

Regular Meeting
Tuesday, May 17, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

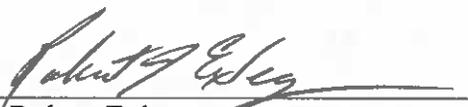
Agenda

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
MAY 17, 2022**

It is hereby certified that a notice of this meeting was posted on the 11th day of May 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 11th day of May 2022.



Dr. Robert Exley
President

3. Pledge
4. Invocation
5. Citizen Inquiries
6. Order Canvassing Returns, Declaring results of Regents Election and Oath of Office



Your College > **Right Now**

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 69-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 9, 2022
SUBJECT: Canvass and Declaration of Board of Regents Election Results and Administering of Oath of Office

The unofficial results of the Alvin Community College Board of Regents election of May 7, 2022 are in the agenda for Positions 7, 8 and 9 and final results will be provided on May 17, 2022.

Judge Mike Merkel, Brazoria County Justice of the Peace, will administer the Oath of Office and issue the Certificate of Election to the newly elected Board Members. These candidates are officially elected to serve for the May, 2022 through May, 2028 six-year term. The new Regents will sign the Oath of Office and complete the Conflict Disclosure statement.

It is recommended that the Board of Regents approve the Order canvassing returns and declare the results of the Regents election.

RJE:tg

**Alvin Community College
Cumulative Report**

2022 May 7 Constitutional Amendment
& Joint Local

Run Time 9:34 PM
Run Date 05/07/2022

Brazoria County

Constitutional Amendment and Joint Local Election

5/7/2022

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Unofficial Results

Registered Voters

4575 of 80655 = 5.67%

Polling Places Reporting

37 of 37 = 100.00%

Board of Regents, Position 7

Choice	Party	Absentee		Early Voting		Election Day		Total	
Patty Hertenberger		474	100.00%	1,922	100.00%	1,093	100.00%	3,489	100.00%
	Cast Votes:	474	100.00%	1,922	100.00%	1,093	100.00%	3,489	100.00%
	Undervotes:	101		602		383		1,086	
	Overvotes:	0		0		0		0	

Board of Regents, Position 8

Choice	Party	Absentee		Early Voting		Election Day		Total	
Yvette Reyes-Hall		462	100.00%	1,940	100.00%	1,089	100.00%	3,491	100.00%
	Cast Votes:	462	100.00%	1,940	100.00%	1,089	100.00%	3,491	100.00%
	Undervotes:	113		584		387		1,084	
	Overvotes:	0		0		0		0	

Board of Regents, Position 9

Choice	Party	Absentee		Early Voting		Election Day		Total	
David Pickren		227	45.04%	876	41.26%	499	42.94%	1,602	42.28%
Michael Hoover		277	54.96%	1,247	58.74%	663	57.06%	2,187	57.72%
	Cast Votes:	504	100.00%	2,123	100.00%	1,162	100.00%	3,789	100.00%
	Undervotes:	71		401		314		786	
	Overvotes:	0		0		0		0	

*** End of report ***

**Alvin Community College
Canvass Report**

2022 May 7 Constitutional Amendment
& Joint Local

Run Time 5:32 PM
Run Date 05/13/2022

Brazoria County

Constitutional Amendment and Joint Local Election

5/7/2022

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Unofficial Results

Registered Voters
4590 of 80655 = 5.69%

Precincts Reporting
37 of 37 = 100.00%

Board of Regents, Position 7

Precinct	Patty Hertenberger	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
3	344	344	73	0	54	275	88	417	4,645	8.98%
6	46	46	14	0	11	28	21	60	1,445	4.15%
7	6	6	1	0	2	4	1	7	70	10.00%
11	143	143	60	0	20	111	72	203	3,428	5.92%
15	2	2	1	0	0	2	1	3	40	7.50%
16	70	70	30	0	20	47	33	100	2,061	4.85%
18	17	17	1	0	5	13	0	18	126	14.29%
21	124	124	36	0	14	87	59	160	4,909	3.26%
25	192	192	50	0	22	101	119	242	1,747	13.85%
34	260	260	82	0	61	176	105	342	6,160	5.55%
35	91	91	10	0	16	54	31	101	1,764	5.73%
36	26	26	3	0	6	11	12	29	1,157	2.51%
37	11	11	3	0	0	7	7	14	202	6.93%
39	161	161	38	0	32	126	41	199	3,670	5.42%
40	117	117	45	0	22	94	46	162	2,451	6.61%
44	0	0	0	0	0	0	0	0	4	0.00%
50	93	93	31	0	13	69	42	124	3,095	4.01%
53	58	58	15	0	11	32	30	73	2,827	2.58%
57	35	35	13	0	6	28	14	48	1,271	3.78%
58	42	42	18	0	14	28	18	60	1,696	3.54%

**Alvin Community College
Canvass Report**

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Constitutional Amendment and Joint Local Election

5/7/2022

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Board of Regents, Position 7

Precinct	Patty Hertenberger	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
59	175	175	85	0	43	134	83	260	2,582	10.07%
60	0	0	3	0	0	3	0	3	127	2.36%
61	9	9	4	0	1	9	3	13	293	4.44%
63	86	86	22	0	29	49	30	108	4,222	2.56%
64	4	4	1	0	1	1	3	5	40	12.50%
65	156	156	68	0	25	118	81	224	3,414	6.56%
66	186	186	56	0	22	143	77	242	4,389	5.51%
67	85	85	37	0	4	66	52	122	2,576	4.74%
68	56	56	18	0	12	43	19	74	2,526	2.93%
69	159	159	55	0	10	117	87	214	2,395	8.94%
70	112	112	35	0	18	82	47	147	3,782	3.89%
71	59	59	17	0	8	45	23	76	1,448	5.25%
72	139	139	34	0	11	97	65	173	2,482	6.97%
73	90	90	37	0	7	55	65	127	1,443	8.80%
74	24	24	8	0	3	14	15	32	341	9.38%
76	91	91	26	0	15	76	26	117	1,576	7.42%
77	228	228	63	0	43	183	65	291	4,251	6.85%
Totals	3,497	3,497	1,093	0	581	2,528	1,481	4,590	80,655	5.69%

**Alvin Community College
Canvass Report**

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5/7/2022

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Unofficial Results

Registered Voters

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Precincts Reporting

37 of 37 = 100.00%

Board of Regents, Position 8

Precinct	Yvette Reyes-Hall	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
3	337	337	80	0	54	275	88	417	4,645	8.98%
6	46	46	14	0	11	28	21	60	1,445	4.15%
7	5	5	2	0	2	4	1	7	70	10.00%
11	147	147	56	0	20	111	72	203	3,428	5.92%
15	2	2	1	0	0	2	1	3	40	7.50%
16	72	72	28	0	20	47	33	100	2,061	4.85%
18	15	15	3	0	5	13	0	18	126	14.29%
21	128	128	32	0	14	87	59	160	4,909	3.26%
25	187	187	55	0	22	101	119	242	1,747	13.85%
34	255	255	87	0	61	176	105	342	6,160	5.55%
35	89	89	12	0	16	54	31	101	1,764	5.73%
36	25	25	4	0	6	11	12	29	1,157	2.51%
37	12	12	2	0	0	7	7	14	202	6.93%
39	166	166	33	0	32	126	41	199	3,670	5.42%
40	115	115	47	0	22	94	46	162	2,451	6.61%
44	0	0	0	0	0	0	0	0	4	0.00%
50	94	94	30	0	13	69	42	124	3,095	4.01%
53	58	58	15	0	11	32	30	73	2,827	2.58%
57	35	35	13	0	6	28	14	48	1,271	3.78%
58	42	42	18	0	14	28	18	60	1,696	3.54%

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Unofficial Results

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Board of Regents, Position 8

Precinct	Yvette Reyes-Hall	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
59	183	183	77	0	43	134	83	260	2,582	10.07%
60	0	0	3	0	0	3	0	3	127	2.36%
61	9	9	4	0	1	9	3	13	293	4.44%
63	88	88	20	0	29	49	30	108	4,222	2.56%
64	4	4	1	0	1	1	3	5	40	12.50%
65	160	160	64	0	25	118	81	224	3,414	6.56%
66	187	187	55	0	22	143	77	242	4,389	5.51%
67	83	83	39	0	4	66	52	122	2,576	4.74%
68	58	58	16	0	12	43	19	74	2,526	2.93%
69	164	164	50	0	10	117	87	214	2,395	8.94%
70	109	109	38	0	18	82	47	147	3,782	3.89%
71	57	57	19	0	8	45	23	76	1,448	5.25%
72	137	137	36	0	11	97	65	173	2,482	6.97%
73	86	86	41	0	7	55	65	127	1,443	8.80%
74	24	24	8	0	3	14	15	32	341	9.38%
76	92	92	25	0	15	76	26	117	1,576	7.42%
77	228	228	63	0	43	183	65	291	4,251	6.85%
Totals	3,499	3,499	1,091	0	581	2,528	1,481	4,590	80,655	5.69%

**Alvin Community College
Canvass Report**

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Unofficial Results

Registered Voters

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Precincts Reporting

37 of 37 = 100.00%

Board of Regents, Position 9

Precinct	David Pickren	Michael Hoover	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
3	133	251	384	33	0	54	275	88	417	4,645	8.98%
6	23	21	44	16	0	11	28	21	60	1,445	4.15%
7	2	4	6	1	0	2	4	1	7	70	10.00%
11	87	84	171	32	0	20	111	72	203	3,428	5.92%
15	1	1	2	1	0	0	2	1	3	40	7.50%
16	41	43	84	16	0	20	47	33	100	2,061	4.85%
18	5	10	15	3	0	5	13	0	18	126	14.29%
21	52	79	131	29	0	14	87	59	160	4,909	3.26%
25	81	119	200	42	0	22	101	119	242	1,747	13.85%
34	141	144	285	57	0	61	176	105	342	6,160	5.55%
35	35	54	89	12	0	16	54	31	101	1,764	5.73%
36	12	14	26	3	0	6	11	12	29	1,157	2.51%
37	3	8	11	3	0	0	7	7	14	202	6.93%
39	81	102	183	16	0	32	126	41	199	3,670	5.42%
40	82	54	136	26	0	22	94	46	162	2,451	6.61%
44	0	0	0	0	0	0	0	0	0	4	0.00%
50	37	55	92	32	0	13	69	42	124	3,095	4.01%
53	28	38	66	7	0	11	32	30	73	2,827	2.58%
57	12	29	41	7	0	6	28	14	48	1,271	3.78%
58	19	26	45	15	0	14	28	18	60	1,696	3.54%

**Alvin Community College
Canvass Report**

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Unofficial Results

Registered Voters

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Precincts Reporting

37 of 37 = 100.00%

Board of Regents, Position 9

Precinct	David Pickren	Michael Hoover	Cast Votes	Undervotes	Overvotes	Absentee Ballots Cast	Early Voting Ballots Cast	Election Day Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
59	78	127	205	55	0	43	134	83	260	2,582	10.07%
60	0	3	3	0	0	0	3	0	3	127	2.36%
61	5	6	11	2	0	1	9	3	13	293	4.44%
63	32	59	91	17	0	29	49	30	108	4,222	2.56%
64	3	1	4	1	0	1	1	3	5	40	12.50%
65	102	79	181	43	0	25	118	81	224	3,414	6.56%
66	73	110	183	59	0	22	143	77	242	4,389	5.51%
67	34	54	88	34	0	4	66	52	122	2,576	4.74%
68	21	32	53	21	0	12	43	19	74	2,526	2.93%
69	68	97	165	49	0	10	117	87	214	2,395	8.94%
70	56	73	129	18	0	18	82	47	147	3,782	3.89%
71	23	39	62	14	0	8	45	23	76	1,448	5.25%
72	44	91	135	38	0	11	97	65	173	2,482	6.97%
73	35	49	84	43	0	7	55	65	127	1,443	8.80%
74	13	18	31	1	0	3	14	15	32	341	9.38%
76	39	66	105	12	0	15	76	26	117	1,576	7.42%
77	102	154	256	35	0	43	183	65	291	4,251	6.85%
Totals	1,603	2,194	3,797	793	0	581	2,528	1,481	4,590	80,655	5.69%

**Alvin Community College
Canvass Report**

2022 May 7 Constitutional Amendment
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Unofficial Results

Registered Voters

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Precincts Reporting

37 of 37 = 100.00%

*** End of report ***

7. **Board Chairman Report/Comments**
8. **Executive Session**
9. **Call to Order**
10. **Election of Officers - Chair, Vice Chair and Secretary**



Your College > Right Now

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 70-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 9, 2022
SUBJECT: Election of Board Chair, Vice-Chair, and Secretary

According to Board Policy BCA (Legal):

President - Officers of the board shall be elected at the first regular meeting of the board following the regular election of members of the board in even-numbered years, or at any time thereafter in order to fill a vacancy.

Secretary - The board shall elect one of its members as president of the board. The board shall elect a secretary of the board who may or may not be a member of the board.

Other Officers - The board shall be authorized to elect any other officers as deemed necessary or advisable.

Education Code 130.082(d)

It is recommended that the Board elect its officers for the next two-year term.

RJE:tg

11. Information Items

11.A. Personnel Action



Your College > Right Now

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 64-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 29, 2022
SUBJECT: Personnel Action (Replacement): Child Development Lead Teacher

The individual listed below has been recommended to fill the full-time position of Child Development Lead Teacher.

Candidate Recommended: Angie Cockrell
Education: Alvin Community College
Associate of Applied Science, Child Development/Early Childhood

Experience: Alvin Community College

Pre-K Assistant Teacher	September 2016 - Present
Child Development Associate Teacher	August 2012 – August 2016
Teacher I, Child Care CT	May 2009 – August 2012
Student Worker Teacher’s Aid	August 2008 – May 2009
Teacher I, Child Care CT	June 2008 – August 2008
Student Worker Teacher’s Aid	August 2002 – June 2008

Salary: \$27,338.00
Grade 104 / 2021–22 TSCM Salary Schedule

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Child Development Laboratory School, Lead Teacher		
Department:	Child Development Laboratory School	FLSA Status:	Non-Exempt
Reports to:	Director, Child Development Lab School	Grade Level:	104
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	02/02/2022
Last updated by:	Director, Child Development Lab School/SS	Date:	02/02/2022

SUMMARY

The Child Development Lead Teacher performs all duties of a childcare teacher, including using developmentally appropriate practices; planning and implementing curriculum.

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

- Coordinates the staff team in his/her classroom
- Works as part of an instructional and organizational team
- Coordinates the planning and implementation of lesson plans, learning environments and learning centers
- Coordinates the preparation of materials and supplies for his/her classroom to include indoor and outdoor developmentally appropriate activities that follow the center policies
- Provides for the health, safety, emotional, social, intellectual, and physical needs of a class of children, gearing the program to meet the needs of individual children
- Assumes the responsibility for knowing and translating to other staff members the medical needs of children in his/her care
- Observes and evaluates each child's progress and provides a report to the Director and parent as an ongoing process
- Interacts with parents of children regarding educational, social, emotional, and physical development and needs on a daily basis
- Attends monthly staff meetings and parent functions
- Attends meetings and conferences of professional organizations appropriate for early care and education
- Assumes all responsibilities assigned by the Director to maintain efficiency of the center and well-being of the children
- Models exemplary behavior and techniques for staff team, lab students, and observers.
- Assumes responsibility for maintaining a safe unobstructed classroom and outdoor environment
- Assists Alvin Community College observation students in fulfillment of laboratory assignments
- Must at all times meet the requirements of regulatory agencies
- Responds to any emergency situation(s) as they arise
- 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 Degree in Child Development/Early Childhood required.

EXPERIENCE

- Two (2) years teaching experience with young children

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to bend to a child's level, also stoop and lift regularly
- Acute situations may necessitate the ability to run
- Must meet current requirements of regulatory agencies within the first 30 days of employment including the following minimum certifications/trainings:
 - CPR/First Aid
 - Food Handler's
 - Emergency Prep. & Allergies
 - Shaken Baby Syndrome (SIDS) and Brain Development
 - Child Abuse mandated reporter training
- Must be able to pass a criminal background check and fingerprint clearance prior to hire date
- Must complete twenty-four (24) hours of professional development training annually
- Effective communication is required with parents, students, state agencies, licensing representatives and other educational and community institutions who use the laboratory school as a resource location

WORK ENVIRONMENT

The incumbent typically works indoors in a classroom setting. Most days, a portion of the day is spent outside in conditions that include inclement weather, cold, heat and humidity. The noise level is typical of that of an early childhood classroom. The employee will be exposed to loud sounds and high noise levels on a daily basis. Incumbent may encounter frequent interruptions throughout the work day. The employee will work very near others and will be exposed to diseases and infections, such as colds and influenza, on a weekly basis.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, bend, kneel, crawl and sit on the floor; reach with arms and hands and use hands and fingers to handle, feel or grasp. Acute situations may necessitate the ability to run or climb. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to sixty (60) pounds. While performing this job, the employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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: 65-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 29, 2022
SUBJECT: Personnel Action (Replacement): Telecommunicator

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

Candidate Recommended: Grace Andersons
Education: Gambino Institute
High School Diploma

Experience: Coastal Boat & RV Storage
Office Clerk January 2022 – Present
Angleton Police Department
Telecommunicator & Records Clerk December 2017 – May 2021
Angleton ISD Police Department
Substitute Dispatcher February 2015 – February 2019
Brazoria County Sheriff's Office
Telecommunicator May 2009 – December 2017

Salary: \$35,274.96 Annual
Grade 109 / 2021–22 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Telecommunicator	
Department:	Campus Police	FLSA Status: Non-Exempt
Reports to:	Sergeant, Campus Police	Grade Level: 109
Safety Sensitive:	Yes	Job Category: TSCM
HR approved:	Lindsey Hindman	Date: 02/03/2022
Last updated by:	Ronald Phillips	Date: 02/01/2022

SUMMARY

The Telecommunicator position is responsible for the operation of the TLETS computer system which has world-wide capabilities. The position performs duties including: typing, filing, radio computer data entry, radio dispatch and other clerical duties. Other duties related to the safety of Officers, students and staff will be required.

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

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for all supervisors and the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for maintaining vehicle parking permit files.
- Responsible for maintaining files of traffic citations, both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice President(s) and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers to calls for service.
- Responsible for maintaining records of students with disabilities.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state report preparation and submission.
- Telecommunication Operator (TCO) serves as Terminal Agency Contact (TAC) for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, and liability insurance).
- Provides assistance for callers, on-site visitors, students and employees as needed.

- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.
- 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 preferred or required.

EDUCATION

- High School diploma or the equivalent required.

REQUIREMENTS:

- At least one (1) year of clerical experience.
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date.
- Must have a valid Texas driver's license.
- Must be willing to work all shifts, special events and overtime.

KNOWLEDGE, SKILLS, AND ABILITIES

- Clerical and operator experience preferred.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred.

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: 66-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 29, 2022
SUBJECT: Personnel Action (Replacement): Counselor

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

Candidate

Recommended: Anna-Lisa Hernandez

Education: Sul Ross State University
Master of Education, Counseling
Texas A&M University
Bachelor of Science, Sociology

Experience: Oceans Healthcare
Lead Intensive Outpatient Therapist December 2020 – Present
Brazoria County Counseling Center
Licensed Professional Counselor Associate September 2020 – January 2021
The City of Houston Health Department
Crisis Counselor (Contractual) October 2020 – December 2020
Sul Ross State University Community Counseling Clinic
Counselor – Graduate Intern January 2019 – August 2020
Brazoria County Counseling Center
Counselor – Graduate Intern January 2020 – May 2020
Texas State University
Career Counselor – Graduate Intern August 2019 – December 2019
Eagle Pass ISD
Substitute Teacher March 2018 – January 2020

Salary: \$59,547.96 Annual
Grade 206 / 2021–22 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Counselor	
Department:	Advising Services	FLSA Status: Exempt
Reports to:	Dean, Student Support Services	Grade Level: 206
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/LH	Date: 02/23/2022
Last updated by:	Jade Borne	Date: 02/23/2022

SUMMARY

This professional position provides counseling and advising services for students, crisis intervention, career exploration, academic enhancement, faculty consultation academic and transfer advisement, mental health and other training for faculty and staff, and short-term personal counseling. Maintains contact with faculty and staff and provides consultation as requested.

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

- Provide crisis counseling and serves on the Assessment and Care Team.
- Provide short-term counseling services to students and make appropriate referrals.
- Provide a comprehensive college advising program for academic, technical and transfer students.
- Provide test interpretation for academic, career exploration, or mental-health purposes.
- Participate in registration activities.
- Perform "risk-assessments" as part of student conduct or Care-team activities.
- Assist with the development and evaluation of the college all Student Services publications and events.
- Serve as a liaison to area high schools. Participate in career fairs and college information programs.
- Collaborates with the Director, Student Success and Advising on early alert interventions.
- Plan and conduct student success workshops for the college, in person and online.
- Plan and conduct a comprehensive suicide prevention Drug and Alcohol program.
- Serve as a resource to faculty and staff concerning TSI, transfer, and graduation requirements.
- Develops and conducts mental health training for students, faculty, and staff.
- Periodically review and update the college web page, especially in the student services area.
- Assist in the coordination of New Student Orientation programming, presentation and materials, in person and online.
- Conduct evaluation and analysis of departmental programming, orientation, career program, and study skills programs.
- Provide small group support services for students by departmental request.
- Maintain legal, ethical and professional standards as regulated by the college, state, federal and entities.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.

- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Requires a Master's degree or higher in counseling, social-work, counseling/clinical/school psychology or other related mental health field, where a clinical or counseling practicum or internship experience was a degree requirement.

LICENSURE or LICENSURE ELGIBLE

- Texas State licensure as a Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Marriage and Family Therapist (LMFT), School Psychologist LSSP, School Counselor Certification, or other Texas Mental Health License required. LPC Associates/Interns and other Mental Health Interns will be considered if applicant is able to gain licensure within two years of employment. Candidates who fail to obtain a Texas Mental Health License may not be eligible for continued employment at ACC.

EXPERIENCE

- Completion of a Master's degree in one of the areas listed above and a pre-degree practicum or internship experience required.
- Two (2) years of experience in a student services setting is required.
- One (1) year of experience in a similar role at a community college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to diverse student populations;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.
- Ability and willingness to perform academic advising duties.
- Ability to participate in recruitment and articulation activities with local schools, colleges, universities; and industries.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Professional counseling experience in an accredited educational institution.
- A background in counseling culturally diverse and nontraditional students in an educational setting.
- Knowledge of Veterans educational benefit regulations for both federal and state.
- Knowledge of federal and state student financial aid procedures.
- Experience using the internet and computer-based career guidance programs.

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: 68-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 4, 2022
SUBJECT: Personnel Action (Replacement): Registrar

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

Candidate

Recommended: Dana Pence

Education: Texas A&M University
Master of Science, Higher Education Administration
Texas A&M University
Bachelor of Arts, Humanities

Experience: Cornell Law School
Law School Registrar November 2021 – Present
Texas A&M University-Corpus Christi
Assistant Registrar August 2018 – November 2021
University of Houston-Victoria
Academic Advisor in the College of Business April 2016 – August 2018
Texas A&M Health Science Center
Registrar April 2001 – July 2012
Galveston College
Director of Admissions and Registrar July 1998 – April 2001
University of Houston-Victoria
Registration and Scheduling Coordinator June 1994 – July 1998

Salary: \$83,301.68 Annual
Grade 210 / 2021-22 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Registrar		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Vice President, Student Services	Grade Level:	210
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/LH	Date:	03/04/2022
Last updated by:	Dr. Jade Borne	Date:	03/04/2022

SUMMARY

The Registrar has line responsibility for the operation of the Registrar's Office including the planning, organizing, control and evaluation of grade reporting, student records and transcripts, commencement, the Student Information Records System, degree program inventory and audit system and Official State Reporting. The Registrar assists the Vice President of Student Services with the development of academic and administrative policies and administers these and other State and Federal regulations in a uniform manner that is equally fair and consistent to faculty, staff and students. The Registrar serves as the college's FERPA Compliance Officer and ensures all applicable privacy measures are maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Directs the maintenance of student records to include: developing and implementing policies and procedures, determining retention schedules, evaluating and making appropriate changes in student records and ensuring security of data.
- Directs the application process for students to include: managing the receipt and processing of admission applications, determining admission and residence status, issuing official admissions correspondence, enforcing admissions requirements, evaluating transfer credits, and developing and implementing admissions policies and procedures.
- Directs the graduation process to include: determining major course requirements, applicability of program substitutions, applicability of prior learning assessments, determination of residency requirements, completion and certification of degree and certificate requirements, and reporting of program completers.
- Serves as the college's chief reporting official to the Texas Higher Education Coordinating Board to include: managing the verification and accuracy of demographic and class data and reporting, prepares reports for the federal government and college administration.
- Serves as the college's enrollment/degree verification officer to the National Student Clearinghouse
- Serves as the college's FERPA Compliance Officer.
- Serves as the college's State of Texas Residency Official.
- Serves as the college's coordinator of Hazlewood Veteran/Dependent Benefits.
- Oversees the Federal VA Benefits awarding process.
- Oversees the College's compliance with VA rules and regulations.
- Oversees the annual certification of ACC programs with the VA.
- Serves as the secondary VA Certifying Official.
- Supports the International Student Admissions process.
- Serves as the primary contact for the Apply Texas Application System and provides needed updates and maintenance.
-

- Serves as a resource to students, faculty and staff in all areas related to registration, admissions, and student records to include: considering requests for exceptions, handling policy issues, and producing official student correspondence.
- Supervises staff to include: determining work assignments, monitoring performance, conducting performance evaluations, enforcing disciplinary standards, and making employment recommendations.
- Directs the Registrar's Office compliance with the AACRAO and the State of Texas records retention policies.
- Responsible for compilation of information for publication in college bulletins and catalogs.
- Serves as Colleague resource for curriculum management.
- Participates on college and external committee ensuring curricular and registration processes and policies are meeting the goals and objectives of the college and the needs of the community.
- Works with the Academic Affairs division to monitor student attendance and carry out pre-census withdrawals for students not attending classes.
- Responsible for compliance with federal, state and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regulations.
- Directs the registration process for credit enrollment.
- Serves as official resource to the Dean of Continuing Education/Workforce on matters concerning use of Colleague's Admissions & Registration module.
- Serves as technical expert/resource to the Information Technology Department in matters of security class assignments/changes/approvals and data location/retrieval/reporting.
- Manages the budget for the Registrar's Office.
- Maintains the accuracy of state and federal reports for credit and noncredit contact hours to ensure correct state and federal funding.
- Attend and actively participate at national and state conference such as AACRAO and TACRAO to remain current with national standards and best practices.
- Other duties as assigned by the Vice President of Student Services.

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, Master's degree preferred.

EXPERIENCE

- Minimum of (5) five years of demonstrated experience in the functions of admissions and records in a higher education setting.
- Two (2) years of supervisory experience is required.
- Experience working with an ERP system is required. Ellucian Colleague is preferred.
- Preference will be given to candidates with experience in a position with similar responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Direct knowledge and skills in the development and implementation of policy and procedures, statistical data reporting.
- Demonstrated knowledge of student information systems and data input/retrieval; preferably the Ellucian Colleague Student Information System.
- Knowledge of computer applications including Microsoft Suite (Word, Excel, Outlook).

- Attention to detail in accurate record-keeping, ability to prioritize tasks and handle multiple tasks simultaneously.
- Knowledge of procedures, rules and regulations, particularly in Texas.
- High level of written communication skills, including drafts of college policies, brochures, handbooks, letters to students, summaries of projects, and sections of the college catalog.
- High level of verbal communication skills, including daily contact with faculty, deans, students, and staff that may require presentations at workshops, judicial hearings, explanations of college policies, and interpretations of student records.
- Knowledge of FERPA, Solomon Amendment and other legislation related to student records.
- Demonstrate a high level of confidentiality.
- Demonstrate a high commitment to accountability, ethics and integrity.

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.

11.B. Headcount Report

	Budgeted 2021-22	MAY 2022	Funded Vacancies
Administrative	14	10	4
Professional	84	70	11
Faculty	118	112	5
Technical Support, Clerical & Maintenance (TSCM)	113	102	9
Total Full-Time (FT) Employees	329	294	29

11.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Janet Joost	FACL / Instructor, Associate Degree Nursing	5/7/2022	Retirement
2	Bea Hugetz	FACL / Instructor, English	5/20/2022	Retirement
3	Lori Brown	TSCM / Child Development Lab School	5/31/2022	Retirement
4	Dennis LaValley	FACL / Instructor / Art	5/31/2022	Retirement
5	Irene Robinson	PROF / Registrar	5/31/2022	Retirement
6	Christopher Roche	ADMN / Dean, CEWD	5/5/2022	Termination
7	Pamelyn Shefman	PROF / Dean-Exec Director IER	5/31/2022	Resignation
8	Jade Borne	ADMIN / Vice President, Student Services	6/10/2022	Resignation

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF APRIL 28, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 28th day of April 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
Mike Pyburn	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Robert Exley	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
Karl Stager	Alvin Community College

Beth Nelson
Clay Grover
Pam Shefman
Tammy Giffrow
Chris Roche
Nadia Nazarenko
Debra Fontenot
John Matula
Jeff Parks
Brett Haduch

Hameedah MajeedChristy
Guajardo
Esther Kempen
Jake Wendorf
Morgan White
R. Ermerc
Andre Alberca
L. Rogers
Graciela Sanchez
Angela Rogers
William Rogers

George Tacquard
Michael Hoover
Yvette Reyes-Hall
Lilly Garcia
Mamie Turay
J. Labay
Kevin Moody
Pat Sanger
David Griffith

Call to Order

The meeting was called to order by Chair Sanchez at 6:00 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 7:01 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Shelton.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

Mr. Stuksa thanked the Regents and staff for everything during his six year term on the Board, the Regents thanked the college for their partnerships with the community and the opportunity for being an ambassador for the college at community events, talked about the various campus events attended that included the JET grant presentation, Big Band Dance, Honoring Excellence Reception and Awards Day, the campus lawn improvements and the announcement of the 50th year of the Brazoria County Day in Austin to be held February 28, 2023.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the consent agenda as presented that includes the approval of Minutes Regular Board Meeting of March 24, 2022 and Board Workshop of April 11, 2022, Personnel Action (Replacement): Instructor/Art – 9 Month (Jennifer McClish), and the Federal, State, and Private Grants Awarded during 2021-22 and Projected for 2022-2023 Report. A motion to approve the Consent Agenda was made by Mr. Shelton. Seconded by Mr. Pyburn. Motion passed unanimously.

Student Report

Student Government Association President, Mamie Turay, presented the following report: Collaborating with the student activity department, a “Chat with Dr. Exley” was held to discuss the future of the game room and it was successful. On April 6, an ice cream social was hosted. The primary goal of the social was to get students involved and be aware of different clubs and organizations at ACC. There was a great turnout including a total of 100 students, staff and faculty.

Due to Covid's restrictions and the limited activities on campus prior to the beginning of the semester as well as some unexpected changes within SGA, the group was unable to plan as many events as they would have liked to, but were able to help out with different events alongside the student activities department including Discovery Day, Dolphin week for finals featuring breakfast snacks, finals essentials, yoga, a wellness fair, food for finals, and the movie night this Friday. It was a great semester. This report was for information only.

Faculty Senate Report

Faculty Senate President, Dr. Esther Kempen, presented the following report: Officers were elected for the 2022-23 year and Dr. Kempen will again serve as President, Dr. Mary Jove, Vice President, Brittani Bewick, Treasurer, and Sheila Wood, Secretary. She also talked about the

goal of the Faculty Senate is to award a scholarship and that should take place in the Fall 2022 semester. Pam Shefman and Kelly Klimpt presented faculty information on course evaluations and classroom technology. She also thanked Dr. Stacy Ebert and Dr. Exley for serving as the communication link to the Executive Leadership Team. This report was for information only.

President's Report

Dr. Exley gave a summary that included the following:

Students in TDCJ program had a commencement ceremony on April 9.

Inducted latest members of the Phi Theta Kappa Honors society on April 13.

Our Baseball team continues to be one of the best teams in the country in the NJCAA rankings.

Recognized students and staff during Honoring Excellence on April 20.

Texas Workforce Commissioner Aaron's Demerson came to campus on Monday to sign over a grant for the Process Technology Dept.

We hosted the Big Band concert and dance on April 23.

Honored student achievement and awarded scholarships on Awards Day on April 25.

Awarded scholarships to Alvin ISD high school students throughout the week.

I will be serving on the Texas Higher Education Coordination Board's Negotiated Rulemaking Committee on Open Educational Resources Grant Program

- a. Zoom Meeting on May 2, 2022 beginning at 9:30 a.m.
- b. 12-member committee with representatives from Public Community Colleges (5), Public Universities (5), Public State Colleges (1) and Texas Higher Education Coordination Board (1).

I will be serving as a co-presenter with Ms. Digi Edwards at the American Association of Community Colleges Annual meeting on Monday, May 2, 2022

- a. Topic: The Pandemic Shift in Higher Education – Observations and Impacts
- b. Description: Higher Education faced major adjustments during the 2020-2021 academic year and the norm for students changed which will likely never be reversed. Long after the pandemic has left the forefront of the media and society as a whole, the lingering effects will remain and become the standard. We will look at the top issues that institutions are facing and how both administrative practices and the universal acceptance of technology will shift in order to optimize efficiency and performance for student success.

This report was for information only.

President's Goal #5 Report - Complete Phase I of ACC's Student Enrollment Management (SEM) Plan

Dr. Jade Borne presented the report on the Strategic Enrollment Management Plan that included the development of data models, data gathered and events for the process had been beneficial to start the process in focusing on the various students from events including conversations with PISD and AISD

superintendents. The next steps in the strategic enrollment management plan includes connecting to the college's next 3-year strategic planning efforts, situational analysis, ACC recruitment plan, Phase II strategy development and implementation, recruiting events and efforts will continue. This report was for information only.

Consider Approval of Remote Work Policy

The motion to adopt the Remote Work Schedule Arrangements Policy DJ2 (LOCAL) and set the implementation date to be the beginning of the Fall Term 2022 on August 15, 2022 was made by Dr. Crumm. Seconded by Mr. Marvel. A second motion was to table the remote work policy was made by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of TASB Risk Management Fund Membership

The motion to accept updates to the interlocal agreement and allow Chair 'Bel Sanchez to sign as the college's Authorized Representative was made by Mr. Marvel. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Student Pay Rate Increase

The motion to approve a new rate of \$10.00 per hour for student employees was made by Vice Chair Droege. Seconded by Mr. Starkey. An amended motion was made to approve a new rate of \$10.00 per hour for student employees as of May 1, 2022 by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

Financial Report Ending March 2022

Dr. Hertenberger made the motion to approve the financial and investment report for March 2022. Seconded by Dr. Crumm. Motion passed unanimously.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Title IX CEO Report**



Dr. Robert J. Exley, Ph.D
President

Your College **Right Now**

MEMORANDUM NO: 71-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 9, 2022
SUBJECT: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), the attached written report¹ (Appendix A, Table 1) includes all of the required reporting information to Dr. Robert Exley, ACC President, Chief Executive Officer for Alvin Community College, for the 2019-2020 academic year, as of 5/6/2022. For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 features information necessary for the Chief Executive Officer's Report to report on any disciplinary actions taken under TEC, Section 51.255.

An attached summary data report (Appendix B), based on the Title IX Coordinator's written report (Appendix A), has also been included for your review. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.²

¹ When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

² For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

**Appendix A
Title IX Coordinator Report
2019-2020 Academic Year**

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

For the prior three months, there are no qualified Title IX reports by faculty or staff that have not been reviewed and investigated if applicable.

12.C. **Approval of Personnel (Replacement): Culinary Arts Instructor**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 82-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 11, 2022
SUBJECT: Personnel Action (Replacement): Instructor/Culinary – 9 Month

The individual listed below has been recommended to fill the full-time position of Instructor/Culinary – 9 Month.

Candidate
Recommended: **Steven Valerio**
Education: **Galveston Community College – Culinary Arts**
Associate of Applied Science, Culinary/Hospitality Management

Experience: **Alvin Community College** January 2022 - Present
Adjunct Instructor, Culinary
Houston City Place - Marriott September 2018 – Present
Executive Chef
Embassy Suites by Hilton September 2017 – September 2018
Executive Chef
Hyatt Regency Houston - Galleria September 2015 – September 2017
Executive Chef
Hyatt Regency Houston - Downtown February 2013 - September 2015
Chef de Cuisine

Salary: \$67,555.64 Annual
10.5TECH/9 – Step 9, 10.5 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty – Culinary Arts		
Department:	Professional, Technical & Human Performance	FLSA Status:	Exempt
Reports to:	Dean – Professional, Technical & Human Performance	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	2/1/2022
Last updated by:	Dean – Professional, Technical & Human Performance/JP	Date:	1/28/2022

SUMMARY

This position is responsible for teaching Culinary Arts classes.

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

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students through posted office hours and electronic communication.
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures
- Attends institutional meetings as required
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Associate's degree in Culinary Arts, Hospitality, Food Science or Hotel/Restaurant Management
- Bachelor's degree in Culinary Arts, Hospitality, Food Science or Hotel/Restaurant Management preferred

EXPERIENCE

Three (3) years non-teaching industry experience in culinary arts or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have excellent written and oral communication skills
- Must have a working knowledge of industry standards in culinary arts
- Must be able to stand and walk for at least five (5) hours at a time
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must have knowledge on how to operate commercial kitchen equipment
- Must have a current Texas Manager's Food Handler's Certificate
- Ability to demonstrate interactive teaching method instruction(s) via the Internet
- Experience with the use of Learning Management Systems (LMS), such as Blackboard or Pearson preferred
- Previous experience teaching at a community college or university preferred
- Prior online teaching experience and online/distance education preferred

WORK ENVIRONMENT

The incumbent typically works in a classroom lab environment and uses a computer, telephone and other office/lab equipment as needed to perform duties. The noise level in the work environment is typical of that of a classroom lab. 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.

12.D. **Approval of Personnel (Replacement): Coordinator Emergency Medical Services Instructor – 12 Month**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 84-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 11, 2022
SUBJECT: Personnel Action (Replacement): Instructor/Coordinator Emergency Medical Services – 12 Month

The individual listed below has been recommended to fill the full-time position of Instructor/Coordinator Emergency Medical Services – 12 Month.

Candidate

Recommended: Brian Ayres

Education: Sam Houston State University
Master of Education, Curriculum and Instruction

University of Texas Health Science Center
Bachelor of Science, Emergency Health Sciences

College of the Mainland
Associate of Applied Science, Emergency Medical Services

Experience: Galveston County Health District EMS Training Officer August 2021 – Present
Galveston College EMS Program Director January 2017 – May 2021
Pearland Fire Department Lieutenant, Paramedic June 2010 – December 2016
Alvin Community College Adjunct Instructor, EMS January 2015 – December 2016

Salary: \$77,206.74 Annual
12TECH/9 – Step 9, 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor and Clinical Coordinator – Emergency Medical Services (EMS)		
Department:	Legal and Health Sciences	FLSA Status:	Exempt
Reports to:	Dean, Legal and Health Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	2/24/2022
Last updated by:	Instructor Emergency Medical Technology/TH	Date:	2/22/2022

SUMMARY

INSTRUCTOR: The Instructor is responsible for professional work in coordinating and implementing instruction and instructional support for the EMS program within the Alvin Community College's (ACC) EMS program. Work may be scheduled and performed at any and all ACC campuses.

CLINICAL COORDINATOR: Under indirect supervision, this position is responsible for the clinical aspects of the EMS Training Program. This position reports to the Advanced Coordinator/Program Director and Medical Director of the EMS program to ensure that each student has an appropriate clinical educational experience.

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

INSTRUCTOR

- Performs duties assigned under the direction and delegation of the program director (coaemsp.org)
- Instructs and supervises a diverse population of students in the classroom and/or skills lab at various times and locations
 - The Lead Instructor duties may include teaching paramedic or AEMT course(s) and/or assisting in coordination of the didactic, lab, clinical and/or field internship instruction (coaemsp.org)
- Consistently demonstrates clinical competence in the area of practice
- Assesses and suggests appropriate learning experiences available to the student within program objectives
- Directly assists student learning experiences when needed
- Provides daily oral or written feedback to student regarding direction, performance, and attainment of student goals
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Demonstrates a solid knowledge base of healthcare principles and skills
- Fosters and maintains regular communication with faculty regarding student progress according to program objectives
- Performs well under stress
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Prepares all lecture materials, lab practical and clinical evaluations utilizing best practices for teaching and or carrying the responsibilities appropriate for the subject matter

- Teaches assigned courses following the course syllabus and schedule outline for but not limited to: ECA, EMT, Paramedic, and/or CE offerings
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists students to achieve their optimal potential through positive motivation, encouragement, and the simulation of critical thinking skills in a courteous and professional manner
- Provides input to the Program Director and perform periodic review of the educational program, assess general effectiveness of student progress, ensure continued development and updates of the ACC EMS Program
- Meets deadlines for required paperwork, grade entries, course syllabus and course teaching schedule and accept any other assignments delegated by program director
- Maintains competence in the academic area and be an active member of a professional organization
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students face-to-face and through electronic communications
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to ACC's policies and procedures
- Attend institutional meetings as required
- Other related duties as assigned

CLINICAL COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for clinical competency, scheduling, and monitoring of the EMS Training Program
- Responsible for QI/QA of student clinical reports
- Responsible for preceptor orientation, communication and evaluation
- Responsible for assuring attainment of clinical skills for students
- Responsible for public relation events for the EMS program
- Responsible for student compliance with immunizations
- Assists with course content delivery, design and revision
- Responsible for making sure that each student is qualified/prepared to participate in the clinical environment
- Prepares and maintains various records, reports and files
- 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 Emergency Medical Services or related field **and**
- Certified Texas Department of State Health Services (TDSHS) Licensed Paramedic Certification **and**
- Current (2020 Guidelines) American Heart Association (AHA) BLS Healthcare Provider **and**
- Current (2020 Guidelines) American Heart Association (AHA) ACLS Provider

PREFERRED

- Bachelor's Degree or higher in any field
- One (1) or more additional preferences are below
 - Texas Department of State Health Services (TDSHS) EMS Instructor Certification
 - Current American Heart Association (AHA) BLS Instructor
 - Current American Heart Association (AHA) ACLS Instructor
 - Current American Heart Association (AHA) PALS Provider
 - Current American Heart Association (AHA) PALS Instructor
 - Current National Association of EMT'S (NAEMT) AMLS Provider
 - Current National Association of EMT'S (NAEMT) AMLS Instructor
 - Current International Trauma Life Support (ITLS) Provider
 - Current International Trauma Life Support (ITLS) Instructor

EXPERIENCE

- Three (3) years of industry experience in emergency medical services
- One (1) year or more of verifiable preceptor experience in an accredited Emergency Medical Services paramedic program

PREFERRED

- At least one (1) year of teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be familiar with interactive teaching methods and instruction via the Internet
- Familiar to well-versed with the Platinum Education system
- Familiar to well-versed with the Viewpoint system
- Excellent communication skills
- Good to excellent critical thinking and interpersonal skills (emotional intelligence)
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position (CoAEMSP, NREMT, and TDSHS)
- Knowledge, ability, and skill to act on behalf of the program director in his/her absence

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.

12.E. **Approval of Personnel (Replacement): Associate Degree Nursing Instructor – 12 Month**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 83-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 11, 2022
SUBJECT: Personnel Action (Replacement): Instructor/Associate Degree Nursing – 12 Month

The individual listed below has been recommended to fill the full-time position of Instructor/Associate Degree Nursing – 12 Month.

Candidate

Recommended: Samantha Harrison

Education: Capella University
Ph.D., Nursing Practice – In Process

Western Governor's University
Master of Science, Leadership and Management

University of Texas Medical Branch - School of Nursing
Bachelor of Science, Nursing

University of Houston
Bachelor of Science, Biomedical Sciences

Experience: University of Texas Medical Branch - Galveston
Registered Nurse July 2021 – Present

Alvin Community College
Adjunct Instructor, Nursing January 2022 – Present

HCA Houston Healthcare - Clear Lake
Registered Nurse January 2018 – June 2021

Salary: \$70,262.48 Annual
12MA18/4 – Step 4, 12 Month Faculty Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty – Associate Degree Nursing		
Department:	Legal & Health Sciences/Nursing	FLSA Status:	Exempt
Reports to:	Director, Nursing Programs	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	3/11/2022
Last updated by:	Director, Nursing Programs/DF	Date:	3/11/2022

SUMMARY

The instructor is responsible for working as a member of a teaching team which develops, implements, and evaluates nursing courses and student learning in accordance with the philosophy and objectives of the Associate Degree Nursing (ADN) program and Alvin Community College (ACC). Instructional settings include classroom, online, skills laboratory, simulation and clinical. Clinical times and days may vary each semester and possibly include weekend and evening hours.

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

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students through posted office hours and electronic communication.
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities

- Adheres to ACC's policies and procedures
- Attends institutional meetings as required
- Assists in the maintenance of the nursing skills and computer laboratories
- Coordinates clinical experiences in assigned clinical agency and maintain good relationships with the agency
- Provides an evaluation of the assigned clinical agency at the completion of the semester.
- Assists in the development and maintenance of the systematic plan of evaluation with the accrediting agency and the Texas Board of Nursing
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in Nursing with a Master's degree in another field with six (6) graduate hours in nursing required
- Master's degree in Nursing preferred

EXPERIENCE

- Three (3) years non-teaching work experience in the field required
- The instructor should have two (2) years of recent clinical experience in the area of teaching responsibility and the ability to function effectively and safely in those settings preferred
- Prior teaching in an Associate Degree Nursing program is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- The ADN instructor must hold a current license to practice as a registered nurse in the state of Texas
- Instructors teaching in clinical settings must have a clear background check, clear drug screen, up-to-date immunizations, annual TB screening and hold a current American Heart Association CPR Health Care Provider certification
- 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
- Working knowledge of Blackboard course management system preferred

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.

13. **President's Report - State of the College**



Your College  **Right Now**

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 72-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: May 9, 2022
SUBJECT: State of the College Report

According to Board Policy BFA (LOCAL), annually the CEO is required to present information to the Board on the State of the College. This presentation augments the many reports on the status of the college provided to the Board throughout the year.

This agenda item is for information only.

RJE:tg

14. **Report - President's Goal #6 - Provide Oversight to the Strategic Planning Project for Development of ACC's 2022-2025 Strategic Plan**

MEMORANDUM NO: 85-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: May 11, 2022

SUBJECT: President's Goal #6 - Provide Oversight to the Strategic Planning Project for Development of ACC's 2022-2025 Strategic Plan

The Strategic Planning Project has moved along according to schedule. Phase One: Discovery: Data Collection, Analysis, and Synthesis and Phase Two: Portfolio Development and Planning Assumptions were successfully completed including the environmental scan, data review and analysis, internal stakeholder input, external stakeholder input and analysis of results. The project timeline was directly impacted by the COVID-19 Pandemic in early Fall 2021. Many of the on-site, in-person listening sessions were converted to a virtual format or postponed from early to late fall.

Spring 2022 saw the initiation of Phase Three: Goal-setting with the involvement of the President and Executive Team combined with the Strategic Planning Steering Committee for a facilitated goal-setting session. The Collaborative Brain Trust facilitated session produced the first draft of Breakthrough Goals and Collegewide Objectives. A follow-up convening of this same group of leaders reviewed and revised the goals and objectives in a second draft. This second draft has been shared with college constituents to solicit feedback which has been integrated into a third draft. This third draft is presented to the Board for information purposes.

Strategic Issues identified included the following:

- Enrollment Challenges
- Program and Instructional Delivery Mix
- Post-COVID Era Considerations
- Continuing Regional Growth
- Evolving Demographics of the Region
- Human, Fiscal, and Physical Resource Needs

Robust dialogue and data analysis by the Strategic Planning Steering Committee and the Executive Leadership examined these strategic issues to identify priority concerns and establish recommended Breakthrough Goals and Objectives.

Once the Board of Regents reviews, discusses and agrees to the final goals and objectives, the work of implementation planning begins with each unit/department identifying how they each can work to achieve our goals.

I look forward to our providing the Board with a complete presentation at the board meeting and the June dialogue and adoption of the final Collegewide Goals and Objectives.

This report was for information only.

RJE:tg

15. **Report - President's Goal #7 - Complete the Facility Renovations that are in Progress and Update ACC's Deferred Maintenance Plan**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 76-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 10, 2022
SUBJECT: President's Goal #7 - Facility Renovations Progress and Update of ACC's Deferred Maintenance Plan

Attached you will find two attachments. The first attachment is prepared by Matt Graves of AGCM showing the status of renovation projects funded by the Tax Maintenance Fund and other College funds and the other attachment is a worksheet prepared by ACC showing the remaining dollars available for Deferred Maintenance. Some of the most prominent projects for deferred maintenance are:

1. Completion of parking lots H through E and the lane behind the J building down to the parking lot and lane between the tennis courts and softball field. This project should include a protective coat applied to all of the new parking lots in order to maintain those parking lots for years into the future.
2. Kitchen area of E Building would have ovens and overhead vents removed and converted to a warming kitchen.
3. ADA corrections need to be made to the restrooms to allow the proper entrance area.
4. HVAC corrections needed for the gun range
5. Masonry work on C and B building brick veneer around expansion joints.

See Construction Wrap Up Meeting Dated 5/10/2022 for complete list of deferred projects.

This report is for information only.

RJE:tg

AGCM Construction Wrap Up Items

Ongoing Projects AGCM Wrapping up AS OF 05/10/22

- **OSC general contract**
 - o E building
 - Generator Install – **Complete**
 - Kitchen Serving Line floor- **install starting 5/10/22**
 - o Doors
 - Complete OSC base scope - **Punch list created. Contractor working on.**
 - New key cores – **ACC coordinating with Andrew. Cores on order.**
 - o Punch
 - Only very few other items remain
 - o Mailbox training/ commissioning- **ACC working with Jordan (mailbox vendor)**
 - o B building fire alarm issue
 - Update? **Complete per OSC. Needs final fire marshal inspection.**
 - o HVAC Commissioning
 - Gun range AHU added to scope
 - Remaining: Central Plant Boilers, Bldg S chiller, Bldg R, Finalize Bldg E, final verification of night setback, verification of proper heating water flow to VAVs
 - o Closeout Documents
 - AGCM & ACC to review submittal – **AGCM/ ACC have been in constant communication with OSC on last items remaining**
 - Final Change Order incorporating all CRs capturing final added costs and schedule. **TEESI to produce**
 - o Warranty Items
 - ACC to contact OSC
 - ACC to keep a log of open items

- **H, G, N Roofs (Galt)**
 - o Backcharge for any college expenses due to leaks? **ACC working on costs.**

- **Sidewalks & Landscape (Corestone)**
 - o Light poles
 - light poles in A-B entry **ACC ordering from Kenmore Electric**
 - o Sidewalk/ Landscape/ Sod/ Irrigation Final Punch list created and contractor to start week of 5/16 (after Spring finals exams)
 - Includes sidewalk cracks

- **AV project**
 - o R building

AGCM Construction Wrap Up Items

- Commissioning complete. Punch & final microphone adjustments complete. Warranty item material delivery outstanding
- Training – complete
- Theater projects
 - Complete
- UNRESOLVED ISSUES
 - Gun range exhaust – Ongoing investigation. Further troubleshooting occurring with commissioning.

Projects Remaining to be Managed by ACC

1. ACC- TDI Projects
 - IT chiller 3 way valve & Actuator
 - R bldg. duct heaters
 - D bldg. piping fixes for HVAC heating water
2. Small Items to add to JOC
 - Air return louver for F building men's restroom
 - Lock on E building Art Gallery Sliding Door (Large Door Side)
 - NRC culinary Locker upgrades – Needs to be large enough to fit backpacks.
3. E building Kitchen
 - Architect has completed design package. Ready to bid
4. Restroom ADA fixes
 - Clearance issues
 - D building vestibule (x2 locations)
5. Remaining Parking lots
 - E lot
 - E mechanical yard
 - Softball road
 - H lot rework for fire lane
 - North B lot light pole relocation to perimeter

AGCM Construction Wrap Up Items

6. S building Roof
 - Specialized Metal Roofing Contractor needs to inspect and write a scope
7. Exterior brick repairs B & C building
 - AESTIMO report
8. ADA survey (campus wide)
9. Wayfinding Signage – ACC handling
10. ACC door upgrades
 - Electrified Door Openers (push button openers)
 - Activation of inactive leaf
11. Classroom IT technology equipment upgrades
12. Furniture
 - Bldg E - ACC furniture beginning in May and completing in August.
13. New Exterior Elevator
 - Construction drawings are complete and can be sent to bid in the future. Would want to get at least Stantec involved for Construction Administration services.
14. Generator install at NRC

**ALVIN COMMUNITY COLLEGE
ESTIMATED FUNDS LEFT FOR CONSTRUCTION
AS OF 5/10/2022**

Tax Note	REMAINING BALANCE BEFORE ENCUMBRANCES	ENCUMBRANCES	Blanket/PO Number
66-8-88020-XXXX	1,349,596.33		
Audio Visual Innovations	(5,290.63)	B221034	
Gall Construction	(56,831.11)	B21940/B221044	
Kenmore Electric	(4,500.54)	B21941/B221045	
OSC Holdings	(382,123.95)	B21890/B221040	
Rice & Gardner Consultants	(3,885.00)	P2063545	
Corestone	(0.41)	B21924/B221043	
Corestone	(70,372.82)	B21956/B221036	
TEESI	(77,364.15)	B21900/B221042	
Touchnet	(20,000.00)	P2164832	
High Security	(3,325.00)	P2165267	
High Security	(5,400.00)	P2165337	
Datavox	(1,300.04)	B21888	
CURRENT REMAINING BALANC	1,349,596.33	(630,393.65)	719,202.68

Current Remaining Balance

Other Projects	61-8-07901-82261	Construction	307,378.00		
		Audio Visual		(25,968.09)	B221034
		Corestone		(165,879.31)	B21956/B221036
			307,378.00	(191,847.40)	115,530.60

Other Projects	61-8-07926-82261	Consulting	85,620.01		
		TEESI		(26,011.04)	B221038
			85,620.01	(26,011.04)	59,608.97

ACC Foundation			13,000.00		13,000.00
Elevator	61-8-02017-82261		341,700.00		341,700.00

1,249,042.25

	FY18/19	FY19/20	FY20/21	FY21/22	Total Expenses	Encumbrances
66-8-88020-XXXX						
Bank Charges		1,750.00	1,500.00	1,500.00	4,750.00	
Computer Hardware	87,542.40	883,695.07	5,392.31		976,629.78	1,300.04
Contract Services	649,360.29	5,153,986.38	15,573,244.70	1,427,323.61	22,803,914.98	620,368.61
Equipment		47,250.00		51,309.25	98,559.25	
Supplies		64,646.83	358,150.64	92,607.35	515,404.82	8,725.00
Advertising		1,144.84			1,144.84	
	25,750,000.00	736,902.69	6,152,473.12	1,572,740.21	24,400,403.67	630,393.65
						719,202.68

Balance Remaining of Note

16. **Consider Approval of Contract Recommendations 2022-23**

MEMORANDUM NO: 67-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 4, 2022
SUBJECT: Contract Recommendations 2022-23

The following is a list of recommended contracts for 2022-23. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

ADMINISTRATIVE CONTRACTS (Annual)

The following is a list of recommended Administrative Contracts for 2022-23. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

1	Vacant	VP, Student Services	6	John Matula	Dean, Arts & Sciences
2	Wendy Del Bello	VP, Development & Outreach	7	Nadia Nazarenko	Dean, General Education & Academic Support
3	Stacy Ebert	Dean, Legal & Health Sciences	8	Jeffrey Parks	Dean, Professional, Technical & Human Performance
4	Nichole Eslinger	VP, Human Resources	9	Karl Stager	VP, Administrative Services
5	Kelly Klimpt	VP, Information Technology	10	Vacant	VP, Instruction
			11	Vacant	Dean, Student Support

PROFESSIONAL CONTRACTS (Annual)

The following is a list of recommended Professional Contracts for 2022-23. These appointments may also be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

1	Benjamin Deadwyler	Director, Enterprise Business Solutions (I.T.)
2	Debra Fontenot	Director, Nursing Programs
3	Natalie Freese	Director, Learning Commons
4	Gabriella Leon	Director, Financial Aid
5	Hameedah Majeed	Director, Physical Plant
6	Elizabeth Nelson	Director, Fiscal Affairs

7	Alan Phillips	Director, Purchasing
8	Jessica Ranero-Ramirez	Director, College/Career Pathways
9	Patrick Sanger	Director, Institutional Research
10	Lorrent Smith	Director, Marketing & Media
11	William Trevino	Director, Testing
12	Holly Williams	Director, Retention & Student Success

ANNUAL FACULTY CONTRACTS

Listed below are faculty members currently employed on an annual contract. It is recommended that they be approved by the Board of Regents to receive an annual appointment for the 2022-23 academic year. These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

1	Amy Acord	Government	28	Elayni Kinsey	Mathematics
2	Bob Ash	Process Technology	29	Karina Lovas	Government
3	Denise Bates	Communications	30	Edmund Luquette	Economics
4	Brittani Bewick	Biology	31	Erin MacKenzie	Biology
5	Jennifer Brazil	Mathematics	32	Jennifer McClish	Arts
6	Visetta Brown	Health Information Management	33	Ashlea Massie	English
7	Thomas Burke	Mathematics	34	Justin Morgan	A.D.N. / Simulation Coordinator
8	Mikel Chamblee	Cybersecurity	35	John Murray	Paralegal
9	Amy Childs	Associate Degree Nursing	36	David Mustain	Automotive Technology - TDCJ
10	Joshua Cowan	English	37	Sibel Newton	Industrial Design Technology
11	Allen Cox	Mathematics	38	Philip O'Brien	Geology
12	Laurie English	Mathematics	39	Albert Pasaoa	Economics
13	Michael Fernandez	Logistics Materials	40	Christopher Pulido	Biology
14	Nancy Fitzgerald	Biology	41	Maria Ruiz	Vocational Nursing
15	Ashley Fonteno-Bellard	English	42	Jordan Rusk	Polysomnography
16	Craig Fos	Criminal Justice	43	Bridget Ruth	Health Information Management
17	Hailey Fuller	History	44	Jason Schreiber	Sports/Human Performance
18	Darron Garner	Human Services & Addiction	45	Jennifer Shimek	Psychology
19	Ashley Gill	DCVS	46	Ronald Smith	Sociology
20	Kelly Griffith	Speech	47	Mary Song	English
21	Travis Hill	Emergency Medical Technology	48	Alexander Swiger	English
22	Nathan Hosey	Government	49	Jerri Torres-Farmer	Sports/Human Performance

23	Manuela Imthurn	Mathematics	50	Kathryn Trantham	Diagnostic Cardio Sonography
24	Mary Jove	Management	51	Laura Trigo	Culinary Arts
25	Loretta Kauffman	Associate Degree Nursing	52	David Westmoreland	Process Technology
26	Azalia Kettler	Associate Degree Nursing	53	Timothy Wutke	Mathematics
27	Robyn Ketchum	ENDT			

FACULTY RECOMMENDED FOR TENURE

Listed below are faculty members currently performing under an annual appointment. Having met the established tenure criteria, it is recommended that they be approved by the Board of Regents to receive a Tenured Faculty appointment with the 2022-23 academic year. These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

1	Ian Baldwin	History	3	Elizabeth Saucedo	Associate Degree Nursing
2	Mekonnen Birru	Associate Degree Nursing	4	Courtney Wolfe	Associate Degree Nursing

TENURED FACULTY CONTRACTS

These appointments may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency. (Board of Regents Policy Manual, Section 13.14)

1	Brian Berger	Chemistry	25	Tori McTaggart	Vocational Nursing
2	Charley Bevell	English	26	Kevin Moody	Music
3	James Boler	Mathematics	27	Leigh Ann Moore	English
4	Rhonda Boone	Pharmacy Technology	28	Tommy Dan Morgan	Biology
5	Earnest Burnett	Speech	29	Jason Nichols	Radio/TV Broadcasting
6	Andrea Busch	Office Administration	30	Saul Olivares	Foreign Languages
7	Chris Chance	History	31	Carlos Ordonez	Art
8	Haley Collins	English	32	Thomas Parker	English
9	Tonya Creel	Psychology	33	Don Parus	Process Technology
10	Cindy Dalmolin	Psychology	34	Sosina Peterson	Mathematics
11	Deanna Dick	Mathematics	35	Jean Raniseski	Sociology / Psychology
12	Traci Elliott	Psychology	36	Tim Reynolds	Economics
13	David Griffith	Music / Band Director	37	Dwight Rhodes	Biology / Horticulture
14	Johanna Hume	History / Government	38	Itzel Richarte	Foreign Languages
15	Kevin Jefferies	Government	39	Maria Starling	Speech
16	Esther Kempen	Chemistry	40	Michael Smith	Computer Info Technology-TDCJ
17	Charles Kilgore	Mathematics	41	Laura Tapp	Mathematics
18	Thirty Lacy	Vocational Nursing	42	Amy Terbrock	Foreign Language
19	Norma LaHart	Respiratory Care	43	Keith Vyvial	English
20	James Langley	Industrial Design Technology	44	Bill Waggoner	Speech

21	Cathy LeBouef	Computer Info Technology	45	Ashley White	Associate Degree Nursing
22	Heather Lewis	Biology	46	Jeanine Wilburn	Early Care & Development
23	Alexander Marriott	History	47	Jocelyn Wiltz	Associate Degree Nursing
24	Marby McKinney	Respiratory Care	48	Sheila Woods	Accounting

RJE:tg

17. **Tabled Matters - Remote Work Policy**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 81-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 11, 2022
SUBJECT: Tabled Matters - Remote Work Schedule Arrangements Policy DJ2 (LOCAL)

In the April Board Meeting the Board voted to Table the following motion:

“Motion to adopt the Remote Work Schedule Arrangements Policy DJ2 (LOCAL) and set the implementation date to be the beginning of the Fall Term 2022 on August 15, 2022.”

Per the Board’s direction, legal counsel Clay T. Grover of Rogers, Morris & Grover, L.L.P. reviewed the policy and provides the following via correspondence dated May 6, 2022.

My concern with the remote work policy is the third from last paragraph, that deals with medical conditions. My legal advice is to simply delete that paragraph.

Although a remote work assignment may be appropriate in some situations as an accommodation to a disability, that should result from an interactive process under ADA regulations. By including it in this policy, my concern is that it will be viewed as the College having already decided that remote work is a reasonable accommodation for a medical disability. To avoid that confusion, I would not include that paragraph.

It is recommended that the Board approve the revised remote work policy as presented.

RJE:tg

REMOTE WORK SCHEDULE ARRANGEMENTS

DJ2
(LOCAL)

The College considers a remote work arrangement to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. These arrangements are approved on an as-need basis only, with no expectation of on-going continuance.

Definitions

Remote Work Arrangement – an authorized work agreement that allows eligible full-time and part-time employees to work remotely.

Remote Worker – means an employee who works away from the primary college office(s) as approved by the appropriate supervisors within the chain of command.

Remote Work

Remote work is a cooperative arrangement between Alvin Community College and the employee. The remote work arrangement is based on the needs of the position, work group or department and the employee's overall performance. The remote work arrangement hours are determined by the job duties and the supervisor.

Faculty are eligible for remote work for the portion of their job requirements that are not directly on-campus instruction related.

Campus-wide remote work arrangements may be implemented when college operations must continue during inclement weather, health pandemics or other unforeseen catastrophic events, where the safety of employees may be jeopardized.

All remote work arrangements must be approved by the appropriate supervisors and/or the College President.

18. **Consider Approval of Right Now Marketing Direct Mail Publication**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 79-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 11, 2022

SUBJECT: Consider Approval of *Right Now* Marketing Direct Mail Publication

Internally, the campus community is generally aware of all the great things ACC has to offer. Outside this environment, however, ACC currently has a reputation for being “a best kept secret.” The general perception is that the college is wonderful and has great programs and people, but few people know about it. To address this issue, *Right Now* magazine was created to help the college tell its story to the community.

Right Now will be sent to more than 100,000 homes and business in Alvin, Pearland, Manvel, Rosharon, Danbury, and Liverpool. This professionally produced publication can help the college fulfill its strategic goal to enhance engagement within the community by informing residents about its programs, people, events, achievements, value, and most importantly the success of its students.

The cost to print, mail, and ship the 28-page magazine is estimated to be **\$60,000** per issue. It will be published biannually in May and November. In the proposed Spring 2022 issue, we will advertise and educate the community about many of our programs including Cybersecurity, Logistics, Materials and Supply Chain Management, and Communications to name a few.

In addition to the previous benefits, the magazine serves as:

- a vehicle to communicate the college vision to the community
- a call to action informing potential students on the benefits of ACC and how to register for summer and fall semesters
- a method for people to learn how to connect with ACC through podcasts, social media, and more
- a way to promote the mission and funding of the ACC Foundation

The Marketing department has traditionally sent two direct mail publications per year to area households in the form of a postcard or brochure. *Right Now* will replace these mailings and help us expand our messaging and strengthen our reputation. While this may be seen as an “old school approach,” direct mail can enhance visibility and demonstrate how ACC is an asset to the community. This strategy was also strongly recommended during our brand awareness study.

While there is no sure-fire way to measure magazine readership and engagement, we will include a link to a survey that can help us gauge whether we are hitting the mark with our audience. There will also be access to a digital version on the college website.

Over the years, we have eliminated printing expenses for college schedules, catalogs, and many other marketing materials. We realize that the magazine is costly but feel that the benefits may outweigh the costs by creating a narrative that has a positive influence on people's opinions about ACC.

This service was solicited through the Purchasing Department by means of an Invitation for Bid (IFB). IFB # 22-89 was posted to the State of Texas Electronic State Business Daily site and was specifically emailed to several potential and interested providers.

On April 21, 2022, a response was received from Publication Printers of Denver, CO. Publication Printers submitted a bid for \$ 33,309.28 for 82,000 copies.

The College originally requested 82,000 however in order to cover all zip codes appropriately would require 104,927 copies to be printed. This is the difference in cost between the initial bid (\$33,309.82-printing and freight only) and the current cost:

- \$37,046.03 – printing
- \$20,794.00 – mailing
- \$2,396.38 – freight/shipping

- Total = \$60,236

College staff requests Board approval and allow the President to execute an agreement with Publication Printers of Denver CO, for this purchase with an estimated total of \$ 60,236.00.

RJE:tg

19. **Consider Approval of Childcare Fee Increase**

MEMORANDUM NO: 78-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 10, 2022
SUBJECT: Request for Increase in Childcare Fee

Vice President Stager has worked carefully with all parties regarding the need to increase the weekly fee for the Childcare Lab School. He is proposing and I support the following.

A Fee Increase of \$10 per week per child which is being proposed by Simon Salem of Childcare. This increase would generate at least \$29,100 for next fiscal year. Childcare profitability on the monthly financial is currently in the red for this year and this should take care of that deficit. Also, the current year deficit will be taken care of by HEERF funds for this 2021-2022 fiscal year.

2022-2023 Fee Recommendation

Department:	Lab School
Requested by:	Simon Salem
Description of Request:	Increase in weekly fee for families starting in the 2022-2023 school year
Old Fee:	\$135/week
Amount of Increase:	\$ 10/week
Updated New Fee:	\$145/week
Rationale:	Rising costs including supplies, payroll for employees and increased lab school responsibility for covering Director's salary.
Effective Date:	Fall 2022
Type of Fee:	Tuition Fee

It is recommended that the Board approve the increase of the weekly fee for the Childcare Lab School.

RJE:tg

20. **Consider Approval of Tuition for Dual Enrollment Recommendations**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 77-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 10, 2022
SUBJECT: Dual Enrollment Waiver for AISD Students for On Campus and On-Line courses

In response to the continued decline of recent high school graduates attending any form of higher education or advanced skills training for the workforce combined with fewer high school students enrolling in dual credit classes, college personnel reviewed data and provided the following recommendation.

Attached is a proposal regarding discounting for AISD dual enrollment students registering for classes on ACC's campus and in online classes. Below is the original proposal from John Matula and Dr. Jessica Ranero-Ramirez and the final proposal developed by Karl Stager, Kelly Klimpt, Ben Deadwyler and Laurel Joseph.

<u>Original Proposal</u>	<u>New Proposal</u>
\$25 per hour Tuition	\$25 per hour Tuition
\$45 per student for Technology Fee	\$45 per student for Technology Fee
	\$5 Security Fee
	\$30 Registration Fee

For a 3-hour class this new proposal will save \$176. If there are any course fees for these classes then they would be charged to the student also.

AISD Dual Credit Students basically pay \$25 per hour Tuition and a \$30 Registration fee for courses that are taught on High School campuses. Generally, we feel that this will help dual credit numbers that have decreased over the last two years due to the effect of the pandemic. The College is entering a counting year and any increases in students would help the State Appropriation for future fiscal years 2022-23 and 2023-24. These increases would take effect in Fall 2022 semester.

We are requesting that the Board approve the \$25 per hour tuition, \$45 per student for technology fee, \$5 security fee, and \$30 registration fee effective with the Fall Term 2022.

RJE:tg

Original \$47/cr + all fees

FALL 2020		SPRING 2021		SUMMER 2021	
Students	46	Students	54	Students	85
Total Credits	194	Total Credits	204	Total Credits	438
Average credits per student	4.22	Average credits per student	3.78	Average credits per student	5.15
Average Contact Hours/Student	97.74	Average Contact Hours/Student	94.52	Average Contact Hours/Student	94.49
Total Tuition (194 total credits x \$47/cr hr)	\$9,118.00	Total Tuition (204 total credits x \$47/cr hr)	\$9,588.00	Total Tuition (438 total credits x \$47/cr hr)	\$20,586.00
Fee Total (46 students x \$233 fees for 4 cr hr class)	\$10,718.00	Fee Total (54 students x \$233 fees for 4 cr hr class)	\$12,582.00	Fee Total (85 students x \$240 fees for 4 cr hr class)	\$20,400.00
Total Revenue	\$19,836.00	Total Revenue	\$22,170.00	Total Revenue	\$40,986.00
Total Revenue 20-21 (as setup now)	\$82,992.00				

Proposed \$25/cr + \$80 Fees

FALL 2020		SPRING 2021		SUMMER 2021	
Students	46	Students	54	Students	85
Total Credits	194	Total Credits	204	Total Credits	438
Average credits per student	4.22	Average credits per student	3.78	Average credits per student	5.15
Average Contact Hours/Student	97.74	Average Contact Hours/Student	94.52	Average Contact Hours/Student	94.49
Total Tuition (194 total credits x \$25/cr hr)	\$4,850.00	Total Tuition (204 total credits x \$25/cr hr)	\$5,100.00	Total Tuition (438 total credits x \$25/cr hr)	\$10,950.00
Fee Total (46 students x \$80 fees)	\$3,680.00	Fee Total (54 stud x \$80 fees)	\$4,320.00	Fee Total (85 students x \$80 fees)	\$6,800.00
Total Revenue	\$8,530.00	Total Revenue	\$9,420.00	Total Revenue	\$17,750.00
Total Revenue 20-21 (as proposed)	\$35,700.00				

Proposed Tuition and Fee Change

Total Tuition Revenue (@\$25/SCH) (Total credits x \$25 cr hr)	\$20,900.00
Total Fee Revenue (Total Students * \$80)	\$14,800.00
Total Revenue 20-21	\$35,700.00

Proposed Cost (\$82,992 - \$35,700) \$47,292.00

21. **Consider Approval of Resale of Property**

**ALVIN COMMUNITY COLLEGE
EXECUTIVE SUMMARY
COLLEGE BOARD OF REGENTS
TRUST PROPERTY**

<i>Tax Suit #</i>	<i>Legal Description</i>	<i>Court Adjudged Value</i>	<i>Current Value</i>	<i>Total Taxes Due</i>	<i>ACC Taxes Due</i>	<i>Bid/Offer</i>
65822	A0213 CHAS HEYWOOD, BLOCK 325, TRACT 1 Acres 0.71	\$7,100.00	\$9,230.00	\$5,835.81	\$499.18	\$4,000.00



Brazoria County Tax Office

KRISTIN R. BULANEK
TAX ASSESSOR-COLLECTOR

111 E. Locust
Angleton, Texas 77515

979.864.1320
FAX 979.864.1346

Thursday, May 05, 2022

Alvin Community College
%Tammy Giffrow
3110 Mustang Rd.
Alvin, TX 77511

Re: Account No. 0213-0020-000

Dear Ms. Giffrow,

The Property Tax Resale Committee of Brazoria County has received an offer on the above-referenced account held in trust. Included with this letter is the property information.

The Property Tax Resale Committee has agreed to accept the offer. Please present this offer to your governing body for approval.

Once approved, please notify the Brazoria County Tax Office and include the account number and a copy of the minutes.

Property tax resale data is as follows:

Account No.: 0213-0020-000
Tax suit number: 65822
Legal Description: A0213 CHAS HEYWOOD BLOCK 325 TRACT 1 ACRES 0.71
Court Adjudged: \$7,100.00
Current Value: \$9,230.00
Minimum Bid: \$7,100.00
Offer: \$4,000.00
Taxes Due: \$5,835.81
ACC Taxes Due: \$499.18

If you have any questions, please do not hesitate to contact me at 979-864-1634.

Sincerely,

Betreace McFatter

Tax Resale Property Information

RESALE MEETING OF:

April 26, 2022

Legal Description: A0213 CHAS HEYWOOD BLOCK 325 TRACT 1
ACRES 0.71

Physical Address: COUNTY ROAD 564 OFF

Account Number: 0213-0020-000

In Trust To: BRAZORIA COUNTY

Adjudged Value: \$7,100.00

Minimum Bid at Sale: \$7,100.00

Offer: \$4,000.00

Offer made by: MAO DILLON

Sheriff's Deed Filed: 4/16/2013

Redemption Expiration: 10/16/2013

Post Judgment Taxes: \$560.12

Post Judgment Years: 2012-2013

City weed/demo liens: UNKNOWN

Land Value: (Current) \$9,230.00

Improvement Value:(Current) \$0.00

Previous Owner: RAYMOND E. KOHAEDTT, ET AL

Precinct: 4

School District: ALVIN ISD

Vote:	AYE	NAY
K. Bulanek	X	
K. Stewart	X	
Judge Sebesta	X	
D. Payne	X	
Civil Div. Rep.	X	

Notes: PBFCM representative present



1 Property with Property ID matching "164292"

Handwritten signature/initials

A0213 CHAS HEYWOOD BLOCK 325 TRACT 1 ACRES 0.71

Property ID 164292

Geo ID 0213-0020-000

Owned by BRAZORIA COUNTY IN TRUST

Address COUNTY ROAD 564 OFF

Full Details



1 Property with Property ID matching "164292"

Handwritten signature or initials: PJ4

A0213 CHAS HEYWOOD BLOCK 325 TRACT 1 ACRES 0.71

Property ID 164292

Geo ID 0213-0020-000

Owned by BRAZORIA COUNTY IN TRUST

Address COUNTY ROAD 564 OFF

[Full Details](#)

0213-0020-000 TRACT 1 PCT. 4



22. Financial Report

Alvin Community College
Consolidated Statements of Net Assets

	April 30, 2022	April 30, 2021	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	13,840,847	3,221,145	10,619,702	
Short-term investments	15,886,183	28,516,077	(12,629,894)	
Accounts receivable, net	2,615,121	1,850,658	764,463	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	193,523	195,362	(1,839)	
Prepays	83,878	439,762	(355,884)	Travel advances and prepaid expenses
Total Current Assets	32,619,552	34,223,004	(1,603,452)	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	45,576,905	30,953,322	14,623,583	
Total Assets	79,196,457	66,176,326	13,020,131	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,651,781	4,339,605	(687,824)	TRS pension
Deferred outflows - OPEB	9,755,156	5,951,439	3,803,717	OPEB
Total Deferred Outflows of Resources	13,406,937	10,291,044	3,115,893	
Liabilities				
Accounts payable & accrued liabilities	132,936	(2,295)	135,231	
Net pension liability	9,854,249	9,596,705	257,544	
Net OPEB liability	28,599,258	26,895,555	1,703,703	
Funds held for others	51,275	47,828	3,447	Agency funds - groups, clubs, etc on campus
Deferred revenues	431,198	342,572	88,626	Grants paid in advance and fall registrations
Compensated absences	465,914	528,706	(62,792)	Entry made annually for change in liability
Bonds payable, net of premiums	4,732,264	6,562,444	(1,810,181)	Annual payment
Tax note payable, net of premiums	19,640,000	20,420,000	(780,000)	Annual payment
Total Liabilities	63,927,093	64,391,513	(464,422)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,499,947	1,911,006	(411,059)	TRS pension
Deferred inflow - OPEB	7,280,493	6,709,983	570,510	OPEB
Deferred inflow - premium on tax note	2,698,503	2,461,286	237,217	OPEB
Total Deferred Inflows of Resources	11,478,944	11,082,275	396,669	
Net Assets				
Fund Balance - Equity	17,197,356	993,580	16,203,777	
Total Net Assets	17,197,356	993,580	16,203,777	

Alvin Community College
Consolidated Statements of Revenue and Expense
 April 30, 2022 and April 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other		M&O	Remaining	%	All Other		Amended		%
	Funds Actual	M&O Actual	Budget	Budget		Funds Actual	M&O Actual	Budget	Budget	
Revenues										
Operating revenues										
Tuition and fees	1,655,336	6,575,479	6,688,719	(113,240)	98.31%	1,876,182	6,337,296	6,052,116	285,180	104.71%
Federal grants and contracts	10,325,956	-	245,993	(245,993)	0.00%	6,628,953	-	1,138,749	(1,138,749)	0.00%
State grants	389,782	-	-	-	0.00%	431,748	-	-	-	0.00%
Local grants	240,946	-	-	-	0.00%	252,491	-	-	-	0.00%
Auxiliary enterprises	1,342,729	-	-	-	0.00%	1,264,251	-	-	-	0.00%
Other operating revenues	285,617	38,132	75,000	(36,868)	50.84%	212,081	43,304	52,500	(9,196)	82.48%
Total operating revenues	14,240,366	6,613,611	7,009,712	(396,101)	94.33%	10,665,706	6,380,600	7,243,365	(862,765)	88.09%
Expenses										
Operating expenses										
Administrative	-	4,754,724	7,869,087	3,114,363	60.42%	-	4,198,869	6,891,734	2,692,865	60.93%
Institutional	-	3,784,821	7,576,546	3,791,725	49.95%	-	4,547,246	6,854,512	2,307,266	66.34%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	3,550,588	6,341,151	2,790,563	55.99%	-	3,326,360	6,017,287	2,690,927	55.28%
University Parallel Instruction	-	4,918,248	8,296,763	3,378,515	59.28%	-	4,536,866	7,484,982	2,948,116	60.61%
Student Services	-	2,783,896	5,043,330	2,259,434	55.20%	-	2,618,444	4,756,104	2,137,660	55.05%
Physical Plant	-	1,797,810	3,301,962	1,504,152	54.45%	-	1,587,919	3,203,462	1,615,543	49.57%
Unbudgeted Unrestricted (Fund 12)	756,447	-	-	-	0.00%	863,746	-	-	-	0.00%
Continuing Education	573,920	-	-	-	0.00%	851,783	-	-	-	0.00%
Auxiliary Enterprises	1,573,907	-	-	-	0.00%	1,103,999	-	-	-	0.00%
Local Grants	5,177	-	-	-	0.00%	77,923	-	-	-	0.00%
TPEG	203,878	-	-	-	0.00%	233,808	-	-	-	0.00%
Institutional Scholarships	111,156	-	-	-	0.00%	152,539	-	-	-	0.00%
State Grants	389,782	-	-	-	0.00%	431,748	-	-	-	0.00%
Federal Grants	10,325,956	-	-	-	0.00%	6,628,953	-	-	-	0.00%
Donor Scholarships	277,313	-	-	-	0.00%	296,113	-	-	-	0.00%
Unexpended Plant Fund	864,706	-	-	-	0.00%	452,941	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	156,101	-	-	-	0.00%	157,019	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	2,213,989	-	-	-	0.00%	10,326,328	-	-	-	0.00%
Total operating expenses	17,454,332	21,590,087	38,428,839	16,838,752	56.18%	21,576,900	20,815,703	36,685,421	15,869,718	56.74%
Operating Gain/(Loss)	(3,213,966)	(14,976,476)	(31,419,127)	(17,234,853)		(10,911,194)	(14,435,103)	(29,442,056)	(16,732,483)	
Nonoperating revenues										
State appropriations*	-	4,889,340	7,587,622	(2,698,282)	64.44%	-	4,820,419	7,772,636	(2,952,217)	62.02%
Property tax revenue - Current	1,504,877	21,822,814	23,612,061	(1,789,247)	92.42%	1,508,965	18,531,851	20,117,080	(1,585,229)	92.12%
Property tax revenue/Instil Reserve	-	144,444	144,444	-	-	-	1,477,340	1,477,340	-	-
Property tax revenue - Delinquent	8,015	98,142	-	98,142	0.00%	11,179	121,783	-	121,783	0.00%
Property tax revenue - Interest & Penalties	5,771	75,894	-	75,894	0.00%	7,375	105,903	-	105,903	0.00%
Investment income	1,203	46,352	75,000	(28,648)	61.80%	7,499	48,467	75,000	(26,533)	64.62%
Other non-operating revenues	248,847	7,450	-	7,450	0.00%	273,940	4,486	-	4,486	0.00%
Total nonoperating revenues	1,768,713	27,084,436	31,419,127	(4,334,691)	86.20%	1,808,958	25,110,249	29,442,056	(4,331,808)	83.29%
Provided by the State										
Revenue for Insurance and Retirement	-	1,420,601	-	1,420,601	0.00%	-	1,447,617	-	1,447,617	0.00%
State Insurance Match	-	(608,426)	-	(608,426)	0.00%	-	(640,160)	-	(640,160)	0.00%
State Retirement Match	-	(480,173)	-	(480,173)	0.00%	-	(440,513)	-	(440,513)	0.00%
State Retiree Insurance	-	(332,002)	-	(332,002)	0.00%	-	(366,944)	-	(366,944)	0.00%
Increase/(decrease) in net assets	(1,445,253)	12,107,960	-	(21,569,544)		(9,102,236)	10,675,145	-	(21,064,290)	

- * State Approp portion generated by CE = 126,145
- * Institutional Reserve 10,868,668

131,115
9,347,000

Alvin Community College
Consolidated Statements of Revenue and Expense
April 30, 2022 and April 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	14,240,366	6,613,611	7,009,712	(396,101)	94.35%	10,665,706	6,380,600	7,243,365	(862,765)	88.09%
Nonoperating revenues										
Total nonoperating revenues	1,768,713	27,084,436	31,419,127	(4,334,691)	86.20%	1,808,958	25,110,249	29,442,056	(4,331,808)	85.29%
Less Expenses										
Operating expenses										
Total operating expenses	(17,454,332)	(21,590,087)	(38,428,839)	(16,838,752)	56.18%	(21,576,900)	(20,815,703)	(36,685,421)	(15,869,718)	56.74%
Increase/(decrease) in net assets	(1,445,253)	12,107,960	-	(21,569,544)		(9,102,236)	10,675,145	-	(21,064,290)	

- State Approp portion generated by CE = 126,145 131,115
- Institutional Reserve 10,868,668 9,347,000

Alvin Community College
Consolidated Detail Expense by Type
April 30, 2022 and April 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	58,582	1,151,954	1,755,274	603,320	65.61%	46,030	1,078,775	1,664,975	586,200	64.79%
Professional Sal	395,897	3,136,594	5,490,048	2,353,454	57.13%	730,582	2,951,560	4,838,733	1,887,173	61.00%
Tech/Clerical Sal	485,134	3,030,182	5,135,350	2,105,168	59.01%	586,398	2,833,434	4,876,121	2,042,687	58.11%
Faculty Sal	200,112	7,226,551	12,289,001	5,062,450	38.81%	291,159	6,730,551	11,394,578	4,664,027	59.07%
Misc Sal	38,499	98,326	144,855	46,529	67.88%	41,471	52,612	64,980	12,368	80.97%
Re. Students Sal	19,883	30,001	161,279	131,278	18.60%	6,753	39,524	169,454	129,930	23.32%
Work Study Students Sal	30,235	-	-	-	0.00%	27,934	-	-	-	0.00%
Staff Benefits	177,581	2,469,546	4,305,770	1,836,224	57.15%	239,559	2,476,531	4,000,775	1,524,244	61.90%
Subtotal	1,405,923	17,143,154	29,281,577	12,138,423	58.55%	1,969,886	16,162,986	27,009,616	10,846,630	59.84%
Equipment	44,245	36,209	-	(36,209)	0.00%	63,556	17,297	43,400	26,103	39.86%
Computer Hardware	-	5,307	-	(5,307)	0.00%	272,103	23,373	93,050	69,677	25.12%
Capital Improvements	39,680	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Insist Reserve	-	-	144,444	144,444	0.00%	-	-	1,477,340	1,477,340	0.00%
Travel/Prof Development	43,259	131,996	213,374	81,378	61.86%	12,145	69,677	440,524	370,847	15.82%
Supplies & Exp	1,271,713	4,145,122	6,574,244	2,429,122	63.05%	1,644,491	4,380,946	5,413,866	1,032,920	80.92%
Institutional Scholarships	111,156	128,300	333,700	205,400	38.45%	152,539	161,423	323,000	161,577	49.98%
Financial Aid	10,328,124	-	-	-	0.00%	5,818,789	-	-	-	0.00%
Donor Scholarships	277,313	-	-	-	0.00%	296,113	-	-	-	0.00%
Purchases (Store/Concession)	698,123	-	-	-	0.00%	410,989	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	156,101	-	-	-	0.00%	157,019	-	-	-	0.00%
Tax Maintenance Note	2,213,989	-	1,781,500	1,781,500	0.00%	10,326,328	-	1,784,625	1,784,625	0.00%
Unexpended Plant	864,706	-	-	-	0.00%	452,941	-	-	-	0.00%
	17,454,332	\$ 21,590,087	\$ 38,428,839	\$ 16,838,752	56.18%	\$ 21,576,900	\$ 20,815,703	\$ 36,685,421	\$ 15,869,718	56.74%
State Insurance Match	-	608,426	-	(608,426)	0.00%	-	640,160	-	(640,160)	0.00%
State Retirement Match	-	480,173	-	(480,173)	0.00%	-	440,513	-	(440,513)	0.00%
State Retiree Insurance	-	332,002	-	(332,002)	0.00%	-	366,944	-	(366,944)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense
April 30, 2022

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	126,145	278	(4,639)	121,784	267,921	(146,137)
GED	1,862	-		1,862	464	1,398
Law Enforcement	-	-		-		-
Real Estate	817	-		817		817
Dental Assistant	45,085	(2,692)		42,393	46,210	(3,817)
Phlebotomy	31,480	(1,889)		29,591	10,283	19,308
Health and Medical	-	-		-		-
Certified Nursing / Medication Aide	44,040	(2,642)		41,398	8,337	33,061
Welding	83,009	(4,725)	(3,697)	74,588	70,327	4,261
Truck Driving	184,401	(8,953)		175,448	89,133	86,316
Center for Professional Workforce Dev	11,268	-		11,268		11,268
Education to Go	4,489	-		4,489		4,489
Concealed Handguns	-	-		-		-
Occupational Health & Safety	3,562	-		3,562	223	3,339
Community Programs	800	-		800	140	660
Clinical Medical Assistant	58,230	(3,494)		54,736	12,066	42,670
Vet Assistant	2,328	(83)		2,245	1,247	998
Yoga	1,430	-		1,430	700	730
Human Resource Program	-	-		-		-
Activity Director Program	2,070	(124)		1,946		1,946
Machinist Program	-	-		-		-
TWC Pipefitter Program	-	-		-	1,860	(1,860)
STRIVE	91,063	(5,063)	(6,254)	79,746	44,623	35,123
TWC INEOS/TEAM	-	-		-		-
TWC Ascend	22,950	(137)		22,813	15,550	7,263
Industrial Maintenance	-	-		-		-
TWC Building Construction Trades	-	-		-	4,836	(4,836)
Total	715,029	(29,524)	(14,590)	670,916	573,920	96,996

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

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

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through April 30, 2022 and April 30, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	213,218		700,691	2,339	210,358	3,297	1,129,903	1,051,947
Student Fees		212,826					212,826	212,105
	213,218	212,826	700,691	2,339	210,358	3,297	1,342,729	1,264,252
Expenses								
Purchases & Returns			698,123	296			698,420	411,234
Salaries	68,419	62,307	131,221		182,973	8,382	453,302	406,743
Staff Benefits	19,718	11,198	33,594		61,376	366	126,252	127,790
Supplies & Other Operating Expenses	136,481	59,247	17,780		10,257	451	230,217	151,033
Equipment	39,680		14,788				54,468	-
Building Repairs							-	-
Bank Charges			5,126		7,214	8	7,348	7,198
Contingency							-	-
Scholarships		3,900					3,900	-
	264,298	136,653	900,633	296	262,819	9,207	1,573,907	1,103,999
Excess revenue over expenses	(51,081)	76,173	(199,942)	1,942	(52,461)	(5,910)	(231,179)	160,253
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			11,829				11,829	-
Interfund Receivables	227,887	480,103	407,691	5,331	(8,216)	70,459	1,183,256	1,102,604
Prepaid Expenses							-	-
Inventory			193,523				193,523	195,362
Total Assets	227,887	480,103	615,556	5,331	(8,216)	70,459	1,391,121	1,300,479
Liabilities:								
Accounts Payable/Gift Certificates	6,063	638	40,641		7,459	42	54,843	56,002
Deferred Revenue	10,650	10,650				290	21,590	17,620
Deposits							-	-
Total Liabilities	16,713	11,288	40,641	-	7,459	332	76,433	73,622
Restricted Fund Balance (includes inventories)			193,523				193,523	195,362
Unrestricted Fund Balance	211,174	468,815	381,393	5,331	(15,674)	70,126	1,121,164	1,031,494
Total Liabilities & Fund Balance	227,887	480,103	615,556	5,331	(8,216)	70,458	1,391,120	1,300,479

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through April 30, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	210,604		670,224	1,009	167,418	2,692	1,051,947
Student Fees		212,305					212,305
	210,604	212,305	670,224	1,009	167,418	2,692	1,264,252
Expenses							
Purchases & Returns			411,234				411,234
Salaries	63,807	52,195	135,796		154,946		406,743
Staff Benefits	19,226	14,836	37,353		56,375		127,790
Supplies & Other Operating Expenses	83,022	28,218	19,826	3,926	16,041		151,033
Equipment							-
Building Repairs							-
Bank Charges			5,678		1,520		7,198
Contingency							-
Scholarships							-
	166,034	95,249	609,887	3,926	228,882	-	1,103,999
Excess revenue over expenses	44,550	117,056	60,337	(2,917)	(61,464)	2,692	160,253
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable							-
Interfund Receivables	252,631	391,031	424,371	2,788	(18,044)	49,827	1,102,604
Prepaid Expenses							-
Inventory			195,047	315			195,362
Total Assets	252,631	391,031	621,931	3,103	(18,044)	49,827	1,300,479
Liabilities:							
Accounts Payable/Gift Certificates	4,523	885	38,406		12,188		56,002
Deferred Revenue	8,760	8,760				100	17,620
Deposits							-
Total Liabilities	13,283	9,645	38,406	-	12,188	100	73,622
Restricted Fund Balance (includes inventories)			195,047	315			195,362
Unrestricted Fund Balance	239,348	381,386	388,478	2,788	(30,232)	49,727	1,031,494
Total Liabilities & Fund Balance	252,631	391,031	621,931	3,103	(18,044)	49,827	1,300,479

23. **Adjournment**