

Regular Meeting
Thursday, August 15, 2024 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
AUGUST 15, 2024**

It is hereby certified that a notice of this meeting was posted on the 8th day of August 2024, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 8th day of August 2024.



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. **Committee Reports**
 - 10.A. **Facilities**
 - 10.B. **Finance and Budget**
11. Information Items
 - 11.A. **Personnel Action**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 141-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 1, 2024
SUBJECT: Personnel Action (Replacement): Custodian

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

Candidate

Recommended: Maria Leija

Education: N/A

Experience: Alvin Community College
Custodian, Part-Time April 2024 – Present
Diversified Ceramics
Finisher March 2014 – September 2023
Alvin ISD
Custodian January 2013 – March 2014
Diversified Ceramics
Finisher March 2005 – January 2013

Salary: \$25,060.38
Grade 102, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Custodian (PID: 261)		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports To:	Supervisor, Custodial	Job Category:	TSCM
Grade Level:	102		
HR approved:	Jessica Eddy	Date:	11/28/2023
Last updated by:	Supervisor, Custodial/DG	Date:	11/28/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- High school education or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- 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.

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 is a security sensitive position and requires a criminal history and/or motor vehicle records 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: 139-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 1, 2024
SUBJECT: Personnel Action (Replacement): Sr. Administrative Assistant, Physical Plant

The individual listed below has been recommended to fill the full-time Sr. Administrative Assistant, Physical Plant.

Candidate

Recommended: Shannon Wise

Education: Dickinson High School
Diploma

Experience: Alvin Community College
Allied Health Administrative Assistant III October 2020 – Present
Allied Health Administrative Assistant II August 2012 – September 2020
Administrivia Assistant, A.D.N. January 2010 – August 2012
Administrative Assistant, Nursing PT January 2008 – January 2010
Administrative Assistant, Physical Plant Temp September 2009 – November 2009
Student Worker, Process Technology March 2005 – December 2009

The Disney Store
Cast Member March 2003 – September 2004

Toys R Us
Associate August 1995 – June 2002

Salary: \$47,000.00
Grade 112, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Senior Administrative Assistant, Physical Plant (PID 254)		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports To:	Director, Physical Plant	Job Category:	TSCM
Grade Level:	112		
HR approved:	Jessica Eddy	Date:	5/16/2024
Last updated by:	Melinda Laurence	Date:	4/30/2024

SUMMARY

This position aids and supports all Physical Plant departments. This position assists the physical plant departments in all clerical and business facets of maintenance and operation of the college campus in all phases of operational campus services and daily office functions. This position is also responsible for scheduling and coordinating facilities on campus with college personnel. This requires a great deal of diplomacy and organizational skill, and provides a high-quality professional working relationship with the public

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the first point of contact for the Physical Plant by greeting and determining the business nature of callers and visitors in order to direct them to the appropriate employee or office. Handles inquiries by telephone or in person from individuals with concerns or requests about the environment within the college campus. Dispatches or assigns work orders to the appropriate person or department involved in the task to be completed.
- Distributes weekly utilization reports to appropriate departments.
- Keeps apprised of appointments and meetings for Supervisors in the Physical Plant.
- Compiles, types, logs, and files all correspondence for the Physical Plant and serves on committees as appointed.
- Utilizes software for work order system, inputs data and creates reports as needed.
- Types and attains proper authorizations for purchase orders, and bookstore charges for the Physical Plant. Prepares direct pay forms.
- Processes travel requests for the Physical Plant. Coordinates accommodations, transportation, registration, and advances for employee's travel. Types travel requests and obtains proper authorizations.
- Maintains and orders office supplies, Home Depot and Amazon orders for the Physical Plant.
- Monitors reservations for special set up procedures pertinent to housekeeping, environmental programming, electrical services, and the arrangement of any furniture or special seating arrangements.
- Receives, records, and relays all immediate or emergency requests for environmental temperature control, pest control, housekeeping problems, grounds maintenance, and construction problems to the appropriate department.
- Assists the Physical Plant in evaluating production and assists in the revision of procedures.
- Assists in preparing government reports and documentation concerning energy conservation.
- Assists with maintaining an inventory control of all consumable items in all areas including Housekeeping, Grounds Maintenance, Building Maintenance, Environmental Systems, and Transportation.

- Data entry for schedules pertaining to preventive maintenance on Environmental systems, safety systems, water systems, vehicle maintenance, grounds equipment and other systems pertinent to the continued operation of the college.
- Files all updated Material Safety Data Sheet (MSDS) notebook for all departments within the Physical Plant.
- Assists with record management.
- Cross training with switchboard.
- 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.

REQUIRED QUALIFICATIONS

- High School Diploma or GED
- Three (3) years of experience in an office administration environment

PREFERRED QUALIFICATIONS

- None

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in filing techniques and data processing.
- Must have a working knowledge of calculator, copy machines, Excel, Word, and other office equipment.
- Demonstrate efficiency in various computer software programs required.
- Requires the ability to interpret the college's policies, rules, and regulations in response to queries from others.
- Ability to intelligently converse with vendors, screen vendors as necessary and communicate professionally the need or lack thereof for vendor services. Ability to communicate regarding price inquiries and the purchasing of materials.

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.

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 is a security sensitive position and requires a criminal history and/or motor vehicle records 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: 140-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 1, 2024
SUBJECT: Personnel Action (Full-Time): Administrative Assistant, Marketing

The individual listed below has been recommended to fill the full-time Administrative Assistant, Marketing position.

Candidate

Recommended: Genetria Olivier

Education: Galveston Community College
Associate of Arts, General Studies

Experience: University of TX Health Science Center
Sr. Administrative Assistant August 2019 – May 2024

Galveston County Daily News
Retention Sales Coordinator/Customer Service September 2018 – April 2019

University of TX Medical Branch
Business Coordinator March 2014 – December 2017

University of TX Health Science Center
Sr. Staff Assistant March 2012 – February 2014
Sr. Staff Assistant February 2009 – November 2011

University of TX Medical Branch
Coordinator I, Special Programs August 2007 – January 2009
Clerk 3 March 2005 – August 2007
Out Patient Service Associate February 2002 – March 2005
Veterinary Technician December 2000 – February 2002
Occupational Therapy Aid October 1987 – August 1990

Salary: \$42,315.44
Grade 110, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Administrative Assistant, Marketing (PID: 837)		
Department:	Marketing & Media	FLSA Status:	Non-Exempt
Reports To:	Director, Marketing & Media	Job Category:	TSCM
Grade Level:	110		
HR approved:	Lindsey Hindman	Date:	4/15/2024
Last updated by:	Director, Marketing & Media/ST	Date:	3/28/2024

SUMMARY

The Administrative Assistant, Marketing is a central point of contact for the Marketing team, ensuring smooth operations within the department. Responsible for trafficking of job requests, department copier maintenance, paper and printing inventory as well as service and billing information. This position performs administrative duties, bookkeeping, general clerical support for the Director and staff members of the Marketing department and as such requires a very high level of multi-tasking ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Director with budget records and keeps accurate account balances for all Marketing Department budgets
- Responsible for processing of purchase orders, invoices, and monthly billing
- Handles mail, prepares correspondence, and other general communications
- Provides records management and maintains department file archives
- Responsible for traffic management of all marketing and graphics services requests using project management software.
- Handles walk-in requests and phone calls for all departmental services.
- Assists with drop off and pick up of Copy/Print jobs as needed
- Orders paper and office supplies and keeps track of inventory for Print Shop and Graphics
- Assists Print Specialist with service calls and maintenance of Marketing and Copy Center print/copy machines
- Serves as a backup as needed in the Copy Center to assist with printing, binding, etc.
- Responsible for assisting with graphic design jobs including proofing, printing as needed, scanning of files and images, and lamination as needed
- Coordinates the recycling of printer paper and ink/toner cartridges
- Assist as needed for campus event planning, setup and tear down
- Other general tasks as assigned by the Director of Marketing

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

- High School diploma or GED
- Two (2) years office administrative assistant experience

PREFERRED QUALIFICATIONS

- Associate's degree

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have the ability to organize and maintain schedule of work and handle multi-tasks
- Must have experience and working knowledge of computer software including, Word, PowerPoint and Excel
- Knowledge of Adobe Creative Cloud software (InDesign, Photoshop, Illustrator, Acrobat) is helpful
- Understanding of advertising, graphics, printing and web helpful
- Must have excellent verbal/written and communication skills

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.

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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: 138-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 1, 2024
SUBJECT: Personnel Action (Replacement): Coordinator Pathways & Articulation

The individual listed below has been recommended to fill the full-time Coordinator Pathways & Articulation.

Candidate
Recommended: Crystal Johnson

Education: Texas Tech University
Master or Arts

Experience: Lonestar College
Academic Tutor October 2023 – Present

San Jacinto College
Student Success Tutor August 2019 – Present

Texas Southern University
Student Advisor & Visiting Professor August 2012 – August 2023

Salary: \$60,985 Annual
Grade 204, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Coordinator, Pathways & Articulation (PID: 686)		
Department:	College & Career Pathways	FLSA Status:	Exempt
Reports To:	Dean, College Access & Partnerships	Grade Level:	204
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG	Date:	5/28/2024
Last updated by:	Dean College Access & Partnerships/JRR	Date:	5/28/2024

SUMMARY

The Coordinator of Pathways and Articulation provides leadership, coordination and administration of Alvin Community College's (ACC) guided pathways for academic and technical programs, articulated credit, prior learning assessment and credit, ACEs credit for military service, and university parallel articulations. This position assesses the needs of universities for coordination with Alvin Community College academic, technical and workforce departments to provide coursework and services in response to those needs. The Coordinator also ensures that all programs associated with the College and Career Pathways department are administered in accordance with the guidelines of the Texas Higher Education Coordinating Board, The Southern Association of Colleges and Schools, and all other external entities.

Under supervision of the Dean of College Access and Partnerships, the Coordinator works closely with college leadership, teachers, post-secondary institutions, regional industries, grant foundations, and program agencies to ensure the successful implementation of seamless college and career pathways.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership for planning and implementation of College and Career Pathways initiative
- Responsible for planning, development, implementation, capacity building, and maintenance of meta-majors and pathways to college and high skill, high wage careers
- Understands and applies the Common Core State Standards for universities and colleges
- Guides development of college and career pathways that consists of four components: academic, technical, work-based learning, and support services
- Researches best practices for implementation of effective technology for College and Career Pathways programs
- Develops materials and programs that provide information to students that will assist in selection of a pathway that best matches students' needs and interest
- Works with Deans and faculty to develop guidelines, processes, and assessments for prior learning assessment and college credit
- Plans and presents staff development workshops to share information related to College and Career Pathways
- Develops and maintains collaborative relationships with colleges, universities, industries, and local businesses
- Monitors and evaluates the effectiveness of College and Career Pathways.

- Provides oversight of updates for all College and Career Pathways publications, handbooks, and webpage
- Works closely with College advisors, admissions, Deans, Department Chairs, and faculty to coordinate assessment of instruction and program effectiveness
- Provides leadership and oversight of the College and Career Pathways administrative staff
- Provides planning and management of budget for the College and Career Pathways department
- Provides oversight, administration, and currency of articulation agreements with schools, universities, and other educational partners
- 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.

REQUIRED QUALIFICATIONS

- Bachelor's degree in education, psychology, counseling, or related field from an accredited university
- Three (3) years of work experience in secondary or post-secondary setting

PREFERRED QUALIFICATIONS

- Master's degree education, psychology, counseling, or related field from an accredited university
- Prior teaching experience in both public school and community college settings

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated leadership skills with effective interpersonal, written, and oral communication skills is required
- Working knowledge of computer technology required
- Must possess the ability to collaborate with diverse individuals, groups, and organizations
- Must be dependable, resourceful, and self-motivated
- Ability to anticipate problems, exercise good judgment, and develop and apply solutions effectively
- Demonstrate a working knowledge of college operations, policies, and procedures including the Texas Higher Education Coordinating Board requirements

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Headcount Report

	Budgeted 2023-24	AUG 2024	HR Vacancies
Administrative	14	13	2
*Professional	87	83	2
Faculty	124	121	2
**Technical Support, Clerical & Maintenance (TSCM)	117	109	14
Total Full-Time (FT) Employees	342	326	20

*Count includes 4 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee

11.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Paresh Patel	Project Specialist New Beginnings Grant	8/2/2024	Resignation
2	Monica Silvas	Dual Enrollment Advisor	8/6/2024	Termination
3				
4				
5				
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9				
10				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JULY 25, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 25th day of July 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
Breah Knape	Regent
Michael Hoover	Regent
Mike Pyburn	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Mary Jove	Alvin Community College
Kelley Peatross	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

Beth Nelson	Nadia Nazarenko	Mason Myers
Clay Grover	Debra Fontenot	Dawn Sustata
Tammy Giffrow	Linet George	Patrick Sanger
Karl Stager	Harold Griffin	Alan Phillips
Kyle Marasckin	Estevan Vasquez	Lilly Garcia
John Tompkins	Mike Myers	Patty Sanchez
LaVonna Miller	Rhonda Myers	Anita Exley

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*.

Board Recognitions

This past March and April, ACC faced a series of burglaries in which valuable electronic equipment was taken. The ACC police department launched a thorough investigation to stop the suspect. Using forensic techniques such as collecting latent fingerprints, they were able to identify the suspect who was not affiliated with the college as a staff member or student. They anticipated that the suspect would return to campus and in April, using video surveillance, the police department witnessed the suspect returning to campus. The officers confronted him and after a brief struggle, they were able to take him into custody. He was charged with two counts of burglary of a building and one count of attempted escape, all third-degree felonies, and was booked into the Alvin Jail. The successful resolution of this case is a testament to the perseverance, dedication, and coordinated efforts of the Alvin Community College Police Department, whose actions brought an end to the crime spree and restored safety to our campus. Recognized were Officer Roland Escobar, Sgt. Jessica Alvarado and Chief Ronny Phillips

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 Mr. Shelton.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents thanked the staff and Campus Police for all their work in taking care of the campus before, during and after Hurricane Beryl, Chair Sanchez thanked Vice Chair Droege for running last month's meeting in her absence while attending CCATT meeting, commended the Theatre arts department for their summer productions and how nice the Upward Bound recognition dinner was.

Committee Report

Regent Jim Crumm, Facilities Committee member and Mr. Mike Pyburn, Finance and Budget Committee member reported information on both their meetings to the Board in its entirety. These reports were for information only.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion for approval of the Consent Agenda that included the approval of Minutes of June 27, 2024, and Board Workshop of July 15, 2024, Personnel Action (New): English Faculty, Personnel Action (New): EMS Faculty, Personnel Action (New): Math Faculty, Personnel Action (New): History Faculty, and Grants Report. Regent Reyes-Hall moved to approve the consent agenda as presented. Seconded by Regent Crumm. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Fall registration is open. Classes begin on August 26. The Back to Campus Friday event will be on August 16 from 8 a.m. to 7 p.m. for those who need take care of some final preparations for the start of fall.

This past Friday, the entire planet was hit with a massive internet outage due to the issues with CrowdStrike. Our intranet, Blackboard and other IT services were affected but I am proud to say that thanks to our IT department, the college IT was fully functional by the following day. Thank you everyone in that department who made that response possible.

The Summer Children's Theatre Festival wrapped up this week with performances of The Big Friendly Giant.

The Upward Bound program had its annual award ceremony on Tuesday. A panel of former students talked about the program during the event and how it impacted their education.

The Community Band performed its annual Fourth of July concert ahead of the city's fireworks display.

Our Polysomnography students got a chance to be the educators for a change. On July 3 they held their annual seminar where they teach local physicians how to conduct sleep studies.

New Student Orientation sessions are going on now to help first-time students get ready for the Fall semester.

The ACC BioTech program had a training on cell structure recently at the University of Houston Clear Lake.

This report was for information only.

Performance and Cost Analysis

Mr. Patrick Sanger provided the Performance and Cost Analysis annual report regarding data on duplicated headcount, unduplicated headcount, course success rates, credit breakdown by type of majors, degrees and certificates awarded, revenues, expenses and gain/loss margins for budgeted programs over a three-year period from 2021-2023. He also talked about House Bill 8 and the change in the funding model that will be incorporated in future reports. This report was for information only.

Resolution of Emergency Closure – Hurricane Beryl

Secretary Hertenberger moved to approve the Resolution of Emergency Closure and payment for employees during Hurricane Beryl as presented. Seconded by Regent Pyburn. Motion passed unanimously.

Proposed Budget 2024-2025 Information

Dr. Exley informed the Regents that he and Mrs. Beth Nelson have reviewed all questions from the Regents, analyzed the amounts for an increase in pay for staff, facilities needs and maintenance costs, and that the next Board Budget workshop is scheduled for August 5, 2024 at Noon. This was an information only item.

Consider Approval of Contract Extension with HonorLock

Secretary Hertenberger moved to authorize the President to execute a one-year agreement with Honorlock for the purposes of online proctoring for \$85,124.00. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of Ellucian Contract Extension

Regent Shelton moved to authorize the President to enter into two contracts: 1) a five-year contract with Ellucian Company, LP for \$2,447,868 and 2) a contract for the implementation and training regarding Ellucian Experience for \$39,820. Seconded by Regent Knape. Motion passed unanimously.

Consideration of President's Contract

Regent Crumm moved to approve a 1-year extension on Dr. Exley's contract as discussed in Executive Session. Seconded by Regent Shelton. Motion passed unanimously.

Financial Report Ending June 30, 2024

Regent Shelton moved to approve the financial and investment report for June 2024. Seconded by Secretary Hertenberger. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:52 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF AUGUST 5, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 5th day of August 2024 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair
Jody Droege	Vice-Chair
Jim Crumm	Regent
Michael Hoover	Regent
Breah Knape	Regent
Darren Shelton	Regent
Yvette Reyes-Hall	Regent
Robert Exley	President, Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Kelley Peatross	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Beth Nelson	Alvin Community College

Tammy Giffrow
Clay Grover
Bryan Hinshaw
Lindsey Hindman
Karl Stager
Kyle Marasckin

LaVonna Miller
Tricia Groth
Harold Griffin
Beth Nelson
Leigh Ann Moore
Nadia Nazarenko

Linet George
Jessica Ranero-Ramirez
Debra Fontenot
Scott Turnbough

Call to Order

The meeting was called to order by Chair Sanchez at 12:26 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.

2024-2025 Budget and Tax Evaluation Discussion

Mrs. Beth Nelson informed the Regents of the updates and adjustments made to the budget and that the final tax information from the Brazoria County Tax Office has been received. Other items presented included the projected revenues for fiscal year 2025, proposed new positions, enrollment update, personnel costs, and finally, capital projects. The Regents will approve the budget and new tax rate at the August 15, 2024, Board meeting. This item for information only.

President's Goal Setting Session

Dr. Exley presented his proposed President's goals for 2024-2025. These will be taken under consideration by the Board of Regents and voted upon at the August 15, 2024 Board meeting.

Executive Session

The Board recessed into Executive Session at 1:02 p.m. Executive Session start time was 1:09 p.m.

Adjournment

The meeting was called back into order and adjourned at 1:49 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Personnel Action (Replacement): Biology Faculty**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 146-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Personnel Action (Replacement): Faculty, Biology

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

Candidate

Recommended: Tara Rasmussen

Education: University of Texas-Austin
Doctor of Philosophy

University of Illinois at Urbana-Champaign
Bachelor of Science

Experience: Alvin Community College Adjunct Biology & CE Instructor Biotech January 2023 – Present
Baylor College of Medicine Research Instructor December 2015 – Present
University of Minnesota Research Associate March 2013 – November 2015
University of Minnesota Post Doctoral Fellow July 2008 – March 2013
University of Texas-Austin Graduate Assistant and Teaching Assistant September 2001 – July 2008
University of Illinois Research Fellow June 1999 – May 2000

Salary: \$70,735.87 Annual
Grade 9/PHD/Step 10, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, Biology (PID: 44)		
Department:	Biology	FLSA Status:	Exempt
Reports To:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	5/20/2024
Last updated by:	Dean A&S/Dr. George	Date:	5/20/2024

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.

REQUIRED QUALIFICATIONS

- 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 Doctor of Chiropractic, MD's or DVM's. (BIOL 2401,2402, 2420)

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level

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 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.

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 is a security sensitive position and requires a criminal history and/or motor vehicle records 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.

12.C. **Personnel Action (Replacement): Welding Faculty**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 147-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Personnel Action (Replacement): Faculty, Welding

The individual listed below has been recommended to fill the full-time Faculty, Welding 12 Month position.

Candidate

Recommended: Phillip Jetson-Washington

Education: Arclabs Welding School
Certification

Experience: ASC Engineering
Lead Welder March 2024 – Present

Deepwater Corrosion
Welding September 2023 – March 2024

Wisdom High School
CTE Teacher August 2023 – September 2023

Texas State Technical College
Welding/Pipefitting Instructor August 2022 – August 2023

Taylor Wharton
Combo Welder May 2021 – July 2021

Tulsa Welding School
Welding Instructor February 2020 – April 2021

Offenhauser
Pipe Vessel Welder November 2019 – February 2020

Enerpipe
Rig Welder June 2019 – November 2019

Phoenix Services

Combo Welder

May 2019 – June 2019

Arclabs Welding School

Welding Instructor

February 2018 – May 2019

Kinger Morgan

Welder

September 2017 – February 2018

Turner Industries

Welder

January 2017 – August 2017

US Army

Quality Control Lead Welding Supervisor

January 2013 – September 2015

Welder

November 2005 – December 2012

Salary: \$80,318.80 Annual
Grade 12/TECH/Step 10, 2023– 2024 / 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title: Instructor, Welding Technology	Faculty, Welding 12 Month (PID: 608)		
Department:	Welding Technology	FLSA Status:	Exempt
Reports To:	Department Chair	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	7/25/2024
Last updated by:	Department Chair/DM	Date:	7/25/2024

SUMMARY

The instructor will teach a variety of courses within the Welding Technology Department Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends.

May require travel to our main campus in Alvin and/or to various offsite locations, including local high schools in Alvin, Danbury, Manvel, J.B.Hensler, Pearland and to Texas Department of Criminal Justice facilities in Richmond, Rosharon or Lake Jackson.

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.

REQUIRED QUALIFICATIONS

- Associate's or Bachelor's degree in Metals Science (Metallurgy, Welding Technology, etc.), and/or 3 years non-teaching work experience in the field

PREFERRED QUALIFICATIONS

- At least one year of teaching experience at the college or university level.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must be familiar with interactive teaching methods and instruction via the Internet
- Working knowledge of Blackboard course management system
- Candidate must be proficient in SMAW, GTAW, GMAW, and FCAW on plate and pipe in all positions. Weld test is required.
- Weld Tests:
 - 3G & 4G GMAW/FCAW Open root V-Groove weld
 - 2"XH Pipe – 6G GTAW
 - 2"XXH Pipe – 6G GTAW/SMAW

WORK ENVIRONMENT

The incumbent typically works in an unconditioned shop, or classroom environment and uses a computer, telephone and other office, welding equipment as needed to perform duties. The noise level in the work environment is typical of that of welding shop. Incumbent may encounter frequent interruptions, loud noises, 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 (50) pounds.

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 is a security sensitive position and requires a criminal history and/or motor vehicle records 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.

12.D. **Grants Report**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 151-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Federal, State, and Private Grants Report

The attached is the ACC Grant Status Report as of August 1, 2024. 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. Pages two through four provide details on the grants and/or applications in each of three categories.

The College presently has \$3,241,016.37 in active funded grants. There is an additional \$1,555,974.35 in grant applications currently in the funder review process.

RJE:tg

Alvin Community College Grants Update

August 1, 2024

ACC has the following in grant activity:

\$3,241,026.37	Active Funded Grants
\$1,555,974.35	Grant Applications in the Funder Review Process
\$ TBD	Grant Applications in the Development Process

New grant awards received:

The Marguerite Edwards Trust provides support for the following ACC programs:

- Dual Enrollment Career Expo
- Summer Children's Theater
- Child Development Lab School
- Upward Bound

Soroptimist International of Alvin provides support for the following ACC programs:

- Upward Bound
- ACC Emergency Fund

Details on individual grants are attached. The last two pages list 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 August 1, 2024

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
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 #282AWPB008 "New Beginnings" Year 3 Renewal	12/1/2023	11/30/2024	Inez Iherue	TDCI	Instruction/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCI 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
THECB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 174,426.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29698	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
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
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #00271	12/15/2023	12/15/2024	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for starting a CEWD EMT program at ACC's West Campus.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #2824SDFF004	5/22/2024	5/30/2024	Sara Bouse	CEWD	Instruction and Training	\$ 187,149.00	Primary	TIL Industries	Skills training for employees of TIL in Process Technology. ACC may add companies up to 90 days after the initial contract was signed.	State Discretionary Competitive
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies, Equipment and Student Assistance.	State Discretionary Non-Competitive
THECB Perkins Basic Grant Contract Award #TBD	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 167,770.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive

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	Briana 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 Dalmonik, 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 Guo, 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	Miller 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 Rhoades, 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

STATE/FEDERAL GRANTS SUBTOTAL \$ 3,194,566.37

2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Jordan Rusk	Polysonnography CEWD	Instruction	\$ 1,500.00	N/A	Board Prep Course for Polysonnography Students	Private / Foundation
Texas New Mexico Power Grant	TBD	8/1/2024	Stuart Jackson, Britanni Bewick, Wendy Del Bello	BioTechnology Program	Safety Cabinet	\$ 8,000.00	Primary	Provides funds to purchase a safety cabinet for students to learn safety protocols in materials handling.	Private / Foundation
Lyondell-Basell Scholarships	1/31/2024	2/28/2024		ACC Foundation	Student Scholarships	\$ 2,500.00	Primary	Provides five \$500.00 scholarships for Process Technology Students.	Private / Foundation
CenterPoint Energy Foundation	8/24/2024	8/12/2025	Brittani Bewick	Biotechnology Program	Equipment	\$ 10,000.00	Primary	Provides for virtual reality equipment for student use.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Dr. Jessica Rianero-Ramirez	Dual Enrollment	Supplies	\$ 2,500.00	Primary	Provides funds for hosting a Career Expo.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Chris Tennison	Drama	Supplies	\$ 500.00	Primary	Provides support for Summer Children's Theater.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Karen Tofte	Child Development Lab School	Curriculum	\$ 2,010.00	Primary	Provides for a new Toddler's Curriculum	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Enrichment	\$ 5,000.00	Primary	Provides funds for students to participate in a Disney Leadership Class	Private / Foundation
Soroptimist International of Alvin	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Student Scholarships	\$ 1,000.00	Primary	Provides funds for student scholarships	Private / Foundation
Soroptimist International of Alvin	7/2/2024	7/1/2025	Wendy Del Bello	ACC Foundation	Student Support	\$ 2,000.00	Primary	Provides support for the Emergency Fund.	Private / Foundation
						ACC FOUNDATION GRANTS SUBTOTAL	\$ 49,460.00		
						TOTAL ALL ACTIVE GRANTS	\$ 3,241,026.37		

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor Criminal Justice Grant Program	10/1/2024	9/30/2025	Chief Ronny Phillips	ACC PD	Bulletproof Vests for ACC Police Department	\$ 38,048.00	Primary	N/A	Funds provide for purchasing 16 vests. Application submitted February 7, 2024.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	9/1/2024	8/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 550,199.95	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. Application submitted March 14, 2024.	State Discretionary Competitive
TWC IET Grant (Jobs and Education for Texans) 2024	7/1/2024	6/1/2025	Don Panis	Process Technology	Equipment	\$ 350,000.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required. Application submitted April 19, 2024.	Federal Discretionary Competitive
ECMC Foundation	TBD	TBD	John Matule	Student Services	Personnel Supplies	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs. Letter of interest required, open application.	Private / Foundation
American Academy of Sleep Medicine (AASM) Foundation	TBD	TBD	Amanda Moore	Polysonnography	Equipment, Personnel	\$ 50,000.00	Primary	N/A	Funds provide for equipment and curriculum development.	Private / Foundation
						Total Grants in Funder Review	\$ 1,155,974.35			

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation Improving Undergraduate STEM Education (IUSE)	TBD	TBD	John Mohr	Geology	Research	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences Application due September 21, 2024.	Federal Discretionary Competitive
Hispanic Serving Institutions	TBD	TBD	TBD	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	TBD	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region. Application due on September 24, 2024.	Federal Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5	TBD	TBD	TBD							
						Total Grants in Application Development	TBD			

Grants Reviewed by ACC but Not Pursued or Not Selected for Funding

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$ 1,000,000.00	Primary	N/A	Provides support for developing inclusive experiential learning opportunities for students with skills needed to succeed in emerging technology fields.	Federal Discretionary Competitive	ACC determined the target program was not the right fit for the grant type.
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	N	CEWD	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive	Employer partner is not ready to move forward at this time.
Nuts, Bolts, & Thingamajigs (NBT) Camps	12/1/2023	N	Welding	\$ 5,000.00	Primary	N/A	Provides funds to host summer manufacturing camps for middle and high school students.	Private / Foundation	Department determined timing was not appropriate to pursue this grant.
Office of the Governor State Homeland Security Grant	2/8/2024	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	Grant did not provide for resources needed by ACC PD.
Lowes Foundation Gable Grant	3/31/2024	N	Welding	\$1,000-\$1,000,000	Primary	N/A	Support skilled trades workforce development initiatives.	Private / Foundation	ACC does not have a program supported by this grant (appliance repair, carpentry, electrical, HVAC, plumbing)
TCEQ THIVE Grant	3/31/2024	N	CDL	TBD	Primary	N/A	Support the adoption of hydrogen vehicles	State Discretionary Competitive	Grant only funded the difference between the cost of a diesel truck and a hydrogen-powered truck.
U.S. Department of Education GEAR UP	5/7/2024	N	College Preparation	up to \$5,000,000	Primary	ISD & Community Partners	Materials, Staffing, Courses for College Exposure & Preparation	Federal Discretionary Competitive	ACC determined the timing was not appropriate to pursue this grant. We will research this grant for a potential application next year.
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	Sub-recipient	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	Original budget was to be \$1,160,000 over the life of the grant; funder revised the budget to \$412,000 over the life of the grant. This would only allow for 1.5 FTEs, so ACC declined.
U.S. Department of Labor Strengthening Community Colleges 4	11/14/2023	Y	CEWD/CNC Machining	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region.	Federal Discretionary Competitive	ACC was not selected.
Office of the Governor, Texas Talent Connection Wagner-Peyser 7(b) Grant	4/30/2024	N	TBD	\$ 350,000.00	Primary	N/A	Provides funds that support innovation in workforce development and support workforce training projects that lead to job placement.	State Discretionary Competitive	ACC determined that there was not sufficient time to build a successful application.
U.S. Department of Energy Industrial Assessment Centers Expansion	5/16/2024	N	TBD	\$ 800,000.00	Sub-recipient	University of Texas - El Paso	Provides curriculum and training in green energy principles for manufacturing programs	Federal Discretionary Competitive	Primary applicant, UTEP, chose not to move forward with an application.
Greater Texas Foundation Emergency Aid Grant	5/23/2024	N	Student Services	\$ 150,000.00	Primary	N/A	Provides direct emergency aid for students and technical assistance for ACC staff administering the program.	Private / Foundation	ACC determined the implementation time commitment would not be commensurate with the award.
U.S. Department of Labor QUEST Dislocated Workers Grant	8/4/2023	Y	TOCI re-entry	\$ 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.	Federal Discretionary Competitive	The primary applicant, GC Workforce Board, did not receive a response from the funder.
Blue Cross Blue Shield of Texas Healthy Campus Grant	9/1/2024	N	Fitness Court	\$ 50,000.00	Primary	N/A	Provide funds toward the cost of constructing a fitness court.	Private / Foundation	The remaining cost of building the court is not currently a budget priority.
DeWalt Grow the Trades Foundation	6/30/2024	N	CTE/CEWD	\$ 100,000.00	Primary	N/A	Provides funds to assist students pursuing skillin the trades.	Private / Foundation	Time insufficient to submit an application
Metallica Scholars Initiative, Cohort 6	6/6/2024	Y	CEWD Patient Care Tech, CNC Machining	\$ 75,000.00	Primary	N/A	Provides scholarships and support for students in Career and Technical Education programs.	Private / Foundation	ACC was not selected.

U.S. Department of Justice Office of Community Oriented Policing Services Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement	7/30/2024	N	Law Enforcement Academy	up to \$500,000	Primary	TBD	Provides funding to law enforcement training academies to promote safe outcomes during police encounters with persons in crisis through the integration of de-escalation and crisis response training into their curricula	Federal Discretionary Competitive	Time insufficient to submit an application
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13. **President's Report**
14. **Safety and Security Audit Report**
15. **Consider Approval of the President's Goals**

MEMORANDUM NO: 145-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: President's Goals for 2024-2025

In preparing this document for discussion, I have paid particular attention to the guidance provided via my 2023-2024 Performance Evaluation, legislative changes impacting Texas Community Colleges, the multi-year nature of a President's Goals, and the ACC Strategic Goals.

I offer the following, as presented during the August 5, 2024 ACC Board of Regents Workshop for consideration and approval.

Robert J. Exley, President – Performance Goals for 2024-2025

1. Provide consistent, timely communication with the Board of Regents to assure efficient and effective governance and operations. Specifically include Update Reports on progress regarding the following:
 - a. Strategic Goal 1: Student Success at the January Board meeting.
 - i. President's Measurable Objective – Support engagement of ACC Pathway's Team and initiatives as evidenced through approving necessary resources like time and money for involvement.
 - ii. President's Measurable Objective – Review all data elements that define student success (e.g., course completion rates, program learning outcomes, post-ACC success, employer satisfaction, etc.).
 - b. Strategic Goal 2 Cultivate a culture of inclusion, flexibility, innovation, and resiliency at the February Board meeting.
 - i. President's Measurable Objective – Formalize "Pathways to Internal Promotion and/or Advancement" for TSCM and Professional employee groups as evidenced through employee development activities on such.
 - ii. President's Measurable Objective – Formalize ACC Leadership Development Program evidenced by operational support (funding and time) to fully implement the HR-defined and led program as well as strong advocacy with other Executive Leadership Team members to identify employees for invitation.
 - iii. President's Measurable Objective – Integrate with Positivity through Community faculty-led initiative through personal support and involvement.
 - c. Strategic Goal 3 Enhance ACC's engagement within the community at the March Board meeting.

- i. President’s Measurable Objective – enhance outcomes funding for the College via expanded partnerships with business, industry, and educational providers across the community.
 - ii. President’s Measurable Objective – support policy changes to foster increased participation of college employees in official community service activities (mentor, tutor, etc.) and/or non-profit organizations (Rotary, Chamber, Lions, etc.).
 - d. Strategic Goal 4 Responding to growth within the region at the April Board meeting,
 - i. President’s Measurable Objective – the establishment clearly defined HB8 outcomes goals for each program of study and key college divisions/departments.
 - ii. President’s Measurable Objective – ACC West will meet or exceed established operational goals to be set in collaboration with ACC West staff.
 - iii. President’s Measurable Objective– completed facilities projects including ongoing ADA compliance & upgrades, existing deferred maintenance needs, and enhanced preventative / predictive maintenance.
- 2. Finalize with the College Board of Regents the ACC Facilities Master Plan.
 - a. President’s Measurable Objective – Establish multi-year schedule for facilities projects addressing ongoing ADA compliance & upgrades, existing deferred maintenance needs, and enhanced preventative / predictive maintenance needs and successfully complete a minimum of 85% of annual projects.
 - b. President’s Measurable Objective – determine and define the facilities that will require ‘new construction’ (e.g., Law Enforcement Academy Firing Range, Skilled Trades Training Center, etc.) and utilize business analysis tools to determine the feasibility and selection of funding mechanism (e.g., bond issue, P3, revenue bonds).
- 3. Complete the refreshment of the current ACC Strategic Plan.
 - a. President’s Measurable Objective – Compile comprehensive report on the existing ACC Strategic Plan to identify significant achievements and non-successful goals & objectives by the end of the Fall Term 2024.
 - b. President’s Measurable Objective – each ELT member will lead a specific aspect of the process (e.g., lead the data analysis scanning component; lead the environmental scanning component, chair the Strategic Planning Committee, facilitate student and employee engagement, etc.).
 - c. President’s Measurable Objective – Engage all campus constituencies in the development of the revised ACC Strategic Plan for ACC Board of Regents’ consideration
- 4. Implement the Four Disciplines of Execution.
 - a. President’s Measurable Objective – Empower the ACC Executive Leaders as evidenced through their 100% adoption of the identified WIG (Wildly Important Goal).
 - b. President’s Measurable Objective – assure that 100% of weekly WIG meetings occur to establish a ‘Cadence of Accountability’.
 - c. President’s Measurable Objective – attend each Vice President’s Sub-WIG meetings a minimum of bi- weekly.

RJE:tg

16. **Consider Approval of Adoption of the 2024-2025 Fiscal Year Budget**

MEMORANDUM NO: 143-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Consider Adoption of Budget for 2024-2025 Fiscal Year
Scenario 1 or Scenario 2

Based on the discussions from the Board workshops on June 10, July 15, and August 5, 2024, along with on-going dialogue at subsequent Board meetings on June 27 and July 25, 2024, the college Executive Leadership provides two scenarios for determining the proposed Maintenance and Operations Budget for FY 2024-2025.

- Scenario 1 is based on maintaining the College's current year (2023-2024) tax rate and provides a proposed Maintenance and Operation Budget for 2024-2025 of approximately **\$49,572,862**.
- Scenario 2 is based on increasing the current year (2023-2024) tax rate to the Voter Approval Rate and provides a proposed Maintenance and Operations Budget for 2024-2025 of approximately **\$50,722,499**.

Both scenarios are based on tax rates above the No New Revenue rate but no higher than the Voter Approval Rate. Each one will require a public hearing to adopt the tax rate. Each scenario includes pay raises for all eligible, non-faculty full-time and part-time employees equal to the greater of 3% or \$1,800. Eligible full-time faculty will receive a step increase equal to 3%. Each proposal also includes a salary adjustment for the Adjunct rate of pay.

Each budget scenario includes 11 new FT positions and 4 additional positions expanded from PT to FT, for a total of 15 positions in all.

The semi-annual payments for the Maintenance Tax Note are included.

Utilizing either scenario will provide much-needed funds designated for facilities maintenance and expansion.

The scenarios are as follows:

Scenario 1

It is believed that this budget would be attainable by the board adopting a tax rate above the No New Revenue Rate, which does require a tax hearing. The resulting tax rate, if approved at the September 26, 2024 Board meeting, will maintain the current 2023-2024 tax rate. The certified taxable value from Brazoria County Appraisal District is \$21,691,279,872. The appropriations from the state were achieved through a combination of outcome-based funding and projected FAST funds and will increase to \$10,684,942 for the 2024-2025 year (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$49,572,862**, as presented. On September 1, 2024, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

Scenario 2

It is believed that this budget would be attainable by the board adopting a tax rate above the No New Revenue Rate, which does require a tax hearing. The resulting tax rate, if approved at the September 26, 2024 Board meeting, will be higher than our current 2023-2024 tax rate. The certified taxable value from Brazoria County Appraisal District is \$21,691,279,872. The appropriations from the state were achieved through a combination of outcome-based funding and projected FAST funds and will increase to \$10,684,942 for the 2024-2025 year (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$50,722,499**, as presented. On September 1, 2024, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2024-2025

SCENARIO 1

	2024-2025		2023-2024		
	AMOUNT	TOTAL	AMOUNT	TOTAL	
State Appropriations					
Coordinating Board		\$ 9,974,942		\$ 9,526,054	\$ 448,888
FAST Funding		710,000			\$ 710,000
Local - Tuition and Fees					
In-District	2,542,890		\$ 2,390,859		152,031
Out-of-District	5,161,668		4,501,087		660,581
Out of State/Foreign	321,149		374,307		(53,158)
Fees	1,328,643		1,297,548		31,095
Total Tuition and Fees	9,354,350		8,563,801		
Exemptions	(2,141,292)		(1,577,452)		(563,840)
All Tuition and Fees Less Exemptions		7,213,058		6,986,349	
Miscellaneous Income					
Interest on CDs	500,000		500,000		
Testing Fees	70,000		70,000		
Total Miscellaneous Income		570,000		570,000	
M&O Taxes (Current Year Tax Rate)		31,104,862		28,889,752	2,215,110
Total Revenues		49,572,862		45,972,155	3,600,707
M & O Budget Expenditures		\$ 49,572,862		\$ 45,972,155	3,600,707
Difference					

Summary of Tax Rates

	2021-22	2022-23	2023-24	2024-25
Maintenance	0.171457	0.154314	0.143398	0.143398
Debt Service	0.011754	0.009831	0.007866	0.007290
Total	0.183211	0.164145	0.151264	0.150688

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2024-2025

SCENARIO 2

	2024-2025		2023-2024		%
	AMOUNT	TOTAL	AMOUNT	TOTAL	INCREASE
State Appropriations					
Coordinating Board		\$ 9,974,942		\$ 9,526,054	4.71%
FAST Funding		710,000		-	100.00%
Local - Tuition and Fees					
In-District	2,542,890		2,390,859		6.36%
Out-of-District	5,161,668		4,501,087		14.68%
Out of State/Foreign	321,149		374,307		-14.20%
Fees	1,328,643		1,297,548		2.40%
Total Tuition and Fees	9,354,350		8,563,801		
Exemptions	(2,141,292)		(1,577,452)		35.74%
All Tuition and Fees Less Exemptions		7,213,058		6,986,349	3.25%
Miscellaneous Income					
Interest on CDs	500,000		500,000		0.00%
Testing Fees	70,000		70,000		0.00%
Total Miscellaneous Income		570,000		570,000	
M&O Taxes (Voter Approval Rate)		32,254,499		28,889,752	11.65%
Total Revenues		50,722,499		45,972,155	10.33%
M & O Budget Expenditures		\$ 50,722,499		\$ 45,972,155	10.33%
Difference				4,750,344	

Summary of Tax Rates

	2021-22	2022-23	2023-24	2024-25
Maintenance	0.171457	0.154314	0.143398	0.148698
Debt Service	0.011754	0.009831	0.007866	0.007290
Total	0.183211	0.164145	0.151264	0.155988

17. **Consideration and Approval of Proposed Tax Rate for the 2024-2025 Fiscal Year**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 144-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RE*

DATE: August 8, 2024

SUBJECT: Consideration and Approval of Proposed Tax Rate for Fiscal Year 2024-2025
Scenario 1 and Scenario 2

Scenario 1

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2024-2025 on August 15, 2024, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$31,104,862.**

The breakdown of the tax rate that supports this revenue is as follows:

Debt Rate:	\$.007290 (must adopt)
M & O Rate:	<u>\$.143398</u>
TOTAL RATE	\$.150688

The proposed tax rate requires a hearing and a record vote to adopt this tax rate. This rate would be above the No New Revenue Tax Rate but below the Voter Approval Tax Rate, and as such, will require only one hearing to be followed by a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose a hearing to be held on September 26, 2024, at 6:00 pm in the Nolan Ryan Center immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.150688, which is above the No New Revenue Tax Rate but below the Voter Approval Tax Rate for FY 2024-2025.

Scenario 2

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2024-2025 on August 15, 2024, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$32,254,499**.

The breakdown of the tax rate that supports this revenue is as follows:

Debt Rate:	\$.007290 (must adopt)
M & O Rate:	<u>\$.148698</u>
TOTAL RATE	\$.155988

The proposed tax rate requires a hearing and a record vote to adopt this tax rate. This rate would be above the No New Revenue Tax Rate but below the Voter Approval Tax Rate, and as such, will require only one hearing to be followed by a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose a hearing to be held on September 26, 2024, at 6:00 pm in the Nolan Ryan Center immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.155988, which is above the No New Revenue Tax Rate but not above the Voter Approval Tax Rate for FY 2024-2025.

RJE:tg

18. **Notification of Restoration of Campus Facilities, Post Hurricane Beryl**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 137-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024

SUBJECT: Notification of Restoration of Campus Facilities, Post Hurricane Beryl

On June 8, 2024, our campus was greatly impacted by Hurricane Beryl. The results are campus-wide and require significant repairs or restoration. Some of the areas requiring restoration are considered threatening to students or employees and/or to infrastructure.

Building J received the most damage and requires significant repairs, inside and out. The other campus components affected are Jewelry Building; Buildings T, E, N, and R; Baseball Field and Tennis Court. Each component received varying damage and repairs are expected through the end of the calendar year.

According to General Counsel, ACC Board Policy CF (Local) states that the President can authorize emergency contracts for disaster related repairs and report the contracts to the Board at the "next regular Board meeting". On July 31, 2024, Dr. Exley executed ACC Facilities Agreement # 25-011 for the provision of Restoration of Campus Facilities, Post Hurricane Beryl to Cotton Commercial, USA, Inc. in the amount of \$ 876,740.34 with a 10% contingency. Cotton Commercial, USA, Inc. is a provider on the national Omnia Partners, R191605 cooperative contract.

With the exception of the cost for the exterior wall on the J Building (\$ 103,657.56), the rest of the repairs are covered by insurance. The standard deductible is \$ 250,000 and 5% per building/site. The College will obligate funding for the entire project and then reconcile with the insurance reimbursement. We anticipate a final report to this Board at the February 2025 meeting.

RJE:tg

19. **Consider Approval of Fiscal Year 2024-2025 Cooperative Purchasing Programs**

MEMORANDUM NO: 134-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 7, 2024

SUBJECT: Fiscal Year 2024-2025 Cooperative Purchasing Programs

The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, and interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better-quality products for public institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time, College resources, and money as these contracts are readily available for use when a need arises and eliminates the requirement to initiate a formal solicitation process.

Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented, and reported in an agenda item. The College pays an annual membership fee of \$100 to the Texas Comptroller of Public Accounts to be a member of their cooperative purchasing program. In addition to competitively procured contracts, benefits of this program include viewing vendor reviews and feedback, access to a centralized master bidders list, access to electronic state business daily to post solicitations, purchase card program through CitiBank, and travel discounts and rebates [for eligible members](#) on select airlines, hotels, car rentals, and fuel.

It is recommended that the Board of Regents approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2024-2025 funds.

Attachment: Interlocal and Cooperative Purchasing Programs

Interlocal and Cooperative Purchasing Programs

College of the Mainland Interlocal Agreement
Educational and Institutional (E&I) Cooperative Services
Harris County Department Education (HCDE) Choice Partners
Houston-Galveston Area Council (H-GAC)
National Cooperative Purchasing Alliance (NCPA)
OMNIA Partners - formerly National Intergovernmental Purchasing Alliance (IPA) and U.S. Communities Government Purchasing Alliance
Purchasing Association of Cooperative Entities (PACE)
Purchasing Cooperative of America (PCA)
San Jacinto College Interlocal Agreement
Sourcewell - formerly National Joint Powers Alliance (NJPA)
State of Texas Comptroller Cooperative Purchasing Program, State of Texas Term Contracts (TxSmartBuy), Texas Multiple Award Schedule (TXMAS)
Texas Association of School Boards (TASB) BuyBoard
Texas Department of Information Resources (DIR)
Texas Investment Provider Selection Committee (TIPSC) Interlocal Agreement
Texas Tech University Interlocal Agreement
The Interlocal Purchasing System (TIPS)
U.S. General Services Administration (GSA), Schedules 70 and 84
Sheriffs Association of Texas
Brazoria County Interlocal Agreement for Purchasing
Texas Education Agency (TEA) Education Service Centers, multiple.
Texas Association of Community College Business Officers (TACCBO)

RJE:tg

20. **Consider Approval of Fiscal Year 2024-2025 Annual Purchasing Requests in Excess of \$50,000**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 142-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: August 7, 2024

SUBJECT: Fiscal Year 2025 Annual Purchasing Requests

It is recommended the Board of Regents approve the following purchase requests which include annual contract renewals and anticipated expenditures more than \$50,000.00 during the 2024-2025 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by college and awarded grant funds.

ADMINISTRATIVE AND GENERAL OPERATIONS

Amazon Capital Services, Inc. to provide instructional and miscellaneous goods procured through the OMNIA Partners purchasing cooperative contract, contract number R-TC-17006. The estimated annual expenditure is \$150,000.00

Brazoria County Appraisal District to provide tax collection services. The sole source number is 1602. The estimated annual expenditure is \$230,000.00

Office Depot Business Services to provide office supplies, furniture, and equipment procured through the OMNIA Partners purchasing cooperative, contract number R190303. The estimated annual expenditure is \$ 100,000.00

Gateway Printing and Office Supply, Inc.; Office Depot Business Services; Challenge Office Products and/or Smarketing to provide a variety of furniture (classroom and administrative) procured through multiple purchasing cooperatives, including Texas BuyBoard and HCDE Choice Partners. These providers are loyal to the ACC furniture standards approved by Dr. Exley and the ELT. Staff will ensure quotes are received from at least three of them as appropriate. The estimated annual expenditure is \$250,000.00

Deep East Texas Self Insurance Fund for the provision of Workers Compensation Insurance for \$60,000 per year.

Rogers, Morris & Grover, LLP to provide legal services. Legal services are classified as professional services according to Texas Government Code §2254 and are exempt from competitive procurement laws pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$ 170,000.00.

Xerox Financial Services to provide leased copier fleet and production equipment, copy count charges, and related services procured through the ACC solicited RFP # 21-02 and approved by the Board on September 17, 2020. The estimated annual expenditure is \$125,000.

Perishable food providers for Culinary, Bookstore and Lab School to include Ben E. Keith, Gordon Food Services and Kroger (mostly P-Card) through the Sourcewell and/or HCDE Cooperatives. The estimated annual expenditure is not to exceed \$200,000 for the fiscal year ending August 31, 2025.

Alltex Welding Supply, Inc. and Snap-on Tools, Inc. for the provision of equipment, supplies and some gases for the campus CEWD and Physical Plant through the ESC Region 6 cooperative and Sourcewell Cooperative for an amount of \$ 250,000.

Outlaw Leather, Inc. for the purchase of welding supplies for resale to students through the EPIC 6 cooperative for an amount of \$ 100,000.

ATHLETICS

Apartments are leased from the following vendors to provide housing for student athletes on scholarship. Leasing of real property does not fall within the requirements for competitive bidding required in Texas Education Code §44.031. The estimated annual expenditure is \$ 110,160.00.

Hillcrest Village Apartments
Huntington Oaks Apartments
Kenton Apartments
Meadow Park Apartments

Newport Oaks Apartments
Willow Creek Manor
Fairway Square Apartments
Steeplechase Apartments

COLLEGE STORE

The following vendors will provide various goods for resale in the College Store procured through Invitation for Bids (IFB) 19-04. The estimated annual expenditure is \$1,500,000.00

Apperson, Inc.
Award Concepts, Inc.
Blue 360 Media, LLC
Cengage Learning, Inc.
Elsevier
Goodheart-Willcox Publisher
Herff Jones, LLC
Koza's, Inc.
McGraw-Hill Education
Mercer Tool Corp.
Morton Publishing Company
Pearson Education, Inc.
RedShelf, Inc.
Sage Publishing
TestOut Corporation
Vistar Corporation
W.W. Norton, Inc.

FACILITIES

City of Alvin to provide permitting, trash removal, water, and sewer services. This is as a sole source provider in a regulated market; sole source number 1603. The estimated annual expenditure is \$200,000.00

Construction Masters to provide job order contracting and disaster recovery services as needed procured through the Harris County Department of Education Purchasing Cooperative (HCDE) Choice Partners Cooperative Program and Purchasing Cooperative of America (PCA). The estimated annual expenditure is \$600,000.00

ProEnergy Partners, LP and Center Point to provide natural gas procured by Tradition Energy in 2024. The estimated expenditure is \$170,000.00

Carrier for heating, ventilation, and air conditioning (HVAC) services and equipment as needed procured through TIPS purchasing cooperative contract, contract number 22010601. The estimated annual expenditure is \$200,000.00

Entech Sales and Service, LLC for the provision of additional HVAC services, including preventative maintenance, as needed. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 638-21. The estimated annual expenditure is \$300,000.00

Charlies Plumbing Services for emergency and other plumbing services. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 638-21. The estimated annual expenditure is \$200,000.00

Grainger for MRO supplies and small equipment. Procurement through OMNIA Partners purchasing cooperative contract. The estimated annual expenditure is \$100,000.00

Brookside Equipment Sales, for the purchase of grounds equipment, supplies and chemicals for landscaping and lawn care. Procurement through Region 6 Educational Services Center purchasing cooperative contract. The estimated annual expenditure is \$150,000.00

Pollock (formerly Pollock Paper) for the purchase custodial supplies and small equipment. Procurement through TIPS purchasing cooperative contract. The estimated annual expenditure is \$100,000.00

TXU Energy to provide electricity services procured by Tradition Energy in 2016. The new TXU agreement signed April 27, 2020 became effective May 1, 2023 with a new kW rate of \$0.0388. The estimated expenditure is \$750,000.00

Tradesmen International, Inc. for the provision of temporary trades and labor services to supplement Physical Plant staff. Contractor is available through the TIPS Purchasing cooperative for an amount not to exceed \$ 100,000 per annum.

INFORMATION TECHNOLOGY

CDW-G to provide software licenses, computer supplies, and equipment procured through various cooperative contracts programs; DIR, OMNIA Partners (formerly National IPA), and Sourcewell (formerly National Joint Powers Alliance (NJPA)). The estimated annual expenditure is \$250,000.

Dell Marketing, LP to provide computer supplies and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The estimated annual expenditure is \$450,000.

EAB Navigate. The agreement expires November 2025. The estimated annual expenditure is \$120,000.

Calian, Corp. to provide server and infrastructure hardware and related consulting services procured through the *DIR purchasing cooperative*, Contract # DIR-TSO-4288. The estimated annual expenditure is \$75,000.

Square 3 (formerly PCCare, Inc.) to provide computer supplies and equipment procured through the Choice Partners purchasing cooperative, contract number 18/056KD-47. The estimated annual expenditure is \$125,000.

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditures are \$ \$175,000.

Touchnet Information Systems, Inc. to provide the College's E-Commerce solution and related services procured through RFP 18-01. This item is paid through the business office budget and is not software, but a payment gateway service. The estimated annual expenditure is \$255,000.

Zogotech to provide data analytics software. The initial purchase and implementation were procured through a DIR purchasing cooperative contract in 2015. The estimated annual expenditure is \$75,000.

INSTRUCTIONAL

Ascend Learning, Assessment Technology Institute (ATI) for the provision of National Council Licensure Examination (NCLEX) nursing license preparation for both LVN and ADN. This service was solicited for, and the contract approved by the Board of Regents in January 2022. The estimated annual expenditure is \$200,000.

Laerdal Medical Corporation and Pocket Nurse will provide medical equipment and supplies procured through purchasing cooperative programs; BuyBoard and OMNIA Partners (formerly National IPA). The estimated annual expenditure is \$50,000.00.

EBSCO Information Systems for the provision of multiple services, including digital database; a nursing database called CINAHL needed for nursing program accreditation, 2 eBook databases for nursing and general education and a faculty database for open educational resources. EBSCO services are provided through various Texas Regional Education Service Centers. The estimated annual expenditure is \$ 60,000.

RJE:tg

21. **Consider Approval of Investment Policy**



Robert J. Exley, PhD
President

Your College > **Right Now**

MEMORANDUM NO: 148-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Investment Policy

Attached you will find the updated Investment Policy for 2024-2025 Fiscal Year. This update is required by the Public Funds Investment Act and each August this update is made. The only items updated in this year's policy is the date of the policy (August 15, 2024) the date of the proposed adoption by the Board of Regents.

It is recommended that the Board adopt the Investment Policy for 2024-25 with noted amendments.

RJE:tg

ALVIN COMMUNITY COLLEGE INVESTMENT STRATEGY

August 15, 2024

Alvin Community College maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Investment of funds shall be governed by the following investment objectives, in order of priority, for each fund listed below:

- a. Investment suitability as it relates to the financial requirement of Alvin Community College;
- b. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
- c. Liquidity to the extent needed to pay the College's obligations as they become due;
- d. Investment marketability provided the need arises for the College to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
- e. Investment diversification by maturity; and
- f. Yield to attain the best rate of return on investments, while considering risk constraints and cash flow needs (the basis or benchmark used to determine market yields are being achieved shall be the three-month Treasury Bill).

Investment strategies for all funds have as its primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Maturities are staggered to meet operating expenditures, based on known and projected cash flows and market conditions.

Designated Officers

The Director of Fiscal Affairs is the primary Investment Officer. The Vice President of Administrative Services and the Assistant Director of Fiscal Affairs will act as alternates in the absence of the Director.

Investment Providers

The following broker/dealers include a mix of primary and secondary firms with a history of competitive pricing in PFIA-related securities. This list represents security providers.

JPMorgan Chase
Merrill Lynch
UBS PaineWebber
Cantor Fitzgerald
Edward Jones
Hilltop Securities Asset Management / Hilltop Securities Inc.

The following list of banks consists of local banks which have either shown an interest in Alvin Community College's banking business by participating in the bank bid process or they participate in a CD investment program that allows for a higher rate of interest on a Certificate of Deposit while still maintaining coverage under the FDIC, e.g. the bank is a member of the CDARS Network*. These banks would be used for the purchase of Certificates of Deposit.

First National Bank of Alvin	JP Morgan Chase Bank
Texas Advantage Community Bank*	Regions Bank
Amoco Federal Credit Union	Texas Dow Employees Credit Union
Associated Credit Union of Texas	Texas First Bank
Chocolate Bayou Federal Credit Union	Wellby Financial
Frost Bank*	Wells Fargo Bank
	Woodforest National Bank

**CDs are issued through "Certificate of Deposit Account Registry Service", a service of Promontory Interfinancial Network.*

The following government investment pools are authorized investments.

TexSTAR
LOGIC

22. **Financial Report**

MEMORANDUM NO: 149-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2024
SUBJECT: Financial Report Ending July 31, 2024

Ms. Elizabeth Nelson will provide the monthly financial report for the board.

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2023-2024 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	7,285,358	103.25%	229,009
<i>Total Non-Operating Revenues</i>	38,915,806	39,037,880	100.31%	122,074
<i>Total Revenues</i>	45,972,155	46,323,238	100.76%	351,083

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	45,972,155	36,156,695	78.65%	9,815,460

This represents eleven months (or approximately 92%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

Alvin Community College
Consolidated Statements of Net Assets

	July 31, 2024	July 31, 2023	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	3,692,943	6,518,064	(825,121)	
Short-term investments	28,001,243	22,900,409	5,100,834	
Accounts receivable, net	3,860,410	3,581,941	278,469	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	523,484	597,845	(74,361)	Travel advances and prepaid expenses
Inventories	191,742	179,431	12,311	
Total Current Assets	38,269,822	33,777,690	4,492,132	
Noncurrent assets				
Long-term investments	2,000,000	1,000,000	1,000,000	
Capital assets, net	47,029,435	47,360,309	(330,874)	
Total Assets	87,299,257	82,137,999	5,161,258	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,175,990	2,742,173	433,817	TRS pension
Deferred outflows - OPEB	7,089,514	9,508,808	(2,419,294)	OPEB
Total Deferred Outflows of Resources	10,265,504	12,250,981	(1,985,477)	
Liabilities				
Accounts payable & accrued liabilities	107,623	280,268	(172,645)	
Net pension liability	10,460,057	4,646,479	5,813,578	
Net OPEB liability	22,655,135	30,308,483	(7,853,348)	
Funds held for others	49,661	52,867	(3,206)	Agency funds - groups, clubs, etc on campus
Deferred revenues	3,086,200	3,272,125	(185,925)	Grants paid in advance and fall registrations
Compensated absences	536,436	506,807	29,629	
Bonds payable, net of premiums	1,565,000	3,120,000	(1,555,000)	Annual payment
Tax note payable, net of premiums	17,955,000	18,820,000	(865,000)	Annual payment
Total Liabilities	56,415,112	61,207,029	(4,791,917)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,773,321	1,987,835	(214,514)	TRS pension
Deferred inflow - OPEB	5,969,497	7,293,974	(1,324,477)	OPEB
Deferred inflow - premium on tax note	2,147,673	2,332,712	(185,039)	
Total Deferred Inflows of Resources	9,890,491	11,614,521	(1,724,030)	
Net Assets				
Fund Balance - Equity	31,259,158	21,567,430	9,691,728	
Total Net Assets	31,259,158	21,567,430	9,691,728	

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2024 and July 31, 2023

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	2,130,717	7,200,332	6,986,349	213,983	103.06%	1,610,244	6,479,369	6,688,719	(209,350)	96.87%
Federal grants and contracts	7,456,664	-	-	-	0.00%	6,611,959	-	-	-	0.00%
State grants	1,240,406	-	-	-	0.00%	677,188	-	-	-	0.00%
Local grants	241,141	-	-	-	0.00%	224,493	-	-	-	0.00%
Auxiliary enterprises	2,470,293	-	-	-	0.00%	1,995,356	-	-	-	0.00%
Other operating revenues	180,648	85,026	70,000	15,026	121.47%	418,008	90,108	70,000	20,108	128.73%
Total operating revenues	13,719,869	7,285,358	7,056,349	229,009	103.25%	11,537,248	6,569,477	6,758,719	(189,242)	97.20%
Expenses										
Operating expenses										
Administrative	-	8,401,144	10,571,449	2,170,305	79.47%	-	7,473,479	8,960,337	1,486,858	83.41%
Institutional	-	7,655,002	9,791,197	2,136,195	78.18%	-	4,952,272	7,911,150	2,958,878	62.60%
Technical Instruction	-	5,717,839	7,017,593	1,299,754	81.48%	-	5,374,957	6,546,064	1,171,107	82.11%
Academic Instruction	-	7,575,488	8,990,048	1,414,560	84.27%	-	7,045,870	8,362,715	1,316,845	84.25%
Student Services	-	3,844,347	4,885,081	1,040,734	78.70%	-	3,715,073	4,725,992	1,010,919	78.61%
Physical Plant	-	2,962,875	4,716,787	1,753,912	62.82%	-	2,596,230	3,564,791	968,561	72.83%
Unbudgeted Unrestricted (Fund 12)	2,146,850	-	-	-	0.00%	1,085,207	-	-	-	0.00%
Continuing Education	686,712	-	-	-	0.00%	617,617	-	-	-	0.00%
Auxiliary Enterprises	2,485,447	-	-	-	0.00%	2,293,906	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	6,016	-	-	-	0.00%
IPEG	233,613	-	-	-	0.00%	230,036	-	-	-	0.00%
Institutional Scholarships	210,130	-	-	-	0.00%	161,073	-	-	-	0.00%
State Grants	1,092,788	-	-	-	0.00%	677,188	-	-	-	0.00%
Federal Grants	7,711,847	-	-	-	0.00%	6,611,959	-	-	-	0.00%
Donor Scholarships	176,102	-	-	-	0.00%	294,732	-	-	-	0.00%
Unexpended Plant Fund	559,574	-	-	-	0.00%	1,106,927	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	17,841	-	-	-	0.00%	23,893	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	1,050,166	-	-	-	0.00%	931,506	-	-	-	0.00%
Total operating expenses	16,374,929	36,156,695	45,972,155	9,815,460	78.65%	14,040,060	31,157,881	40,071,049	8,913,168	77.76%
Operating Gain/(Loss)	(2,655,060)	(28,871,337)	(38,915,806)	(9,586,451)		(2,502,811)	(24,588,404)	(33,312,330)	(9,102,410)	
Nonoperating revenues										
State appropriations*	-	9,526,054	9,526,054	-	100.00%	-	6,866,797	7,587,622	(720,825)	90.50%
State appropriations - FAST Funding	-	285,835	-	285,835	0.00%	1,597,834	-	-	-	0.00%
Property tax revenue - Current	1,513,539	28,065,101	28,889,752	(824,651)	97.15%	-	25,135,755	25,599,708	(463,953)	98.19%
Property tax revenue - Delinquent	34,044	119,945	-	119,945	0.00%	7,944	106,676	-	106,676	0.00%
Property tax revenue - Interest & Penalties	9,070	149,043	-	149,043	0.00%	11,254	122,307	-	122,307	0.00%
Investment income	38,660	868,991	500,000	368,991	173.80%	46,588	848,156	125,000	723,156	678.32%
Other non-operating revenues	149,638	22,911	-	22,911	0.00%	239,257	25,538	-	25,538	0.00%
Total nonoperating revenues	1,744,951	39,037,880	38,915,806	122,074	100.31%	1,902,877	33,105,229	33,312,330	(207,101)	99.38%
Provided by the State										
Revenue for Insurance and Retirement	-	2,351,246	-	2,351,246	0.00%	-	1,642,505	-	1,642,505	0.00%
State Insurance Match	-	(992,773)	-	(992,773)	0.00%	-	(657,128)	-	(657,128)	0.00%
State Retirement Match	-	(786,576)	-	(786,576)	0.00%	-	(702,078)	-	(702,078)	0.00%
State Retiree Insurance	-	(571,897)	-	(571,897)	0.00%	-	(283,299)	-	(283,299)	0.00%
Increase/(decrease) in net assets	(910,109)	10,166,543	-	(9,464,377)		(599,934)	8,516,825	-	(9,309,511)	
* State Approp portion generated by CE =	245,772					177,163				
* Institutional Reserve	22,757,958					19,129,257				

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2024 and July 31, 2023

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	13,719,869	7,285,358	7,056,349	229,009	103.25%	11,537,248	6,569,477	6,758,719	(189,242)	97.20%
Nonoperating revenues										
Total nonoperating revenues	1,744,951	39,037,880	38,915,806	122,074	100.31%	1,902,877	33,105,229	33,312,330	(207,101)	99.38%
Less Expenses										
Operating expenses										
Total operating expenses	(16,374,929)	(36,156,695)	(45,972,155)	(9,815,460)	78.65%	(14,040,060)	(31,157,881)	(40,071,049)	(8,913,168)	77.76%
Increase/(decrease) in net assets	(910,109)	10,166,543	-	(9,464,377)		(599,934)	8,516,825	-	(9,309,511)	

- State Approp portion generated by CE = 245,772 177,163
- Institutional Reserve 22,757,958 19,129,257

Alvin Community College
Continuing Education Statement of Revenue and Expense
July 31, 2024

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	245,772	1,149	(19,155)	227,766	274,675	(46,909)
Dental Assistant	15,640	(938)		14,702	5,845	8,856
Emergency Medical Tech	28,270	(1,696)		26,574	11,308	15,266
Phlebotomy	2,715	(163)		2,552	319	2,233
Certified Nursing / Medication Aide	73,654	(4,419)		69,235	33,694	35,540
Patient Care	20,722	(1,243)		19,479	15,338	4,141
Biotech	23,459	(1,408)		22,051	15,925	6,127
Truck Driving	185,702	(10,910)		174,792	174,025	767
Kids College	5,538	-		5,538	5,027	511
Education to Go	326	-		326	120	206
Occupational Health & Safety	5,766	-		5,766	2,026	3,739
Community Programs	1,680	-		1,680	1,320	360
Clinical Medical Assistant	42,093	(2,526)		39,567	15,800	23,767
Machinist Program	27,650	(1,659)		25,991	22,743	3,248
STRIVE	163,925	(9,558)		154,367	97,008	57,359
Corporate College	2,963	(57)		2,906	540	2,366
CE Options Program	8,400	-		8,400		8,400
Testing	-	-		-	10,998	(10,998)
Total	854,274	(33,428)	(19,155)	801,691	686,712	114,979

*2.58% of the state appropriation for FY23/24 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College
Auxiliary Profit(Loss) Statement Year-To-Date Through July 31, 2024 and July 31, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	295,173		1,566,161	9,411	347,057	19,689	2,237,491	1,764,956
Student Fees		232,802					232,802	230,400
	295,173	232,802	1,566,161	9,411	347,057	19,689	2,470,293	1,995,356
Expenses								
Purchases & Returns			1,204,499				1,204,499	887,669
Salaries	58,332	97,733	220,165		261,661	55,842	693,732	672,221
Staff Benefits	16,724	16,206	53,021		88,965	2,542	177,458	177,050
Supplies & Other Operating Expenses	175,930	62,324	46,597	5,645	27,783	15,111	333,392	424,553
Equipment	52,636						52,636	117,742
Bank Charges			13,849		9,798	83	23,730	13,271
Scholarships							-	1,400
	303,622	176,263	1,538,130	5,645	388,208	73,580	2,485,447	2,293,906
Excess revenue over expenses	(8,449)	56,539	28,031	3,766	(41,151)	(53,891)	(15,154)	(298,550)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			134,046				134,046	53,490
Interfund Receivables	(40,091)	347,591	642,470	6,653	(118,415)	(50,268)	787,941	750,865
Inventory			191,742				191,742	180,003
Total Assets	(40,091)	347,591	970,770	6,653	(118,415)	(50,268)	1,116,239	986,870
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	51,522		4,908	701	62,930	59,668
Deferred Revenue	81,180	63,450					144,630	130,310
Total Liabilities	85,394	65,035	51,522	-	4,908	701	207,560	189,978
Restricted Fund Balance (includes inventories)			191,742				191,742	180,003
Unrestricted Fund Balance	(125,486)	282,555	727,506	6,653	(123,323)	(50,969)	716,938	616,890
Total Liabilities & Fund Balance	(40,091)	347,591	970,770	6,653	(118,415)	(50,268)	1,116,240	986,870

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through July 31, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	228,749		1,200,397	5,068	315,873	14,869	1,764,956
Student Fees		230,400					230,400
	228,749	230,400	1,200,397	5,068	315,873	14,869	1,995,356
Expenses							
Purchases & Returns			887,669				887,669
Salaries	64,728	125,919	196,091		24,338	43,143	672,221
Staff Benefits	19,979	22,489	45,350		86,592	2,640	177,050
Supplies & Other Operating Expenses	211,210	143,662	30,830	4,998	22,766	11,086	424,553
Equipment	63,999	13,752	39,991				117,742
Building Repairs							-
Bank Charges			10,187		3,036	49	13,271
Scholarships		1,400					1,400
	359,917	307,223	1,210,118	4,998	354,732	56,918	2,293,906
Excess revenue over expenses	(131,168)	(76,823)	(9,721)	70	(38,859)	(42,049)	(298,550)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			53,490				53,490
Interfund Receivables	(16,490)	305,982	524,226	2,887	(71,872)	6,133	750,865
Inventory			180,003				180,003
Total Assets	(16,490)	305,982	760,231	2,887	(71,872)	6,133	986,870
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,642	44,406		5,393	134	59,668
Deferred Revenue	72,649	56,940				720	130,310
Total Liabilities	80,741	58,582	44,406	-	5,393	854	189,978
Restricted Fund Balance (includes inventories)			180,003				180,003
Unrestricted Fund Balance	(97,232)	247,399	535,823	2,887	(77,265)	5,278	616,890
Total Liabilities & Fund Balance	(16,490)	305,982	760,231	2,887	(71,872)	6,132	986,870

23. **Adjournment**