

Regular Meeting
Thursday, January 12, 2023 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
January 12, 2023**

It is hereby certified that a notice of this meeting was posted on the 6th day of January 2023, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 6th day of January 2023.



Dr. Robert Exley
President

3. **Pledge**
4. **Invocation**
5. **Citizen Inquiries**
6. **Board Chairman Report/Comments**
7. Information Items
 - 7.A. **Personnel Action**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 006-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2023
SUBJECT: Personnel Action (Replacement): Fitness Center Manager/Instructor Sports and Human Performance

The individual listed below has been recommended to fill the full-time position of Fitness Center Manager/Instructor Sports & Human Performance.

Candidate

Recommended: ALISSA RIOS

Education:

Concordia University-Chicago
Master of Applied Exercise Science

University Houston-Clearlake
Bachelor of Science-Fitness & Human Performance

Alvin Community College
Associate of Arts-General Studies

Experience:

Alvin Community College
Adjunct, Sports & Human Performance September 2022 - Present

Alvin Community College
Assistant Softball Coach April 2021 – Present

Code Blue Fitness
Owner-Fitness & Training April 2013 – September 2020

Dickinson ISD
Behavioral Coach Assistant August 2014- February 2016

All About Plumbing
Accounts Receivable Clerk February 2016 – October 2017

Salary: \$65,428 Annual
Grade 207, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Fitness Center Manager/Instructor, Sports and Human Performance		
Department:	Sports and Human Performance	FLSA Status:	Exempt
Reports to:	Dean of Professional, Technical, and Human Performance	Grade Level:	207
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/LG	Date:	11/4/2022
Last updated by:	VP, Instruction/MB	Date:	11/4/2022

SUMMARY

The Fitness Center Manager/Instructor, Sports and Human Performance will serve in a 12-month staff position while supervising fitness center staff and maintaining fitness facilities. This position will also teach a variety of freshman and sophomore courses and may also be asked to coach an intercollegiate sport.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fitness Center Manager Duties (60%)

- Hires, trains, and supervises a diverse population of part-time employees in the fitness center at various times and locations.
- Possesses a commitment to student engagement, student success, and college excellence.
- Oversees all fitness center operations, financial reporting, building security, and development and maintenance of programs and services.
- Assists in the recruitment and retention of students who participate in fitness center events and activities.
- Collaborates with academic departments to encourage the usage of facilities for classroom teaching and activities.
- Utilizes technology to facilitate learning and access data, maintain records, generate reports, and communicate with others.
- Submits timely college reports and forms to the appropriate divisions and departments.
- Collaborates with the Student Activities Coordinator to develop and expand intramural offerings and activities.
- Provides for the health and safety of fitness center participants
- Checks and monitors all facilities and equipment on a daily basis.
- Ensures the fitness center is cleaned daily.

Instructor Duties (40%)

- Instructs and supervise a diverse population of students in the classroom at various times and locations.
- Possesses a commitment to student engagement, student success, and instructional excellence.
- Prepares and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintains current knowledge of effective teaching methodologies and utilize 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 keep them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and access data, maintain records, generate reports, and communicate with others.
- Assists in the development, distribution, and collection of assessments for courses and program objectives.
- Provides recommendations to the instructional dean, department chair, and appropriate college committees regarding curriculum, instruction, and division operations.
- Adheres to Alvin Community College's (ACC) 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

- Master's degree in Kinesiology, Recreation, Physical Education, Exercise Physiology, Sports Administration, or Master's degree with 18 graduate hours in Kinesiology, Recreation, Physical Education, Exercise Physiology, and Sports Administration.
- Demonstrated proficiency or appropriate certification for all activities within the Fitness Center.

EXPERIENCE

- Appropriate playing and coaching experience is preferred.
- Prior college-level teaching experience is preferred.
- Must have CPR and AED certification or be willing to obtain within first 30 days of employment (If needed, certification will be paid for by ACC)

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Demonstrate effective communication skills, both written and oral.
- Build a positive and professional relationship with students, colleagues, college administration, and the community.
- Exhibit a commitment to lifelong learning through participation in professional development activities.

WORK ENVIRONMENT

The incumbent typically works in an office environment/classroom and uses a computer, telephone and other office equipment as needed to perform duties. The incumbent will also be exposed to a gym environment which may include loud noises and 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 and lift up to fifty (50) pounds or more. Must be able to walk or stand for extended periods of time.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 008-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2023
SUBJECT: Personnel Action: Sergeant, Campus Police

The individual listed below has been recommended to fill the full-time position of Sergeant, Campus Police.

Candidate
Recommended: JESSICA ALVARADO TREVINO

Education: Brazos High School
General Studies/Diploma

Experience: Alvin Community College
Police Officer April 2019 - Present
City of Eagle Lake
Patrolman August 2009 - January 2013

Salary: \$53,231.00 Annual / \$25.59 per hour
Grade TSCM / PD P2, 2022-2023 Staff Salary Schedule

RJE:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Sergeant, Campus Police		
Department:	Campus Police	Reports to:	Chief of Campus Police
Grade Level:		Job Category:	Full-Time
Salary Range:	TSCM Salary Schedule	FLSA Status:	Non-Exempt
HR Approved:	Human Resources/JE	Date:	11.21.2022
Last Updated by:	Chief, Campus Police/RP	Date:	11.14.2022

SUMMARY

The Sergeant of Campus Police will perform all duties required of patrol officers. In addition to these duties, the Sergeant will supervise, conduct criminal investigations, background investigations, coordinate the oral review board process, coordinate inner-departmental training and maintain training records for the Department, as well as other duties that fall outside of normal patrols or investigation as assigned by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Chief of Police.

Patrol:

- Perform all patrol duties as required
- Responsible for the monthly schedule for patrol officers
- Supervise emergency operations
- Maintains all departmental equipment

Investigations

- Supervises all criminal investigations, including the background investigation process for department applications, to insure all required reports are completed and filed with the District Attorney's office
- Supervisor of department's criminal investigations, including the background investigation process for department applications

Training

- Serves as departments Field Training coordinator, including training record maintenance for the department's officers
- Serves as departments Field Training Supervisor, Field Training Evaluator and Field Training officer when needed, including maintaining training records for departments

Administrative

- Serves as second in Chain of Command for the department and as an on-call supervisor
- Supervisor of Communications, assist in budget planning
- Will maintain all records pertaining to all investigations (criminal and non-criminal cases)
- Maintains the computer report writing system for the department
- Responsible for end of year statistical data

- Responsible for all new officers hire in paperwork

Public Service

- Will conduct public service seminars when requested
- Other duties may be assigned by the Chief of Police

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

- Must have high school diploma or GED
- Must be a state licensed Texas Peace officer
- Must be a state certified Field Training Officer
- Must have an Intermediate TCOLE certificate or higher
- Must have a Texas Commission on Law Enforcement Basic Instructor Certificate or obtain one within the first year after promotion.
- An Associate's degree in criminal justice, law enforcement, public administration or related field, preferred

EXPERIENCE

- Minimum of five (5) years of experience in law enforcement, preferably in an educational setting

KNOWLEDGE, SKILLS, AND ABILITIES

- Have a strong knowledge and understanding of criminal law.
- Have a working knowledge of computers.
- Requires good communication skills and should be able to resolve situations between departmental and non-departmental persons.

WORK ENVIRONMENT

Must be able to maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements, ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call up to twenty-four (24) hours a day. The ability to perform shift work that may include days, evenings or nights.

PHYSICAL DEMANDS

Frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift one-hundred (100) pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

7.B. Headcount Report

	Budgeted 2022-23	JANUARY 2023	HR Vacancies
Administrative	14	12	2
*Professional	88	71	13
Faculty	121	116	2
**Technical Support, Clerical & Maintenance (TSCM)	117	105	10
Total Full-Time (FT) Employees	340	304	27

*Count includes 4 grant funded *professional* employees

**Count includes 2 grant funded *TSCM* employees

7.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Olivia Hayes	Coordinator, Career Services	12/30/2022	Resignation

8. **Consent Agenda**
 - 8.A. Minutes

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF NOVEMBER 17, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 17th day of November at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Beth Nelson
Clay Grover
Tammy Giffrow
Anita Exley
Kyle Marasckin
John Tompkins
Alyssa Bullock
Pat Sanger
Nadia Nazarenko

Jeff Parks
Debra Fontenot
Alexander Marriott
Laurel Joseph
Dick Tyson
Brett Haduch
Mike Daslow
Tori McTaggart
Jamie McTaggart

Jessica Eddy
Lindsey Hindman
Lori King
Patty Sanchez
Fred Bellows
Logan Griffith
Jasmine Parker
Steve Cabrera

Call to Order

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

Certification of Posting of Notice

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

Executive Session

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

The meeting was called back into session by Chair Sanchez at 7:01 p.m.

- **Pledge**
- **Invocation**
Invocation by Secretary Hertenberger.

Citizen Inquiries

There were no citizen inquiries.

Board Comments/Recognitions

The Regents thanked everyone who has participated and attended the fall events including the support of the Boots and Bling Foundation gala and encouraged everyone to attend the upcoming holiday events.

Alvin Community College depends on technology to serve its mission to serve our students, employees, and community. Twenty-five years ago, ACC implemented Colleague as its primary business application and student information system. For the past 18 months, technical and business unit teams have worked to migrate Colleague to a modern and more secure environment. Collectively, this group ensured the new system was ready to serve the college and its students by:

- Reviewing and feasibility testing 634 custom screens with over 20,000 fields
- Testing and accepting 560 key business processes within the system
- Validating 32 third-party applications that integrate with the system, and
- Affirming the new system for Go Live and was ready for business.

Recognized were:

- Dana Pence, Registrar
- Tammy Martinez, Admissions Specialist
- Melissa Reeves, Student Records Specialist
- Danielle Thomas, Student Records Specialist
- Cindy Jones, Transcript Specialist
- Carole Hallows, Payroll Specialist
- Louise Le, Accountant
- Rebecca Mincey, Financial Aid Specialist
- Jessica Solcich, Financial Aid Counselor
- Gabriela Leon, Director, Financial Aid
- Sandy McGary, Human Resources Associate
- Nichole Eslinger, Vice President, Human Resources
- Lindsey Hindman, Director, Human Resources
- Jessica Eddy, Senior HR Generalist
- Lori King, Instructional Support Specialist
- Laurel Joseph, Assistant Director, Fiscal Affairs
- Melissa Flores, Accounts Payable Specialist
- Shannon Stidham, Accounts Payable Clerk
- Beth Nelson, Director, Fiscal Affairs
- Sonya Emmert, Purchasing/Buyer
- Patrick Sanger, Dean, Institutional Effectiveness and Research
- Steve Cabrera, Network Manager
- Logan Griffith, Programmer Analyst

- Fred Bellows, Systems and Database Administrator
- Jasmine Parker, Business Optimization Manager
- Jamie Templeton, Migration Specialist
- Irene Robinson, Former Registrar and Migration Specialist
- Kelly Klimpt, Vice President Information Technology

Special recognition was given for the efforts of the ACC IT Services Enterprise Business Solutions team. The past 18 months have proven excessively challenging as they've worked to sanitize and validate 25 years of data, verify thousands of computed data points, and recompile over 20,000 customized data files, all while keeping the current system operational for our students. The team spent countless after-business hours working to overcome minor bumps, major obstacles, and unexpected turns throughout the project. Their tireless efforts have delivered a faster and more secure system to serve the institution. Their dedication and commitment have been nothing short of phenomenal.

Recognized were:

- Fred Bellows, Systems and Database Administrator
- Logan Griffith, Programmer Analyst
- Jasmine Parker, Business Optimization Manager
- Jamie Templeton, Migration Specialist
- Irene Robinson, Former Registrar and Migration Specialist
- Kelly Klimpt, Vice President Information Technology

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda, with the removal of item C, that included the approval of Minutes of Regular Board Meeting of October 20, 2022, approval of Personnel Action (Replacement): Faculty, Speech and approval of the Biannual Grant Status Report. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Secretary Hertenberger. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Registration for the Spring Semester is open, and classes begin on January 17.

The Foundation had a successful event with the Boots and Bling Gala on November 11. Thousands were raised through the live and silent auctions as well as the adopt a grant program.

The Pathways team recently attended the sixth Texas Pathways Institute that was held this week. This year's institute focused on Teaching and Learning in a Texas Pathways Framework.

The Career Services department hosted Career Week on November 7-10 that included seminars on job interviews, resume preparation, a job fair and the ribbon cutting for the Career Closet.

Veterans Week included a Veterans Breakfast, a meeting of the Veteran Student Club and more. The week was capped off with the annual Veterans Day Ceremony at the Memorial Wall.

On November 29 ACC will host the annual Empty Bowls event in the Student Center. Participants can purchase hand-crafted pottery and food to benefit the Alvin Meals on Wheels program.

The Licensed Vocational Nursing program hosted a training exercise with the Brazoria County Community Emergency Response Team. Students assisted volunteers with drills to help with emergency responses.

The Fall Student Art Show is now under way in the Fine Arts Gallery in the Student Center. A reception for the show was held on Wednesday.

The Library Speaker Series events continued this month with Travis Herzog on November 1 and i45 News director T.J. Aulds on November 16.

There are several performances coming up for the Holiday Season. The Drama Department will begin performances of A Christmas Carol on December 3. The Community Band will hold its Christmas Concert on December 11. Both productions will be in the Theatre. The Community Choir will host its annual Christmas concert on November 29 at the First United Methodist Church in Alvin.

This report was for information only.

Title IX CEO Report

Dr. Brett Haduch informed Dr. Exley that there were no reportable offenses for this period. This report was for information only.

Annual Report on Board Member Trainings

Dr. Exley reported the annual Board member trainings and encouraged any who have not completed to do so as soon as possible. This report was for information only.

Consider Approval of Resale of Trust Property

The motion to approve the Brazoria County request of the Resale of Trust Property, Account # 8238-0102-007, Brazoria County Suit # 46544 was made by Mrs. Reyes-Hall. Seconded by Mr. Hoover. Motion passed unanimously.

Annual College Data Report

Mr. Pat Sanger presented the annual college data report that compared Fall 2021 to Fall 2022 and included the following: ACC faculty and staff longevity facts, high percentage of out of district students, highlighted dual enrollment, the increase of financial assistance in the form of Pell and trends in age and genders. This report was for information only.

Access and Accountability Report

Mr. Pat Sanger presented the Board data on duplicated headcount, course success rates, contacts of hours generated in declared in majors and degree, revenue, expenses and gain/loss margins for the various programs. This report is to assist in the annual evaluation of the viability of programs and to facilitate the identification of areas of improvement. Mr. Sanger emphasized that the information presented was the 2020-2021 which would reflect the period of the pandemic. This report was for information only.

Consider Approval of Purchase of Ultrasound Equipment

The motion to approve for the purchase of an Affiniti CVx Ultrasound System including the trade-in of two (2) each Biosound myLab Gold units from Philips Healthcare, dba, Philips North America, L.L.C, for a total of \$69,694.19 was made by Dr. Crumm. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of IT Infrastructure Staffing Augmentation

The motion to approve the selection of Zion Cloud Solutions for this engagement with a maximum expenditure of \$189,750 over a twelve-month period was made by Dr. Crumm. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of ERP/SIS Staffing Augmentation

The motion to approve the selection of Ultimate Consulting, LLC for this engagement with a maximum expenditure not to exceed \$268,800 over a twelve-month period was made by Mr. Shelton. Seconded by Secretary Hertenberger. Motion passed unanimously.

Financial Report Ending October 2022

Mr. Marvel made the motion to approve the financial and investment report for October 2022. Seconded by Mr. Shelton. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

8.B. Consider Approval of Personnel Action (Replacement): Faculty, Associate Degree Nursing



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 003-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: January 2, 2023

SUBJECT: Personnel Action (Replacement): Faculty, Associate Degree Nursing

The individual listed below has been recommended to fill the full-time position of Faculty, Associate Degree Nursing (ADN) 9M.

Candidate

Recommended: JULIANA CASTELLO

Education: University of Texas-Arlington
M.S. Nursing

University of Texas-Arlington
B.S. Nursing

Houston Community College
ADN

Experience: MD Anderson Cancer Center
Stem Cell Transplant Clinical Charge Nurse December 2014 - Present

MD Anderson Cancer Center
Patient Services Coordinator January 2008 – December 2014

Salary: \$61,429.53 Annual
Grade 9TECH / Step 11, 2022-2023 9-Month Faculty Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Instructor, Associate Degree Nursing		
Department:	Nursing Programs	FLSA Status:	Exempt
Reports to:	Director, Nursing Programs	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:		Date:	
Last updated by:	Human Resources/KC	Date:	01/05/2021

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 Program and Alvin Community College. 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 the following. Other duties may be assigned.

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

- Attend institutional meetings as required.
- Assist in the maintenance of the nursing skills and computer laboratories.
- Coordinate clinical experiences in assigned clinical agency and maintain good relationships with the agency.
- Provide an evaluation of the assigned clinical agency at the completion of the semester.

QUALIFICATIONS

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

EDUCATION

Master's degree in Nursing (preferred) or Bachelor's in Nursing with a Master's degree in another field with 6 graduate hours in nursing.

EXPERIENCE

- At least 3 years non-teaching work experience in the field required.
- The instructor should have two 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.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

8.C. Consider Approval of Personnel Action (Replacement): Director of Institutional Effectiveness



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 004-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2023
SUBJECT: Personnel Action (Replacement): Director of Institutional Effectiveness

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

Candidate

Recommended: PHILIP O'BRIEN

Education: Texas Tech University
Master of Science, Geosciences

Texas Tech University
Bachelor of Science, Geosciences

Experience:

<u>Alvin Community College</u> Geology Instructor	August 2018 - Present
<u>Alvin Community College</u> Faculty Liaison for Assessments	August 2019 – Present
<u>San Jacinto Community College</u> Adjunct Geology Professor	January 2016 – May 2018
<u>Alvin Community College</u> Adjunct Geology Professor	January 2016 – May 2018
<u>RJ Enterprises LLC</u> Petroleum Geologist Intern	February 2015 – August 2015
<u>Neset Consulting</u> Mudd Logging Geologist	June 2013 – August 2013

Texas Tech University
Teaching Assistant

August 2011 – May 2013

Texas Tech University
Undergraduate Assistant

August 2009 – April 2011

Hess Corporation
Student Intern Reservoir Engineering

June 2006 – August 2006

Salary: \$80,000 Annual
Grade 211, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director of Institutional Effectiveness	
Department:	Institutional Effectiveness and Research	FLSA Status: Exempt
Reports to:	Dean/Executive Director, Institutional Effectiveness and Research	Grade Level: 211
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/LH	Date: 06.02.2022
Last updated by:	Dr. P. Shefman/Dr. Stacy Ebert	Date: 05.31.2022

SUMMARY

The Director of Institutional Effectiveness will lead the assessment work of the Office of Institutional Effectiveness and Research and work in partnership with the dean/executive director on activities such as SACSCOC reporting, planning, and program evaluation. The director will guide, support and assist with college processes to evaluate and improve the quality of student learning, educational programs, academic and student support services, and the administrative units across the college.

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

- Collaborates with academic and administrative units to support the use of relevant data in decision-making throughout the college. Communicate conclusions and recommendations across an organization's leadership structure in a manner to "tell the story" behind the data.
- Conduct and coordinate a comprehensive program review for the purpose of institutional improvements in accordance with accreditation requirements and in support of institutional effectiveness. Handles pre/post analysis for academic and service departments and assists departments in their data collection, analysis, and survey efforts.
- Plans, organizes, and coordinates the development, implementation, analysis, and reporting of student learning outcomes, co-curricular outcomes, and related activities to support planning and institutional effectiveness.
- Research, identify, communicate, and implement assessment tools. Evaluate effectiveness and continually refine tools and methodologies used in these activities.
- Collaborates with faculty and administrators to develop effective strategies for the academic assessment of student learning outcomes at the general education and program levels.
- Provides ongoing support for institutional assessment activities; supports and consultations individual departments in designing and implementing assessment plans and assist with the analysis of assessment methods and reports results to both internal and external stakeholders.
- Conducts quantitative and qualitative analysis of data; interpret assessment findings, and assists in the preparation of reports based on those data to be used across campus during activities such as Comprehensive Program Review, Annual Review, Unit Assessment, general education assessment, and accreditation processes.
- Reviews regularly the effectiveness processes and practices to ensure best practices are maintained.
- Assists in the coordination of the assessment of the strategic plan.

- Partners with the ACC Academic Assessment Faculty Liaison on measuring educational effectiveness and training faculty on effectiveness processes and practices.
- 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

EXPERIENCE

- Five (5) years of higher education institutional effectiveness experience.
- Experience in higher education, institutional research, institutional planning and effectiveness, program evaluation, campus planning, or a demonstrated record of comparable professional experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong attention to detail.
- Knowledge of assessment methods including an understanding of student learning outcomes, objectives, measures and targets in addition to promoting action plans developed from annual assessments.
- Experience using nationally accepted qualitative and quantitative analysis tools in assessing education outcomes, aligning course, program and institutional outcomes to college mission and accreditation criteria.
- Proficiency with a variety of computer software tools used in higher education and instructional assessment, evaluation, and improvement, Adobe Acrobat and Microsoft Office.
- Previous experience and proficiency in mathematics, statistics, and report writing.
- Ability to solve problems as they arise.
- Excellent written and oral communications skills required.
- Strong analytical and critical thinking skills required.
- Ability to communicate (oral and written) in a clear and professional manner, including presentation of data.

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.

8.D. Consider Approval of Personnel Action (New): Director, Recruitment & Enrollment



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 007-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2023
SUBJECT: Personnel Action: Director, Recruitment and Enrollment

The individual listed below has been recommended to fill the full-time position of Director, Recruitment and Enrollment.

Candidate

Recommended: AMANDA SMITHSON

Education: Sam Houston State University
Master of Arts, Higher Education Administration
Bachelor of Science, Journalism

Alvin Community College
Associate of Arts, General Studies

Experience: Alvin Community College
Dual Enrollment Advisor September 2022 - Present
Academic Advisor February 2020 – August 2022
UT Health Science Center – Houston
Academic Advisor September 2018 – February 2020
Galveston College
Student Success Advisor November 2017 – August 2018
Alvin Community College
Coordinator, Student Activities May 2011 – October 2017
CEWD Marketing Coordinator January 2010 – April 2011

Salary: \$79,521.60 Annual
Grade 210, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director of Recruitment and Enrollment		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Vice President of Student Services	Grade Level:	210
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Lindsey Hindman	Date:	9/30/2022
Last updated by:	John Matula	Date:	9/30/2022

SUMMARY

The Director of Recruitment and Enrollment provides College-wide leadership for the recruitment, onboarding, and enrollment of new and returning students and serves as the key implementation leader to maximize new student enrollments. Along with other Directors of the Student Services team, this position serves as the Co-Coordinator for the College's Quality Enhancement Plan (QEP) – "Success through Engaged Advising" (SEA). Using a Guided Pathways model, this position works to ensure that the goals associated with the pillars of the Guided Pathways program are met.

The Director of Recruitment and Enrollment directs and supervises the work of the College Recruiter, Pathways Success Coaches and other staff members as assigned. The areas of responsibility for this position include processes and procedures related to new student recruiting and onboarding including the College Welcome Center, the Mobile Go recruitment vehicle, New Student Orientation (NSO), and associated QEP outcomes. This position meets with students and handles difficult student application cases as referred by the Pathways Success Coaches and others. This position must be able to drive college vehicles and must have a valid Texas Driver's License.

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

- Collaborates with Student Services leaders to implement, assess, and revise the QEP and Pathways work.
- Develops and directs annual recruitment initiatives for the college.
- Collaborates with college leadership to identify and implement the best system for moving prospective students to enrolled students (maximize enrollment).
- Responsible for developing and implementing the unit plan including evaluation of High Impact Practices (HIPs) for continuous improvement of the onboarding process.
- Directly supervises the College Recruiter, Pathways Success Coaches, and other staff members involved in the onboarding process for new students.
- Directly participates in recruiting and onboarding processes as needed.
- Collaborates closely with the VP, Student Services to provide leadership and oversight of the college's Quality Enhancement Plan (QEP) – Success Through Engaged Advising (SEA) planning, implementation, and assessment.
- Fosters a collaborative culture within the SEA Implementation team on the design of new policies, procedures, curricula, facilities, job descriptions, and professional development necessary to achieve QEP goals.

- Assists in the hiring process for assigned staff and other positions.
- Develops and conducts training experiences for all new recruiters, pathways success coaches and others involved in the onboarding process.
- Works with the appropriate college staff members to maintain and update the related college websites.
- Collaborates with Deans, Directors, Department Chairs, advisors, faculty, and staff to seek input and recommendations for activities to enhance student engagement, persistence, and completion.
- In coordination with the Office of Institutional Effectiveness and Research, develops and manages the data needed for assessing the effectiveness of the onboarding process.
- Collaborates with the VP, Student Services to develop and manage associated budgets.
- Serves on institutional committees, attends community functions, and serves on external committees for betterment of the college and community relations as needed.
- Responsible for other related tasks as assigned.

QUALIFICATIONS

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

EDUCATION

- Master's Degree in a related field, from an accredited institution is required.

EXPERIENCE

- Two (2) years of related supervisory experience in a similar role is required, with five (5) years of experience preferred.
- Two (2) years of experience as a director, manager, or group leader level, supervising collaborative teams.
- One (1) year of front-line experience in student recruitment, advising, admissions, or another related services position is required.
- Proficient computer usage in administrative software systems such as Datatel/Colleague, Ellucian/Banner, or PeopleSoft is required.
- Experience working in a community college is preferred.
- Experience working with any prospective student recruitment tracking software (CRM) system is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Guided Pathways Model/Concept.
- Knowledge of various student advising models/theories.
- Proven research and analytical skills related to identifying best practices in the field of student recruitment and success.
- Excellent written and oral communications skills.
- Experience virtual meetings software (Teams, Zoom, etc.)
- Must have a working knowledge of Microsoft Office programs (Word, Excel, PowerPoint, etc.), as well as intermediate computer skills.
- Ability to travel to off campus work locations using personal vehicle (travel reimbursement will be provided)

- Must have a valid Texas Driver's License, vehicle insurance (to be kept current at all times) and ability to operate a college vehicle as required.
- Must be able to pass a criminal and motor vehicle background check

WORK ENVIRONMENT

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EMPLOYEE SIGNATURE AND DATE

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SUPERVISOR SIGNATURE AND DATE

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

9. **President's Report**

10. **Foundation Report and Audit Results**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 002-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: January 2, 2023

SUBJECT: Annual Report from Alvin Community College Foundation, Inc.

Mr. Chad Dudley, President of the Foundation, will provide a report on the ACC Foundation and highlight recent activities. Mr. Scott Bolton, RBC Wealth Management, will provide an update on the finances of the Foundation.

This report is for information only.

RJE:tg

11. **Annual Audit Results**

12. **Resolution in Support of TCCFC Final Report Recommendations**

13. **Consider Approval of Pay Increase for Law Enforcement Academy Adjunct**

14. **Consider Approval of Campus Police Signal Booster and Radio System**

15. **Resale of Trust Property**

Action Item:

Account # 7355-0033-000, Cause #8931*T99

16. **Consider Approval of Audited Fund Balance Transfer to Institutional Reserve**

17. Financial Report

18. **Executive Session**
19. **Call to Order**
20. **Adjournment**