

Regular Meeting
Thursday, September 25, 2025 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

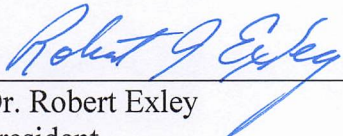
Agenda

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
SEPTEMBER 25, 2025**

It is hereby certified that a notice of this meeting was posted on the 19th day of September 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 19th day of September 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): Student Services Technology Liaison

MEMORANDUM NO: 142-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD



DATE: September 10, 2025

SUBJECT: Personnel Action – New Position, Student Services Technology Liaison

The individual listed below has been recommended to fill the full-time Student Services Technology Liaison which was approved as a new position for FY2526.

Funding Source: 11-6-15000-61105

Candidate

Recommended: Christina Maartens

Education: University of Houston Clear Lake
Bachelor of Arts, Communications

Christina has been employed with Alvin Community College since November 2007 and is currently a Pathways Advisor. She brings over 15 years of higher education experience with a strong background in student services, project coordination, and technology implementation. She is highly skilled in Ellucian, ConexEd, Argos, Modern Campus CMS, and other student communication systems, with proven success in developing training materials, user guides, and system improvements. Her extensive experience as a college liaison and advisor, combined with expertise in data reporting and technical support, makes her well-prepared to bridge the gap between IT, student services, and end users.

Grade - 207, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Student Services Technology Liaison (PID: 962)		
Department:	Recruitment & Enrollment	FLSA Status:	Exempt
Reports To:	Director, Recruitment & Enrollment	Grade Level:	207
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Lindsey Hindman/Jessica Eddy	Date:	07/16/2025
Last updated by:	VPSS / John Matula	Date:	07/15/2025

SUMMARY

The Student Services Technology Liaison serves as a connection between student services personnel, Alvin Community College (ACC) Information Technology and all end users. This position provides system implementation, training, and oversight of select technology-based tools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Serves as the primary point of contact between Student Services personnel, IT and service providers
- Collects and documents user requirements, needs and pain points to relay to IT and service providers.
- Analyzes feedback for users to identify recurring issues, trends and opportunities for improvement
- Develops and provides training materials, one-on-one support and group learning opportunities to end users
- Creates and maintains user guides, FAQs and other support documentation to assist new and existing users to navigate products and services
- Acts as an intermediary to resolve issues quickly, ensuring satisfaction and positive user experience
- Represents the Division and serves as an advocate with internal and external stakeholders
- Tracks and reports key performance metrics related to usability and utilization, satisfaction product usage and efficiency
- Serves as the liaison between IT and Student Services for the maintenance and use of reporting software
- Assists in the development of and maintenance of data tables
- Provides assistance to Student Services personnel in generating reports and data
- Assists with the development of required reports
- 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
- Three (3) years of experience in higher education
- Administration experience working with reporting, CRMs, and student communications applications and software

PREFERRED QUALIFICATIONS

- Five (5) years of experience in higher education, preferably in Student Services
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- 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
- Must have experience with Ellucian/Colleague
- Must have the dexterity required to operate keyboard-based equipment such as computers
- Ability to work extended office hours during peak period of registration
- Must be able to work pre-selected late shifts throughout the semester

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 (Replacement): Grounds Equipment Operator

MEMORANDUM NO: 141-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: September 10, 2025



SUBJECT: Personnel Action – Replacement Position, Grounds Equipment Operator

The individual listed below has been recommended to fill the full-time Grounds Equipment Operator position, which is a replacement for Ahren Fuhrmann.

Funding Source: 11-8-16160-61305

Candidate

Recommended: Christopher Matula

Education: Living Stones Christian School
General Studies, Diploma

Christopher has been self-employed as a Part-Time Landscaper since March 2019 and has extensive knowledge in mowing lawns, weed eating, edging, maintaining gardens, tilling, cleaning barns, mulching, and power washing for many people in the Alvin/Pearland area. He has also been employed with CMT Technical Services as a Field Technician from May 2025 to the present.

Grade - 107, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Grounds Equipment Operator (PID 257)		
Department:	Physical Plant/Grounds	FLSA Status:	Non-Exempt
Reports To:	Grounds Maintenance Supervisor	Job Category:	TSCM
Grade Level:	107		
HR approved:	Jessica Eddy (template updated 06.19.2024)	Date:	06/19/2024
Last updated by:	Physical Plant/BH & KN	Date:	9/7/2023

SUMMARY

Responsible for the operation of all light equipment used in the maintenance of grounds. All duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives gasoline or diesel-powered tractor to mow grass, draw implements such as box blades, scraper, post hole digger and so forth in order to perform landscaping duties.
- Operates gasoline powered street sweeper, slope mower, triplex reel mower and other pieces of riding equipment.
- Properly maintains all riding equipment and performs maintenance duties such as refueling, oiling, greasing, checks batteries, tires and other moving parts to ensure proper operation.
- Maintains grounds including landscaping, mowing, trimming, edging, watering, fertilizing and tree pruning.
- Applies chemicals such as fertilizers, herbicides, insecticides, pesticides and other horticulture chemicals used in grounds maintenance.
- Operates equipment engaged in loading, unloading, storing and distributing materials furniture, drums and other equipment designated for moving or reloading.
- Assists in the maintaining of the sprinkler system.
- Maintains tools and keeps work area clean and orderly and performs minor tool repairs.
- Assist with setups involving campus tables, chairs, etc.
- 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

- Experience in operating light motorized equipment
- Must have a valid driver's license and current automobile insurance

PREFERRED QUALIFICATIONS

- High school diploma or GED
- Experience in garden, lawn care or turf management
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must perform usual duties in the presence of others and must consider safety in order to prevent injury
- Must be aware of people while operating equipment so as to not hit them or allow flying debris to strike anyone
- Have the ability to work unsupervised
- Must be able to make decisions concerning the safe operation of equipment and when it is to be operated

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Exposed to other disagreeable features such as dust, dirt, grease, dampness, chemicals, cleaning agents, exhaust and fuel fumes and runs a high risk of being bitten by insects such as wasps and bees.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently moves assets and equipment weighing fifty (50) or more pounds across campus for various campus and event needs. The Grounds Equipment Operator will be exposed to rough riding, lifting, walking, pushing, pulling, sitting, standing, stooping, and general out of position work for approximately twenty-five (25%) of the time.

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.C. Personnel Action (New): Student Records Specialist — Articulation

MEMORANDUM NO: 140-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD



DATE: September 10, 2025

SUBJECT: Personnel Action – New Position, Student Records Specialist - Articulation

The individual listed below has been recommended to fill the full-time Student Records Specialist - Articulation which was approved as a new position for FY2526.

Funding Source: 11-6-15100-61305

Candidate

Recommended: **Julyssa Marroquin**

Education: **Brazosport College**

Associates of Arts, Multidisciplinary Studies

Julyssa has been employed by Brazosport College as a Part-Time Student Worker in the Student Success Center since September 2021 and she supported student achievement and campus engagement through front-line operations, peer guidance, and administrative support.

Grade - 108, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

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

SUMMARY

The Student Records Specialist – Articulation is responsible for the review, interpretation, and evaluation of college transcripts for newly admitted transfer students to determine placement of transfer courses in order to accurately prepare the transfer credit evaluation. This position reports directly to the Assistant Registrar.

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

- Runs the term's Transfer Student Report at census date of every term
- Evaluates every transfer student's received transcript for viable transfer courses
- Evaluates military student transfer credit via CC of the Air Force and credit awarded by State of Texas via College Credit for Heroes
- Posts all viable transfer courses to student's record
- Posts core curriculum completion from received college transcripts to student's record
- Corresponds with transfer students on their final transcript evaluation
- Reconciles any transfer course discrepancy with assistance from the subject department chair
- Reviews the ACGM and WECM for each transfer student's transcript evaluation
- Reviews the TCCNS database for each transfer student's transcript evaluation
- Reviews and becomes familiar with the College's Core Curriculum at the beginning of each academic year
- Troubleshoots with Advisors in making preliminary transfer evaluations (for advising purposes only)
- Works closely with Financial Aid in making 'on-the-spot' evaluations when aid/award is pending
- Responds to transfer related student questions in-person, telephone, and email
- Acts as liaison to academic and technical department chairs on relevant matters in transfer evaluations
- Confers with officials from other higher education institutions concerning course credit and content comparability
- Performs regular audit reports on the transcript evaluation process
- Identifies data integrity problems in Colleague concerning the import of SPEEDE transcripts
- Maintains familiarity with regionally accrediting agency standards
- Maintains familiarity with evaluating companies of foreign credit for content comparability
- Maintains familiarity with formulas for equating clock and/or quarter hours to credit hours
- 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
- Serves as information center for campus
- Answers general information inquiries directed to the main Admissions & 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
- Administers the College Source Transfer Evaluation system
- 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 equivalent
- One (1) year of experience in higher education

PREFERRED QUALIFICATIONS

- Associate's degree
- One (1) year of experience in higher education Student Services
- 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 implement, use and understand technological applications used in the position
- 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.

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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 (New): Administrative Assistant, Center of Excellence

MEMORANDUM NO: 139-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: September 10, 2025

SUBJECT: Personnel Action – New Position, Administrative Assistant, Center of Excellence

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

Funding Source: 11-5-10620-61305

Candidate

Recommended: Jeana Bell

Education: Alvin Community College
Associates Applied Science
Associates Liberal Arts

Jeana Bell has over 5 years of customer service experience and office practices.

Her previous position with the US Army was an Administrative Support Assistant. She had a couple of administrative support roles with the US Army from August 2015 to May 2025.

Grade - 110, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Administrative Assistant, Center of Excellence (PID:963)		
Department:	Criminal Justice/Law Enforcement, EMS, Paralegal, Mental Health & Addiction Counseling, Correctional Officer Training	FLSA Status:	Non-Exempt
Reports To:	Executive Director, Center of Excellence	Job Category:	TSCM
Grade Level:	110		
HR approved:	Human Resources/LG	Date:	7/15/2025
Last updated by:	Exec. Director Center of Excellence/Dr. JM	Date:	7/15/2025

SUMMARY

The Administrative Assistant provides comprehensive support to multiple academic and continuing education programs within the Center of Excellence, including Criminal Justice, EMS, Paralegal, MHAC, and Correctional Officer Training. This role supports daily operations, student engagement, program coordination, compliance, and community partnerships. The position requires strong organizational and communication skills, with the ability to manage diverse tasks in a dynamic environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate communications and administrative functions across assigned programs.
- Provide front-line support for students, faculty, and external partners.
- Assist with student enrollment, records management, event planning, and outreach efforts.
- Support compliance and accreditation reporting for state and national agencies.
- Help maintain program websites, manage schedules, and facilitate internal operations.
- Collaborate with program directors and continuing education staff to support course delivery and documentation.
- 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 required
- Minimum (6) six months, experience in an administrative assistant role.

PREFERRED QUALIFICATIONS

- Previous higher education experience
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Excellent organizational, communication, and interpersonal skills.
- Strong attention to detail with the ability to manage multiple tasks efficiently.
- Expertise in Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Publisher), Adobe, office procedures, telephone etiquette, and customer service skills.
- Exceptional verbal and written communications skills.
- Ability to communicate with a diverse network of contacts including community members, law firms, law enforcement, government and educational officials, and the general public.
- Willingness and ability to learn the instructional areas, from faculty contracts to course descriptions; including the knowledge to manage and coordinate these diverse components.
- Willingness and ability to learn and implement technology in the office setting.
- Organizational and time management skills are essential.
- Ability to take initiative and complete tasks in a timely manner.

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.E. Personnel Action (New): Grant Specialist

MEMORANDUM NO: 138-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: September 10, 2025

SUBJECT: Personnel Action – New Position, Grant Specialist

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

Funding Source: 11-7-10460-61310

Candidate

Recommended: Julie Higuera

Education: University of Houston – Downtown
Bachelor of Science

Alvin Community College
Associate of Science

Julie Higuera brings in grant writing experience and experience with budgeting, finance and program development.

Her previous position with Alvin Community College was Part-Time Grant Specialist. She served as the Part-Time Grant Specialist from July 2024 – August 2025 and has been employed with us since July 2024.

Grade - 202, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Grant Specialist (PID:960)		
Department:	Grants	FLSA Status:	Exempt
Reports to:	Director, Grants	Grade Level:	202
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/LG	Date:	7/10/2025
Last updated by:	Director, Grants/LG	Date:	7/10/2025

SUMMARY

This position will assist the Grants Director and Grant Compliance Specialist including research, acquisition, and proposal development of grant applications. Assisting with monitoring, reporting, and compliance of institutional grants is also required.

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

- Research available funding opportunities for the college's need for resources and training opportunities.
- Collaborate with grant proposal teams in the development of grant applications to acquire funding for targeted projects.
- Assist in the preparation of all necessary grant application/forms with accurate institutional information including final consolidation of all required components of the proposal, review the written text, verify the correct format, and appropriate number of proposal copies.
- Assist teams to analyze and interpret an agency's request for proposal (RFP), which includes eligibility requirements, instructions for proposal development and submission, budgeting requirements for allowable or unallowable costs, cost sharing requirements, and appropriate agency forms
- Assist with training college personnel in the processes required to acquire and develop grant projects.
- Assist with reviewing and monitoring progress of active grant projects, plans, budgets, and reports.
- Assist with ongoing grant monitoring, compliance, and administrative/business support to grant teams to assure consistent progress, grant processing, and reporting.
- Promote and maintain an inclusive environment where diverse perspectives are recognized and respected to build an equitable campus community.
- 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 degree from an accredited college or university
- Minimum of two years of increasingly responsible experience in program management, preferably in a higher education setting.

PREFERRED QUALIFICATIONS

- Prior grant writing experience.
- Experience with budgeting, finance, and program development.

KNOWLEDGE, SKILLS, AND ABILITIES

- College organization, operations, policies, and procedures.
- Legislative processes related to grant funding.
- Available resources for grant-related activities.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication skills.
- Record-keeping techniques.
- Federal, state, and local laws, codes, and regulations as related to grants.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

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 duties 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.

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 (New): Grounds Equipment Operator

MEMORANDUM NO: 137-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: September 10, 2025



SUBJECT: Personnel Action – New Position, Grounds Equipment Operator

The individual listed below has been recommended to fill the full-time Grounds Equipment Operator which was approved as a new position for FY25-26.

Funding Source: 11-8-16160-61305

Candidate

Recommended: Jakob Emmert-Baucom

Education: Penn Foster High School
General Studies, Diploma

Jakob Baucom has been employed with Alvin Community College since December 2024 as a Shipping & Receiving Clerk. He has assisted the Grounds Department with a variety of tasks and brings hands-on experience, is highly motivated, reliable, and demonstrates a strong work ethic with proven ability to work in varying outdoor conditions.

Grade – 107, 2025-2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Grounds Equipment Operator (PID 257)		
Department:	Physical Plant/Grounds	FLSA Status:	Non-Exempt
Reports To:	Grounds Maintenance Supervisor	Job Category:	TSCM
Grade Level:	107		
HR approved:	Jessica Eddy (template updated 06.19.2024)	Date:	06/19/2024
Last updated by:	Physical Plant/BH & KN	Date:	9/7/2023

SUMMARY

Responsible for the operation of all light equipment used in the maintenance of grounds. All duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives gasoline or diesel-powered tractor to mow grass, draw implements such as box blades, scraper, post hole digger and so forth in order to perform landscaping duties.
- Operates gasoline powered street sweeper, slope mower, triplex reel mower and other pieces of riding equipment.
- Properly maintains all riding equipment and performs maintenance duties such as refueling, oiling, greasing, checks batteries, tires and other moving parts to ensure proper operation.
- Maintains grounds including landscaping, mowing, trimming, edging, watering, fertilizing and tree pruning.
- Applies chemicals such as fertilizers, herbicides, insecticides, pesticides and other horticulture chemicals used in grounds maintenance.
- Operates equipment engaged in loading, unloading, storing and distributing materials furniture, drums and other equipment designated for moving or reloading.
- Assists in the maintaining of the sprinkler system.
- Maintains tools and keeps work area clean and orderly and performs minor tool repairs.
- Assist with setups involving campus tables, chairs, etc.
- 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

- Experience in operating light motorized equipment
- Must have a valid driver's license and current automobile insurance

PREFERRED QUALIFICATIONS

- High school diploma or GED
- Experience in garden, lawn care or turf management
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must perform usual duties in the presence of others and must consider safety in order to prevent injury
- Must be aware of people while operating equipment so as to not hit them or allow flying debris to strike anyone
- Have the ability to work unsupervised
- Must be able to make decisions concerning the safe operation of equipment and when it is to be operated

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Exposed to other disagreeable features such as dust, dirt, grease, dampness, chemicals, cleaning agents, exhaust and fuel fumes and runs a high risk of being bitten by insects such as wasps and bees.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently moves assets and equipment weighing fifty (50) or more pounds across campus for various campus and event needs. The Grounds Equipment Operator will be exposed to rough riding, lifting, walking, pushing, pulling, sitting, standing, stooping, and general out of position work for approximately twenty-five (25%) of the time.

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. Employee Count

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2025

9/10/2025

SEPTEMBER

	Budgeted 2025-26	SEPTEMBER 2025	HR Vacancies
Administrative	16	14	2
*Professional	97	88	9
Faculty	132	128	4
**Technical Support, Clerical & Maintenance (TSCM)	132	123	9
Total Full-Time (FT) Employees	377	353	24

*Count includes 4 grant funded *professional* employees and 1 vacancy

**Count includes 1 grant funded *TSCM* employee

11.H. Employee Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Pellicano, Anthony	Research Assistant	9/5/2025	Resignation
2	Parker, Jasmine	Business Optimization Manager	9/2/2025	Resignation
3	Reynolds, Timothy	Instructor, Economics	8/31/2025	Retirement
4	Thomas, Danielle	Assistant Registrar	7/30/2025	Resignation
5				
6				
7				
8				
9				
10				

12. **Consent Agenda**

12.A. **Approval of Minutes for the August 21, 2025, Regular Board Meeting**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF AUGUST 21, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 21st day of August at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Kelley Peatross	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	Kyle Marasckin	Teri Rios
Bryan Hinshaw	Laurel Joseph	Lilly Galindo
Debra Fontenot	LaVonna Miller	Kyle Stone
Estevan Vasquez	Leigh Ann Moore	Anita Exley
Felicia Jimenez	Lilly Garcia	Brian Ayres
Harold Griffin	Lindsey Hindman	Billy Allen
Huff Man	Linet George	Tori McTaggart
Jessica Eddy	Patrick Sanger	Heidi Ziemer
Jessica Ranero-Ramirez	Patty Sanchez	Emilie Hughes
John Murray, Jr.	Ronny Phillips	Robby Hughes
John Tompkins	Scott Turnbough	

Call to Order

Chair Sanchez called the meeting to order at 6:05 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 7:11 p.m.

Pledge and Invocation

Invocation was delivered by Regent Patty Hertenberger

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents commented on how much they enjoyed convocation and welcomed everyone back to campus.

Committee Reports

The committees met on August 11th. Regent Crumm provided the facilities report, which included that the Hurricane Beryl repairs are complete, Building K's new sign is complete, and Building G and N roofs are complete.

Regent Shelton presented the budget and finance report. The upcoming year's budget will be adopted at this board meeting.

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 July 24, 2025 Regular Board Meeting and the August 4, 2025 Special Called Board Meeting and Board Workshop, the Grants report, and Personnel Action for FT Faculty for Vascular Coordinator 12M, Associate Degree Nursing 12M, Geology 9M, and Psychology 9M. At the request of Dr. Exley, the Government 9M position was withdrawn from the agenda.

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

President's Report

Fall registration is still open. Classes begin next week!

We held our Fall convocation this Monday. TACC President and CEO Ray Martinez served as our guest speaker and talked about recent laws passed by the Texas Legislature.

Several of our staff members were recognized for their years of service during the convocation luncheon. Custodian Barbara Merchant celebrated 35 years working for the college. All combined, our recipients represented 575 years of service to the college.

We have also had several breakout sessions and meetings this week on a variety of topics, including: artificial intelligence, student accessibility, counseling services, core assessment, human resources, academic rubrics, and more.

It was announced on Tuesday that ACC was named one of 55 colleges in the country to participate in the Aspen Institute's Unlocking Opportunities program, which will help increase the number of students taking courses and completing programs with the nation's community colleges. For the next three years, the colleges will work together in a growing national effort to align their programs and student advising to improve student outcomes.

A group of Neurodiagnostic Technology students recently represented ACC in New Orleans by attending the ASET Neurodiagnostic Society National Conference.

Once again, Wallet Hub recently named Alvin Community College as the best in Texas based on cost, education outcomes, and career outcomes!

On August 7, our Lab School students took a break from the heat with a foam party.

This report was for information only.

Consider Approval of Adoption of the 2025-2026 Fiscal Year Budget

Regent Shelton moved to adopt the budget of \$55,892,123 as presented. On September 1, 2025, this budget includes a No New Revenue Rate, a proposed Maintenance and Operations Budget, and a salary increase for eligible employees of 4%. Eligible employees are full-time faculty, full-time staff, and part-time staff hired on or before March 1, 2025. Faculty will receive a one-step increase and an additional pay increase that together will equal 4%. Seconded by Regent Pyburn. Motion passed unanimously.

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

Regent Pyburn moved to approve the Board to take a record vote to propose a meeting on September 25, 2025, at 6:00 pm in the Nolan Ryan Center to consider the proposal of adopting the No New Revenue Tax Rate for FY 2025-2026 with a stated proposed rate of 0.156543. Seconded by Regent Hoover. Motion passed unanimously.

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

Regent Reyes-Hall moved to authorize 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. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of the ConexEd Renewal

Regent Crumm moved to approve a 3-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. Seconded by Regent Droege. Motion passed unanimously.

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

Regent Pyburn moved to approve the purchase requests, which include annual contract renewals and anticipated expenditure of more than \$50,000 during the 2025-2026 fiscal year. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the College Name Change

Regent Hertenberger moved to approve the College name to Alvin College. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the Fiscal Year 2025-2026 Cooperative Purchasing Programs

Regent Pyburn moved to approve the utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2025-2026 funds. Seconded by Regent H. Motion passed unanimously.

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

Regent Hertenberger moved to adopt the updated Mission and Vision Statements and Core Values. Seconded by Regent Knape. Motion passed unanimously.

Consider Approval of the President's Goals

Regent Reyes-Hall moved to approve the President's Goals for 2025-2026. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of the Revised DJ (LOCAL) - Remote Work

Regent Knape moved to adopt the revisions for DJ (LOCAL) – Remote Work. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of the Revised BGC (LOCAL) - Faculty Senate

Regent Shelton moved to adopt the revisions for BGC (LOCAL) - Faculty Senate. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of the Revised DEC (LOCAL) - Vacation Leave

Regent Knape moved to adopt the revisions for DEC (LOCAL) - Vacation Leave. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the Investment Policy

Regent Shelton moved to approve the Investment Policy for the 2025-2026 fiscal year. Seconded by Regent Pyburn. Motion passed unanimously.

Financial Report Ending July 31, 2025

Regent Pyburn moved to approve the Financial Report for July 31, 2025. Seconded by Regent Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:51 p.m.


Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

12.B. **Grants**

MEMORANDUM NO: 146-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: September 16, 2025

SUBJECT: Federal, State, and Private Grants Report

Attached is the ACC Grant Status Report as of September 9, 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 with application submission. Pages two through four provide details on the grants and/or applications in each of the three categories.

The College currently has \$5,844,169.17 in active funded grants. An additional \$1,851,974.24 in grant applications is in the funder review process. Grant applications in the development process total \$202,000.00.

RJE:fmj

Alvin Community College Grants

September 9, 2025

ACC has the following in grant activity:

\$5,844,169.17	Active Funded Grants
\$1,851,974.24	Grant Applications in the Funder Review Process
\$ 202,000.00	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 September 9, 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 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						\$ 5,719,119.17				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Thirty Lacy	Vocational Nursing	Professional Development	\$ 2,000.00		N/A	2025 Texas Association of Vocational Nurse Educators (TAVNE) Conference for Vocational Nursing adjunct instructors.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Chris Chance	History	Travel	\$ 2,000.00		N/A	Assists with travel costs associated with the Texas Study Abroad project for the Honors-level History of Texas (HIST 2301) course.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		N/A	50 dedicated ultrasound practice probes used by students to ensure they achieve comprehensive ergonomic and scanning proficiency.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Denise Bates	Communication	Publication	\$ 1,600.00		N/A	Publish a magazine incorporating COMM-2311 Media Writing, COMM-2305 Editing and Layout, collaborating with students in Art courses to develop articles and visuals.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Alex Ordonez	Art	Equipment & Supplies	\$ 3,000.00		N/A	Integration of a 3D clay printer into the Art Studio Fabrication Lab, enhancing student exposure, engagement, and access to this technology in the fields of Sculpture and Ceramics.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Michael Mejia	Welding	Equipment & Supplies	\$ 3,000.00		N/A	Purchase an entry-level CNC plasma table to integrate advanced cutting technology into student training, providing hands-on experience with digital fabrication and aligning with industry standards.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Alex Marriot	History	Production	\$ 950.00		N/A	The Make History Sing project, a collaboration between the History and Music Departments, will recreate lost and forgotten songs that touch upon significant historical themes from the Library of Congress's Music for the Nation: American Sheet Music, ca. 1820-1885 collection. One song per semester will be professionally recorded under the supervision of Dr. Kevin Moody and the Music Department. Recordings will be used in classroom instruction and permanently archived on the ACC website.	Private / Foundation

2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Marby McKinney	Respiratory Care	Instruction	\$ 3,000.00		N/A	Resuscitation Quality Improvement (RQI) program curriculum to provide students with high-frequency, hands-on CPR training.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Linley Glover	Nursing	Training, Equipment & Supplies, Travel	\$ 3,000.00		N/A	The Virtual Dementia Tour (VDT) allows students, faculty, and the community to experience a simulation of what life is like for people living with dementia.	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
National Association for Community College Entrepreneurship Everyday Entrepreneur Grant	7/14/2025	7/13/2026	Dr. Mary Jove	Business	Personnel, Student Support, Marketing	\$ 5,000.00	Primary	N/A	Funds provide to conduct a student pitch competition around entrepreneurship.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 125,050.00				
TOTAL, ALL ACTIVE GRANTS						\$ 5,844,169.17				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor Criminal Justice Grant Program	10/1/2025	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	\$ 84,276.24	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
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. <i>Application submitted July 8, 2025.</i>	Private Foundation
Texas New Mexico Power Grant	10/1/2025	9/30/2026	Wendy Del Bello	Law Enforcement Academy	Equipment	\$ 10,000.00	Primary	N/A	Provides the Law Enforcement Academy with two commercial rowing machines for cadet physical training. <i>Application submitted August 29, 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 submitted September 8, 2025.</i>	State Discretionary Competitive
Total, Grants in Funder Review						\$1,851,974.24				


Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Texas Historical Foundation	TBD	TBD	Dr. Chris Chance Dr. Alexander Marriot	History Program	Travel	\$ 2,000.00	Primary	TBD	Funds would support the creation of the <i>Experiencing Texas History</i> program for students to visit key prehistoric and historic sites as part of the Honors-level History of Texas Course. <i>Letter of Interest due October 15, 2025.</i>	Private Foundation
TWC College Credit for Heroes Grant	10/1/2025	9/30/2026	Crystal Robinson	Pathways	Personnel	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts. <i>Open application window.</i>	State Discretionary Competitive
Total, Grants in Application Development						\$ 202,000.00				

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
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 Biomanufacturing 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.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 125,000.00	Sub-recipient	San Jacinto College	Sub-recipient of San Jacinto College's "Advanced Cell Therapy – Industry-Based Vocational Education" (ACTIVE) proposal. Funds provide equipment and supplies for the BioTechnology Program.	Federal Discretionary Competitive	SJC deemed not eligible to participate due to ACC's Biotechnology program being CEWD and not credit-bearing.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 7,000.00	Sub-recipient	Texas A&M University	Sub-recipient 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.	Federal Discretionary Competitive	Texas A&M was not selected.
National Science Foundation Louis Stokes Alliances for Minority Participation Program	11/15/2024	Y	STEM Majors	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends.	Federal Discretionary Competitive	Competition was suspended by the funding agency.

13. **President's Report**
14. **Fall Enrollment Report**
15. **Title IX Report**

Chief Executive Officer Title IX Report

TO: **ACC Board of Regents**
FROM: **Dr. Robert J. Exley**, Chief Executive Officer 
DATE: **September 01, 2024-August 31, 2025**
RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ includes all of the required reporting information to the **ACC Board of Regents** for the time period of **September 01, 2024** through **August 31, 2025**. The summary data report is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the institution's website as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.alvincollege.edu/student-information/Title-IX.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

RJE/fmj

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

CEO Summary Data Report

September 01, 2024 through August 31, 2025.

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	10
Number of confidential reports ² under Section 51.252	0
Number of investigations conducted under Section 51.252	10
Disposition ³ of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	1
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	4
d. SUBTOTAL	5
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	5
Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	0
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c) :	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

² "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

³ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

16. **Consider Approval of Personnel Action (Repurposed): Associate Provost**

MEMORANDUM NO: 143-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD



DATE: September 10, 2025

SUBJECT: Personnel Action – Repurposed Position, Associate Provost

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

Funding Source: 11-5-10508-61005

Candidate

Recommended: Leigh Ann Moore

Education: University of Houston – Clear Lake

Master of Arts

Bachelor of Arts

Leigh Ann Moore brings over 10 years of experience in higher education and a strong background in instruction from 2009 – present.

Her previous position with Alvin Community College was Dean, General Education and Academic Support. She served as Dean from October 2024 – August 2025 and has been employed with us since August 2013.

Grade – 218, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Associate Provost (PID:959)		
Department:	Instruction	FLSA Status:	Exempt
Reports To:	Provost & Vice President of Workforce & Strategy	Grade Level:	218
ORP Eligible:	Yes	Job Category:	Administrative
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	7/15/2025
Last updated by:	Human Resources/Dr.KP	Date:	07/15/2025

SUMMARY

The Associate Provost provides operational and strategic support for academic affairs and assists the Provost in overseeing instructional programs, academic services, and institutional initiatives that promote student success and academic excellence. This position plays a key leadership role in implementing academic policies, managing cross-functional projects, and supporting faculty and academic leadership. The Associate Provost serves as a bridge between the Provost and academic divisions, ensuring effective communication, coordination, and execution of institutional priorities. This position may also serve as the SACSCOC and THECB liaison.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee academic and technical instructional programs and academic support services.
- Supervise, mentor, and evaluate academic and technical deans.
- Support the development, implementation, and evaluation of academic programs, policies, and initiatives in alignment with the college's mission and strategic goals.
- Collaborate with deans, directors, and faculty to promote instructional quality, program improvement, and curriculum alignment.
- Coordinate academic planning efforts, including course scheduling, academic calendar management, and strategic enrollment support.
- Promote continuous improvement and professional development.
- Foster a culture of collaboration, innovation, and academic excellence.
- Oversee special projects and initiatives as assigned by the Provost, including accreditation activities, grant implementation, and institutional effectiveness planning.
- Analyze data to inform academic decision-making and assess outcomes related to student success and program performance.
- May serve as the SACSCOC liaison and THECB contact.
- Serve as acting Provost in their absence, providing continuity in leadership and decision-making.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree or higher from a regionally accredited institution and progressive academic leadership experience.
- Demonstrated experience in academic administration, preferably within a community college or similar setting.

PREFERRED QUALIFICATIONS

- Previous college teaching experience
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of curriculum development, academic operations, and student success strategies.
- Excellent communication, project management, and team-building skills.
- Confirmed ability with independent analysis of broad problems, planning and implementation of various interrelated activities, and the coordination of many departments.
- Established experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication.

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.

17. **Consider Approval of Tax Rate for Fiscal Year 2025-2026**

MEMORANDUM NO: 144-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: September 15, 2025
SUBJECT: Tax Rate for Fiscal Year 2025-2026

During the August 21, 2025, Board meeting, Regents approved the Fiscal Year 2025-2026 budget of \$55,892,123. At the same meeting, Regents proposed to adopt a total tax rate of 0.156543, which is the No New Revenue Tax Rate. The “Notice of Meeting to Vote on Tax Rate” on the following page has been posted on the College website and is included here for the Board of Regent’s reference.

Recommendation

IT IS RECOMMENDED THAT THE BOARD ADOPT THE TOTAL TAX RATE OF 0.156543 FOR THE 2025-2026 FISCAL YEAR. THIS YEAR’S PROPOSED TAX RATE DOES NOT EXCEED THE NO NEW REVENUE TAX RATE. A motion to adopt an ordinance, resolution or order setting the tax rate does not require the language about “tax increase” as stated in section 26.05(b) of Property Tax Code. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED /(DECREASED) BY 4.52 PERCENT AND WILL RAISE / (DECREASE) TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.84.

Debt Rate:	\$0.000000
M&O Rate:	<u>\$0.156543</u>
TOTAL RATE:	\$0.156543

RJE:fmj

Section 26.05(b) of Property Tax Code
Worksheet for Determination of Steps Required for Adoption of Tax Rate
ALVIN COMMUNITY COLLEGE DISTRICT

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 8 of the No-New-Revenue Tax Rate Worksheet.	\$21,619,857,843
2. Last year's M&O tax rate. Enter Line 29 of the Voter-Approval Tax Rate Worksheet.	\$0.148698/\$100
3. M&O taxes refunded for years preceding tax year 2024. Enter Line 32A of the Voter-Approval Tax Rate Worksheet.	\$290,618
4. TIF Adjustment. Enter Line 32B of the Voter-Approval Tax Rate Worksheet.	\$0
5. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3 and subtract line 4.	\$32,438,914
6. This year's total taxable value. Enter line 22 of the No-New-Revenue Tax Rate Worksheet.	\$22,721,251,202
7. This year's proposed M&O tax rate. Enter the proposed M&O tax rate approved by the Governing Body.	\$0.156543/\$100
8. This year's M&O tax levy. Multiply line 6 times line 7 and divide by 100.	\$35,568,528
9. M&O Tax Increase (Decrease). Subtract line 5 from line 8.	\$3,129,614
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.156543/\$100
11. This year's proposed total tax rate.	\$0.156543/\$100
12. This year's rate minus No-New-Revenue rate. Subtract line 10 from line 11.	\$0.000000
13. Percentage change in total tax rate. Divide Line 12 by line 10.	0.00%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate. Enter line 40 of the Voter-Approval Tax Rate Worksheet.	\$0.149770/\$100
15. This year's proposed M&O tax rate.	\$0.156543/\$100
16. This year's rate minus No-New-Revenue rate. Subtract line 14 from line 15.	\$0.006773
17. Percentage change in M&O tax rate. Divide line 16 by line 14.	4.52%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.148698/\$100
20. This year's proposed M&O tax rate.	\$0.156543/\$100
21. This year's raised M&O taxes. Subtract line 19 from line 20 and multiply result by line 18.	\$7.84

18. **Consider Approval of Resolution for Maintenance Tax and Refunding Note**

MEMORANDUM NO: 145-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 15, 2025

SUBJECT: Consideration and Approval of a Resolution Authorizing Various Actions to Prepare for the Issuance of Maintenance Tax and Refunding Notes, Series 2025

Consider and Approval of a Resolution Authorizing Various Actions to Prepare for the Issuance of the Alvin College Maintenance Tax and Refunding Notes, Series 2025; and Containing Other Matters Relating Thereto.

Recommendation

It is recommended that the Board of Regents approve the Resolution Authorizing Various Actions to Prepare for the Issuance of the Alvin College Maintenance Tax and Refunding Notes, Series 2025; and Containing Other Matters Relating Thereto.

RJE:fmj

**RESOLUTION AUTHORIZING VARIOUS ACTIONS TO PREPARE FOR
THE ISSUANCE OF THE ALVIN COLLEGE MAINTENANCE TAX AND
REFUNDING NOTES, SERIES 2025; AND CONTAINING OTHER
MATTERS RELATING THERETO**

STATE OF TEXAS	§
COUNTY OF BRAZORIA	§
ALVIN COLLEGE	§

WHEREAS, pursuant to authority conferred by Texas Education Code, Sections 45.108, 130.084, and 130.122, Alvin College (the “College”) is empowered to borrow money for the purpose of paying costs incurred in connection with the maintenance, repair, rehabilitation or replacement of heating, air conditioning, water, sanitation, roofing, flooring, electric, or other building systems of existing school properties and for the purpose of paying expenditures relating to notes issued to refund notes previously issued and may evidence such loan with negotiable notes; provided such loans at no time exceed 75% of the previous year’s income of the College and such notes are issued only after a budget has been adopted for the current school year; and

WHEREAS, the Board of Regents of the College (the “Board”) has determined that it is in the best interests of the College to issue its Maintenance Tax and Refunding Notes, Series 2025, in the approximate project fund amount of \$47,200,000, in such form and in such manner, without limitation, as permitted by applicable federal and state law (the “Notes”); and

WHEREAS, the Board has determined that in order to prepare for the issuance of the Notes, it is necessary to authorize certain College officials, staff, and consultants, to engage in various activities that will facilitate the issuance of the Notes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF ALVIN COLLEGE, THAT:

Section 1. Preparation of Financing and Offering Documents. The Board hereby approves the preparation of all financing and offering documents necessary for the issuance of the Notes.

Section 2. Engagement, Selection and Approval of Professionals. To effect the issuance, sale and delivery of the Notes, the Board deems it necessary and appropriate for the College to engage, select or approve (or confirm the prior engagement, selection or approval of) the College’s financial advisor and legal counsel: Financial Advisors – Estrada Hinojosa, a division of TRB Capital Markets; Bond Counsel – Orrick, Herrington & Sutcliffe LLP. The Board further authorizes College officials, staff and consultants to accept financial evaluations and structuring materials from the College’s Financial Advisor and to proceed with the evaluation and selection of an underwriter or underwriters in connection with the issuance of the Notes, with such underwriter(s) to be finally approved by the Board at the time of the issuance of the Notes.

Section 3. Authorization of Other Matters Relating Thereto. The President of Alvin College, the Vice President of Administrative Services, the Director of Fiscal Affairs and other

appropriate officials of the College (the “Officials”) are hereby authorized and directed by the Board to do and perform all acts and things and to execute, acknowledge and deliver in the name, under the seal and on behalf of the College all certificates, financing statements, instruments and other documents, whether or not herein mentioned, as are necessary or desirable to carry out the terms and provisions of this Resolution. The Officials and such other officials and employees of the College as may be designated by the Officials are authorized to incur reasonable and necessary expenses in connection with the issuance of the Notes. All such persons shall be entitled to reimbursement by the College of such expenses after review and approval thereof by the Board as to reasonableness and necessity.

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Open Meeting. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of the meeting of the College at which this Resolution was adopted was posted at a place convenient and readily accessible at all times to the general public for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. The Board further ratifies, approves such written notice and the contents and posting thereof.

Section 6. Repealer. All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

Section 7. Effective Date. This Resolution shall be in force and effect from and after its passage on the date shown below.

[signature page follows]

PASSED AND APPROVED this September 25, 2025.

ALVIN COLLEGE


Chair, Board of Regents

ATTEST:

Secretary, Board of Regents

19. **Consider Approval of the President's Contract Finalization**

MEMORANDUM NO: 129-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: September 5, 2025
SUBJECT: President's Contract Finalization

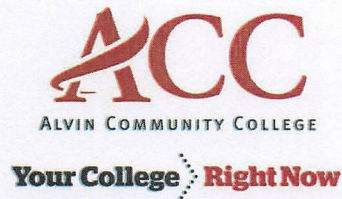
During the regular meeting of the Board of Regents on July 24, 2025, Regent Shelton moved to approve a one-year extension of Dr. Exley's contract per discussion in executive session. Regent Hartenberger seconded the motion, and it was passed unanimously. Compensation was not finalized at this time.

During the Executive Session of the August 21, 2025, Board of Regents meeting, the Board reached agreement on compensation. Official board action is necessary to finalize this decision.

It is recommended that the Board of Regents approve the President's compensation for the one-year extension of the President's contract, as discussed in executive session.

RJE:fmj

20. **Consider Approval of the Cooperative Agreement, 1GPA**



Robert J. Exley, PhD
President

MEMORANDUM NO: 131-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2025
SUBJECT: Cooperative Agreement, 1GPA

Alvin College has been invited to participate as a member of the 1 Governmental Procurement Alliance (1GPA) for the purpose of streamlining and simplifying some purchases in compliance with Texas Government Code 791 (hereinafter "Interlocal Cooperating Act").

This membership will provide ACC the access and use of cooperative contracts from local governments, Colleges and Universities across the State and nation.

Purchasing requests that the Board of Regents authorize the President to enter into an approved Cooperative Procurement Membership Agreement with participating members of the 1 Governmental Procurement Alliance (1GPA).

RJE:fmj

21. **Consider Approval of the Houston Endowment Planning Grant-Contractors**

MEMORANDUM NO: 132-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2025
SUBJECT: Houston Endowment Planning Grant-Contractors

Alvin College is anticipating an award of \$500,000.00 for a planning grant from Houston Endowment. The purpose of this grant is to explore and maximize further opportunities for increased HB8 funding. College leadership anticipates this award in early to mid-October 2025.

Once awarded, the College would like to engage the services of Hanover Research for the purpose of researching the following areas: Enrollment Funnel Analysis, Regional Needs Assessment, Market Position Analysis, and Best Practices for Enrolling Underrepresented Students and Student Success and Retention Analysis (Dashboard). This agreement will be an approved 36% (\$180,000.00) of the Houston Endowment planning grant.

It is important to note that the service “window” for this grant and this award is very tight. Once the grant is awarded, Hanover will have only a few months (November to April) to conduct research and report results.

Hanover Research is proposing this agreement through the IGPA Cooperative, and this purchase will meet all State of Texas and Alvin College purchasing requirements.

The College would also like to engage the services of a Technical Advisor to oversee and coordinate all aspects of the planning grant’s lifecycle. This consultant will ensure compliance with funder requirements, timely execution of milestones, budget tracking, stakeholder engagement, and preparation of required reports and deliverables (Implementation Plan and HB8 Strategy Playbook). This agreement will be a maximum of \$80,000 for a one-year contract (November 1, 2025 – October 31, 2026).

For another component of this grant, the College will engage a Predictive Analysis Consultant. The project has budgeted \$62,500 for services in building predictive models to forecast future enrollment, student outcomes, and financial performance to support strategic planning.

All three contracts may be executed once the College has been notified of the Houston Endowment award, and all three contracts will be managed through the Office of the Provost.

Staff recommends that the Board of Regents authorize the President to enter into an agreement with Hanover Research for the term of this engagement (ending approximately April 2026) for a fee of \$180,000.00. Further, once the advisor and consultant are identified, authorize the President to enter into contracts with them for the aforementioned not-to-exceed amounts of \$80,000.00 and \$62,000.00 respectively.

RJE:fmj

22. **Consider Approval of the Department of Labor Developmental Evaluator**

MEMORANDUM NO: 133-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2025
SUBJECT: DoL Developmental Evaluator

Alvin College has been awarded a significant grant by the Department of Labor. A requirement of this particular grant provides that the College contract with a developmental evaluator. The developmental evaluator will assess the grant team's progress on the grant project. Following guidelines provided by the Department of Labor, the evaluator will design a detailed evaluation plan, provide ongoing input and consultation to the grant team, and carry out the evaluation. The Evaluator will assist the grant team institute a Good Jobs and Employment Outcomes data review and analysis process as defined by the Strengthening Community College's Round 5 Grant Notice of Funding Opportunity.

In July 2025, with the assistance of the Grants Director, the Purchasing department created and posted an RFP solicitation for the aforementioned services. As Required, this RFP was posted on the State of Texas Electronic State Business Daily (ESBD) site; the ACC Purchasing site and in the local paper. Responses were received from five (5) potential providers. Those responses were evaluated based on the published criteria by faculty and deans from across the campus. After the evaluations were summarized, TMPA of Indianapolis, IN, was ranked the highest and have proposed a fee of \$75,274.00 for this service.

Staff recommends that the Board of Regents authorize the President to enter into an agreement with TMPA for the term of this engagement (ending approximately January 2029) for a fee of \$75,274.00.

RJE:fmj

23. **Consider Approval of the Modification of Policy CF(Local) - Purchasing and Acquisition**

MEMORANDUM NO: 134-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2025
SUBJECT: Modification to Policy CF(Local) – Purchasing and Acquisition

With the passage of Senate Bill (SB) 1173, the Texas Legislature amended Texas Education Code § 44.031 to increase the threshold for competitive procurement by educational entities and permit the purchases of goods and services valued below \$100,000 to be made without a formal competitive bidding or proposal process.

To ensure consistency between statutory requirements and internal practice, Purchasing recommends that the College Board Policy be updated to reflect the new \$100,000 statutory threshold and to allow the College President or designee the authority to make budgeted purchases for goods and services valued below \$100,000. Purchasing also recommends revising the language to clarify that the College President or designee may be authorized to approve contract amendments below \$100,000. Purchases for goods and services, as well as contract amendments, valued at or above \$100,000, require Board approval.

This language is or has been updated in Board of Regents Policy CF(Legal) through TASB. Purchasing requests that the language directly in CF(Local) (related to CF(Legal)) requiring BOR approval on purchases be adjusted to remain consistent with the new law. The CF(Local) update is managed at the local level and not through TASB, though TASB may make recommendations.

Attached for your review is the new CF(Local) prepared by the Purchasing Agent and approved by the General Counsel. Staff recommends approval of the new CF(Local) Board of Regents Policy.

RJE:fmj

PURCHASING AND ACQUISITION

CF
(LOCAL)

Purchasing Authority	<p>The Board delegates to the College President or designee the authority to make budgeted purchases for goods and services <u>valued below \$100,000-\$100,000</u>.</p> <p><u>The College President or designee may be authorized to approve contract amendments valued below \$100,000. Contract amendments valued at or above \$100,000 shall require Board approval.</u></p>
Emergency Exception	<p>In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract, greater than \$ 100,000, made under this authority.</p>
Purchasing Procedures	<p>The College President shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]</p>
Purchasing Method	<p>The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.</p>
Competitive Bidding	<p>If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids.</p>
Competitive Sealed Proposals	<p>If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p>

PURCHASING AND ACQUISITION

CF
(LOCAL)

	The College District may reject any and all proposals.
Electronic Bids or Proposals	Bids or proposals that the College District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
Responsibility for Debts	The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.
Purchase Commitments	All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.
Personal Purchases	College District employees shall not be permitted to make purchases for personal use through the College District's business office.
Delinquent Franchise Taxes	The College shall include a mechanism (preferably electronic) through College vendor management to ensure Contracts or Purchase Orders are only issued to vendors compliant with Texas Tax Code Title 2. State Taxation, Subtitle F. Franchise Tax

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24. **Consider Approval of the Modification to Policy CM(Local) - Facilities Construction**

MEMORANDUM NO: 135-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 10, 2025

SUBJECT: Modification to Policy CM(Local) – Facilities Construction

In concert with the Board approval for the changes to CF(Local) BOR Policy, the Purchasing Agent and the General Counsel recommend revising the College's CM(Local) policy so that it aligns with CF(Local). Aligning these policies would make the fiscal approval thresholds consistent for both general contract purchases and construction contracts, resulting in a more streamlined and efficient process for Board approvals.

Specifically, the following language is changed from the current \$50,000 to \$100,000.

- Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$100,000.
- For construction contracts valued at or above \$100,000, the College President shall also submit the resulting contract to the Board for approval.
- Change orders valued at or above \$100,000 shall require Board approval.

Staff requests that the language in CM(Local), as noted above and detailed in the attached, be approved for immediate modification.

RJE:fmj

FACILITIES CONSTRUCTION


CM
(LOCAL)

Compliance with Law	The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.
Construction Contracts	<p>Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50<u>100</u>,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM series]</p> <p>For construction contracts valued at or above \$50<u>100</u>,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with law and policy. [See also CF]</p>
Emergency Exception	In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The College President shall report to the Board at the next regular meeting any contract made under this authority.
Change Orders	<p>Change orders permitted by law shall be approved prior to executing any changes in the approved plans or in the actual construction of the facility.</p> <p>Change orders valued at or above \$50<u>100</u>,000 shall require Board approval. The College President shall be authorized to approve change orders of a lesser amount.</p>
Project Administration	<p>All construction projects shall be administered by the College President or designee.</p> <p>The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.</p>
Final Payment	The College District shall not make final payments for the construction or the supervision of construction until the work has been completed and the College District has accepted the work.

25. **Consider Approval of Brazoria County Appraisal District - Resolution to Nominate Candidate(s)**

MEMORANDUM NO: 147-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: September 17, 2025

SUBJECT: Brazoria County Appraisal District – Resolution to Nominate Candidate(s)

Background:

The Brazoria County Appraisal District's Board of Directors is composed of two members who serve two-year terms. The appointment process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. Alvin Community College may participate in the selection of the Board of Directors by adopting a resolution to nominate up to two candidates by formal board action. If the Board of Regents wishes to nominate up to two candidates, the Board Chair must submit the nominee's names and addresses to the Chief Appraiser before October 15, 2025.

Names of all nominees will be compiled and submitted to each taxing unit in the county, and before December 15, 2025, each taxing unit may cast votes for any of the candidates on the ballot. This must occur by written resolution of the Board of Regents. Votes can be cast to one candidate or votes may be distributed amongst any number of candidates.

If the ACC Board of Regents wishes to participate in the nomination of Brazoria County Appraisal District's Board of Directors, action must occur during the September 25, 2025 Board meeting in order to meet the October 15, 2025 nomination deadline.

Recommendation:

It is recommended that the Board act on this request by nominating one or up to two candidates for consideration to serve on the Brazoria County Appraisal District's Board of Directors.

RJE:fmj

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Kristin Bulanek
Elizabeth Day
Tommy King
John Luquette
Patrick O'Day
Gail Robinson
George Sandars
Susan Spoor
Robert York-Westbrook

CHIEF APPRAISER

Marcel Pierel III
500 N. Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

September 3, 2025

Dr. Robert Exley
President
Alvin Community College
3110 Mustang Rd.
Alvin, TX 77511

Dear Dr. Exley,

In reference to the appointment of the Appraisal District Board of Directors, each voting taxing unit in Brazoria County nominates **by resolution**, up to two candidate(s) to fill the two (2) appointed positions on the Board of Directors that expire on December 31, 2025. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2025**. (See Step 1 on Calendar)

Enclosed is a list of the two current appointed board members with space to add different nominees if your board chooses to. (**Nominate up to a total of two candidates**)

Your 2024 total tax levy was **\$ 33,401,678**. This tax levy has entitled your taxing unit to **62** votes for the two (2) directors to be appointed.

The **voting process will begin before October 30, 2025** once all nominations have been received.

Please address all submissions to Marcel Pierel, Chief Appraiser, at the above address, or you may email submissions to **mpierel@brazoriacad.org** or fax to 979-849-7984.

Sincerely,



Marcel Pierel III
Chief Appraiser

MP/td
Enclosure

BRAZORIA COUNTY APPRAISAL DISTRICT
2025 APPOINTED BOARD OF DIRECTORS CALENDAR

Before Oct. 1
(September 3, 2025)

The chief appraiser notifies each voting taxing unit of the process for the election of the Board of Directors and the number of votes it is entitled to cast.

Each voting unit may nominate one candidate for the two appointed positions to be filled. Since two appointed director positions expire on December 31, 2025, **the unit may nominate up to two candidates.**

Before Oct. 15

The presiding officer of the unit submits the **names and addresses** of the **two** nominees **by written resolution** to the chief appraiser.

For director's eligibility, visit the link below.

<https://comptroller.texas.gov/taxes/property-tax/docs/96-301.pdf>

Before Oct. 30

The chief appraiser prepares and submits to each voting taxing unit a ballot listing the nominees alphabetically by each candidate's last name and provides the number of votes it may cast, with a resolution sample.

Before Dec. 15

Each voting unit cast votes for any of the candidates on the ballot and submits it to the chief appraiser **by written resolution.** The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates.

Before Dec. 31

The chief appraiser counts the votes and certifies the two candidates who receive the largest vote totals. The chief appraiser notifies all taxing units (voting and non-voting) and all nominated candidates of the outcome.

If a tie occurs, the Chief Appraiser must resolve it through any method of chance.

**BRAZORIA COUNTY APPRAISAL DISTRICT
APPOINTED BOARD OF DIRECTORS 2025**

NOMINATIONS

PLEASE CHECK THE BOX NEXT TO YOUR NOMINEES

**YOU MAY CHOOSE A TOTAL OF TWO NOMINEES
FROM CURRENT MEMBERS AND/OR NEW NOMINEES**

CURRENT MEMBERS TERM ENDING

1. ☐ Susan Spoor
2. ☐ Gail Robinson

NEW NOMINEES/CANDIDATES IF YOU CHOOSE TO

Please provide name and address for new nominees

3. ☐ _____
4. ☐ _____

PLEASE ATTACH YOUR RESOLUTION TO THIS FORM

SUBMITTED BY: _____

VOTES ENTITLED TO: _____

VOTES CAST: _____

RESOLUTION NO. _____

A RESOLUTION OF THE _____
OF THE _____

**NOMINATING CANDIDATE(S) FOR AN APPOINTED POSITION ON THE BOARD OF
DIRECTORS OF THE BRAZORIA COUNTY APPRAISAL DISTRICT**

WHEREAS, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate up to two candidate(s) to fill the two (2) positions of the Board of Directors of the Brazoria County Appraisal District for a four-year term of office commencing on January 1, 2026; and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED BY THE _____
OF THE _____:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District.

Name & Address: _____

Name & Address: _____

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2025.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2025.

Presiding Officer

ATTEST:

Secretary

26. **Financial Report Ending August 31, 2025**

MEMORANDUM NO: 150-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 19, 2025

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

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>Over/(Under) Budget</i>
<i>Total Operating Revenues</i>	7,283,058	7,933,906	108.94%	650,848
<i>Total Non-Operating Revenues</i>	43,439,441	44,333,553	102.06%	894,112
<i>Total Revenues</i>	50,722,499	52,267,459	103.05%	1,544,960

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Over/(Under) Budget</i>
<i>Total Operating Expenses</i>	50,722,499	45,684,275	90.07%	(4,387,376)

This represents twelve months (or 100.0%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin Community College
Consolidated Statements of Net Assets

	8/31/2025 - Unaudited	August 31, 2024	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	19,514,160	3,253,117	16,261,043	
Short-term investments	15,713,977	28,002,376	(12,288,399)	
Accounts receivable, net	4,561,717	3,847,930	713,787	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	3,690	779,283	(775,593)	Travel advances and prepaid expenses
Inventories	192,798	166,739	26,059	
Total Current Assets	39,986,342	36,049,445	3,936,897	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	45,843,870	45,843,870	-	
Total Assets	87,830,212	83,893,315	3,936,897	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	4,464,295	-	TRS pension
Deferred outflows - OPEB	7,091,967	7,091,967	-	OPEB
Total Deferred Outflows of Resources	11,556,262	11,556,262	-	
Liabilities				
Accounts payable & accrued liabilities	698,548	1,417,841	(719,293)	
Net pension liability	12,102,291	12,102,291	-	
Net OPEB liability	21,631,335	21,631,335	-	
Funds held for others	57,151	49,903	7,248	Agency funds - groups, clubs, etc on campus
Deferred revenues	5,832,414	4,794,918	(4,794,918)	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	17,050,000	17,955,000	(905,000)	Annual payment
Total Liabilities	57,908,175	60,052,724	(7,976,963)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,469,461	1,469,461	-	TRS pension
Deferred inflow - OPEB	6,755,754	6,755,754	-	OPEB
Deferred inflow - premium on tax note	1,962,634	1,962,634	-	
Total Deferred Inflows of Resources	10,187,849	10,187,849	-	
Net Assets				
Fund Balance - Equity	31,290,450	25,209,004	6,081,446	
Total Net Assets	31,290,450	25,209,004	6,081,446	

August 31, 2025 and August 31, 2024

22,757,958

Alvin Community College
Consolidated Statements of Revenue and Expense
August 31, 2025 and August 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	17,907,437	7,933,906	7,283,058	650,848	108.94%	14,457,905	7,287,300	6,758,719	528,581	107.82%
Nonoperating revenues										
Total nonoperating revenues	1,878,567	44,333,553	43,439,441	894,112	102.06%	2,022,521	39,598,972	33,312,330	6,286,642	118.87%
Less Expenses										
Operating expenses										
Total operating expenses	(20,287,721)	(45,684,275)	(50,722,499)	(5,038,224)	90.07%	(19,005,980)	(39,746,166)	(40,071,049)	(324,883)	99.19%
Increase/(decrease) in net assets	(501,718)	6,583,184	-	(3,493,264)		(2,525,554)	7,140,106	-	6,490,339	

* 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
August 31, 2025

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	276,897	940	(15,666)	262,171	444,228	(182,057)
Transcript Fees	165	-		165		165
Late Registration Fees	150	-		150		150
Dental Assistant	39,289	(2,357)		36,932	13,859	23,072
Emergency Medical Tech	50,300	(2,898)		47,402	24,804	22,598
Phlebotomy	88,613	(5,211)		83,402	35,842	47,560
CPR	8,600	-		8,600	1,309	7,291
Medication Aide	52,419	(3,145)		49,274	28,286	20,988
Patient Care	11,464	(688)		10,776	5,678	5,098
Certified Nursing Assistant	21,894	(1,314)		20,580	32,713	(12,133)
Biotech	76,430	(4,586)		71,844	45,219	26,626
Medical Office Billing	19,400	(1,164)		18,236	8,349	9,887
Truck Driving	211,723	(12,703)		199,019	230,093	(31,073)
LVN Bridge	8,890	(533)		8,357	7,760	597
Kids College	11,140	-		11,140	4,818	6,322
Correctional Officer	-	-		-	6,360	(6,360)
Occupational Health & Safety	1,100	-		1,100	813	287
Community Programs	3,474	-		3,474	1,880	1,594
Computer Aided Drafting (CAD)	306	(18)		288		288
Clinical Medical Assistant	28,720	(1,723)		26,997	26,207	790
Machinist Program	35,912	(2,155)		33,757	29,709	4,048
STRIVE	153,112	(8,072)		145,040	96,233	48,807
TWC TJL SDF Grant	116,606	(6,967)		109,639	108,362	1,277
CE Options Program	9,200	-		9,200		9,200
Restaurant Mgmt	6,475	-		9,200	1,280	7,920
Crane Operations	7,849	-		7,849	550	7,299
Total	1,240,128	(52,594)	(15,666)	1,174,592	1,154,352	20,241

*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 August 31, 2025 and August 31, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services			1,547,477	12,946	434,259	22,912	2,017,594	2,314,263
Student Fees	330,305	266,706					597,010	528,682
	330,305	266,706	1,547,477	12,946	434,259	22,912	2,614,605	2,842,945
Expenses								
Purchases & Returns			1,736,385				1,736,385	1,443,877
Salaries	118,980	159,846	232,702		325,625	57,484	894,637	765,154
Staff Benefits	29,929	28,872	58,086		99,616	1,714	218,218	193,827
Supplies & Other Operating Expenses	225,003	72,358	49,526	10,408	37,346	6,957	401,598	366,202
Equipment	480						480	89,824
Bank Charges			12,526		12,203	7	24,736	26,109
Scholarships							-	-
	374,392	261,076	2,089,225	10,408	474,791	66,162	3,276,053	2,884,995
Excess revenue over expenses	(44,087)	5,630	(541,747)	2,538	(40,531)	(43,251)	(661,449)	(42,050)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			212,463				212,463	187,459
Interfund Receivables	(77,494)	380,699	705,847	9,240	(160,385)	(96,581)	761,325	851,192
Inventory			192,798				192,798	166,739
Total Assets	(77,494)	380,699	1,113,620	9,240	(160,385)	(96,581)	1,169,098	1,207,900
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	33,832		4,908	944	45,483	53,742
Deferred Revenue	136,921	108,854	657,361				903,136	216,584
Total Liabilities	141,135	110,439	691,193	-	4,908	944	948,619	270,326
Restricted Fund Balance (includes inventories)		-	192,798	-			192,798	166,739
Unrestricted Fund Balance	(218,630)	270,260	229,628	9,240	(165,293)	(97,525)	27,680	770,835
Total Liabilities & Fund Balance	(77,494)	380,699	1,113,620	9,240	(160,385)	(96,581)	1,169,098	1,207,900

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services			1,896,856	9,411	385,463	22,533	2,314,263
Student Fees	294,730	233,952					528,682
	294,730	233,952	1,896,856	9,411	385,463	22,533	2,842,945
Expenses							
Purchases & Returns			1,443,877				1,443,877
Salaries	63,000	109,784	242,667		288,780	60,924	765,154
Staff Benefits	18,195	17,473	57,995		97,496	2,668	193,827
Supplies & Other Operating Expenses	218,405	68,082	25,976	5,741	31,978	16,020	366,202
Equipment	52,636		37,188				89,824
Bank Charges			16,193		9,798	117	26,109
Scholarships							-
	352,235	195,339	1,823,898	5,741	428,053	79,729	2,884,995
Excess revenue over expenses	(57,505)	38,613	72,958	3,670	(42,590)	(57,196)	(42,050)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			187,459				187,459
Interfund Receivables	(24,738)	365,557	676,753	6,557	(119,860)	(53,078)	851,192
Inventory			166,739				166,739
Total Assets	(24,738)	365,557	1,033,463	6,557	(119,860)	(53,078)	1,207,900
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	41,872		4,908	1,162	53,741
Deferred Revenue	121,637	94,947					216,584
Total Liabilities	125,851	96,532	41,872	-	4,908	1,162	270,325
Restricted Fund Balance (includes inventories)		-	166,739	-			166,739
Unrestricted Fund Balance	(150,590)	269,025	824,851	6,557	(124,768)	(54,240)	770,834
Total Liabilities & Fund Balance	(24,738)	365,557	1,033,463	6,557	(119,860)	(53,078)	1,207,900

TO: Board of Regents

FROM: Laurel Joseph

DATE: September 19, 2025

SUBJECT: Investment Transactions Report

Investment Position:

As of August 31, 2025, Alvin Community College had \$ 17,449,141 invested in 11 certificates of deposit purchased through First Liberty Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

Beginning market value	6/1/2025	\$ 30,149,141
a. Sale of CDs		(12,700,000)
b. Purchase of CDs		-
c. TexSTAR		264,836
Ending market value	8/31/2025	<u>\$ 17,713,977</u>
Fully accrued interest		\$ 139,307
Interest earned on Bond Note funds		\$ 2,842

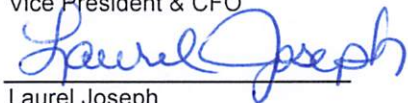
Pooled Funds:

\$ 17,713,977	currently invested was taken from the following major fund groups:
\$ 17,449,141	General Fund 11
\$ 264,836	2018 Maintenance Tax Note 66

I certify that the investments made during this reporting period are in compliance with Alvin Community College's Investment Policy and the Texas Government Code.



Elizabeth Nelson, CPA
Vice President & CFO



Laurel Joseph
Controller

Alvin Community College
3110 Mustang Road
Alvin, TX 77511
(281) 756-3508
ljoseph@alvincollege.edu

ALVIN COMMUNITY COLLEGE

Investment Schedule

June 1, 2025 - August 31, 2025

Alvin Community College's investments for the quarter ended August 31, 2025 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 21, 2025 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000			250,000 b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000			250,000 a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141			249,141 c
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000			1,000,000
200000771	01/12/24	07/12/25	2.750%	547	92	1,000,000			1,000,000
200000775	01/26/24	01/26/27	3.000%	1096	92	1,000,000			1,000,000
200000781	01/30/24	07/14/26	3.000%	896	92	1,000,000			1,000,000
200000847	01/17/25	06/23/25	3.403%	157	92	1,900,000			1,900,000
200000848	01/17/25	07/01/25	3.403%	165	92	2,000,000			2,000,000
200000849	01/17/25	07/23/25	3.403%	187	92	1,900,000			1,900,000
200000850	01/17/25	08/04/25	3.403%	199	92	2,000,000			2,000,000
200000844	01/17/25	01/17/28	3.403%	1095	92	1,000,000			1,000,000
200000852	02/10/25	08/25/25	3.343%	196	92	1,900,000			1,900,000
200000851	02/10/25	09/02/25	3.343%	204	92	2,000,000			2,000,000
7000006570	05/15/25	09/12/25	3.103%	120	46	1,900,000			1,900,000
7000006580	05/15/25	09/12/25	3.103%	120	46	2,000,000			2,000,000
7000006590	05/15/25	09/12/25	3.103%	120	46	1,900,000			1,900,000
7000006600	05/15/25	09/12/25	3.103%	120	46	2,000,000			2,000,000
7000006610	05/15/25	11/11/25	3.103%	180	46	1,900,000			1,900,000
7000006620	05/15/25	11/11/25	3.103%	180	46	2,000,000			2,000,000
7000006630	05/15/25	05/15/26	3.103%	365	46	1,000,000			1,000,000
Subtotal for CD Investments for Beginning of the Period						\$ 30,149,141	\$ -	\$ -	\$ 30,149,141
SALES:									
200000852	02/10/25	08/25/25	3.343%	196	92	1,900,000			1,900,000
200000771	01/12/24	07/12/25	2.750%	547	92	1,000,000			1,000,000
200000847	01/17/25	06/23/25	3.403%	157	92	1,900,000			1,900,000
200000848	01/17/25	07/01/25	3.403%	165	92	2,000,000			2,000,000
200000849	01/17/25	07/23/25	3.403%	187	92	1,900,000			1,900,000
200000850	01/17/25	08/04/25	3.403%	199	92	2,000,000			2,000,000
200000851	02/10/25	09/02/25	3.343%	204	92	2,000,000			2,000,000
Total Sales						12,700,000	-	-	12,700,000
PURCHASES:									
Total Purchases						-	-	-	-
ENDING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000		1,890	251,890 b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000		1,071	251,071 a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141		2,732	251,873 c
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000		10,584	1,010,584
200000775	01/26/24	01/26/27	3.000%	1096	92	1,000,000		7,562	1,007,562
200000781	01/30/24	07/14/26	3.000%	896	92	1,000,000		7,562	1,007,562
200000844	01/17/25	01/17/28	3.403%	1095	92	1,000,000		8,577	1,008,577
7000006570	05/15/25	09/12/25	3.103%	120	92	1,900,000		14,860	1,914,860
7000006580	05/15/25	09/12/25	3.103%	120	92	2,000,000		15,643	2,015,643
7000006590	05/15/25	09/12/25	3.103%	120	92	1,900,000		14,860	1,914,860
7000006600	05/15/25	09/12/25	3.103%	120	92	2,000,000		15,643	2,015,643
7000006610	05/15/25	11/11/25	3.103%	180	92	1,900,000		14,860	1,914,860
7000006620	05/15/25	11/11/25	3.103%	180	92	2,000,000		15,643	2,015,643
7000006630	05/15/25	05/15/26	3.103%	365	92	1,000,000		7,821	1,007,821
Total for End of Period for CD Investments						\$ 17,449,141	\$ -	\$ 139,307	\$ 17,588,448
INVESTMENT POOL									
TexSTAR						\$ 261,994	\$ 2,842	\$ -	\$ 264,836

a Texas Advantage Bank

b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)

c Amoco Federal Credit Union

27. **Level 3 Hearing**
28. **Executive Session**
29. **Call to Order**
30. **Action on Level 3 Hearing**
31. **Adjournment**