

Regular Meeting  
Monday, July 24, 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  
JULY 24, 2023**

It is hereby certified that a notice of this meeting was posted on the 17<sup>th</sup> day of July 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 17<sup>th</sup> day of July 2023.

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

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 082-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** July 6, 2023  
**SUBJECT:** Personnel Action (Replacement): Custodian

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

**Candidate**  
**Recommended:** Sanjuana Castillo

**Education:** Cobach Cedral  
High School Diploma

**Experience:** Alvin Community College  
Substitute Custodian April 2023 - Present

RiceTec  
Custodian January 2010 – January 2013

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**Salary:** \$23,150.54  
Grade 102 / 2022 – 23 Staff Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	Custodian (PID 261)		
<b>Department:</b>	Physical Plant	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Supervisor, Custodial	<b>Grade Level:</b>	102
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	02/10/2023
<b>Last updated by:</b>	Director, Physical Plant/HM	<b>Date:</b>	02/09/2023

### SUMMARY

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned

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

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth.
- Sweeps, mops, scrubs and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways.
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers.
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant.
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine.
- Some outside work is required in the completion of duties; i.e., sweeping walkways, cleaning of handrails, washing of windows and emptying/cleaning of outside trash receptacles.
- Performs setup and take down duties for all special events.
- Other duties as assigned.

### QUALIFICATIONS

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

### EDUCATION

- High school education or equivalent required.

### EXPERIENCE

- Some experience or in-service training courses in institutional housekeeping and related subjects required.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must have and pass a complete physical.
- Must be able to work un-supervised.
- The Custodian must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.
- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

## WORK ENVIRONMENT

This position generally works in pleasant indoor surroundings with some outside work required. The incumbent will be exposed to other environments such as noise, heat, dust, dirt, grease, cold, dampness, cleaning agents, and chemicals that might be hazardous in nature.

## PHYSICAL DEMANDS

Must be capable of moderate to heavy lifting of fifty (50) pounds or more, along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching. Expected to operate mechanical buffing equipment, carpet cleaning and extracting machines, and hardwood floor polishing equipment as a routine part of the job.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 083-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** July 6, 2023  
**SUBJECT:** Personnel Action (Grant Funded): Project Manager

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

**Candidate**

**Recommended:** Inez Ihezue

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

**Experience:** Alvin Community College  
FT Project Specialist Temporary Grant Funded February 2022- Present

Alvin Community College  
Adjunct, Sociology Instructor December 2010 – Present

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

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

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**Salary:** **\$67,236.71**  
Grade 204 / 2022 – 23 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager – Temporary – Grant Funded</b>	
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	Grants Director	<b>Grade Level:</b> 206
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b> Professional (Based on Grant Pay not to exceed \$ 63,349.36/yr)
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b> 4/24/2023
<b>Last updated by:</b>	Grants Director/LG	<b>Date:</b> 4/24/2023

### SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

### QUALIFICATIONS

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



## **EDUCATION**

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

## **EXPERIENCE**

- 3-years of experience in administrative and grant management in higher education or related industry, including program evaluation and personnel and budget management
- 5-years of experience of grant administration preferred
- Six (6) months experience working with a student information system such as People Soft, Banner, Ellucian/Colleague, preferred

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

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

## **WORK ENVIRONMENT**

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

## **PHYSICAL DEMANDS**

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

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

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

X

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

X

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

X

\_\_\_\_\_  
EMPLOYEE SIGNATURE AND DATE

X

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 079-2023

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: July 6, 2023  
SUBJECT: Personnel Action (Grant Funded): Project Specialist

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

**Candidate**

**Recommended: Pareshkumar Patel**

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

**Alvin Community College**  
A.A., Art

<b>Experience: <u>Alvin Community College</u></b>	
Project Administrative Assistant - Grant Funded	February 2022 – Present
Adjunct Instructor English	August 2022 - Present
<b><u>University of Houston – Clear Lake</u></b>	
Temporary Professor	September 2021 – February 2022
<b><u>ESP Enterprise</u></b>	
Recruiting Assistant	June 2021 – Present
<b><u>Alvin Community College</u></b>	
Tutor	September 2015 – December 2020
Peer Health Educator	January 2013 – August 2020
<b><u>Windham School District</u></b>	
Teacher’s Aide	January 1993 – December 2002

**Salary:** \$53,245.77.  
Grade 201 / 2022 – 23 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Specialist – Temporary – Grant Funded</b>	
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	Project Manager – Temporary – Grant Funded	<b>Grade Level:</b> 201
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b> Professional
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b> 5/22/2023
<b>Last updated by:</b>	Director Grants/LG	<b>Date:</b> 5/22/2023

### SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

## **QUALIFICATIONS**

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

## **EDUCATION**

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

## **EXPERIENCE**

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

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

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

## **WORK ENVIRONMENT**

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

## **PHYSICAL DEMANDS**

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

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

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

X

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

X

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

X

\_\_\_\_\_  
EMPLOYEE SIGNATURE AND DATE

X

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 081-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** July 6, 2023  
**SUBJECT:** Personnel Action (Replacement): Campus Police Officer

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

**Candidate**

**Recommended:** **Amanda Blake**

**Education:** Alvin Community College  
Law Enforcement Academy

San Jacinto College  
Associate's of Science, Surgical Technology

**Experience:** City of Alvin  
Police Officer December 2019 – May 2020

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**Salary:** \$41,509.56 / \$19.96/hour  
Grade P1 / 2022 – 23 Campus Police Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Police Officer (Full-Time or Part-Time)</b>		
<b>Department:</b>	Campus Police	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Chief of Police	<b>Grade Level:</b>	F
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	1/30/2023
<b>Last updated by:</b>	Campus Police Chief/RP	<b>Date:</b>	1/30/2023

### SUMMARY

The Police Officer will perform all duties required for all police officers of any other jurisdiction, including enforcing all state and federal laws, as well as Alvin Community College (ACC/College) rules and regulations. Incumbent is responsible for community policing, patrol, law enforcement, investigations, parking enforcement, building security, motorist assistance, special events coverage, and communications. Maintains an active patrol presence on ACC's campus and maintain a safe environment for the faculty, staff, students, and community members.

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

- Enforcing all State and Federal laws, including College rules and regulations.
- Responsible for an active patrol presence on the College campus to maintain a safe environment for the faculty, staff, students, and community members.
- Conduct criminal investigations, motor assists, key assists, building checks and other duties as assigned.
- All other related duties as 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

- High School diploma or equivalent

### EXPERIENCE

- Law Enforcement experience preferred.

### ADDITIONAL REQUIREMENTS

- Minimum age 21
- Must possess a Texas Commission of Law Enforcement Peace Officer license and be current with Texas Commission on Law Enforcement mandated training/hours.
- Honorable discharge from the Military (If applicable).
- Honorable discharge from last Law Enforcement Agency of employment (If applicable).
- No disciplinary Action resulting in suspension within the past 24 months.
- No disciplinary action resulting in written reprimand within the past 12 months.
- Applicants who pass the above listed requirements will be contacted by the Alvin Community College Police Department regarding the physical agility test. Those applicants will be required to pass the physical agility test as a requirement to move forward in the hiring process. The physicality agility test is described as follows:



## PHYSICAL AGILITY TEST

- As a condition of employment for all sworn personnel, police officer applicants are required to pass a physical agility test based upon standards which have been determined to identify the general physical agility of police personnel. Failure to achieve the required level of performance in the physical agility test will constitute failure of the physical agility test. Total length of the physical agility course is approximately 350 yards. The physical agility test consists of three parts:

### EVENT AND REQUIRED LEVEL OF PERFORMANCE

- Warm Ups 10 minutes
- Stair climb, Hallway run, and Body Drag Maximum of 2 minutes and 45 seconds
- Cool Down 15 minutes

### INSTRUCTIONS TO APPLICANTS

- Prior to the day of testing, applicants should insure that they maintain a regular physical agility routine including strength training and cardiovascular exercise, are well rested, well hydrated; having refrained from alcohol consumption which severely dehydrates the body, and have been eating a nutritious and well-balanced diet. Water will be provided during the testing and you may bring sports drinks if you desire. Additionally, applicants should wear clothing and footwear appropriate for strenuous physical exercise. Inappropriate attire and/or attire deemed to be offensive will not be permitted.
- Applicants are expected to arrive early for check-in, 15 minutes prior to the designated test time. Failure to arrive prior to the designated test time will result in the applicant's disqualification from the testing process.
- Applicants must bring their signed Police Applicant Physical Agility Waiver of Liability (attached to this document) and driver's license for check-in purposes.
- Applicants will be taking a physical agility test, so they need to make sure they do not wear clothing that is restrictive for movement. It may be helpful to check related weather reports for temperature conditions expected for the day of testing. Suggested attire may include: gym shoes, t-shirts, shorts, sweat shirts, sweat pants, etc...
- Applicants will be given an orientation and walk through of the physical agility test. No applicant will be allowed to take the test unless he/she fully understands what is expected. Applicants will be expected to follow all instructions given by Alvin Community College Police Department personnel prior to, during, and at the conclusion of testing. Alvin Community College Police Department Personnel will be available to answer questions prior to the administration of the test.
- The Physical Agility Test has a minimum standard and is the same for each applicant regardless of age, race, or gender. The physical assessment test attempts to measure whether or not the applicant is fit for duty for a position as a police officer. Failure to achieve the required level of performance will constitute failure of the physical agility test. The police officer applicant physical agility test will be administered as follows:
  - **Event I – Warm-Up – 10 Minutes**
  - The applicant is permitted to choose whatever warm up method is best suited to prepare him/her for strenuous physical activity. The warmup is where you will do one to several exercises in short duration to get muscles, joints, ligaments, and tendons warmed up prior to stretching them. Then warm up these areas by stretching different areas of the body. This is important as it is a gradual way of getting the body ready for more strenuous exercise and to reduce risk of injury. This will also help to improve flexibility, which should be a component to any workout. Active participation in this event is optional. Applicants who elect not to warm up prior to participating in the remaining event will not receive a failing assessment for Event I.

- **Event II – Stair climb, Hallway run, and Body Drag – 2 minutes and 45 seconds**
- Each applicant will run the stair climb, hallway run, and body drag as one continuous event.
- This event will start with the applicant seated in a patrol vehicle with the door closed and end when the applicant drags the dummy's head across the finish line.

#### Stair climb, hallway run, and Body Drag

- 
- 1. Patrol Car: The candidate will sit in the driver's seat of a patrol car with the doors closed and await further instructions. Timing begins when the candidate opens the car door.
- 2. Stair Climb: The candidate will exit the patrol vehicle and enter the S building through the open North East doors and proceed to east stair case. The applicant will run up the stairs. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the hand rails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 3. Hallway Run: The applicant will run the length of the second floor of the S building in a figure 8 pattern, following the instructions of the staff.
- 4. Stair Descend: The applicant will run down the west stair well of the S building. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the handrails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 5. Body Drag: This portion of the test simulates the activity necessary to remove an unconscious person to a place of safety. Upon exiting the east doors of the S building the applicant will drag a dummy (approximately 170 pounds) in a Med-Sled® 30 feet. The time stops when the dummy's head crosses the finish line.
- **Event III Cool Down 15 minutes**
- Cool down/recover for 15 minutes - Applicants must complete the cool down/recover.
- Applicants who do not complete the cool down/recover will be considered to have failed the physical Agility assessment testing.
- Should an applicant fail the physical agility test the applicant will have three (3) attempts with a fifteen (15) minute rest period between attempts

#### **BACKGROUND INVESTIGATION**

- As a condition of employment candidates must pass a background investigation that includes the following:
  - Personal and family history
  - Credit history, including current creditors.
  - Education, including all schools attended and degrees or certificates obtained.
  - All residences for the past ten years.
  - Comprehensive employment history.
  - A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
  - Traffic summonses and accidents.
  - An inquiry of family, friends, and associates as to character and reputation.
  - Pass an oral interview.
  - Pass a physical examination, psychological screening, and a drug test.
  - Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

- Must qualify with duty firearms with Alvin Community College Police Department firearms instructor prior to first day in Field Training.

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

- Have a working knowledge of computers.
- Must have a current valid Texas driver's license with no more than three (3) moving violations in the last three (3) years.
- Must be able to work a rotating schedule and weekends in an educational environment.
- Extensive knowledge and understanding of criminal law, traffic and civil law, as it relates to a police officer.
- Good communication skills and ability to resolve situations between subjects.
- Must be able to work with other agencies in a professional manner.
- Must be ready, at any time, to act should an emergency arise.

### **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.

### **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.

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

***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.**

## **POLICE APPLICANT PHYSICAL AGILITY**

### **WAIVER OF LIABILITY**

1. I declare and represent that I received, read, and understand the Police Applicant Physical Agility Information attached hereto and this Police Applicant Physical Agility Waiver of Liability form. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Police Applicant Physical Agility Test being conducted by the Alvin Community College (ACC) Police Department, that I am physically and medically fit for the participation in said test, that my personal attire is safe and fit for participation in said test, and that I voluntarily agree to participate in said test. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation in the activity and notify the Alvin Community College Police Department staff.
2. I hereby consent and agree to all the following additional terms and conditions:

- a. **Acknowledgement of Risk**

As a participant in the Police Applicant Physical Agility Test, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with said test.

- b. **Waiver of Liability and Release of All Claims**

**I DO HEREBY, FOR MYSELF, MY HEIRS, MY EXECUTERS AND ADMINISTRATORS, AND ANY OTHER PARTIES CLAIMING UNDER OR THROUGH ME, FULLY WAIVE AND RELEASE ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ALL OF ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, AND EXAMINERS FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED IN ANY WAY TO ANY LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) THAT MAY BE SUSTAINED BY ME WHILE PARTICIPATING IN THE POLICE APPLICANT PHYSICAL AGILITY TEST, OR UPON THE PREMISES WHERE SAID TEST IS BEING CONDUCTED, WHETHER SAID LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) RESULTS FROM THE NEGLIGENCE OF ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, OR EXAMINERS, OR IS OTHERWISE CAUSED.**

**c. Indemnity and Defense**

I do hereby agree, for myself, my heirs, my executors and administrators, and any other parties claiming under or through me, to indemnify and hold harmless and defend ACC, the ACC Board of Regents, the ACC Police Department, and ACC's elected officials, officers, agents, employees, servants, monitors, and examiners from any and all claims, demands, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including but not limited to death) that may be sustained by me while participating in the Police Applicant Physical Agility Test, or upon the premises where said test is being conducted.

Signature of Applicant \_\_\_\_\_

Print Name Legibly \_\_\_\_\_

Date \_\_\_\_\_

<p>Alvin Community College Police Department use only: Received by: _____ Date Received: _____ Applicants TDL #: _____</p>
--

9.B. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SUMMER 2023 As of 6/29/2023

JULY

	Budgeted 2022-23	JULY 2023	HR Vacancies
<b>Administrative</b>	14	13	2
<b>*Professional</b>	88	74	9
<b>Faculty</b>	121	116	2
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	117	103	13
<b>Total Full-Time (FT) Employees</b>	<b>340</b>	<b>306</b>	<b>26</b>

\*Count includes 4 grant funded *professional* employees

\*\*Count includes 0 grant funded *TSCM* employees (2 current vacancies)



9.C. Resignation/Retirement Report

## Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Cindy B Jones	Admissions Specialist	6/30/2023	Resignation
2	Kathryn Trantham	Instructor, Diagnostic Cardiovascular Sonography	8/22/2023	Resignation
3	Johanna Hume	Instructor, History	8/8/2023	Retirement
4	Ian Baldwin	Instructor, History	8/11/2023	Resignation
5	Hailey Fuller	Instructor, History	8/11/2023	Resignation
6				
7				
8				

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

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF JUNE 22, 2023  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22<sup>nd</sup> day of June at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Beth Nelson  
Clay Grover  
Tammy Giffrow  
Kyle Marasckin  
John Tompkins

Alyssa Bullock  
Nadia Nazarenko  
Jeff Parks  
Debra Fontenot  
Alexander Marriott

Dick Tyson  
Lloyd Cox  
Sunjay Bali  
Lilly Garcia

**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 7:06 p.m.

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

### **Citizen Inquiries**

Dick Tyson spoke on the subject of ACC and Alvin taxes and the two-party system of the U.S.

### **Board Comments**

The Regents noted attending the Law Enforcement Academy graduation and what a great program it was, the presentation of the grant check by the Texas Workforce Commissioner, Mr. Albert Trevino, how enjoyable the Children's play "The Journey of Little Red" was, and the good discussion that was had at the Community Advisory Council meeting.

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

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the Minutes of the Regular Meeting of May 25, 2023, and Minutes of the Board Workshop of June 12, 2023. 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:

The 120th Law Enforcement Academy held its graduation ceremony on June 15.

Summer 2 and Fall registration are still open.

The Texas Workforce Commissioner representing labor Albert Trevino III came to the campus on June 14 to sign a \$350,000 check to benefit our New Beginnings program. The commissioner took a tour of our facilities that have benefitted from TWC grants. A former TDCJ student spoke during a luncheon about how the program has helped him.

The Respiratory Care program was recognized by the Commission on Accreditation for Respiratory Care for the Distinguished RRT Credentialing Success Award. The recognition was given due to the program's 90 percent credentialing success rate.

The Summer Children's Theatre Festival kicked off this week with performances of the Journey of Little Red. The festival will conclude with Law-and-Order Fairy Tale Unit starting on July 24.

The Community Advisory Committee met on June 6. Groups worked to discuss challenges facing the college and how to address those challenges moving forward.

I recently had the opportunity to participate in a panel of speakers with the Bay Area Houston Economic Partnership to discuss higher education and its role in the economy.

The college will host the first ever Culinary Camp on July 17-20 right next door in the Culinary Arts kitchen. The camp is for students ages 12-17 and they will learn how to prepare breakfast and snacks, learn butchery skills and create a wide variety of family favorite dishes.

Human Resources Specialist Lindsey Hindman graduated from the Pearland Chamber of Commerce Leadership class on June 15. She joins previous graduates Wendy Del Bello '14 and John Tompkins '19.

The ACC Community Band will perform its annual Independence Day Concert on July 4 next to the Memorial Wall. Fireworks display from the city will take place afterwards at dark.

This report was for information only.

**Consider Approval to Authorize an Increase in Spending Limit for Two Vendors**

The motion to approve raising the spending limit on the Entech Sales and Services, LLC contract number 638-21 an additional \$150,000.00 to a new total of \$ 300,000.00 for the 2022-2023 fiscal year and approve raising the spending limit on the Pollock Company contract number 638.21 \$15,000.00 to a new total of \$65,000.00 was made by Mr. Hoover. Seconded by Mr. Starkey. Motion passed unanimously. College plant funds are available and will be utilized for these additional expenses

**Consider Approval of Cybersecurity Lab/Classroom Upgrade – Grant Funded**

The motion to authorize the President to enter into agreements for purchasing the remaining goods and services with Dell, C-Link, CDW-G and Facilities Sources for the provision of updating this space. Further, subsequently approving the preliminary work for the Cybersecurity Lab site in the amounts noted was made by Dr. Crumm. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of ERP/SIS Staffing Augmentation, IT Director Consultant**

The motion to approve the selection of Ultimate Consulting, LLC for the engagement with Ms. Michelle Shadrake as noted, with a maximum expenditure of \$93,600 was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Action Regarding Compensation of Faculty Member**

The motion to grant compensation was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Removing Bus Recommendation from the Table**

The motion to remove the tabled item from April 27, 2023 - Purchase of Leased Transportation Bus - from the table was made by Mrs. Reyes-Hall. Seconded by Mr. Hoover. Motion passed unanimously.

The motion was then made to authorize the President to enter into a 4-year lease contract with D&M Leasing for the amount of \$2,541.16/month resulting in total of \$30,550/year for four (4) years by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Classroom Furniture**

The motion to authorize the President to enter into a contract with Gateway Commercial Furniture for classroom furniture upgrade for \$298,916.28 and a 10% contingency (\$28,891.63) bringing the total request for approval to \$328,807.91 was made by Mrs. Reyes-Hall. Seconded by Mr. Hoover. Vote Against: Mr. Shelton and Mr. Hoover. Motion passed by vote of 7 - 2.

**Consider Approval of the Board of Regents Meeting Schedule for 2023-2024**

The motion to adopt the Board of Regents meeting schedule for 2023-2024 with the changes of moving the September meeting forward one week and the May meeting to the appropriate date to canvass election votes was made by Secretary Hertenberger. Seconded by Mr. Shelton. Motion passed unanimously.

**Financial Report Ending May 2023**

Mrs. Reyes-Hall made the motion to approve the financial and investment report for May 2023. Seconded by Mr. Starkey. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**

10.B. **Consider Approval of Personnel Action (Replacement): Faculty, Process Technology**





Robert J. Exley, PhD  
President

Your College > Right Now

**MEMORANDUM NO: 088-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD  
**DATE:** July 13, 2023  
**SUBJECT:** Personnel Action (Replacement): Faculty, Process Technology

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

**Candidate**  
**Recommended:** **MADLINE DIANE SHAW**

**Education:** Alvin Community College  
Associate of Applied Science

**Experience:**

Alvin Community College  
Adjunct, Process Technology January 2017 – Present and  
August 1993 – August 1998

Ascend Performance Materials  
Mechanical Maintenance Superintendent November 2016 – November 2018  
Central Maintenance Leader June 2014 – June 2016  
Human Resource & Learning Development June 2012 – June 2014

Monsanto Chemical Plant  
Group Leader February 1993 – June 2012  
Night Superintendent/Manager May 1990 – February 1993  
Fire Safety Inspector August 1998 – May 1990  
Process Technician November 1978 – August 1988

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

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Process Technology (PID 470)</b>		
<b>Department:</b>	Process Technology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Professional, Technical, and Human Performance	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	06/22/2023
<b>Last updated by:</b>	Dean Technical Prog./JP	<b>Date:</b>	06/22/2023

### SUMMARY

The instructor will teach a variety of courses within the department including academic and technical courses.

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

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

- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.

### **QUALIFICATIONS**

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

### **EDUCATION**

- High school Diploma or GED
- 5 years Petrochemical plant experience or related field.

### **PREFERENCES**

- Associate Degree in Process Technology or related field
- Five (5) years of industry experience with plant operations, startups/shutdowns, troubleshooting, safety, operator training, plant processes, and utility systems or related areas
- Three (3) years of training or instructional experience at the college level; and experience in development of curriculum and instructional materials

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

- Demonstrate effective communication skills, both written and oral.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Commitment to diversity; ability to appreciate alternative viewpoints; ability to work effectively with a wide variety of people.
- Working knowledge of Blackboard course management system or other Learning Management System
- Must be familiar with interactive teaching methods and instruction via the Internet
- Serve as liaison with industry and related organizations.
- Demonstrate strong understanding of process equipment, operations, systems, and controls.
- Experience with analog and Programmable Logic Control (PLC) systems.

### **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

10.C. **Consider Approval of the Federal, State, and Private Grants Awarded during 2022-23 and Projected for 2023-2024 Report**



11. **President's Report**
12. **Second Information Presentation of the Fiscal Analysis and Proposed 2023-204 Budget**





13. **Personnel Action (Replacement): Dean of Legal and Health Sciences**



14. **Consider Approval of Board Policy Update 45, affecting Local Policies**



15. **Consider Approval of Purchases for TDCJ Funding for Welding and Culinary**



16. **Consider Approval of ACC Bank Depository Services**





## 17. Financial Report



18. **Executive Session**
19. **Consider Approval of Amendments to President's Contract**



20. **Adjournment**