

Regular Meeting
Thursday, August 21, 2025 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 21, 2025**

It is hereby certified that a notice of this meeting was posted on the 15th day of August 2025, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 15th day of August 2025.



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. Budget and Finance
11. **Information Items**
 - 11.A. Personnel Action (New): Receptionist, ACC West



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 107-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025
SUBJECT: Personnel Action – New Position, Receptionist, ACC West

The individual listed below has been recommended to fill the full-time Receptionist new position for ACC West.

Funding Source: 11-7-10180-61305

Candidate
Recommended: Kathryn Carlin

Education: Reynoldsburg High School
High School Diploma

Experience: Niagra Bottling
Production Operator

October 2024 – June 2025

US Coast Guard
Resiliency Tech/Adm. Asst. & Ops Supervisor
Executive Assistant & Logistics Specialist

July 2022 – April 2024
July 2020 – July 2022

Salary: \$35,129.87
Grade 110, 2024 – 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Receptionist, ACC West (PID:936)		
Department:	CEWD-ACC West	FLSA Status:	Non-Exempt
Reports To:	Manager, Business Operations	Job Category:	TSCM
Grade Level:	110		
HR approved:	Human Resources/LG	Date:	5/5/2025
Last updated by:	CEWD Mgr BO/TG & VPWSI/SE	Date:	5/5/2025

SUMMARY

The Receptionist at ACC West will serve as the first point of contact for the Continuing Education and Workforce Development Department, providing excellent customer service, administrative support, and clerical assistance. The receptionist will assist students, faculty, and visitors while ensuring smooth day-to-day operations within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and assist students, faculty, and visitors in a professional and courteous manner.
- Answer and direct phone calls, take messages, and respond to inquiries regarding continuing education and workforce development programs.
- Provide information on course offerings, registration procedures, and departmental services.
- Assist with student registration, data entry, and maintaining accurate records in department databases.
- Schedule appointments, meetings, and room reservations as needed.
- Handle incoming and outgoing mail, emails, and correspondence.
- Maintain office supplies and ensure a clean and organized front desk area.
- Support department staff with administrative tasks, including filing, photocopying, and preparing documents.
- Assist with event coordination, workshops, and community outreach efforts.
- Work hours may include evenings and weekends depending on program schedules and special events.
- Coordinate social media and email communications for department announcements, course promotions, and events.
- Update departmental web pages and ensure online content is current and accurate.
- Serve as a liaison with other campus departments (e.g., Facilities, IT, Marketing) to ensure smooth coordination of services.
- Assist in the creation of flyers, digital content, and promotional materials for courses and events.
- Maintain and monitor department calendars, deadlines, and recurring events.
- Perform other duties as assigned to support the department's goals.

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 equivalent
- One (1) year of work experience in customer service, reception, or administrative support

PREFERRED QUALIFICATIONS

- Associate's degree in office administration or related field
- Working knowledge of Colleague/Ellucian software, or similar educational enterprise software system
- One (1) year of work experience in a higher education institution
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and database management
- Ability to multitask and work in a fast-paced environment
- Attention to detail and strong organizational skills
- Professional demeanor and ability to maintain confidentiality
- Flexible hours based on department needs

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.


11.B. Personnel Action (Repurposed): CEWD Schedule & Records Specialist



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 108-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 13, 2025

SUBJECT: Personnel Action – Repurposed Position, CEWD Schedule & Records Specialist

The individual listed below has been recommended to fill the full-time CEWD Schedule & Records Specialist position.

Funding Source: 13-5-23410-61305

Candidate

Recommended: Sandra Flores

Education: University of Houston - Downtown
Bachelor of Business Administration

Experience: Alvin Community College
Part-Time Instructional Support Specialist December 2024 – July 2025
City of Friendswood
Park Laborer July 2023 – May 2024
San Jacinto College
Banner Student System Specialist July 2015 – March 2023
Application Processor December 2007 – July 2015

Salary: \$43,634.66
Grade 112, 2024 – 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	CEWD Schedule and Records Specialist (PID:939)		
Department:	Continuing Education & Workforce Development	FLSA Status:	Non-Exempt
Reports To:	Director, Institutional Research	Job Category:	TSCM
Grade Level:	112		
HR approved:	Human Resources/LG	Date:	5/29/2025
Last updated by:	VPWSI-SE	Date:	4/21/2025

SUMMARY

The CEWD Schedule and Records Specialist is responsible for managing course scheduling, supporting instructors, and ensuring the smooth delivery of workforce and continuing education programs. This role oversees course logistics, instructional materials, compliance tracking, and administrative functions that support the department's workforce training initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Course Management and Scheduling

- Coordinate the scheduling of continuing education workforce courses, ensuring alignment with program needs and instructor availability.
- Work with instructors, program coordinators, and department leadership to develop course schedules and maintain an updated course catalog.
- Coordinates with CEWD staff to ensure classroom assignments, instructional materials, and equipment are in place before courses begin.
- Monitor course enrollments and adjust scheduling as needed to optimize class sizes and program efficiency.

Instructor and Curriculum Support

- Serve as a point of contact for instructors, ensuring they have access to necessary materials, classroom technology, and administrative support.
- Assist in collecting and organizing course syllabi, instructional guides, and compliance documentation.
- Maintain records of instructor credentials, certifications, and required documentation for accreditation or funding requirements.
- Support the implementation of new workforce training initiatives and curriculum updates.

Compliance and Reporting

- Assist with state and federal reporting requirements for workforce training and grant-funded programs.
- Ensure that course offering meet regulatory guidelines, accreditation requirements, and workforce development funding policies.
- Track student attendance, course completion data, and assessment results for program improvement.

Administrative and Departmental Support

- Collaborate with student services and registration staff to ensure smooth enrollment and payment processes.
- Respond to inquiries from students, faculty, and industry partners regarding course offerings and scheduling.
- Support department events, such as information sessions, instructor training, and advisory meetings.
- Maintain and coordinate management of course records,
- Notifies instructors of the status of their classes. Notifies students of canceled classes, if required.
- Verifies that grades are submitted for all courses.
- Works with IER department to conduct surveys, collect data, course evaluations, etc.
- Provides general information about college services and activities.
- Responsible for being fully informed and up-to-date on all programs and courses being offered through CEWD.
- Provides specific information to prospective students about CEWD course and program offerings as needed.
- Maintains student record; accepts requests for CEWD transcripts, prepares transcripts for the designated administrator's signature.
- Generates reports for CEWD schedule, programs, enrollment, and completion.
- Must maintain knowledge of state regulations regarding residency, tuition and exemptions and waivers, THECB policies and affect students, financial and regulations, federal privacy laws.
- Point of contact for Continuing Education Datatel related issues. Responsible for researching problems, providing solutions and suggestions in order to maintain up-to-date information and procedures.
- 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
- One (1) year of customer service experience

PREFERRED QUALIFICATIONS

- At least six months experience in course scheduling, instructional coordination, or workforce development in a higher education setting.
- One year minimum of experience in student information systems (such as Colleague), scheduling software, and Microsoft Office Suite.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and administrative skills, with experience managing multiple projects and deadlines.
- Excellent communication and problem-solving skills.
- Requires demonstrated customer service skills.
- Requires accuracy and attention to detail.
- Must be able to maintain a professional demeanor when dealing with difficult situations and persons.

- Must be able to process and handle multiple tasks simultaneously.
- Requires stamina during peak periods.
- Ability to speak clearly and concisely.
- Ability to work extended office hours during peak periods of schedule development
- Strong knowledge of Microsoft Office products

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.

11.C. Personnel Action (Repurposed): Director, Institutional Research/CEWD



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 109-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025

SUBJECT: Personnel Action – Repurposed Position, Director Institutional Research/CEWD

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

Funding Source: 13-5-23410-61105 at 60% and 11-7-10450-61105 at 40%

Candidate
Recommended: Cara Hogan

Education: Texas State University
Master of Arts

Angelo State University
Bachelor of Arts

Experience:	<u>Alvin Community College</u>	
	Director Institutional Research	February 2023 – July 2025
	Assistant Registrar	July 2022 – February 2023
	<u>Odessa College</u>	
	Registrar	February 2020 – June 2022
	Assistant Registrar	April 2018 – January 2020
	Curriculum & Articulation Specialist	March 2014 – March 2018
	<u>Waste Control Specialists</u>	
	Regulatory Compliance Analyst	May 2013 – March 2014
	Procedure Administrator	May 2011 – May 2013

Salary: \$95,000
Grade 213, 2024 – 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Director of Institutional Research and CEWD (PID:955)		
Department:	Instruction and Strategic Initiatives	FLSA Status:	Exempt
Reports To:	VP Instruction, Workforce and Strategic Initiatives	Grade Level:	213
ORP Eligible:	Yes	Job Category:	Professional
Contractual Position	Yes		
HR approved:	Human Resources/LG	Date:	07/03/2025
Last updated by:	VPWSI/Dr. S. Ebert	Date:	06/18/2025

SUMMARY

The Director of Institutional Research and CEWD leads strategic data initiatives to support continuous improvement and institutional effectiveness at Alvin Community College. This role manages data analysis, reporting, and compliance with state and federal guidelines, and oversees CEWD admissions and registrar functions as well as CEWD Grants. The Director ensures the accuracy and accessibility of institutional data through dashboards and research tools, supports accreditation and grant reporting, and provides data-driven insights for planning and decision-making. Additionally, the role supervises CEWD scheduling and credentialing processes to maintain compliance and student record integrity.

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

- Provides oversight for institutional data, research, and compliance through the following duties:
 - ⊖ Responsible for responding to Texas Higher Education Coordinating Board (THECB) and oversight of federal reports to include IPEDS
 - Acts as primary THECB CBM credit reporting agent and responds to external survey requests
 - Acts as the data warehouse administrator and ensures data warehouse functions effectively, fields are mapped correctly, and the datasets use the institution's standards
 - Establishes databases/data warehouse reports for ongoing institutional research
 - Performs ad-hoc research for departments and administration as needed including developing and providing data in support of grant applications
 - Assists departments and support services in the collection, analysis, and interpretation of data
 - Acts as an administrator for tools and software used; including but not limited to the Anthology products, Zogotech, etc.
 - Monitors compliance with institutional standards set by the Board of Regents, THECB, and SACSCOC
- Assist with college communication around data, research, and compliance through the following duties:
 - Annually prepares institutional reports including the ACC Annual Report of College Data, the Performance and Cost Analysis report, and other reports as needed
 - Engages in an ongoing dialogue with the college community on the proper understanding of data and the institutional effectiveness process

- Participates and collaborates with peers in local, regional, and/or national institutional research organizations
 - Participates in THECB and/or SACS meetings as a representative of the college
- Assists with reviews of technical and academic programs
- Serve as a member of the Institutional Review Board and institutional committees.
- Provide training for data retrieval and analysis in the data warehouse
- Promote and maintain an inclusive environment where diverse perspectives are recognized and respected to build an equitable campus community
- Other duties may be assigned.
- CEWD Director oversees Admissions and Compliance/Registrar:
 - Acts as primary THECB CBM CEWD reporting agent and respond to external survey requests
 - Oversees and monitor the process for the creation of all new CEWD programs to ensure compliance with all state and federal guidelines and regulations
 - Oversees and monitor course creation processes to ensure courses are set up correctly for reporting and align with state guidelines and regulations
 - Monitor and assist with CEWD registration process, ensuring the accurate reporting and processing of student enrollment data to include submission of final grades
 - Creates, oversee, and monitor CEWD transfer and PLA evaluation processes
 - Develops and maintain registrar procedures and processes for CEWD and provide training to CEWD staff to assist
 - Creates, manage, and maintain CEWD catalog (Acalog)
 - Creates, manage, and maintain CEWD programs and majors in Colleague
 - Reviews student records for correct major to assist in tracking, reporting, and completion processes
 - Process and award students who have completed a CEWD credential
 - CEWD student records remain under Registrar ownership
 - Supervise Academic Scheduling Specialist and CTE Scheduler and Records Specialist
- CEWD Director serves as the Grants Supervisor:
 - Provides oversight and direction for all CEWD grants
 - Works with the Grants Director and CEWD Grant Project Coordinator to ensure compliance.
- Other CEWD duties as needed.

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

- Minimum of Master's degree
- Minimum of five (5) years of experience in conducting research projects, analyzing data, interpreting accreditation standards, and preparing reports.

PREFERRED QUALIFICATIONS

- Experience in a higher education or public-school institution or related agency.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Software/Technology
 - Requires experience with analytical software, dashboard creation and maintenance, Tableau or Power BI experience, relational database management including query, and infrastructure development skills, graphic software skills,

Adobe Acrobat, Microsoft Office, and techniques of advanced and multivariate statistics.

- Requires communication skills (oral and written), problem solving, data analysis, prioritizing skills, experience presenting findings/providing training, and experience with qualitative and quantitative research techniques.
- Knowledge of workforce training (THECB and TWC knowledge preferred)
- Knowledge of grants compliance.

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 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.

11.D. Personnel Action (Repurposed): CEWD Coordinator, Grants Projects



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 112-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025
SUBJECT: Personnel Action – Repurposed Position, CEWD Coordinator, Grants Projects

The individual listed below has been recommended to fill the full-time CEWD Coordinator, Grants Projects position.

Funding Source: 13-5-23410-61105

**Candidate
Recommended:** Pareshkumar Patel

Education: University of Houston – Clear Lake
Master of Arts, Literature
Bachelor of Arts, Humanities

Alvin Community College
Associate of Arts

Experience:	<u>Windham School District</u> Student & Alumni Services Coordinator	August 2024 – April 2025
	<u>Alvin Community College</u> Project Specialist Re-entry Grant-Funded Project Admin. Assistant-Grant-Funded Adjunct, English	June 2023 – August 2024 February 2022 – June 2023 August 2022- present

Salary: \$63,596.14
Grade 207, 2024 – 2025 Staff Salary Schedule
RJE:fmj

JOB DESCRIPTION

Job Title:	CEWD Coordinator, Grants Projects (PID:937)		
Department:	Academic Affairs & Instruction	FLSA	Exempt
Reports To:	Director, Grants	Status:	
ORP Eligible:	No	Grade	207
		Level:	Professional
		Job	
Contractual Position	No	Category:	
HR approved:	Human Resources/LG	Date:	05/05/2025
Last updated by:	Grants Director/LG & VPWSI/SE	Date:	05/05/2025

SUMMARY

The CEWD Coordinator, Grants Projects manages the planning, implementation, compliance, and reporting of Continuing Education and Workforce Development grants and projects, including but not limited to Texas Workforce Commission (TWC) grants such as Skills Development Fund (SDF), Skills for Small Business (SS), and Wagner-Peyser grants. This position emphasizes strong project management and communication skills, coordination with subject matter experts (SMEs), and cross-functional collaboration with campus departments. The coordinator will also supervise part-time project managers and provide operational support across CEWD functions as needed, demonstrating agility and a solutions-driven mindset.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Manage all phases of CEWD-related grant projects including planning, execution, budgeting, compliance, deliverables, and reporting.
- Coordinate with faculty, deans, program directors, and subject matter experts to design training programs aligned with grant objectives and industry needs.
- Provide leadership and oversight for TWC-funded grants, including Skills Development Fund, Skills for Small Business, Jobs and Education for Texans (JET), and Wagner-Peyser.
- Supervise and mentor part-time project managers involved in grant implementation.
- Maintain ongoing communication and collaboration with internal departments such as HR, payroll, business office, institutional effectiveness, and academic divisions.
- Develop and maintain partnerships with industry, community organizations, and external stakeholders to identify grant opportunities and align training offerings.
- Stay current with grant management best practices and compliance standards from funders such as the TWC, THECB, and SACSCOC.
- Participate in college-wide committees, strategic initiatives, and planning efforts that enhance workforce development.
- Promote and maintain a collaborative, and adaptable work environment.
- Lead the development and submission of competitive grant proposals in coordination with CEWD leadership and other college departments.

- Ensure accurate and timely submission of grant reports and compliance with local, state, and federal funding requirements.
- Monitor budgets and expenditures for all CEWD grants to ensure proper use of funds.
- Assist with operational tasks across CEWD, including scheduling, course building.
- Oversight for all active CEWD grant projects, plans, budgets and reports includes the careful and critical review, analysis, monitoring and evaluation of current and future grants.
- Maintains communication with private partners during the planning and implementation of grants projects.
- Coordinate application assistance for CEWD students seeking Wagner-Peyser grant assistance for courses.
- Maintains and accurately meets the reporting requirements for the institution.
- Works independently on a variety of assignments with responsibility for all planning of departmental workflow for him/herself and staff.
- Coordinate and oversee managers' collaboration with business and industry partners
- Leads CEWD and CTE grant proposal teams in the development of grant applications to acquire funding for targeted projects.
- Serves on committees of public and private organizations for support of training and resources valuable to the college's efforts to train students effectively.
- Coordinate with the college's foundation in the acquisition and development of grant initiatives benefiting student and faculty success.
- Manage and/or participate in standing committees of the college which can include strategic planning, institutional management and facilities policy.
- Lead other workforce projects or initiatives as needed.
- 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 required in Education, Business, Workforce Development, Public Administration, or related field.
- Two to three years of work experience with grants inside or outside the educational environment

PREFERRED QUALIFICATIONS

- Master's Degree
- Three (3) years of experience managing grants, preferably within a workforce, education, or public sector setting.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated success in overseeing state and federally funded workforce grants (TWC preferred).
- Knowledge of Texas Workforce Commission grant programs (SDF, SS, JET, etc.) and associated compliance requirements.
- Project management skills including ability to track timelines, deliverables, and budgets.
- Excellent written and oral communication skills for internal collaboration and external partnerships.

- Strong organizational skills with a keen attention to detail.
- Ability to work independently while managing multiple priorities in a fast-paced environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience working with diverse populations and contributing to equity-focused initiatives.
- Ability to travel as needed.

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. Work is performed in a typical office setting with frequent use of computer, phone, and other standard office equipment. The noise level in the work environment is typical of that of an office. The role requires sitting, standing, bending, lifting (up to 20 lbs), and regular communication. Occasional travel and schedule flexibility may be required for grant activities and events. Employee may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

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

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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.E. Personnel Action (Replacement): Student Records Specialist - Graduation



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 113-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025

SUBJECT: Personnel Action – Replacement, Student Records Specialist - Graduation

The individual listed below has been recommended to fill the full-time Student Records Specialist - Graduation replacing Alicia Hernandez.

Funding Source: 11-6-15100-61305

Candidate
Recommended: Sarah Azlin

Education: Brazosport College
BA, Applied Technology
AA, Multidisciplinary Studies

Experience: Arizona State University
Customer Service Representative – Finance October 2024 - Present

Alvin Community College
Student Records Specialist – Graduation March 2024 – October 2024

Texas Department of Criminal Justice
Clerk 2 January 2024 – March 2024

Lake Jackson Rec Center
Recreation Attendant / Admin May 2023 – January 2024

Brazosport College
Cashier / Customer Service January 2022 – December 2022

Salary: \$33,220.97
Grade 108, 2024 – 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Student Records Specialist – Graduation (PID 192)		
Department:	Registrar	FLSA Status:	Non-Exempt
Reports To:	Assistant Registrar	Job Category:	TSCM
Grade Level:	108		
HR approved:	Jessica Eddy	Date:	6/24/2025
Last updated by:	Registrar/DP	Date:	6/19/2025

SUMMARY

The Graduation Specialist's primary responsibilities include the posting of course credits of prior learning assessments, experiential credit and departmental exams to student's records. The Specialist specifically reviews a student's petition for graduation and assists in preparing the information for the commencement ceremony. This position reports directly to the Assistant Registrar.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Posts course substitutions for degrees and/or certificates for graduates
- Processes the graduation application and degree audit for all prospective graduates
- Reviews prospective graduate's TSI for valid test scores and/or statuses
- Processes correspondence to each graduate discussing his or her graduation status throughout the process
- Advises prospective graduates about remaining program requirements and their program evaluation
- Adjusts student's programs, as necessary
- Handles the scheduling and preparation of the term's Graduation Orientation offered to prospective graduates
- Prepares the PowerPoint presentation for the Graduation Orientation
- Presents the PowerPoint presentation to the prospective graduates attending the Graduation Orientation and addresses any questions/concerns
- Review degree audits generated by the Auto Grad process for completion and posts the credential(s), as necessary
- Reviews GPAs to determine graduation with honors
- Posts degree/certificate credentials to student's record in Colleague
- Prepares diplomas via Diplomas on Demand (Parchment) and makes them ready for mailing two weeks after the commencement ceremony
- Prepares name cards for on-campus and TDCJ graduates
- Prepares the list of prospective graduates who will be participating in the commencement ceremonies
- Prepares the list of all of the term's prospective graduates for inclusion in the commencement program
- Handles all discrepancies found with prospective graduates' record
- Runs overall graduate reports for distribution
- Performs reverse transfer processes
- Assists with the Commencement Ceremonies conducted twice a year
- Sends reports to the Texas Department of Corrections on all TDCJ graduates
- Maintains the College's departmental webpages for Graduation
- Maintains the College's POD Graduation pages

- Serves as primary backup to Articulation Specialist in the process of evaluation and posting of transfer credit to a student's record
- Serves as a backup to the Student Records Specialist-General in handling daily enrollment verifications to the National Student Clearinghouse
- Updates Colleague's Degree Audit system
- Conducts record cleanup for the No-Show applicants (group project at every term census date)
- Provides general information about college services and activities
- Releases departmental holds
- Triage students' needs and makes referrals for academic advising, career and personal counseling
- Accepts documentation and forms needed for registration
- Answers general information inquiries directed to the Registrar's Office extension
- Determines specific needs of the caller and makes referrals as necessary
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal financial aid regulations, federal privacy laws
- Other related duties as assigned by the Registrar

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 equivalent
- One (1) year of experience in higher education

PREFERRED QUALIFICATIONS

- Associate's Degree
- One (1) year of experience in higher education Student Services setting
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires demonstrated customer service skills
- Requires accuracy and attention to detail
- Requires stamina during peak periods
- Must be able to problem solve and think creatively
- Knowledge of Microsoft Office applications required
- Typing, filing and general office skills are required
- Must have excellent interpersonal and communication skills
- Ability to follow general procedures, yet make decisions on an individual basis
- Must have the dexterity required to operate keyboard-based equipment such as computers
- Ability to work extended office hours during peak period of registration.
- Ability to attend work regularly and on time

WORK ENVIRONMENT

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

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.

11.F. Personnel Action (Repurposed): CEWD Admissions & Advising Specialist




Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 115-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 13, 2025

SUBJECT: Personnel Action – Repurposed Position, CEWD Admissions & Advising Specialist

The individual listed below has been recommended to fill the full-time CEWD Admissions & Advising Specialist position.

Funding Source: 13-5-23410-61105

Candidate

Recommended: Mercedes Owens

Education: University of Houston
Bachelor of Science, Kinesiology

Experience:

<u>Alvin Community College</u> CEWD Senior Administrative Assistant	August 2024 – August 2025
<u>Amoco Federal Credit Union</u> Lending Support Specialist II	June 2021 – August 2024
<u>McRee Ford</u> Administrative Clerk	December 2019 – June 2021
<u>Cubalmart</u> General Manager	June 2015 – June 2018

*Please note: the identified gap in employment is unrelated to the position for which the individual is being hired and, therefore, is not included in the calculation of credited experience.

Salary: \$54,972.31
Grade 201, 2024 – 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	CEWD Admissions and Advising Specialist (PID: 958)		
Department:	CEWD	FLSA Status:	Exempt
Reports To:	CEWD Business & Operations Manager	Grade Level:	203
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG	Date:	07/09/2025
Last updated by:	VPWSI/Dr. S. Ebert	Date:	05/22/2025

SUMMARY

The CEWD Admissions and Advising Specialist serves as a primary point of contact for prospective and current CEWD students. This role provides advising, enrollment, and financial aid/scholarship support for Continuing Education & Workforce Development programs, while also coordinating recruitment activities, managing leads, and contributing to student success and retention through a case management approach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide academic advising for CEWD students, including assistance with program selection, registration, career pathway alignment, and transitions to credit-bearing programs when applicable.
- Manage the recruitment, intake, enrollment, and registration process for CEWD students across various program areas.
- Conduct outreach to prospective students, respond to inquiries, manage leads and assist with converting leads into enrollments.
- Track and manage prospective student leads using CRM tools or lead tracking systems in collaboration with the CEWD marketing team.
- Support students with financial aid and scholarship applications and grant-based aid in partnership with the Financial Aid Office and grant teams.
- Support students with resource information and accommodations.
- Assist with onboarding and retention by monitoring student progress, offering guidance, and referring to internal and external support resources.
- Coordinate and participate in recruiting events, job fairs, and community outreach to promote CEWD offerings.
- Facilitate communication with faculty, instructors, program directors, and workforce partners to support student success.
- Maintain accurate student records and documentation in accordance with institutional and state compliance standards.
- Collaborate with CEWD and Student Services colleagues to improve enrollment processes and student experience.
- Support the development of CEWD onboarding, orientation, and group advising sessions.
- Attend CEWD advisory board and departmental meetings, providing student data and feedback as needed.
- Contribute to cross-functional initiatives and provide general CEWD support as assigned.
- Maintain working knowledge of institutional policies, noncredit program offerings, and workforce pathways.
- Provides information about college policies and procedures to students

- Ability to interpret standardized testing results relevant to placement decisions and determines college readiness.
- Educates students about course planning and registration processes and possible consequences of academic decisions (drops/withdrawals, program changes, etc.)
- Manages early alert referrals from instructors and others for assigned advising case-load and acts as an advocate for at-risk students
- Reviews certificate and degree evaluations for program completion.
- Advises special populations such as veterans and international CEWD students.
- Conducts presentations and programs related to student success, student onboarding and new student orientation, and group advising and registration events.
- Works closely with Career Services to support students and industry partners in creating gainful employment for our graduates and alumni.
- Develop and track alumni relations and communications process.
- Offer a variety of advising formats for students, including in-person and virtual modalities.
- Serves on campus committees.
- Provides support to CEWD and other student services units as needed, including recruitment, admission counselors, and Welcome Center administration, and Career Services.
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, as well as occasional evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- 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
- Minimum 6 months work experience in Continuing Education and Workforce Development (CEWD)

PREFERRED QUALIFICATIONS

- Previous experience advising CTE students.
- Case management experience
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent customer service skills.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to work collaboratively with faculty, administrators, and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.

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.

11.G. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SUMMER 2025

7/31/2025

AUGUST

	Budgeted 2024-25	AUGUST 2025	HR Vacancies
Administrative	15	15	0
*Professional	88	85	4
Faculty	130	128	4
**Technical Support, Clerical & Maintenance (TSCM)	125	126	5
Total Full-Time (FT) Employees	358	354	13

*Count includes 4 grant funded *professional* employees**Count includes 1 grant funded *TSCM* employee

11.H. Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Crump, Johnny	Transportation Mechanic	7/15/2025	Termination
2	Furhmann, Ahren	Grounds Equipment Operator	8/13/2025	Resignation
3	McGary, Sandra	HR Associate	8/31/2025	Retirement
4				
5				
6				
7				
8				
9				
10				

12. **Consent Agenda**

12.A. **Approval of Minutes for the July 24, 2025 Regular Board Meeting and the August 4, 2025 Special Called Board Meeting and Board Workshop**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JULY 24, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 24th day of July at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Yvette Reyes-Hall	Regent
Mike Pyburn	Regent
Darren Shelton	Regent
Michael Hoover	Regent

Regents Absent

Breah Knappe	Regent
Jody Droege	Vice-Chair

ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

ACC Employees & Guests Present

Alan Phillips	Lindsey Hindman	Kyle Stone
Bryan Hinshaw	Debra Fontenot	Anita Exley
Felicia Jimenez	Patty Sanchez	Jane Cross
Harold Griffin	Scott Turnbough	Amy Shelton
Jessica Eddy	Kyle Marasckin	Officer Dillman
Jessica Ranero-Ramirez	LaVonna Miller	Officer Bullman
John Murray, Jr.	Leigh Ann Moore	
John Tompkins		

Call to Order

Chair Sanchez called the meeting to order at 6:06 p.m.

Certification of Posting of Notice

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

Executive Session

For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; Deliberate the purchase, exchange, lease, or value

of real property, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person, in accordance with Tex. Gov't Code Section 551.072.

The meeting was called back into session by Chair Sanchez at 6:56 p.m.

Pledge and Invocation

Invocation was delivered by Regent Mike Pyburn

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents commented on how wonderful the food that the Culinary Arts students prepared was. Chair Sanchez read a note that Regent Knape wrote, thanking everyone for the great job we do for the students and community.

Committee Reports

The committees met on July 11th. Regent Crumm provided the facilities report, which included the metal stairwells, the G Building roof is in process, the baseball fence is almost complete, the Student Center mural is complete, forklift training area is almost complete.

Regent Shelton presented the budget and finance report. The committee continues to work with staff on upcoming projects.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion to approve the Consent Agenda that included the approval of the Minutes for the June 26, 2025 Regular Board Meeting, the Minutes for the July 14, 2025 Board Workshop, the Grants report, and the Correction to Faculty Contract Recommendation List.

A move to approve the Consent Agenda was made by Regent Crumm. Seconded by Regent Reyes-Hall. Motion passed unanimously.

President's Report

Dr. Exley provided an update on current campus initiatives, enrollment trends, and key upcoming events. He highlighted recent achievements in academic programs and notable partnerships. Dr. Exley also shared information on legislative developments affecting the College, upcoming strategic planning activities, and recent student and faculty accomplishments.

This report was for information only.

Proposed Budget 2025-2026 Information

Beth Nelson presented the proposed budget information. This report was for information only.

Consider Approval of the Scheduling Software

Regent Hertenberger moved to authorize the President to enter a three-year contract with Ad Astra. Seconded by Secretary Pyburn. Motion passed unanimously.

Consider Approval of the Asset and Inventory Provider

Regent Shelton moved to authorize the President to enter a three-year contract with Records Consultants, Inc. Seconded by Regent Hertenberger. Motion passed unanimously.

Consider Approval of Comcast Renewal

Regent Hertenberger moved to authorize the President to enter a three-year contract with Comcast. Seconded by Regent Hoover. Motion passed unanimously.

Consideration of the President's Contract

Regent Shelton moved to approve a 1-year extension of Dr. Exley's contract per discussion in executive session. Seconded by Regent Hertenberger. Motion passed unanimously.

Financial Report Ending June 30, 2025

Regent Reyes-Hall moved to approve the Financial Report for June 30, 2025. Seconded by Regent Crumm. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:42 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
SPECIAL CALLED BOARD MEETING OF AUGUST 4, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a special called session on the 4th day of August at noon, with the following members, administrative personnel, and guests present:

Regents Present

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Yvette Reyes-Hall	Regent
Mike Pyburn	Regent
Darren Shelton	Regent
Michael Hoover	Regent

Regents Absent

Patty Hertenberger	Secretary
Breah Knape	Regent

ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelley Peatross	Alvin Community College
Kelly Klimpt	Alvin Community College

ACC Employees & Guests Present

Felicia Jimenez	Teri Rios
LaVonna Miller	
John Tompkins	
Scott Turnbough	

Call to Order

Chair Sanchez called the meeting to order at 12:23 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.

Pledge and Invocation

Invocation was delivered by Chair Bel Sanchez

Citizen Inquiries

There were no citizen inquiries.

Consider Approval of the Nolan Ryan Center Roof Repair

Regent Hoover moved for the Board of Regents to authorize the President to enter into a Facilities Agreement (# 26-004) with Brazos Commercial Roofing for the repair of the roof and installation of new insulation for the NRC at a cost of \$92,820 and an escalation of not to exceed 15% or \$13,923. Seconded by Regent Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 12:26 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BUDGET WORKSHOP OF AUGUST 4, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met with a Board Workshop session on the 4th day of August at 12:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Yvette Reyes-Hall	Regent
Mike Pyburn	Regent
Darren Shelton	Regent
Michael Hoover	Regent
Jim Crumm	Regent

Absent

Patty Hertenberger	Secretary
Breah Knape	Regent

ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College
Kelley Peatross	Alvin Community College

ACC Employees & Guests Present

Felicia Jimenez	LaVonna Miller	Teri Rios
Scott Turnbough	John Tompkins	

Call to Order

Chair Sanchez called the meeting to order at 12:27 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.

Pledge and Invocation

Invocation was delivered by Chair Bel Sanchez

Citizen Inquiries

There were no citizen inquiries.

Marketing Presentation

Wendy Del Bello presented the proposed timeline and budget impact of the name change. This report was for information only.

Draft of Revised Mission, Vision, and Core Values Statement

Dr. Ebert, Wendy Del Bello, and John Matula presented the revised mission, vision, and core values statement and the use of the acronym ASPIRE.

Budget Scenarios and Tax Evaluation Discussion

Beth Nelson presented the no new revenue rate of .1565 and the voter approval rating of .161751 with a proposed pay raise of 4%. The Board discussed the various rates, budget scenarios, and options of a maintenance tax note or bond.

President's Goal Setting Session

Dr. Exley read through and explained proposed strategic goals.

Adjournment


There being no further business before the Board, Chair Sanchez adjourned the meeting at 2:32 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Grants**

MEMORANDUM NO: 118-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 14, 2025
SUBJECT: Federal, State, and Private Grants Report

Attached is the ACC Grant Status Report as of August 1, 2025. The first page is a summary of ACC's grant activity. Following is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page lists the grants that ACC has either applied for and have 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 the three categories.

The College presently has \$6,333,892.60 in active funded grants. There is an additional \$1,630,388.00 in grant applications currently in the funder review process. And grant applications in the development process total \$512,000.00.

RJE:fmj

Alvin Community College Grants

August 1, 2025

ACC has the following in grant activity:

\$6,333,892.60	Active Funded Grants
\$1,630,388.00	Grant Applications in the Funder Review Process
\$ 512,000.00	Grant Applications in the Development Process

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

Alvin Community College Grant Status Report as of August 1, 2025

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	Cherilyn Brooks	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 Skills Development Funds #2824SDF004	5/22/2024	8/31/2025	Sara Bouse	CEWD	Instruction and Training	\$ 270,351.43	Primary	TJL Industries KWIK Equipment Dover	Skills training for employees of TJL in Process Technology. Added KWIK Equipment Sales and Dover.	State Discretionary Competitive
THECB Perkins Basic Grant Contract Award #254205	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 198,712.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2024 #2824JET003	8/31/2024	8/31/2025	Don Parus	Process Technology	Equipment	\$ 349,980.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5000501	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.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #01476	12/2/2024	12/2/2025	Brian Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 280,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects #5062001	11/1/2024	10/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 292,512.71	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required.	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	Eric McDonald Dr. Harold Griffin	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,514,520.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region and increase the number of women in the program.	Federal Discretionary Competitive
THECB Nursing Innovation Grant - Rider 64 #01750	2/1/2025	1/31/2027	Elizabeth Saucedo Justin Morgan	Nursing Pathway	Personnel, Curriculum, Tuition Assistance, Supplies	\$ 999,500.00	Primary	N/A	Funds will provide for developing a program to increase preceptors and clinical sites for students in Certified Nursing Assistant, Clinical Medical Assistant, Patient Care Technician, Licensed Vocational Nursing, Associate Degree Nursing, and Bachelors of Science in Nursing programs.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #02223	3/1/2025	2/28/2027	Elizabeth Saucedo	ADN Program	Professional Development, Equipment, Supplies	\$ 92,913.20	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
THECB Nursing, Allied Health and Other Health-Related Education Grant Program (NAHP) #02081	6/30/2025	5/31/2027	Ashley White Justin Morgan	ADN Program	Personnel, Equipment, Supplies	\$ 150,000.00	Primary	N/A	Funds provide for equipment and supplies for the ADN program.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #2825SDF002	8/6/2025	7/31/2026	Beth Cassidy	CEWD	Instruction and Training	\$ 242,572.00	Primary	Locke Solutions, Frazer, First State Bank - Louise	Skills training for employees of Locke Solutions, Frazer, and First State Bank - Louise.	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 6,188,182.60				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Robert Sanchez	Upward Bound	Instruction	\$ 1,600.00		N/A	Host a Love Languages workshop to help equip participants with the self-awareness, communication skills, and emotional intelligence necessary for academic success.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		N/A	Purchase two tablets that will help students engage with volunteers and improve access and effectiveness in the sonography labs.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	John Mohr	Geology	Equipment & Supplies	\$ 1,900.00		N/A	Purchase of a drone to enhance student learning experiences through the recording and displaying of virtual field trips.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Amanda Smithson John Matula	Student Services	Equipment & Supplies	\$ 3,000.00		N/A	To begin an Emergency Go Bag Program by providing toiletries, non-perishable food, \$20 gift card and a bag that can be filled with clothes for students who need emergency assistance.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Thirty Lacy	Nursing	Professional Development	\$ 2,000.00		N/A	Professional development opportunities for Vocational Nursing and Registered Nursing adjuncts to learn creative teaching strategies. Registration costs only.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Maria Ruiz	LVN	Supplies	\$ 2,000.00		N/A	To host a health fair that will promote health programs while providing a service to the community through interactive activities and spark interest in prospective students.	Private / Foundation

2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Justin Morgan	Inter-disciplinary	Instruction	\$ 2,500.00		N/A	Consumables & Actors for the annual interdisciplinary simulation event held on campus called Disaster Day.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Amanda Smithson	Student Services	Instruction	\$ 1,950.00		N/A	To provide student scholarships for the TSI Test Prep class and TSI Test voucher.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Lilly Guu Jesse Guevara	Student Services	Emergency Assistance	\$ 2,000.00		N/A	To start a Transit to Success program that will provide a bicycle with a helmet or a Lyft voucher to students without reliable transportation.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Laura Trigo	Culinary	Equipment & Supplies	\$ 3,000.00		N/A	Purchase a BBQ pit to incorporate BBQ skills and training to the curriculum. This will allow students to learn additional skills in the program and provide hands on training for another avenue in culinary.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Dr. Jessica Ranero-Ramirez	Dual Enrollment	Supplies	\$ 2,500.00	Primary	N/A	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	N/A	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	N/A	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	N/A	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	N/A	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	N/A	Provides support for the Emergency Fund.	Private / Foundation
National Board for Respiratory Care	3/25/2024	3/24/2025	Marby McKinney	ACC Foundation	Student Support	\$ 10,000.00	Primary	N/A	Provides funds for student scholarships	Private / Foundation
Dow Foundation	9/1/2025	8/31/2026	Wendy Del Bello	Process Technology	Equipment	\$ 100,000.00	Primary	N/A	Funds provide for a portion of the cost of Process Technology simulation software for troubleshooting.	Private Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 145,710.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,333,892.60				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2028	Brittani Bewick	CEWD BioTechnology	Equipment, Supplies	\$125,000	Sub-recipient	San Jacinto College	ACC was invited to participate in San Jacinto College's "Advanced Cell Therapy – Industry-Based Vocational Education" (ACTive) proposal. Funds provide equipment and supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2026	Brittani Bewick	CEWD BioTechnology	Supplies	\$ 7,000.00	Sub-recipient	Texas A&M University	ACC was invited to participate in Texas A&M University's "Harmonizing Biomanufacturing Technician Training: the Texas Regional Industrial Biomanufacturing Education Certification (TRIBEC) Program" proposal. Funds provide supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation Louis Stokes Alliances for Minority Participation Program	2/1/2025	1/31/2029	Dr. Stacy Ebert Dr. Linet George	STEM Majors	Transfer Preparation, Student Support	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends. <i>Application submitted November 15, 2024.</i>	Federal Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Radios	\$ 143,833.00	Primary	N/A	Funds provide for 18 personal radios for ACC PD officers and 4 mobile unit radios for vehicles and base station. <i>Application submitted 2/13/2025.</i>	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Vehicle	\$ 82,700.00	Primary	N/A	Funds provide for one Chevrolet Silverado 1500 Truck with law enforcement light package. <i>Application submitted 2/13/2025.</i>	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 2	10/1/2025	9/30/2026	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 210,690.00	Primary	N/A	Funds provide for upgrading institutional cybersecurity, including a FT IT Security Analyst position. 20% institutional match required. <i>Application submitted 2/13/2025. Budget amended by funder.</i>	State Discretionary Competitive
Texas Higher Education Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Pathways Design and Planning Grant	7/1/2025	9/30/2026	James Langley	Engineering Technology & Technician	Pathway Development	\$ 143,000.00	Primary	N/A	Funds provide technical support and personnel costs associated with developing a new program from inception through approval process. <i>Application submitted May 23, 2025.</i>	State Discretionary Competitive
Texas Higher Education Coordinating Board Perkins Basic Grant	9/1/2025	8/31/2026	Dr. Debra Fontento	Technical Programs	Technical Supplies, Support, Equipment	\$ 173,165.00	Primary	N/A	Provide supplies and equipment required for technical program instruction. <i>Application submitted June 30, 2025.</i>	State Formula Non-Competitive
Houston Endowment Planning to Maximize HB 8 Funding and Student Completion Grant	11/1/2025	10/31/2026	Dr. Stacy Ebert	Institutional Improvement	Research and Contract Services	\$ 500,000.00	Primary	N/A	Provides for research services and technical assistance to develop an implementation plan for optimizing HB 8 funding.	Private / Foundation
Texas Higher Education Coordinating Board Perkins Leadership Grant	9/1/2025	8/31/2026	TBD	Prisoner Education	Personnel, Student Support	\$ 200,000.00	Primary	N/A	Support participants to obtain CTE training in prison. <i>Application submitted July 9, 2025.</i>	State Formula Non-Competitive

Texas New Mexico Power Non-Traditional Education Pathways Grant	9/1/2025	8/31/2026	Wendy Del Bello	STRIVE Program	Student Support	\$ 15,000.00	Primary	N/A	Supports STRIVE students with job exploration.	Private Foundation
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Total, Grants in Funder Review \$1,630,388.00

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Humanities Texas Mini-Grants	TBD	TBD	Dr. Chris Chance Dr. Alexander Marriot	History Program	Travel	\$ 2,000.00	Primary	TBD	Funds would support the creation of a <i>Texas Study Abroad</i> program for students to visit key prehistoric and historic sites as part of the Honors-level History of Texas Course. <i>Open application window.</i>	Private Foundation
Texas New Mexico Power TNMP Power Grant	9/1/2025	8/31/2026	Wendy Del Bello	Law Enforcement Academy	Equipment, Supplies	\$ 10,000.00	Primary	N/A	Funds provide purchase of equipment for the Law Enforcement Program. <i>Application due August 30, 2025.</i>	Private Foundation
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/1/2025	11/30/2027	Brian Ayers	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 500,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding Paramedic. <i>Application due September 8, 2025.</i>	State Discretionary Competitive

Total, Grants in Application Development \$ 512,000.00

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
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
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	\$ 412,000.00	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive	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.
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.
U.S. Economic Development Authority Good Jobs Challenge	9/27/2024	Y	CEWD BioTechnology	\$ 90,000.00	Sub-recipient	Texas A&M University	Funds provide equipment and supplies. Texas A&M University's TRIBEC Good Jobs Partnership for Biomufacturing in Brazos Valley and Houston proposal.	Federal Discretionary Competitive	Consortium was not selected.
ECMC Foundation	TBD	Y	Student Services	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs.	Private / Foundation	Letter of Interest was submitted. ACC was not selected to proceed to the application phase.
National Science Foundation Improving Undergraduate STEM Education (IUSE) Hispanic Serving Institutions	9/11/2024	N	Geology	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences.	Federal Discretionary Competitive	Insufficient resources to submit an application at this time.
National Science Foundation Research on Innovative Technologies for Enhanced Learning (RITEL)	11/5/2024	N	Welding, Drafting & Design Engineering Technology	TBD	Primary	N/A	Funds will support implementing emerging technologies in technical programs. <i>Application due November 5, 2024</i>	Federal Discretionary Competitive	Insufficient time to submit an application at this time.
U.S. Department of State Increase and Diversify Education Abroad for U.S. Students (IDEAS)	12/12/2024	Y	Study Abroad	\$ 35,000.00	Primary	N/A	Funds provide for 4 faculty to travel abroad to establish academic, industry, and cultural partnerships for future study abroad trips.	Federal Discretionary Competitive	ACC was not selected to continue to Phase 2.
THECB Data-to-Action for Parenting Students at Texas Colleges & Universities Grant Program	3/31/2025	N	Student Services	\$ 118,450.00	Primary	N/A	Funds provide for a technical assistance contractor and personnel expenses to create a campus Data-to-Action team to analyze data on parenting students.	State Discretionary Competitive	ACC determined the implementation time commitment would not be commensurate with the award.
Texas Workforce Commission Dual Credit Healthcare Grant	Open application	N	CEWD and Dual Credit	\$ 300,000.00	Primary	ISD - TBD	Funds provide for student tuition and fees and curriculum development.	State Discretionary Competitive	ACC did not secure an ISD partner for this opportunity.
TWC Dual Credit Career and Technical Education - Equipment Only Grant	5/6/2025	N	CTE and Dual Credit	\$ 220,000.00	Primary	ISD - TBD	Funds would provide for equipment for a Dual Credit CTE Program.	State Discretionary Competitive	Insufficient time to submit an application at this time.
TWC JET Grant (Jobs and Education for Texans) 2025	1/30/2025	Y	Drafting and Design Engineering Technology	\$ 105,845.00	Primary	N/A	Funds provide for the purchase of a new equipment for Drafting and Design Engineering Technology Program. 5%-10% institutional match required.	State Discretionary Competitive	ACC was not selected.
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund "New Beginnings X2"	4/30/2025	Y	CEWD Reentry Services	\$ 350,000.00	Primary	N/A	Funds provide for reentry services including workforce readiness, training, tuition assistance, and job placement assistance.	State Discretionary Competitive	ACC was not selected.

12.C. **Personnel Action (New): FT Faculty, Vascular Coordinator 12M**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 114-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 5, 2025

SUBJECT: Personnel Action –New Position - FT Faculty, Vascular Coordinator 12M

The individual listed below has been recommended to fill the full-time Faculty, Vascular Coordinator 12 month new position pending board approval.

Funding Source: 11-3-13100-61405

Candidate

Recommended: Brittany Grubbs

Education: Alvin Community College
Associate Applied Science, DCVS

Experience: <u>Hope Vascular & Podiatry</u> Vascular Sonographer	January 2023 – present
<u>Alvin Community College</u> Adjunct, DCVS	August 2023 – present
<u>Self-Employed</u> Photographer	December 2019 – January 2023
<u>Baylor College of Medicine</u> Registered Vascular Tech II	October 2015 – December 2019
<u>Houston Methodist</u> Registered Vascular Tech I	June 2015 – October 2015

Salary: \$71,362.21
Grade 12/TECH/Step 6, 2024 – 2025 / 12 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Vascular Coordinator (PID:953)		
Department:	Diagnostic Cardiovascular Sonography	FLSA Status:	Exempt
Reports To:	Dean, Health 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:	6/23/2025
Last updated by:	Prog Director DCVS/DK	Date:	6/23/2025

SUMMARY

The vascular coordinator/instructor is responsible for the development, implementation, and coordination of the vascular sonography curriculum, the continuous coordination of student clinical activities with clinical affiliates and teaching clinical, didactic and laboratory courses as required to ensure program quality and student success.

CAAHEP Requirements

To meet CAAHEP accreditation standards when a Program Director lacks the vascular credential (RVT or RVS), a dedicated Concentration Coordinator for the Vascular Sonography program must hold the appropriate credential. The Concentration Coordinator may also serve as the Clinical Coordinator for the concentration for which the Program Director does not possess an appropriate credential. This individual is tasked with developing and overseeing the vascular-specific curriculum and managing vascular clinical oversight, providing the specialized expertise necessary while the Program Director retains overall program responsibility.

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 relationships with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Provide recommendations to the Dean, Program Director, 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.
- Assists the program director, as requested, in the development of management goals and objectives for the program.
- Assists in securing needed clinical affiliates for the program.
- Coordinates, with clinical affiliates and other area cardiovascular sonography programs, the placement of students for clinical education activities.
- Develops and/or approves clinical schedules for clinical faculty.
- Reviews the academic progress of all students in clinical education courses.
- Develop recommendations for revisions needed in the clinical curriculum and syllabi.
- Evaluates clinical faculty on a regular basis for adequacy of performance of job.
- Meets with the program director, other faculty, and clinical staff concerning clinical matters and related activities.
- Assists with the interview and recommends hiring of additional clinical faculty to the program director.
- Maintains all clinical records and related materials for the program.
- Develop recommendations for budget requirements for clinical instructors and consultants in coordination with the chairperson.
- Serves on college standing committees.
- Assists in the preparation of self-study documents for the accrediting agency.
- Ensures that all students entering clinical have all the required documentation needed for clinical approval and that each clinical site's requirements are being met.
- Maintain digital clinical tracking system (Trajecsys) and online learning environment in course management system (Blackboard).
- Coordinate clinical education with didactic education as assigned by the Program Director.
- Evaluate and ensure the effectiveness of clinical experiences for students within their coordinated concentration.
- Provide clinical instruction and document the evaluation and progression of clinical performance leading to clinical competence.
- Report to the Program Director and coordinate the specific concentration for which the Program Director does not possess the appropriate credential.
- Other duties as assigned.

Teaching/Student Engagement:

- Perform all duties as outlined in the faculty job description.
- Teach classes with the assigned load being consistent with the leadership duties of the particular position. Faculty workload assigned may vary based on the size and scope of leadership responsibility required and the size of the department.
- Maintain an open and responsive communication policy with students to aid in counseling, advising, and course placement of students.
- Coordinate the promotion and administration of student scholarships; continue to develop new student scholarship opportunities.
- Actively promote the College and departmental programs to increase student recruitment.
- Mediate and resolve conflicts among adjunct faculty, students, and clinical preceptors.
- Coordinate and participate in program advisory committee meetings.

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

- Minimum of an Associate's degree in Sonography
- Must hold a current registry from ARDMS or CCI: RVT or RVS
- Minimum of three years of clinical experience as a registered sonographer in the professional sonography field of which one-year shall be experience on the faculty of a program accredited by CAAHEP.
- Documented experience in supervision, instruction, evaluation, student guidance, and educational theories and techniques. (Documentation of educational experience may include completed college courses, seminars, or in-service sessions on topics such as learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.)

PREFERRED QUALIFICATIONS

- Additional experience in education, research, or supervision
- Working knowledge of Blackboard course management system

KNOWLEDGE, SKILLS, AND ABILITIES

- Current CMEs for registry, TB skin test, immunizations and CPR certification.
- Must have a working knowledge of Microsoft 365 programs, as well as intermediate computer skills.
- Must be familiar with interactive teaching methods and instruction via the Internet.

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.D. **Personnel Action (Replacement): FT Faculty, Associate Degree Nursing 12M**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 110-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 13, 2025

SUBJECT: Personnel Action – Replacement, FT Faculty, Associate Degree Nursing 12M

The individual listed below has been recommended to fill the full-time Faculty, Associate Degree Nursing 12 month position replacing Courtney Wolfe.

Funding Source: 11-3-13640-61405

Candidate

Recommended: Candice Reedy

Education: Western Governors University
Master of Science, Nursing Education

Ohio University
Bachelor of Science, Nursing

Experience: Texas Children's Hospital
RN Pediatric Neurology Clinic June 2019 – July 2025

Alvin Community College
Clinical Teaching Assistant & Adjunct May 2024 – July 2025

Wesley Medical Center
Traveling Nurse Pediatric February 2019 – May 2019

Akron Children's Hospital
RN Transitional Care Unit January 2017 – February 2019

Piedmont Newnan Hospital
RN Medical Surgical Unit May 2015 – December 2016

Roosevelt Warm Springs Rehab
RN LT Acute Care November 2014 – December 2015

Salary: \$77,979.42
Grade 12/MA/Step 9, 2024 – 2025 / 12 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Instructor, Associate Degree Nursing-12 Month (PID: 934)		
Department:	Nursing Programs	FLSA Status:	Exempt
Reports to:	Director, Nursing Programs	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	05/06/2025
Last updated by:	Director ADN/ES	Date:	05/06/2025

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

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

- Assist in the maintenance of the nursing skills and computer laboratories.
- Coordinate clinical experiences in assigned clinical agency and maintain good relationships with the agency.
- Provide an evaluation of the assigned clinical agency at the completion of the semester.
- Other duties may be assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Bachelor's in Nursing with a Master's degree in another field with 6 graduate hours in nursing.
- At least 3 years non-teaching work experience in the field required.
- The ADN instructor must hold a current license to practice as a registered nurse in the state of Texas.
- Instructors teaching in clinical settings must have a clear background check, clear drug screen, up-to-date immunizations, annual TB screening and hold a current American Heart Association CPR Health Care Provider certification.

PREFERRED QUALIFICATIONS

- Master's degree in Nursing
- The instructor should have two years of recent clinical experience in the area of teaching, responsibility and the ability to function effectively and safely in those settings.
- Prior teaching in an associate degree nursing program.
- Working knowledge of Blackboard course management system.

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.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

12.E. **Personnel Action (Replacement): FT Faculty, Geology 9M**

MEMORANDUM NO: 111-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2025

SUBJECT: Personnel Action – Replacement, FT Faculty, Geology 9M

The individual listed below has been recommended to fill the full-time Faculty, Geology 9 month position replacing John Mohr.

Funding Source: 11-3-14440-61405

Candidate

Recommended: Dr. Ramil Ahmadov

Education: Stanford University
Ph.D. Geophysics
M.S., Geophysics
M.S., Geological & Environmental Science

University of Wyoming
M.S., Chemical & Petroleum Engineering

Experience: <u>University of Houston</u> Adjunct	January 2018 – July 2025
<u>Asai</u> VP Sales	September 2023 – February 2025
<u>KPMG</u> Manager, Energy Solutions	June 2022 – September 2023
<u>CGG</u> Sr. Geophysical Advisor	June 2019 – June 2022
<u>New England Research</u> Principal Geoscientist	October 2016 – June 2019
<u>Ikon Science</u> Principal Geoscientist	June 2014 – October 2016
<u>BP</u> Geoscientist	May 2011 – June 2014

*Please note: Dr. Ahmadov has extensive experience as an adjunct with multiple colleges and universities from 2018 – 2025.

Salary: \$70,735.87
Grade 9/PHD/Step 10, 2024 – 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Geology (PID:24)		
Department:	Physical Sciences	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	05/08/2025
Last updated by:	Arts & Sciences Dean/LG	Date:	05/07/2025

SUMMARY

The instructor will teach a variety of courses within the Geology Department including developmental, freshman, and sophomore level courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Instruct and supervise a diverse population of students in the classroom at various times and locations, in various instructional modalities including online, face-to-face and/or hybrid
- 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 related duties as assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's Degree in Geology, Geosciences or Earth Science, or a Master's degree with 18 graduate hours in Geology

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level preferred
- Working knowledge of Blackboard course management system

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
- 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
- Demonstrates an understanding of ACC's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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


12.F. **Personnel Action (Replacement): FT Faculty, Government 9M**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 116-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 13, 2025

SUBJECT: Personnel Action – Replacement, FT Faculty, Government 9M

The individual listed below has been recommended to fill the full-time Faculty, Government 9 month position replacing Nathan Hosey.

Funding Source: 11-3-14440-61405

Candidate

Recommended: Dr. Ambrus Price

Education: Clark Atlanta University
Ph.D. Political Science
M.P.A., Public Administration

University of Nevada, Las Vegas
B.A., Economics

Experience: New Orleans Science & Math High School
Dual Enrollment Professor

July 2024 – July 2025

University System of Georgia
Online Public Adm. Professor

January 2022 – May 2024

Louisiana State University
Online Political Science Professor

December 2019 – January 2022

Lone Star College
Professor

August 2012 – December 2018

Lone Star College – University Park
Political Science Professor

June 2012 – August 2012

Lone Star College
Political Science Professor

July 2010 – August 2012

University of Malawi
Political Science

June 2003 – September 2005

Clark Atlantic University
Political Science

August – 2001 – May 2003

Asher Schol of Business
Professor

August 2000 – May 2001

*Please note: Dr. Price has extensive experience as an adjunct with multiple colleges and universities from 2001 – 2022.

Salary: \$70,735.87
Grade 9/PHD/Step 10, 2024 – 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Government (PID:16)		
Department:	Government and Economics	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:	4/25/2025
Last updated by:	Dean Arts & Sciences/LG	Date:	4/22/2025

SUMMARY

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

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 relationships 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 in political science/government or Master's degree with 18 graduate hours in Political Science/Government; JDs and MPAs must have 18 graduate hours in related Political Science/Government courses.

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level
- Working knowledge of Blackboard course management system

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.
- Demonstrates an understanding of ACC's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus

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.G. **Personnel Action (New): FT Faculty, Psychology 9M**

MEMORANDUM NO: 128-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 15, 2025

SUBJECT: Personnel Action – New Position, FT Faculty, Psychology 9M

The individual listed below has been recommended to fill the full-time Faculty, Psychology 9 month new position pending board approval.

Funding Source: 11-3-14720-61405

Candidate

Recommended: Dr. Kerriel Lyles

Education: Grand Canyon University
Doctor of Psychology – General Psychology

Argosy University
Master of Arts - Mental Health Counseling

University of Southern Mississippi
Bachelor of Science - Psychology

Experience: Alvin Community College
Adjunct Psychology October 2023 – present
Dual Enrollment Advisor May 2023 – July 2025

Houston Department of Education
Educational Trainer February 2022 – October 2023

Alvin Community College
Adjunct, Psychology August 2017 – February 2022

Star of Hope Mission/Transition Living
Client Case Manager July 2015 – June 2016

Youth Village
Master Level Counselor July 2012 – August 2013

Salary: \$64,733.34
Grade 9/PHD/Step 7, 2024 – 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Psychology (PID:36)		
Department:	Psychology & Sociology	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:	6/25/2025
Last updated by:	Arts & Sciences Dean/LG	Date:	6/25/2025

SUMMARY

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

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 relationships 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 in Psychology or Master's with 18 graduate hours in Psychology; or Master's in Educational Psychology, or Counseling Psychology or Counselling with 18 hours of graduate coursework completed in Psychology or analysis of coursework.

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level

KNOWLEDGE, SKILLS, AND ABILITIES

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

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.

13. **President's Report**
14. **Consider Approval of Adoption of the 2025-2026 Fiscal Year Budget**

MEMORANDUM NO: 117-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025
SUBJECT: Consider Adoption of Budget for 2025-2026 Fiscal Year
Scenario 1 or Scenario 2

Based on the discussions from the Board workshops on June 9, July 14, and August 4, 2025, along with on-going dialogue at subsequent Board meetings on June 26 and July 24, 2025, the college Executive Leadership provides two scenarios for determining the proposed Maintenance and Operations Budget for FY 2025-2026.

- Scenario 1 is based on setting the College's tax rate for next fiscal year (2025-2026) to the No New Revenue Rate and provides a proposed Maintenance and Operation Budget for 2025-2026 of approximately **\$55,892,123**.
- Scenario 2 is based on setting the College's tax rate for the next fiscal year (2025-2026) to the Voter Approval Rate and provides a proposed Maintenance and Operations Budget for 2025-2026 of approximately **\$57,075,446**.

Scenario 1 uses the No New Revenue rate and will not require a public hearing to adopt the tax rate. However, Scenario 2 uses the Voter Approval Rate and 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 4%. Eligible full-time faculty will receive a step increase and a pay increase that together will equal 4%.

Each budget scenario includes 9 new FT positions and 1 position expanded from PT to FT, for a total of 10 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, as well as Capital Reserve.

The scenarios are as follows:

Scenario 1

It is believed that this budget would be attainable by the board adopting a tax rate at the No New Revenue Rate, which will not require a tax hearing. The resulting tax rate, if approved at the September 25, 2025 Board meeting, will be higher than our current 2024-2025 tax rate but will be at the No New Revenue Rate. The certified taxable value from Brazoria County Appraisal District is \$22,721,251,202. The appropriations from the state were achieved through a combination of outcome-based funding and projected FAST funds and will increase to \$11,904,315 for the 2025-2026 year (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$55, 892,123**, as presented. On September 1, 2025, 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 25, 2025 Board meeting, will be higher than our current 2024-2025 tax rate. The certified taxable value from Brazoria County Appraisal District is \$22,721,251,202. The appropriations from the state were achieved through a combination of outcome-based funding and projected FAST funds and will increase to \$11,904,315 for the 2025-2026 year (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$57,075,446**, as presented. On September 1, 2025, 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.

RJE:fmj

2025-2026

Summary of Tax Rates

[illegible]

	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
				0.161751

15. **Consider Approval of Proposed Tax Rate for the 2025-2026 Fiscal Year**

MEMORANDUM NO: 119-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 13, 2025
SUBJECT: Consideration and Approval of Proposed Tax Rate for Fiscal Year 2025-2026
Scenario 1 and Scenario 2

Scenario 1

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2025-2026 on August 21, 2025, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$35,568,528**.

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

Debt Rate:	\$.000000 (must adopt)
M & O Rate:	<u>\$.156543</u>
TOTAL RATE	\$.156543

The proposed tax rate requires a record vote to adopt this tax rate. This rate would be at or equal to the No New Revenue Tax Rate, and as such, will require a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose holding a meeting on September 25, 2025, at 6:00 pm in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.156543, which is at or equal to the No New Revenue Tax Rate for FY 2025-2026.

Scenario 2

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2025-2026 on August 21, 2025, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$36,751,851**.

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

Debt Rate:	\$.000000 (must adopt)
M & O Rate:	<u>\$.161751</u>
TOTAL RATE	\$.161751

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 not above 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 25, 2025, 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 \$.161751, which is above the No New Revenue Tax Rate but not above the Voter Approval Tax Rate for FY 2025-2026.

RJE:fmj

16. **Consider Approval of the Acceptance of Facilities Master Plan dated 2025 and Solicitation for Facility Programming and Architectural Services**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 127-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: August 15, 2025

SUBJECT: Acceptance of Facilities Master Plan dated 2025 and Solicitation for Facility Programming and Architectural Services

With Stantec's completion of the refresh and update of our Alvin Community College Facilities Master Plan and Facility Condition Assessment dated May 2025, we are ready to move forward with the implementation of identified priorities. The Board of Regents, during board workshops and the Board Facilities Committee via multiple meetings have provided excellent guidance for the college administration.

Stantec provided an order of magnitude to assist with planning for the implementation of needed actions. From it, we jointly (the board of regents and the college administration) established the following priorities.

- A comprehensive refresh for Building A/B/C/D.
- Deferred maintenance needs throughout the campus.
- Campus infrastructure improvements.

To begin the implementation process, I am requesting that the Board of Regents formally accept the updated Facilities Master Plan and direct the President to work with purchasing to conduct a Request for Qualifications and/or Request for Proposal to secure professional services for facility programming and development of architectural drawings as needed.


Once we have identified the firm, through approved procurement processes, a contract for services will be presented to the board for approval.

RJE:fmj

17. **Consider Approval of ConexED Renewal**

MEMORANDUM NO: 102-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 11, 2025

SUBJECT: ConexED, Student Success and Analytics Solution-Renewal

In a continuing effort to provide exceptional services to all ACC students, Student Services and Information Technology Services recommend a three-year renewal of an agreement approved by the Board in July 2022 for purchase and implementation of the ConexED student services management platform.

ConexED provides relationship and case management tracking capabilities throughout the entire student lifecycle, including recruiting, onboarding, and progress towards academic completion. The platform provides scheduling and appointment processes for seamless coordination of online, telephone, or face-to-face appointments. The scheduling system offers the convenience, ease of use, ADA accessibility, and FERPA-compliant privacy to meet students where they are – either on or off campus.

In a single mobile-responsive interface, ConexEd connects students with college staff, faculty, and wrap-around care services, while also providing:

- Basic needs intake form and assignment of services
- Shared document library with document signature
- Student to staff/faculty web conferencing and chat
- Appointment scheduling, virtual lobbying, queuing
- Unlimited SMS texting (alerts, reminders, appointments)
- Kiosk check-in and queuing
- FERPA and ADA compliant video conferencing and chat
- Outlook calendar integration
- Blackboard learning management system integration
- Colleague student information system integration
- Website/LMS/Intranet Chatbot integration
- Reporting and business predictive analytics
- Business reporting and visualization dashboard


I recommend the board approve a three-year contract with ConexED for the ConexED Student Services Management Platform not to exceed \$ 39,427.00 per year for a total of \$ 118,281.00 for the 3-year term.

RJE:fmj

18. **Consider Approval of the Fiscal Year 2026 Annual Purchasing Requests over \$50,000**

MEMORANDUM NO: 103-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 11, 2025

SUBJECT: Fiscal Year 2026 Annual Purchasing Requests

It is recommended that the Board of Regents approve the following purchase requests, which include annual contract renewals and anticipated expenditures in excess of \$50,000.00 during the 2025-2026 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by the College and awarded grant funds.

ADMINISTRATIVE AND GENERAL OPERATIONS

Amazon Capital Services, Inc., provide instructional and miscellaneous goods procured through the OMNIA Partners purchasing cooperative contract, contract number R-TC-17006. The estimated annual expenditure is \$200,000.00.

Brazoria County Appraisal District to provide tax collection services. The sole source number is 1602. The estimated annual expenditure is \$240,000.00

Office Depot Business Services to provide office supplies, furniture, and small equipment procured through the OMNIA Partners purchasing cooperative, contract number R190303. The estimated annual expenditure is \$75,000.00.

Gateway Printing and Office Supply, Inc.; 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 two 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 \$70,000.00 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 \$125,000.00.

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 for not to exceed \$250,000.00 for the fiscal year ending August 31, 2026.

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 \$ 250,000.00.

Outlaw Leather, Inc. for the purchase of welding supplies for resale to students through the EPIC 6 cooperative for an amount of \$ 100,000.00.

BSN Sports for provision of athletic goods and paraphernalia through the Buyboard Cooperative # 665-22. Annual purchases of \$ 100,000.00.

INNERFACE Architectural Signage, Inc. for the continued provision of campus-wide signage services originally contracted as ACC 22-32 with an estimated spend of \$ 50,000.00.

Promotional items, primarily through the Marketing Department with multiple providers, specifically 4Imprint; Anypromo and Kristich through the TACCBO/Collin Cooperative with an estimated spend of \$ 65,000.00.00

Outside printing, primarily through the Marketing Department with multiple providers, specifically, Absolute Color Mailplex; Publication Printers (magazine) and Translangco through multiple TIPS and/or Regional ESC Cooperatives with an estimated spend of \$ 130,000.00.

Continued lease payments to Bulldog for the West Side Campus for an estimated \$ 350,000.00 per year.

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 \$1,700,000.00

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.

Vitalsource (formerly Red Shelf) (ACC 24-100, e-Textbooks)
Sonoak Restaurant Services, Inc., dba Chick-fil-A, Alvin

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 \$275,000.00

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 2025. 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 \$150,000.00

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

Robstown Hardware, dba King Ranch Ag and Turf., 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 \$650,000.00

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 \$ 100,000.00 per annum.

McCune Electrical Services (MES) for the provision of goods and services related to JOC electrical services for an amount not to exceed \$ 250,000.00. Procurement through Texas BuyBoard purchasing cooperative contract to be effective September 1, 2025.

Everon/Iris Holdings for campus-wide access door security for an amount not to exceed \$ 100,000.00. Procurement through the TIPS cooperative # 220105.

Ballew Construction for the provision of various parking lot maintenance, striping, etc. Procured through the Harris County Department of Education Purchasing Cooperative (HCDE) Choice Partners Cooperative Program for an amount not to exceed \$ 200,000.00.

INFORMATION TECHNOLOGY

Ellucian Company LLC to provide enterprise resources and student information system software, with subscription and perpetual agreements totaling \$465,000. Purchases will be funded through IT M&O and Technology Fees.

Anthology, Inc. to provide Learning Management Software, Blackboard, with the subscription agreement and associated fees totaling \$92,400. The purchase is funded through Technology Fees.

CDW-G to provide software licenses, computer supplies, and equipment procured through various cooperative contracts programs; DIR, OMNIA Partners, and Sourcewell. The estimated annual expenditure is \$175,000. Purchases will be funded through IT M&O and Technology Fees.

Lenovo to provide computer supplies and equipment procured through the Texas Department of Information Resources (DIR) cooperative, contract number #DIR-CPO-4839. The estimated annual expenditure is \$550,000. Most purchases will be funded through IT M&O and Technology Fees or grants.

Calian, Corp. to provide server and infrastructure hardware, related consulting, and licensing services procured through the DIR purchasing cooperative, Contract # DIR-TSO-4288. The estimated annual expenditure is \$245,000. Purchases will be funded through IT M&O, Technology Fees, and the Office of the Governor, State & Local Cybersecurity Grant Program.

Datavox, Inc. to provide server, infrastructure, and telephone hardware, audio visual components, related consulting and licensing services procured through the TIPS cooperative, Contract #230105. The estimated annual expenditure is \$175,000 and will be funded through IT and Telephone M&O, and Technology Fees.

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditure is \$225,000 and funded through IT M&O and the Technology Fee.

Touchnet Information Systems, Inc. to provide the College's E-Commerce solution and related payment gateway services procured through RFP 18-01. The estimated annual expenditure is \$255,000. This item is paid through the business office budget.

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 \$86,000, and is funded through IT M&O.

Modern Campus for the provision of Web and Catalog Services to both IT and Marketing through the TACCBO cooperative agreement (Collin College). The estimated annual expenditure is \$ 102,000.00.

Yokogawa OmegaLand Trainer Enterprise simulation software for \$ 185,000.00 utilizing a Dow Foundation Grant of \$ 100,000.00; ACC Foundation funds of \$ 10,000.00 and ACC Institutional Funds of \$ 75,000.00.

Computer Comforts for the purchase of various IT sundries and items and supplies through the TIPS Cooperative # 230301 for annual purchases of \$ 75,000.00.

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. The estimated annual expenditure is \$250,000.00.

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 \$50,000.00.00.

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 \$ 60,000.00.

Fisher Scientific for the purchase of various lab supplies and minor equipment for laboratory and classroom use through the Omnia Cooperative # 2021002889. The estimated annual expenditure is \$75,000.00.00.

RJE:fmj

19. **Consider Approval of the College Name Change**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 105-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 11, 2025
SUBJECT: College Name Change

Following a proposal at the July and August workshops, the Outreach Division is recommending that the Board formally vote to change the name of *Alvin Community College* to *Alvin College*. The Outreach Division has provided a timeline and cost estimates for pursuing the change, which were presented at the August workshop.

In recent years, the College has undergone tremendous changes, most notably the expansion of Bachelor's programs. The College is now a destination for students to complete their education rather than just a stepping stone to the next phase in their education. We believe we need a name that reflects this change, and we feel that *Alvin College* does exactly that.

Under Texas Education Code §§ 130.005–.0051, any name change must be done through a resolution approved by a majority of the Board. A proposed resolution is attached for the Board's consideration. If the Board approves the name change, the staff will then notify the appropriate state, local, and accrediting agencies.

RJE:fmj

RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE RELATED TO NAME CHANGE

WHEREAS, Alvin Community College (the College) is a public junior college organized under Texas law with a service area including territory in Alvin ISD, Danbury ISD, Pearland ISD, and part of Angleton ISD.

WHEREAS, Section 130.0051 of the Education Code empowers the College's Board of Regents (the Board) to change the College's name by resolution, provided that the change will not cause the College to have the same or substantially the same name as an existing district, college, or other public or private institution of higher education in Texas.

WHEREAS, the Board wants to change the College's name from Alvin Community College to Alvin College.

NOW, THEREFORE, BE IT RESOLVED that:

1. Acting under the authority of Section 130.0051 of the Education Code, the College's name is hereby changed from Alvin Community College to Alvin College, effective on the date identified below.
2. This name change will not affect the College's legal liabilities or obligations under any contracts, commitments, or bonds previously issued by the College. The College shall fully honor any commitments as if they had been made in the name of Alvin College. All delinquent taxes and those that are currently being collected and levied under orders entered for the year 2025 shall be collected and assessed in accordance with the current contractual agreement between the College and the relevant appraisal district(s) and their applicable tax assessor(s) and collector(s).
3. Upon the adoption of this resolution, the Board Secretary will certify copies of the resolution and forward certified copies to any organizations identified by the College President.
4. The College President is hereby authorized to file a certified copy of this resolution with the Texas Higher Education Coordinating Board.
5. The College President is hereby authorized and directed to file all necessary paperwork to register the trademark and copyrights for Alvin College and accompanying logos for educational use.
6. This name change is effective upon any final approval by SACSCOC and the subsequent filing of this resolution with the THECB.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS __ DAY OF _____ 2025.

ALVIN COMMUNITY COLLEGE

By: _____
Bel Sanchez, Board Chair
Board of Regents

Attest: _____
Dr. Patty Hertenberger, Secretary
Board of Regents


20. **Consider Approval of the Fiscal Year 2025-2026 Cooperative Purchasing Program**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 104-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 11, 2025
SUBJECT: Fiscal Year 2025-2026 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 in order 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 2025-2026 funds.

Attachment: Interlocal and Cooperative Purchasing Programs

RJE:fmj



Your College  **Right Now**

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)

21. **Consider Approval of the Update of the Mission & Vision Statements and Core Values**

MEMORANDUM NO: 106-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 11, 2025

SUBJECT: Updated Mission and Vision Statement, and Core Values

Recently, Alvin Community College's mission and vision statements were adopted by the ACC Board of Regents on May 8, 2015. A review occurred on January 10, 2019, and no modifications were recommended. ACC's current core values were adopted by the Board on November 21, 2019. The current mission and vision statements were approved by the Board on June 23, 2022.

During Summer 2025, the mission, vision, and core values were updated to reflect the College's change in accreditation level and the addition of bachelor's degrees. Feedback was provided by executive leadership and leadership of all major divisions within the College.

The College requests that the Board adopt the following mission, vision, and core values:

Mission Statement

Alvin Community College improves lives by offering affordable, accessible, innovative, high-quality academic, career and technical education to meet the needs of students, workforce, and the community.

Vision Statement

Alvin Community College envisions a college that inspires lifelong learning, cultivates innovation, and serves as a vital partner in strengthening the economic and cultural vitality of our region - empowering students and communities to thrive in a rapidly changing world.

Core Values – ASPIRE

- A – Achievement
Commitment to student success and academic excellence.
- S – Stewardship
Responsible use of resources and trust in service to our mission.
- P – Partnership
Collaboration that strengthens learning, service, and institutional progress.
- I – Innovation
Embracing change and continuous improvement in education and services.
- R – Respect
Professionalism, courtesy, and integrity in every interaction.
- E – Empathy
Understanding and responsiveness in support of every student, colleague and community.

At Alvin Community College, we ASPIRE to deliver excellence in higher education by combining quality with outstanding service. These six values shape how we teach, serve, and support.

We foster achievement by prioritizing student outcomes and academic excellence. Through strong stewardship, we manage resources and relationships with care and accountability. We build strong partnerships across departments and with the community to advance shared goals. Our culture of innovation allows us to adapt and improve in response to evolving needs. We treat all individuals with respect, ensuring that every interaction reflects professionalism and integrity. And we lead with empathy, delivering education and service with understanding and care.


These values guide us daily—as educators, as service providers, and as a college committed to empowering every learner we serve.

RJE:fmj

22. **Consider Approval of the President's Goals**

MEMORANDUM NO: 120-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 14, 2025

SUBJECT: President's Goals for 2025-2026

In alignment with the strategic priorities of Alvin Community College and the Board of Regents' expectations, the following goals have been established for the 2025-20256 academic year:

Goal 1: Advance Student Access, Success, and Completion

Objective – Maximize the integration, alignment, and success of three specific initiatives.

- Round 4 Texas Pathways – a continuation of our Guided Pathways work via Texas Success Center.
- Presidents & Trustees Collaborative – an Aspen Institute initiative to enhance and strengthen collective leadership knowledge and skills.
- Unlocking Opportunity – an Aspen Institute initiative to maximize knowledge and skills for ACC's Executive Leadership Team's personal and collective leadership.

Objective – Assure utilization of data dashboards for student success measures like course completion rates, program learning outcomes, certificates and degrees awarded, post-ACC success, employer satisfaction, etc.

Objective – Secure additional financial resources to support the successful implementation of the three initiatives.

Goal 2: Strengthen Workforce and Economic Development Alignment

Objective – Expand the number of partnerships with business, industry, and educational providers across the community, resulting in an increase in the number of credentials of value earned by students, resulting in outcomes-based funding for the College.

Objective – Support active engagement of our college employees with industry/community organizations like the Pearland Prosperity Implementation Committee, Economic Development Alliance of Brazoria County, Memorial Hermann League City, Pearland, and Southeast Community Advisory Board, Chocolate Bayou Industries Community Advisory Board, Bay Area Houston Economic Partnership, and Houston Guided Pathways to Success.

Goal 3: Modernize Facilities and Infrastructure to Support Learning and Growth

Objective – Oversee the implementation of the Facilities Master Plan with priority emphasis on identified deferred maintenance needs, campus infrastructure needs, and A/B/C/D Buildings Refresh.

Objective – Successfully complete a minimum of 85% of annually scheduled projects that address ongoing ADA compliance & upgrades, existing deferred maintenance needs, and preventative & predictive maintenance needs.

Goal 4: Ensure Institutional Excellence and Fiscal Stability

Objective – Complete the comprehensive program evaluation cycle and utilize data for strategic and tactical decision-making that enhance the College's instructional and training opportunities as evidenced by identified metrics for: financial success, student enrollment & success, relevant curriculum, quality faculty, adequate facilities& equipment, and employer satisfaction with graduates/completers.

Objective – Successfully implement the Bachelor of Science in Nursing degree program and identify and pursue the establishment of additional Bachelor's degree programs of study.

Objective – Continuous monitoring and adjustment as needed, of 'credentials of value' to enhance HB8 outcomes goals for each program of study and key college divisions/departments.

Objective – Maintain compliance with policies regarding minimum institutional and capital reserves.

Goal 5. Finalize and begin implementation of 2025-2030 ACC Strategic Plan – Elevate 2030

Objective – Compile a comprehensive report on the 2022-2025 ACC Strategic Plan, identifying significant achievements as well as non-successful goals & objectives by the end of the Fall Term 2025.


Objective – Utilizing evaluation data on the 2022-2025 Strategic Plan, complete the planning process for Elevate 2030 by reviewing and updating the Mission, Vision, and Core Values statements, identifying strategic goals, and establishing objectives.

Objective – Secure Board of Regents' approval of the 2025-2030 ACC Strategic Plan.

RJE:fmj

23. **Consider Approval of the Revised DJ (LOCAL) Remote Work**

MEMORANDUM NO: 123-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 15, 2025
SUBJECT: Revised DJ (LOCAL) - Remote Work

Texas Senate Bill 2615, signed into law by the Governor and effective September 1, 2025, imposes new restrictions on telework (remote work) at public institutions of higher education. Under this law, remote work is **prohibited by default**, with limited, legally defined exceptions. Institutions may allow telework (remote work) only under the following circumstances:

- **Temporary illness**, or a **temporary or permanent medical condition or disability** requiring remote work as a reasonable accommodation under federal or state law.
- For **non-teaching positions** where the employee can work independently, manages time effectively, consistently accomplishes duties, and whose role does not require in-person interaction.
- **Special teaching situations**, such as non-faculty instructors teaching distance education or dual credit courses, faculty on off-campus research assignments, or faculty providing telehealth services.
- **Catastrophic circumstances** (e.g., natural disasters, epidemics, power failures), as determined by the institution's chief administrative officer, during which remote work is temporarily permitted.

A policy change is required. Additionally, until the APM is updated to reflect the new policy, the College will be suspending all remote work.

Attached is the supporting documentation for the information above. Please let me know if you require anything further.

RJE:fmj

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

	<p>All employees shall be subject to assignment and reassignment by the College President at any time.</p>
Assignment of Relatives	<p>No employee shall be assigned to a position in which he or she would be supervised by, or would supervise or otherwise be directly or indirectly responsible for the evaluation of a member of his or her immediate family, as defined in DEC(LOCAL).</p> <p>With prior approval of the College President and supervisor, employees who are related to each other may work in the same department or organizational unit under the same supervisor.</p>
Teaching Loads	<p>Full-time faculty members shall allocate a minimum of 35 hours per week normally scheduled on campus. The total commitment to the College District includes classroom and/or laboratory instruction, preparation for class meetings, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.</p> <p>The standard teaching load for academic courses for a full-time faculty member shall normally not exceed 15 to 16 credit hours (240–288 contact hours). Lab hours are equated under a formula developed by the administration. Equivalency for each technical program shall be determined by the vice president of instruction with input from the Workload Committee. An exception to load requirements shall be permitted due to accreditation or state licensing regulations, facilities, program requirements, or safety issues. By accepting the position, a faculty member agrees to provide instruction in such courses at various locations during the day, evening, and/or weekend, as assigned.</p> <p>A full-time faculty member shall be permitted to teach non-credit courses and participate in special assignments as part of his or her workload with the approval of the vice president of instruction. All requests for release time or overload shall be approved by the vice president of instruction and the College President.</p> <p>The teaching load of a faculty member who has an administrative assignment shall be determined by the College President.</p>
Definitions	
Remote Work Arrangement	A remote work arrangement is an authorized work agreement that allows eligible full-time and part-time employees to work remotely.
Remote Worker	A remote worker is an employee who works away from the primary College District office(s) as approved by the appropriate supervisors within the chain of command.
Remote Work	Remote work is a cooperative arrangement between the College District and the employee. The remote work arrangement is based

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

~~on the needs of the position, work group or department, and the employee's overall performance. The remote work arrangement hours are determined by the job duties and the supervisor.~~

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

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

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

Remote Work

Generally

Remote work is not permitted. Personnel are expected to work in person and on campus.

Exceptions

The College District shall permit exceptions when necessary to comply with federal and state laws.

In rare instances and if permitted by federal and state laws, the College President may determine that remote work for a specific position will benefit the College District and/or its students and may authorize it.

24. **Consider Approval of the Revised BGC (LOCAL) Faculty Senate**




Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 122-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 14, 2025

SUBJECT: Revise Policy BGC (LOCAL) – Faculty Senate

In accordance with Senate Bill 37, we are seeking Board approval to revise the BGC (LOCAL) policy and adopt the accompanying resolution. The revised policy and resolution are attached for review.

RJE:fmj

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

Faculty and Staff
Organizations

Administration, faculty, and staff share a role in governance of the College District through an effective structure of standing committees, ad hoc committees, and task forces. In academic matters, faculty involvement in standing committees, ad hoc committees, task forces, and the faculty senate are essential to ensuring the quality of the educational programs as required by the principles of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College President is responsible for the administrative organization of the College District. Standing committee information is further described in [the](#) administrative procedures.

Faculty Senate

[The faculty senate represents the entire faculty and its interests. The faculty senate is an advisory body and makes no final decisions on behalf of the College District. Only actively employed full-time or part-time faculty are eligible for service on the faculty senate. Failure to have current job duties other than service on the faculty senate is an automatic forfeiture of the faculty member's position on the faculty senate.](#)

Use of Resources,
Name, or Marks

[The faculty senate may not issue any statement or publish any report using the College District's resources, trademark, or official seal unless directly related to the faculty senate's duty to advise the administration.](#)

Eligibility and Term
Length

[The faculty senate will have sixty voting members. The remaining members of the faculty will be nonvoting, ex officio members. The election and appointment process shall ensure adequate representation of faculty across the College District. The President will appoint one voting member from each division, and each division will elect the remaining voting members.](#)

[Elected faculty senate members shall serve for a two-year term and may be re-elected only after two years have passed since the expiration of the preceding term. Terms shall be staggered in such a manner that half expire each year. Appointed faculty senate members may serve up to six consecutive one-year terms and then may only be reappointed after two years have passed since the expiration of the preceding term.](#)

Officers

[The President shall appoint the chair, vice chair, and secretary from the voting faculty senate members. The chair is responsible for representing the faculty council in official communications with the College District. Faculty members may, individually or as a group, make recommendations to the President on who should be appointed as the chair, vice chair, or secretary. The President may accept, reject, or not respond to a recommendation.](#)

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

<u>Remuneration</u>	<u>Service on the faculty senate is a non-compensable additional duty of employment. Expenses incurred on behalf of the College District may be reimbursed as approved by the College District. Expenses incurred on behalf of the faculty senate are not reimbursable.</u>
<u>Removal</u>	<u>Upon recommendation of the Provost, the President may immediately remove a faculty senate member for failure to attend meetings, failure to exercise responsibilities in accordance with defined legal and policy parameters, and other similar misconduct.</u>
<u>Vacancies</u>	<u>In the event of a vacancy for an appointed seat, the President may appoint a member to serve for the unexpired term. In the event of a vacancy in an elected seat, the faculty senate may fill the unexpired term according to the terms in the faculty senate constitution.</u>
<u>Meetings</u>	<u>Meetings of the faculty senate must be open to the public. If more than 50% of members are present, the meetings must be broadcast live over the Internet. An agenda and any curriculum proposals to be discussed or voted on must be made public on the College District's website at least seven days before a meeting. Meeting minutes must reflect the names of the members in attendance if, during the course of the meeting, a vote of no confidence regarding an administrator or business related to curriculum and academic standards takes place.</u>
<u>Constitution</u>	<u>The faculty senate shall adopt a constitution compliant with this policy and any administrative procedures. The constitution may address matters not discussed in this policy.</u>

RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE RELATED TO THE FACULTY SENATE

WHEREAS, during the 89th Texas Legislative Session in 2025, the Texas Legislature passed Senate Bill 37, which was subsequently signed into law by Governor Greg Abbott on June 20, 2025.

WHEREAS, Senate Bill 37 relates to the governance of public institutions of higher education, including review of curriculum and certain degree and certificate programs, a faculty council or senate, training for members of the governing board, and the establishment, powers, and duties of the Texas Higher Education Coordinating Board Office of the Ombudsman.

WHEREAS, Senate Bill 37, in Section 51.3522 of the Texas Education Code, authorizes the governing board of an institution of higher education to establish a faculty senate and sets forth the policy by which the governing board shall select its members.

WHEREAS, Alvin Community College has historically operated a faculty senate, and the Board of Regents must adopt a policy compliant with Senate Bill 37 for Alvin Community College to continue operating a faculty senate.

WHEREAS, the Board of Regents of Alvin Community College adopts the attached policy as revisions to Board Policy BGC(LOCAL), in accordance with Section 51.3522 of the Texas Education Code.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Regents of Alvin Community College officially ratifies the continuation of the Alvin Community College faculty senate, adopts the policies governing the faculty senate as revisions to Board Policy BGC(LOCAL), and finds that the faculty senate meets the policies adopted by the Board and the requirements of Section 51.3522 of the Texas Education Code.
2. The College President may implement administrative procedures to effectuate BGC(LOCAL).
3. The faculty senate shall adopt a constitution compliant with BGC(LOCAL) and any administrative procedures.

BE IT FURTHER RESOLVED that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS 21ST DAY OF AUGUST 2025.

ALVIN COMMUNITY COLLEGE

By: _____
'Bel Sanchez, Board Chair
Board of Regents

Attest: _____
Dr. Patty Hertenberger, Secretary
Board of Regents


25. **Consider Approval of the Revised DEC (LOCAL) Vacation**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 124-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 15, 2025
SUBJECT: Revised DEC (LOCAL) – Vacation Leave

ACC presently offers Vacation Leave within the DEC(LOCAL) policy. Many of our peer institutions in the region offer a tiered process for vacation accrual.

We are proposing a new structure designed to ensure fairness and consistency while recognizing employee longevity.

Attached is the supporting documentation detailing the proposed changes.

RJE:fmj

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

**Leave
Administration**

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Earning Leave

An employee shall not earn any form of paid leave while on unpaid leave status. An employee who is working or on paid leave status for part of a monthly pay period shall earn paid leave on a prorated basis.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before the employee's last duty day of the year, or begins employment after the first duty day, sick leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for leave the employee used but had not yet earned as of the date of separation.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn 10 hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 720 hours.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of sick leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury, and the employee has exhausted all paid leave and any applicable compensatory time.

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

**Line of Duty Illness
or Injury Leave**

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

**Family and Medical
Leave**

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

**Twelve-Month
Period**

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

**Combined Leave for
Spouses**

When both spouses are employed by the College District, the College District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the College

COMPENSATION AND BENEFITS
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(LOCAL)

District limit military caregiver leave to a combined total of 26 weeks.

Intermittent or
Reduced Schedule
Leave

The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of
Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-For-Duty
Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Personal Leave

Each full-time employee shall receive 16 hours of personal leave per fiscal year. All leave will be available at the beginning of the school year.

Each part-time employee who works at least 20 hours per week shall receive 30 hours of personal leave per fiscal year. All leave will be available at the beginning of the school year.

Personal leave shall not accumulate.

Earned compensatory time shall be used before any available personal leave.

Vacation Leave

With the exception of faculty members, each full-time benefits-eligible employee shall earn vacation leave ~~at a rate of eight hours per month~~, September through May, in accordance with administrative regulations and the following schedule:-

<u>Tier</u>	<u>Length of Service</u>	<u>Accrual Hours per Month</u>
<u>1</u>	<u>0-5 years</u>	<u>8</u>
<u>2</u>	<u>6-10 years</u>	<u>10</u>
<u>3</u>	<u>11-20 years</u>	<u>12</u>
<u>4</u>	<u>21 or more years</u>	<u>14</u>

Vacation leave shall accumulate to a maximum of 192 hours.

Use of vacation leave shall require prior approval by the employee's supervisor and must be scheduled in accordance with administrative regulations.

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Earned compensatory time shall be used before any available vacation leave.

An employee who separates from employment with the College District shall be eligible for reimbursement of unused vacation leave in accordance with the following:

1. The employee provides advance written notice of intent to separate from employment in accordance with administrative regulations.
2. The employee shall be reimbursed for each hour of unused vacation leave, to a maximum of 192 hours, at the employee's current daily rate. If the employee is reemployed with the College District, hours for which the employee received payment shall not be available to that employee.

Development Leave

A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted unpaid faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility

To qualify for development leave, a faculty member must serve at least five consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved,

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and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.

5. Any other information deemed appropriate by the College President.

Approval Procedure A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The committee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than one College District faculty member may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Outside Employment A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave An employee shall be eligible for 24 hours of paid bereavement leave, per occurrence, for the death of an immediate family member. Bereavement leave shall not accumulate.

**Workers'
Compensation**

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Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

No Paid Leave
Offset


The College District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

26. **Consider Approval of Investment Policy**

MEMORANDUM NO: 121-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 14, 2025
SUBJECT: Investment Policy

Attached is the updated Investment Policy for the 2025-2026 fiscal year. In accordance with the Public Funds Investment Act, this policy is reviewed and updated annually each August.

For this fiscal year, updates to the policy include:

- The policy date (August 21, 2025)
- The list of approved brokers/dealers and local banks
- The proposed adoption date by the Board of Regents

It is recommended that the Board adopt the Investment Policy with the noted amendments for the 2025-2026 fiscal year.

RJE:fmj

ALVIN COMMUNITY COLLEGE INVESTMENT STRATEGY

August 21, 2025

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 Controller is the primary Investment Officer. The Vice President of Administrative Services/CFO and the Assistant Controller will act as alternates in the absence of the Controller.

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.

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

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 Liberty Bank
Texas Advantage Community Bank*
Amoco Federal Credit Union
Associated Credit Union of Texas
Chocolate Bayou Federal Credit Union
First State Bank
Frost Bank*
HomeTown Bank
JP Morgan Chase Bank
Regions Bank
Texas Dow Employees Credit Union
Wellby Financial
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

27. **Financial Report**

MEMORANDUM NO: 126-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: August 15, 2025

SUBJECT: Financial Report - Year-to-Date Ending July 31, 2025

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 2024-2025 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>	7,283,058	7,932,834	108.92%	649,776
<i>Total Non-Operating Revenues</i>	43,439,441	43,753,240	100.72%	313,799
<i>Total Revenues</i>	50,722,499	51,686,074	101.90%	963,575

<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>	50,722,499	42,175,053	83.15%	8,547,446

This represents eleven months (or 91.7%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin Community College
Consolidated Statements of Net Assets

	<u>July 31, 2025</u>	<u>July 31, 2024</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	15,841,385	5,692,943	10,148,442	
Short-term investments	21,613,017	28,001,243	(6,388,226)	
Accounts receivable, net	4,839,349	3,860,410	978,939	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	3,570	523,484	(519,914)	Travel advances and prepaid expenses
Inventories	193,050	191,742	1,308	
Total Current Assets	<u>42,490,371</u>	<u>38,269,822</u>	<u>4,220,549</u>	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	<u>45,843,870</u>	<u>47,029,435</u>	<u>(1,185,565)</u>	
Total Assets	<u>90,334,241</u>	<u>87,299,257</u>	<u>3,034,984</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	3,175,990	1,288,305	TRS pension
Deferred outflows - OPEB	<u>7,091,967</u>	<u>7,089,514</u>	<u>2,453</u>	OPEB
Total Deferred Outflows of Resources	<u>11,556,262</u>	<u>10,265,504</u>	<u>1,290,758</u>	
Liabilities				
Accounts payable & accrued liabilities	69,479	107,623	(38,144)	
Net pension liability	12,102,291	10,460,057	1,642,234	
Net OPEB liability	21,631,335	22,655,135	(1,023,800)	
Funds held for others	55,106	49,661	5,445	Agency funds - groups, clubs, etc on campus
Deferred revenues	4,182,566	3,086,200	(3,086,200)	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	-	
Bonds payable, net of premiums	-	1,565,000	(1,565,000)	Annual payment
Tax note payable, net of premiums	<u>17,050,000</u>	<u>17,955,000</u>	<u>(905,000)</u>	Annual payment
Total Liabilities	<u>55,627,213</u>	<u>56,415,112</u>	<u>(4,970,465)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,469,461	1,773,321	(303,860)	TRS pension
Deferred inflow - OPEB	6,755,754	5,969,497	786,257	OPEB
Deferred inflow - premium on tax note	<u>1,962,634</u>	<u>2,147,673</u>	<u>(185,039)</u>	
Total Deferred Inflows of Resources	<u>10,187,849</u>	<u>9,890,491</u>	<u>297,358</u>	
Net Assets				
Fund Balance - Equity	<u>36,075,441</u>	<u>31,259,158</u>	<u>4,816,283</u>	
Total Net Assets	<u><u>36,075,441</u></u>	<u><u>31,259,158</u></u>	<u><u>4,816,283</u></u>	

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2025 and July 31, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other	M&O	Amended	Remaining	% of Budget	All Other	M&O	Amended	Remaining	% of Budget
	Funds Actual	Actual	M&O Budget	Budget		Funds Actual	Actual	M&O Budget	Budget	
Revenues										
Operating revenues										
Tuition and fees	2,757,650	7,856,990	7,213,058	643,932	108.93%	2,130,717	7,200,332	6,986,349	213,983	103.06%
Federal grants and contracts	9,587,757	-	-	-	0.00%	7,456,664	-	-	-	0.00%
State grants (Fund 34)	1,834,509	-	-	-	0.00%	1,240,406	-	-	-	0.00%
Local grants (Fund 32)	271,087	-	-	-	0.00%	241,141	-	-	-	0.00%
Auxiliary enterprises	2,416,421	-	-	-	0.00%	2,470,293	-	-	-	0.00%
Other operating revenues	166,129	75,844	70,000	5,844	108.35%	180,648	85,026	70,000	15,026	121.47%
Total operating revenues	17,033,553	7,932,834	7,283,058	649,776	108.92%	13,719,869	7,285,358	7,056,349	229,009	103.25%
Expenses										
Operating expenses										
Administrative	-	10,097,895	11,949,948	1,852,053	84.50%	-	8,401,144	10,571,449	2,170,305	79.47%
Institutional	-	8,839,482	10,965,056	2,125,574	80.62%	-	7,655,002	9,791,197	2,136,195	78.18%
Technical Instruction	-	6,374,739	7,577,766	1,203,027	84.12%	-	5,717,839	7,017,593	1,299,754	81.48%
Academic Instruction	-	8,308,439	9,925,917	1,617,478	83.70%	-	7,575,488	8,990,048	1,414,560	84.27%
Student Services	-	4,248,294	5,335,706	1,087,412	79.62%	-	3,844,347	4,885,081	1,040,734	78.70%
Physical Plant	-	4,306,204	4,968,106	661,902	86.68%	-	2,962,875	4,716,787	1,753,912	62.82%
Unbudgeted Unrestricted (Fund 12)	1,317,911	-	-	-	0.00%	2,146,850	-	-	-	0.00%
Continuing Education	1,042,288	-	-	-	0.00%	686,712	-	-	-	0.00%
Auxiliary Enterprises	2,829,478	-	-	-	0.00%	2,485,447	-	-	-	0.00%
Local grants	-	-	-	-	0.00%	3,859	-	-	-	0.00%
TPEG (Fund 32)	285,203	-	-	-	0.00%	233,613	-	-	-	0.00%
Institutional Scholarships (Fund 33)	174,439	-	-	-	0.00%	210,130	-	-	-	0.00%
State Grants	2,182,208	-	-	-	0.00%	1,092,788	-	-	-	0.00%
Federal Grants	10,093,501	-	-	-	0.00%	7,711,847	-	-	-	0.00%
Donor Scholarships (Fund 30)	267,781	-	-	-	0.00%	176,102	-	-	-	0.00%
Unexpended Plant Fund	113,748	-	-	-	0.00%	559,574	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	8,083	-	-	-	0.00%	17,841	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	448,875	-	-	-	0.00%	1,050,166	-	-	-	0.00%
Total operating expenses	18,763,515	42,175,053	50,722,499	8,547,446	83.15%	16,374,929	36,156,694	45,972,155	9,815,461	78.65%
Operating Gain/(Loss)	(1,729,962)	(34,242,219)	(43,439,441)	(7,897,670)		(2,655,059)	(28,871,336)	(38,915,806)	(9,586,452)	
Nonoperating revenues										
State appropriations*	-	10,732,439	10,684,942	47,497	100.44%	-	9,526,054	9,526,054	-	100.00%
State appropriations - FAST Funding	-	317,449	-	317,449	0.00%	-	285,835	-	285,835	0.00%
Property tax revenue - Current	1,534,339	31,443,880	32,254,499	(810,619)	97.49%	1,513,539	28,065,101	28,889,752	(824,651)	97.15%
Property tax revenue - Delinquent	9,027	16,140	-	16,140	0.00%	34,044	119,945	-	119,945	0.00%
Property tax revenue - Interest & Penalties	9,936	176,551	-	176,551	0.00%	9,070	149,043	-	149,043	0.00%
Investment income	11,587	1,043,340	500,000	543,340	208.67%	38,660	868,991	500,000	368,991	173.80%
Other non-operating revenues	166,881	23,441	-	23,441	0.00%	149,638	22,911	-	22,911	0.00%
Total nonoperating revenues	1,731,770	43,753,240	43,439,441	313,799	100.72%	1,744,951	39,037,880	38,915,806	122,074	100.31%
Provided by the State										
Revenue for Insurance and Retirement	-	2,434,664	-	2,434,664	0.00%	-	2,351,246	-	2,351,246	0.00%
State Insurance Match	-	(979,568)	-	(979,568)	0.00%	-	(992,773)	-	(992,773)	0.00%
State Retirement Match	-	(869,994)	-	(869,994)	0.00%	-	(786,576)	-	(786,576)	0.00%
State Retiree Insurance	-	(585,102)	-	(585,102)	0.00%	-	(571,897)	-	(571,897)	0.00%
Increase/(decrease) in net assets	1,808	9,511,021	-	(7,583,871)		(910,108)	10,166,544	-	(9,464,377)	
* State Approp portion generated by CE =	276,897					245,772				
Institutional Reserve	23,187,225					22,757,958				

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2025 and July 31, 2024

	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	Amended M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	17,033,553	7,932,834	7,283,058	649,776	108.92%	13,719,869	7,285,358	7,056,349	229,009	103.25%
Nonoperating revenues										
Total nonoperating revenues	1,731,770	43,753,240	43,439,441	313,799	100.72%	1,744,951	39,037,880	38,915,806	122,074	100.31%
Less Expenses										
Operating expenses										
Total operating expenses	(18,763,515)	(42,175,053)	(50,722,499)	(8,547,446)	83.15%	(16,374,929)	(36,156,694)	(45,972,155)	(9,815,461)	78.65%
Increase/(decrease) in net assets	1,808	9,511,021	-	(7,583,871)		(910,109)	10,166,544	-	(9,464,378)	

* State Approp portion generated by CE =	276,897	245,772
Institutional Reserve	23,187,225	22,757,958
Capital Reserve	3,630,977	-

Alvin Community College
Continuing Education Statement of Revenue and Expense
July 31, 2025

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	276,897	940	(15,666)	262,171	394,210	(132,039)
Transcript Fees	150	-		150		150
Late Registration Fees	150	-		150		150
Dental Assistant	39,289	(2,357)		36,932	13,349	23,583
Emergency Medical Tech	50,300	(2,898)		47,402	21,874	25,528
Phlebotomy	89,953	(5,291)		84,662	30,786	53,876
CPR	8,200	-		8,200	875	7,325
Medication Aide	52,419	(3,145)		49,274	23,956	25,318
Patient Care	11,464	(688)		10,776	4,503	6,273
Certified Nursing Assistant	21,894	(1,314)		20,580	23,190	(2,610)
Biotech	76,430	(4,586)		71,844	42,493	29,351
Medical Office Billing	19,400	(1,164)		18,236	6,909	11,327
Truck Driving	203,723	(12,223)		191,500	212,004	(20,504)
LVN Bridge	8,890	(533)		8,357	5,840	2,517
Kids College	11,140	-		11,140	3,695	7,445
Correctional Officer	-	-		-	5,830	(5,830)
Occupational Health & Safety	1,100	-		1,100	813	287
Community Programs	3,074	-		3,074	1,880	1,194
Computer Aided Drafting (CAD)	306	(18)		288		288
Clinical Medical Assistant	28,720	(1,723)		26,997	25,647	1,350
Machinist Program	35,912	(2,155)		33,757	29,709	4,048
STRIVE	153,112	(8,072)		145,040	88,757	56,283
TWC TJL SDF Grant	116,606	(6,967)		109,639	102,247	7,392
CE Options Program	9,200	-		9,200		9,200
Restaurant Mgmt	6,475				1,280	
Crane Operations	2,850	-		2,850	550	2,300
Testing	-	-		-	1,892	(1,892)
Total	1,227,654	(52,195)	(15,666)	1,153,318	1,042,288	112,310

*2.58% of the state appropriation for FY24/25 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, 2025 and July 31, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services			1,390,022	10,566	400,524	21,568	1,822,680	1,942,318
Student Fees	329,176	264,565					593,741	527,975
	329,176	264,565	1,390,022	10,566	400,524	21,568	2,416,421	2,470,293
Expenses								
Purchases & Returns			1,434,494				1,434,494	1,204,499
Salaries	109,104	147,604	209,363		294,294	52,612	812,977	693,732
Staff Benefits	27,218	26,376	53,054		90,882	1,566	199,096	177,458
Supplies & Other Operating Expenses	214,505	51,399	45,323	10,408	32,636	5,212	359,483	333,392
Equipment	480						480	52,636
Bank Charges			11,639		11,302	7	22,948	23,730
Scholarships							-	-
	351,307	225,379	1,753,873	10,408	429,114	59,397	2,829,478	2,485,447
Excess revenue over expenses	(22,131)	39,186	(363,851)	158	(28,590)	(37,829)	(413,057)	(15,154)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			147,345				147,345	134,046
Interfund Receivables	(49,016)	350,860	726,110	6,715	(105,854)	(34,074)	894,741	787,941
Inventory			193,050				193,050	191,741
Total Assets	(49,016)	350,860	1,069,018	6,715	(105,854)	(34,074)	1,237,649	1,116,240
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	26,997		4,908	833	38,538	62,930
Deferred Revenue	104,502	81,720	441,698				627,920	144,630
Total Liabilities	108,716	83,305	468,695	-	4,908	833	666,458	207,560
Restricted Fund Balance (includes inventories)		-	193,050	-			193,050	191,741
Unrestricted Fund Balance	(157,733)	267,555	407,273	6,715	(110,762)	(34,907)	378,141	716,939
Total Liabilities & Fund Balance	(49,016)	350,860	1,069,018	6,715	(105,854)	(34,074)	1,237,649	1,116,240

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services			1,566,161	9,411	347,057	19,689	1,942,318
Student Fees	295,173	232,802					527,975
	295,173	232,802	1,566,161	9,411	347,057	19,689	2,470,293
Expenses							
Purchases & Returns			1,204,499				1,204,499
Salaries	58,332	97,733	220,165		261,661	55,842	693,732
Staff Benefits	16,724	16,206	53,021		88,965	2,542	177,458
Supplies & Other Operating Expenses	175,930	62,324	46,596	5,645	27,784	15,113	333,392
Equipment	52,636						52,636
Bank Charges			13,849		9,798	83	23,730
Scholarships							-
	303,622	176,263	1,538,130	5,645	388,208	73,580	2,485,447
Excess revenue over expenses	(8,449)	56,539	28,031	3,766	(41,151)	(53,891)	(15,154)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			134,046				134,046
Interfund Receivables	(40,091)	347,591	642,470	6,653	(118,415)	(50,268)	787,941
Inventory			191,741				191,741
Total Assets	(40,091)	347,591	970,770	6,653	(118,415)	(50,268)	1,116,240
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	51,522		4,908	701	62,930
Deferred Revenue	81,180	63,450					144,630
Total Liabilities	85,394	65,035	51,522	-	4,908	701	207,560
Restricted Fund Balance (includes inventories)		-	191,741	-			191,741
Unrestricted Fund Balance	(125,486)	282,556	727,507	6,653	(123,323)	(50,969)	716,937
Total Liabilities & Fund Balance	(40,091)	347,591	970,770	6,653	(118,415)	(50,268)	1,116,240

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28. **Adjournment**