consideration by the Board.
2. The Board may restart the process or consider candidates who were not previously identified.
3. The Board will select one or more candidates for their appointment to be voted on by the Board.
4. To be appointed, a candidate must receive the affirmative votes of a majority of the remaining Board members. *Education Code 130.082(d)*
5. Any person appointed must fulfill the applicable legal requirements to hold such a position.



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



Your College Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 21-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022  
SUBJECT: Personnel Action (Replacement): Academic Advisor - TDCJ

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

**Candidate**  
**Recommended:** Rose Pulido

**Education:** University of Houston – Clear Lake  
B.A., Communication

San Jacinto College  
A.A, Journalism

**Experience:** San Jacinto College  
Shared Educational Planner/Outreach Advisor      September 2016 – Present  
Senior Executive Assistant      August 2014 – September 2016  
Coordinator, Events and Campus Services      January 2013 – August 2014

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**Salary:** \$58,000.00  
Grade 204 / 2021 – 22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Academic Advisor – Texas Department of Criminal Justice</b>		
<b>Department:</b>	Professional, Technical & Human Performance	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, TDCJ Programs	<b>Grade Level:</b>	204
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/MK	<b>Date:</b>	12/10/2020

### SUMMARY

Assists eligible students housed through the Texas Department of Criminal Justice (TDCJ) with admission, registration, financial aid and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses, assisting with completion of financial aid application, and determining appropriate education solutions to meet students' academic goals. Maintains contact with faculty, Alvin Community College (ACC) and TDCJ staff and serves as an advocate for enrolled students.

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

- Works with ACC's TDCJ Program staff to accomplish college and departmental goals and objectives
- Provides academic advising to incarcerated non-traditional students regarding program of study, course selection, transfer information, and course options
- Meets directly with students to process necessary paperwork for admission enrollment, registration, and tuition funding
- Serves as an advocate supporting incarcerated students with their postsecondary goals
- Collaborates with academic deans and faculty regarding curriculum updates, student concerns, and schedule building
- Analyzes degree plans to determine a student's progress toward completion of academic goals and advise student of proper course selection
- Interprets college programs and policies in the context of ACC and TDCJ policies
- Maintains a caseload of students to foster retention of an identified group of students through monitoring of student grades and progress
- Interprets standardized tests and communicates college readiness standards to students
- Assists students with the completion of the FAFSA application and collaborate with financial aid personnel to process funding for 2<sup>nd</sup> Chance Pell funds
- Conducts orientations and presentations to potential incoming students
- Maintains direct contact with students by meeting individually and in small groups on an ongoing basis to build rapport and identify barriers to success
- Assists in the annual graduation ceremony held at the TDCJ unit
- Completes other job-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**

- At least one year working at a postsecondary institution or within a criminal justice system
- At least one year in academic advising or related careers in post-secondary education

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Bilingual – Spanish preferred.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to work collaboratively with faculty, administrators, and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.

**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.**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 22-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Specialist Temporary Grant Funded

The individual listed below has been recommended to fill the full-time position of Project Specialist Temporary Grant Funded.

**Candidate**

**Recommended: Inez Ihezue**

**Education: Prairie View A & M University**  
M.A., Sociology  
B.A., Criminal Justice

**Experience: Alvin Community College**  
Adjunct, Sociology Instructor December 2010 – Present

**Harris County Juvenile Probation Department**  
Field Service Rep / Special Assignments September 2017 – June 2021  
Juvenile Probation Officer August 2010 – September 2017  
Field Representative August 1994 – September 2010

**Brighter Future Inc Non-Profit**  
Board Member / Volunteer August 2010 – May 2014

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**Salary: \$55,000.00**  
Grade 201 / 2021 – 22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Specialist – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Project Manager – Temporary – Grant Funded	<b>Grade Level:</b>	201
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/1/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/1/2021

### SUMMARY

The Project Specialist – Temporary – Grant Funded position supports the Re-Entry program, courses, and process through advising and assisting formerly incarcerated individuals with transition related needs including post-secondary enrollment and/or transfer services and workforce placement connections under the Wanger-Peyser Grant. Additionally, the position will work with outside agencies to assist participants in meeting personal needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists with preparing and delivering the Re-Entry course to grant participants
- Assists in the research of Re-Entry resources such as felony-friendly employers, colleges, programs, best practices, mentorships, etc.
- Delivers workshops and training to groups of incarcerated and paroled individuals about the Re-Entry course and program services available to support the Re-Entry process
- Functions in a team environment to accomplish the stated objectives of the grant program
- Delivers training to college staff related to working with formerly incarcerated individuals
- Develops relationships with industry and business partners to establish and sustain a viable job placement network for paroled students
- Establishes partnerships with community colleges, job training centers and local workforce boards to assist students with workforce training and job placement
- In collaboration with business and industry partners, develop and administer a portfolio of internships, on the job training opportunities, apprenticeships, and other work-based-learning opportunities that are appropriate for transitioning students
- Establishes relationships with local social services entities, faith-based organizations and private organizations to provide resources to transitioning students
- Assists with the mentoring program for paroled students
- Works with Alvin Community College and Lee College staff to increase wrap-around services for all students and ensure that the specific needs of minority and under-served populations are met
- Assists with data analysis as needed
- Assists in organization and facilitation of employer network meetings
- Assists the with alumni networking email, phone call, social media, and alumni events
- Records, tracks, and reports performance measures and deliverables
- Assists in responding to participant communication
- Assists in the development and distribution of promotional materials
- Assists in the implementation of grant outcomes and deliverables
- Participates in evening and weekend special events and activities
- 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.

### **EDUCATION**

- Bachelor's degree in a related field such as Social Work, Advising/Counseling, Criminal Justice

### **EXPERIENCE**

- 3-years of experience working with offenders or similar populations
- 3-years of experience in higher education regarding issues related to transfer and articulation, low-income, first generation and under-served college populations preferred

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

- Excellent interpersonal skills
- Exceptional communication (written, oral, and presentation) skills
- Positive attitude about work, ability to motivate and empower students
- Proficiency working in Microsoft Office Suite and other applicable software, and the ability to successfully navigate the Internet
- Must be available to work evenings and weekends as needed
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

### **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.**





Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 23-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Manager Temporary Grant Funded

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The individual listed below has been recommended to fill the full-time position of Project Manager Temporary Grant Funded.

**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:** 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  
College Recruitment Specialist June 2015 - June 2018  
Admissions Analyst I August 2014 - May 2015

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**Salary:** \$61,219.00  
Grade 206 / 2021 - 22 Professional Salary Sched

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Grants Coordinator	<b>Grade Level:</b>	206
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional (Based on Grant Pay not to exceed \$ 63,349.36/yr)
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/2/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/1/2021

### SUMMARY

The Project Manager – Temporary – Grant Funded position manages personnel, budget and performance for the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works in a Team Environment to lead the successful implementation of the grant outcomes and deliverables
- Generates grant reports
- Monitors budget expenditures and procures supplies
- Oversees payroll records
- Facilitates and lead discussions in grant meetings
- Ensures specialists are meeting scheduled timelines on program outcomes
- Coordinates training sessions with key support staff on each campus
- Generates program reports on achieving benchmarks and objectives
- Facilitates meetings with staff and faculty on program development and participant support and retention
- Presents program development reports at meetings with college administration as needed
- Develops information related to Re-Entry resources for formerly incarcerated individuals.
- Serves as chief liaison between the Texas Workforce Commission and the institution on the project
- Ensures all external contract arrangements are executed according to schedule and operating according to institutional policy
- Coordinates services between all grant partners as outlined in grant contract(s)
- Ensures that grant partners produce all requested grant financial and performance documentation in a timely manner
- 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.

**EDUCATION**

- Bachelor's degree in Business Administration or related field
- Master's degree in related field, preferred

**EXPERIENCE**

- 3-years of experience in administrative and grant management in higher education or related industry, including program evaluation and personnel and budget management
- 5-years of experience of grant administration preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication skills (written, oral, and presentation)
- Illustrate strong interpersonal skills
- Have keen evaluation skills when reviewing complex projects
- Possess intermediate skills with Microsoft Word, Excel and Outlook
- Be able to apply good leadership and strong organizational abilities
- Effectively lead team through project objectives
- Must be available to work evenings and weekends as needed
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

**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.**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 27-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Assistant Temporary Grant Funded

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The individual listed below has been recommended to fill the full-time position of Project Assistant Temporary Grant Funded.

**Candidate**

**Recommended:** Pareshkumar Patel

**Education:** University of Houston - Clear Lake  
M.A., Literature  
B.A., Humanities

Alvin Community College  
A.A., Art

<b>Experience:</b>	<u>University of Houston - Clear Lake</u> Temporary Professor	September 2021 - Present
	<u>Texas Department of Criminal Justice</u> College Tutor helped support Alvin Community College	September 2015 - December 2020
	PEER Health Educator	January 2013 - August 2020
	<u>Windham School District</u> Newspaper Reporter	May 2005 - August 2020
	Teacher's Aide	January 1993 - December 2002
	<u>Texas Correctional Industries</u> Accounting Clerk	January 2001 - August 2020

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**Salary:** \$31,996.00  
Grade 107 / 2021 - 22 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Assistant – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Project Manager – Temporary – Grant Funded	<b>Grade Level:</b>	107
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/01/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/01/2021

### SUMMARY

The Project Assistant – Temporary – Grant Funded position provides office, budgetary and clerical support to the Project Manager – Temporary – Grant Funded and departments that support the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Generates and coordinate correspondence among college departments for grant Project Manager
- Maintains program files
- Monitors budget disbursements
- Assists with grant report/document creation/submission
- Maintains all records pertinent to evaluation component
- Manages correspondence between Project Manager and Business Office on budgetary issues
- Coordinates meetings with Project Manager and project team
- Updates Project Manager and Business Office on any changes in grant budget amendments
- Provides general clerical support to Project Manager and Project Specialists as assigned
- Assists with all project events and workshops in planning, invitations, set up, facilities requests, works orders, programs and all catering needs. Personal participation is frequently required at the events
- 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

- Associate's degree in Office Management or related field

### EXPERIENCE

- 3-years of experience in office operations

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Intermediate to advanced skill level with Microsoft Word, Excel, and Outlook
- Show evidence of proficiency in verbal/written applications in office work, organized, solid recordkeeping abilities (electronic and physical)
- Must be available to work evenings and weekends as needed
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check

**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.**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 24-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022  
SUBJECT: Personnel Action (New): Business Optimization Manager

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The individual listed below has been recommended to fill the full-time position of Business Optimization Manager.

**Candidate**

**Recommended:** Jasmine Parker

**Education:** Prairie View A&M University  
B.S., Mathematics

University of Phoenix  
M.B.A., Technology Management

**Experience:** Independent Consultant February 2018 - Present  
PT Migration Manager for ACC June 2021 - Present

Dallas County Community College District  
Programmer Analyst III February 2019 - October 2021

Ellucian  
Senior Solutions Consultant February 2011 - August 2017

Texas Woman's University  
Manager April 2007 - February 2011

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**Salary:** \$84,763.61  
Grade 208 / 2021 - 22 Professional Salary Schedule

RJE:tg



# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	Business Optimization Manager – Temporary Remote		
<b>Department:</b>	Information Technology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, Enterprise Business Solutions	<b>Grade Level:</b>	208
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	10/25/2021
<b>Last updated by:</b>	VP, Information Technology/KK	<b>Date:</b>	10/8/2021

### SUMMARY

\*\*\*This position is temporarily a remote position and on-going remote work may be re-evaluated based on the needs of the College and/or department. \*\*\*

The Business Optimization Manager works directly with business unit director and executive level positions while supervising programming staff to ensure the success of operational activities and business process improvement initiatives across the institution. The position identifies weaknesses in business software and where sustainable, creates customized processes and subroutines that better support the needs of the business unit. This is a hands-on working position. The Manager's goal is to analyze business functional area processes and work with departmental leadership to optimize the use of software in support of support of institutional, student, and employee success.

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

- Coordinates and consults with business functional departments, identifies key business processes and problem areas, guides development of best practices, and determines procedural changes and/or application program modifications.
- Works with business leadership teams to develop better metrics to improve business performance and outcomes
- Directs analyses, plans and testing/verification procedures for computer applications.
- Manages technical programming team ensuring that delivered products fulfill business units' needs, are fully documented, and meet standard security protocols
- Assigns applications programming projects to programming staff, creates project plans and defines milestones.
- Prepares and presents acceptance documentation and obtains approval from affected business unit leadership.
- Manages projects, from discovery and development of scope, resource selection, timeline development, milestone achievement, to completion and operationalization.
- Creates, presents, and distributes training to end-users prior to implementation of new or revised systems.
- Assists business units in the creation of procedural documentation to facilitate business continuity.
- Analyzes, reviews and revises application programs and file structures to increase operating efficiency.
- Evaluates programming team techniques and efficiency. Assigns training as needed.

- Assists the Assistant Director, Enterprise Business Solutions in prioritizing, directing and planning the activities of the department; assigns and schedules the work load including programming projects, monitors and evaluates programmers' progress.
- Manages and may perform the daily administration of the campus administrative software system, to include, but not limited to, user account management application, software installations, back up and recovery.
- Coordinates problem resolution with the Information Technology personnel, including the Network Manager.
- Other duties may be assigned

### **QUALIFICATIONS**

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

### **EDUCATION**

- Requires a Bachelor's degree in Computer Science, Information Systems, or technical field directly related to the primary purpose of this position.

### **EXPERIENCE**

- Requires five years of progressive experience working in an Information Technology department and two years of supervisory experience in an Information Technology department.
- Requires five experience in the higher-education space. Support of multiple higher-education functional areas within strongly preferred.
- Experience with documenting standards and processes, especially in support of regulatory compliance, strongly preferred
- Ellucian Colleague experience strongly preferred
- Unidata and/or SQL experience strongly preferred

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

- Ability to be able to manage a team to accomplish department and unit goals.
- Proven experience in software and process planning, organization, and development
- Ability to meet deadlines, schedules and target dates; demonstrate follow-through skills.
- Ability to present ideas in business-friendly and user-friendly language
- Must be available for occasional work outside of normal business hours
- Hands on working manager

### **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.**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 26-2022

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 9, 2022  
**SUBJECT:** Personnel Action (Replacement): Pathways Success Coach

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The individual listed below has been recommended to fill the full-time position of Pathways Success Coach.

**Candidate**  
**Recommended:** Marissol Montalvo

**Education:** Wichita State University  
B.A., Psychology (Spanish minor)

**Experience:** Harris County Department of Education  
Family Services Coordinator July 2014 – Present  
Family Service Provider October 2008 – July 2014

AVANCE  
Family Service Worker December 2006 – October 2008

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**Salary:** \$42,072.45  
Grade 111 / 2021 – 22 TSCM Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Pathways Success Coach</b>		
<b>Department:</b>	Student Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Coordinator, QEP	<b>Grade Level:</b>	111
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Karen Edwards	<b>Date:</b>	12/15/2020
<b>Last updated by:</b>	Human Resources/LH	<b>Date:</b>	12/15/2020

### SUMMARY

Under the Guided Pathways Model, the Pathways Success Coach provides direct services for enrollment, registration, financial aid, retention, recruitment, and general student services for new and prospective students.

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

- Provides enrollment case-management services for prospective students related to all aspects of the enrollment process.
- Works with assigned case-loads of new students to determine their individual enrollment needs.
- Provides triage services for students related to all aspects of the enrollment process.
- Determine the appropriate testing requirements for new students and provide testing referrals to the Testing Center.
- Assist students with identifying test preparation materials and workshops.
- Facilitate activities related to career exploration and guidance for new students.
- Communicate degree plan information for all ACC degrees and certificate programs to new students.
- Communicate developmental education requirements to new students.
- Communicate available academic pathways to new students.
- Assist students with completing the financial aid application process.
- Assist students in determining the appropriate documents needed for the financial aid application process.
- Serve as liaison between Financial Aid and the student regarding the financial aid process and needed documents.
- Assist students with online enrollment process.
- Assist students with completing the application for admissions.
- Assist students with completing the appropriate paperwork related to veteran student benefits.
- Assist students with the completing the appropriate paperwork related to international student admissions.
- Perform outreach and recruitment services for students who have expressed interest in attending ACC.
- Transition students to their assigned academic advisor and assist with scheduling advising appointments.
- Communicate and screen withdrawal requests for new students.
- Information source.
- Releases departmental holds.

- Determines need and makes referrals for academic advising, career and personal counseling.
- Guides and directs students regarding course registration.
- Determines and processes residency classifications.
- Processes Change of Major Program requests.
- Accepts documentation and forms needed for admission and registration.
- Advises students about the status of the financial aid application.
- Serves as the primary information source for new students on campus.
- Answers general information inquiries directed to the Call Center or via chat services.
- Perform group presentations on or off campus to prospective students.
- Assist with group advising sessions and New Student Orientation.
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal financial aid regulations, federal privacy laws
- 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's Degree required.

### **EXPERIENCE**

- One (1) year of related customer service experience required.
- Bachelor's degree in a related field preferred.
- Related certifications or continuing education training beyond the required education as listed above, preferred.
- One (1) year of experience in a directly related role at a community college or university preferred.
- Bilingual-Spanish preferred.

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

- Requires demonstrated customer service skills.
- Requires accuracy and attention to detail.
- Must be able to maintain a professional demeanor when dealing with difficult situation and persons.
- Must be able to process and handle multiple tasks simultaneously.
- Requires stamina during peak periods.
- Must be able to problem solve and think creatively.
- Must be patient and even tempered.
- Excellent communication skills both verbally and in writing.
- Ability to make presentation to large groups of students and others.
- Proficient with computer and office machines.
- Ability to sit for long periods of time in one location.
- Ability to speak clearly and concisely.
- Ability to work extended office hours during peak periods of enrollment and registration.

### **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 (for extended periods of time), 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.B. Headcount Report



**ALVIN COMMUNITY COLLEGE**

**EMPLOYEE CATEGORIES**

**SPRING 2022** As of 1/31/2022

**FEBRUARY**

	<b>Budgeted 2021-22</b>	<b>FEBRUARY 2022</b>	<b>Funded Vacancies</b>
<b>Administrative</b>	14	14	0
<b>Professional</b>	84	66	13
<b>Faculty</b>	118	111	7
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	113	103	9
<b>Total Full-Time (FT) Employees</b>	<b>329</b>	<b>294</b>	<b>29</b>

11.C. Resignation/Retirement Report

## Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Leyah Acrey	FT TSCM / Custodian	1/14/2022	Resignation
2	Dameria Boston	FT TSCM / Academic Advisor	1/21/2022	Resignation
3	Michael Goodman	FT TSCM / Pathways Success Coach	1/31/2022	Resignation
4	Shannon Graham	FT FACIL / Instructor- EMT	1/17/2022	Resignation
5	Neisha Pander	PT TSCM / Administrative Assistant/Media Services	1/14/2022	Resignation
6	Stacey Chambless	FT TSCM / Telecommunications Operator (ACC PD)	1/28/2022	Termination
7	Andrea Celestine	Assistant Registrar	2/19/2022	Resignation
8	Cynthia Griffith	VPI	2/25/2022	Retirement

12. **Consent Agenda**
  - 12.A. **Minutes**





**12.B. Consider Approval of Personnel Action (Replacement): Instructor-Administrative Office Technology**





12.C. **Consider Approval of Personnel Action (News): Instructor - Cybersecurity**



12.D. **Consider Approval of Joint Election Agreement and Contract for Election Services**



13. **President's Report**

14. **President's Goal Report #4 - Research on Feasibility of ACC Bachelor's Degrees**



15. **Census Day Internal Enrollment by Location Report**





16. **Remote Work Presentation**



17. **Consider Appointment of Board Regent Replacement**



18. **Consider Approval of Resolution of Payment for Personnel during Closure due to a Winter Storm**



19. **Consider Approval of Additional Personal Leave Days for Fiscal Year 2021-2022**





20. **Consider Approval of Applying 6% Cost of Living Increase for Employees Hired from March 1 through August 31, 2021**



21. **Consider Approval of Change Order for AGCM for Soil and Concrete Testing Services**



## 22. Financial Report





23. **Insurance Renewal Anticipated Price Increase**





24. **Adjournment**