

Regular Meeting  
Thursday, November 16, 2023 6:00 PM

ALVIN COMMUNITY COLLEGE  
3110 Mustang Road  
Alvin, TX 77511

## **Agenda**

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

**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
NOVEMBER 16, 2023**

It is hereby certified that a notice of this meeting was posted on the 10<sup>th</sup> day of November 2023, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 10<sup>th</sup> day of November 2023.



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Dr. Robert Exley  
President

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 167-2023**

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

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

**Candidate Recommended:** Stephanie Martinez

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

San Jacinto College  
AA, General Studies

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

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

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

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

### SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following essential duties reflect a general overview of responsibilities.

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

## **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

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

### **PREFERRED QUALIFICATIONS**

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

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

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

### **WORK ENVIRONMENT**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day. A limited remote work option may be available for this Benefits Coordinator position.

### **PHYSICAL DEMANDS**

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 166-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2023  
**SUBJECT:** Personnel Action (Replacement): Executive Administrative Assistant,  
Vice President Student Services

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

**Candidate**

**Recommended:** Karmen Wells

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

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

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

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

RJE:tg



# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

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

### SUMMARY

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

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

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

- Utilizes case management software in student conduct cases.
- Perform other duties as assigned.

### **QUALIFICATIONS**

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

### **EDUCATION**

- Associate degree or higher required.

### **EXPERIENCE**

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

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

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

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.B. Headcount Report

**ALVIN COMMUNITY COLLEGE**

**EMPLOYEE CATEGORIES**

NOVEMBER

FALL 2023

As of 10/31/2023

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

\*Count includes 4 grant funded *professional* employees

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

10.C. Resignation/Retirement Report

## Resignation/Termination Report

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

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



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

The Board of Regents of Alvin Community College met in a regular session on the 26<sup>th</sup> day of October at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

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

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

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

**Call to Order**

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

**Certification of Posting of Notice**

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

**Executive Session**

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

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

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

### **Citizen Inquiries**

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

### **Board Comments**

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

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

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

### **President's Report**

Dr. Exley gave a summary that included the following:

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

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

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

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

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

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

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

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

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

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

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

This report was for information only.

#### **Faculty Senate Report**

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

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

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

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

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

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

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

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

**Consider Approval of Esports Program Equipment Update**

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

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

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

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

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

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

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

**Consider Approval of Notice of Termination**

This item was removed from the agenda.

**Executive Session**

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

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

**Level 3 Hearing Action**

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

**Adjournment**

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

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Dr. Patty Hertenberger, Secretary

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'Bel Sanchez, Chair

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 165-2023

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

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

**Candidate**

**Recommended:** Brandie Hinderliter

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

University of Houston  
Master of Science - Biology

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

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

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

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

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

### SUMMARY

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

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

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

## **QUALIFICATIONS**

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

## **EDUCATION**

- Master's degree or higher with at least 18 graduate semester hours in biology theoretical or applied biological or life sciences
- Master's or higher with 18 graduate hours in theoretical or applied biological, biochemistry or life sciences or a Doctor of Chiropractic, MD's or DVM's. (BIOL 2401, 2402, 2420)

## **EXPERIENCE**

- Prior teaching experience at the college level preferred.

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

- Knowledge of the use of Blackboard for grade reporting, attendance and content delivery
- Use of a microscope for class demonstrations and tissue identification
- Ability to calculate concentrations of aqueous solutions
- Extensive knowledge of human anatomy and physiology
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must be familiar with interactive teaching methods and instruction via the Internet
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

## **WORK ENVIRONMENT**

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

## **PHYSICAL DEMANDS**

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

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

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



X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 164-2023**

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

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

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

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

Bogazici University  
Master of Science – Economics

Rutgers University  
Doctor of Philosophy – Economics

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

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

Isik University  
Instructor, Economics September 2012 – June 2013

Rutgers University  
Instructor, Microeconomics June 2009 – December 2011

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

RJE:tg

## JOB DESCRIPTION

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

### SUMMARY

The instructor will teach a variety of courses within the Economics Department including freshman and sophomore level courses

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

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

**QUALIFICATIONS**

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

**EDUCATION**

- Master's degree in Economics or a Master's degree with 18 graduate hours in Economics.

**EXPERIENCE**

- Prior teaching experience at the college level preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

X

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

X

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

X

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

X

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

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

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

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

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

**Candidate**

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

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

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

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

Coastal Bend College  
Assistant Softball Coach February 2021 – October 2021

Harford Community College  
Athletic Director June 2018 – February 2021

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

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

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

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

### SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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



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

### **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

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

### **PREFERRED QUALIFICATIONS**

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

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

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

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

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




Robert J. Exley, PhD  
President

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

**MEMORANDUM NO: 169-2023**

**TO:** Board of Regents

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

**DATE:** November 6, 2023

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

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The attached is the ACC Grant Status Report as of November 2, 2023. The first page is a summary of ACC's grant activity. Following that is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page list grants that ACC has either applied for and been declined funding or grants ACC considered, but decided not to proceed to application submission.

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

The College has received two new grants:

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

This report is for information only.

RJE:tg

**Alvin Community College Grants Update**

**November 2, 2023**

ACC has the following in grant activity:

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

New grant awards received:

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

2023 Texas New Mexico Power Grant

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

**Alvin Community College Grant Status Report as of November 2, 2023**

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund #2823WP8005 "New Beginnings" Renewal	2/1/2023	1/31/2024	Inez Ihezue	TDCJ	Instruction/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance.	State Discretionary Competitive
TWC JET Grant (Jobs and Education for Texans) 2022 #2822JET001	8/31/2022	12/31/2023	Mike Smith	Cybersecurity	Equipment	\$ 346,046.00	Primary	N/A	Provide equipment for cybersecurity server lab. 5% Institutional match required.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund Year 3 Renewal	12/1/2023	11/30/2024	Inez Ihezue	TDCJ	Instruction/Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Third and final year renewal.	State Discretionary Competitive
THCB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 140,097.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
National Association for Community College Entrepreneurship (NACCE) Deploying Resources in Veteran Entrepreneurship (DRIVE) Project	Upon Award	10/31/2023	Dr. Stacy Ebert	Veterans	Entrepreneurship Symposium	\$ 5,000.00	Primary	N/A	Provides funds to host an entrepreneurship symposium for veterans.	Private / Foundation
Office of the Governor Body Armor Grant Program #4829901	9/1/2023	8/31/2024	Chief Ronny Phillips	ACC PD	Body Armor	\$ 31,882.11	Primary	N/A	Provides 16 sets of rifle-resistant body armor for ACC PD.	State Discretionary Competitive
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	TBD	TBD	TBD	Reentry Services	Instruction/ Employment Counseling	\$ 290,000.00	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive
<b>STATE/FEDERAL GRANTS SUBTOTAL</b>						<b>\$ 3,468,364.37</b>				

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

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

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

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





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



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



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



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





16. **Consider Approval of Commodity Spending**



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



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



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





20. **Financial Report**



21. **Consider Specific Personnel Action Requests**



## 22. Adjournment