

Regular Meeting
Wednesday, June 17, 2026 6:00 PM

ALVIN COLLEGE
3110 Mustang Road
Alvin, TX 77511

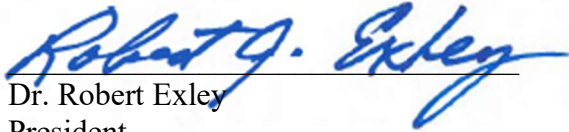
Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COLLEGE DISTRICT
BOARD OF REGENTS
JUNE 17, 2026**

It is hereby certified that a notice of this meeting was posted on the 10th day of June 2026, in a place convenient to the public on the Alvin College campus as required by Section 551.002, *Texas Government Code*.

Signed this 10th day of June 2026.



Dr. Robert Exley
President

3. **Board Recognitions**
4. **Pledge**
5. **Invocation**
6. **Citizen Inquiries**
7. **Board Chairman Report/Comments**
8. **Committee Reports**
 - 8.A. Facilities
 - 8.B. Budget and Finance
9. Information Items
 - 9.A. Personnel Action (Replacement) Dual Enrollment Advisor



Robert J. Exley, PhD
President

MEMORANDUM NO: 077-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the printed name of Robert J. Exley.

DATE: June 4, 2026

SUBJECT: Personnel Action – Replacement Position, Dual Enrollment Advisor

The individual listed below has been recommended to fill the full-time Dual Enrollment Advisor which is a replacement for Natalie Territo.

Funding Source: 11-5-10506-61105

Candidate

Recommended: Marleyna Ochoa

Education: University of Houston – Clear Lake
Bachelor of Science, Psychology

Alvin College
Associate of Arts, Psychology

Marleyna is a student-focused higher education professional with experience supporting enrollment, advising, and student success at Alvin College, currently serving as an Admissions Counselor. She brings demonstrated experience in admissions support, retention initiatives, orientation programming, and cross-departmental coordination, with strong proficiency in student information systems including Colleague and ConexEd.

Grade 204, 2025 - 2026 / Staff Salary Schedule

RJE:fmj



Job Description

Job Title: Dual Enrollment Advisor (PID:683)

Department: College and Career Pathways

Salary Grade: 204

ORP Eligible: No

CUPA ID:

Reports to: Dean, College, Access & Partnerships

Job Category: Full-Time

FLSA Status: Exempt

Contractual Position: No

SOC Code:

SUMMARY

The Dual Enrollment (DE) Advisor utilizes a case-management advising model to support high school students enrolled in the Dual Enrollment program in developing and achieving academic and career pathway goals.

This position provides comprehensive advising support, including admissions, registration, academic planning, and college transition, while serving as a liaison between the College, Independent School District (ISD) partners, and internal stakeholders. The Advisor maintains an assigned student caseload and supports student success through proactive engagement, monitoring, and intervention.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide comprehensive advising to Dual Enrollment students, including admissions, onboarding, course selection, academic planning, degree audits, and transfer guidance
- Interpret standardized assessments and support college readiness initiatives, including TSI requirements and related compliance standards
- Participate in recruiting events to share program and admissions information with prospective students and families for the high school campuses and Alvin College.
- Maintain ongoing communication with students, families, faculty, and administrators regarding program requirements, policies, and updates
- Respond to parent inquiries regarding DE program
- Collaborate with ISD partners, including Associate Principals and counseling teams, to coordinate enrollment, scheduling, and student support services
- Monitor student progress and implement retention strategies, including early alerts, academic interventions, and ongoing case management for assigned caseload
- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Coordinates projects and special events as assigned
- Manages academic interventions for students on academic probation and academic suspension with bi-weekly meetings.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Collaborate with dual enrollment students to collect and analyze Advanced Placement, CLEP scores to determine college credit earned through Prior Learning Assessment.
- Continuous follow-up with dual enrollment students to meet College Readiness standards and address other issues that prevent registration.

Full-Time 1

- Collecting documents, data entry and other duties to award the FAST tuition waiver for eligible dual enrollment students.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Bachelor's degree in Education, Counseling, or related field
- Minimum two (2) years of advising, counseling, or student success support experience (high school or college populations)

PREFERRED QUALIFICATIONS

- Minimum of two (2) years working in student services at community college or university
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent computer skills.
- Excellent oral and written communication skills.
- Must be able to work in a fast-paced environment.
- Ability to work independently at an off-campus location
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to multitask and prioritize efficiently.
- Ability to work collaboratively with faculty, administrators, school district partners and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.
- Familiarity with Skyward and/or Colleague.
- Demonstrates an understanding of ACC's core values in serving as strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus through service.

WORK ENVIRONMENT

The employee 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. Employee may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

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

AI Statement:

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

Alvin College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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.

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

EMPLOYEE PRINTED NAME

SUPERVISOR PRINTED NAME

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

9.B. Personnel Action (Replacement) Dual Enrollment Specialist



Robert J. Exley, PhD
President

MEMORANDUM NO: 078-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD'.

DATE: June 4, 2026

SUBJECT: Personnel Action – Replacement Position, Dual Enrollment Specialist

The individual listed below has been recommended to fill the full-time Dual Enrollment Specialist which is a replacement for Mikaela Canales.

Funding Source: 11-5-10506-61310

Candidate

Recommended: Hannah Smith

Education:

Texas Woman's University

Bachelor of Science, Child Development

Hannah is an enrollment services professional with experience supporting admissions, registration, financial aid, orientation, and student advising processes at Houston Community College. She holds a Bachelor of Science in Child Development from Texas Woman's University, graduating magna cum laude, and are recognized for strong communication, problem-solving, and student support skills in fast-paced educational environments. Her background also includes community outreach and youth engagement experience through internship work coordinating student activities and family communication.

Grade 109, 2025 - 2026 / Staff Salary Schedule

RJE:fmj



Job Description

Job Title: Dual Enrollment Specialist (PID:867)

Department: College & Career Pathways

Salary Grade: 109

ORP Eligible: No

CUPA ID:

Reports to: Director, Dual Enrollment

Job Category: Full-Time

FLSA Status: Non-Exempt

Contractual Position: No

SOC Code:

SUMMARY

The Dual Enrollment Specialist works closely with the Dean of College Access & Partnerships to assist with organization, coordination, and monitoring of all aspects of Dual Enrollment. Duties include assisting with the administrative duties that support the Dual Enrollment program and Financial Aid for Swift Transfer (F.A.S.T).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs administrative duties related to program and planning for Dual Enrollment
- Supports student admissions, enrollment, billing and registration processes for Dual Enrollment.
- Assist with Dual Enrollment events
- Maintain Blackboard shells for each high school location
- Design and distribute monthly Dual Enrollment student newsletter
- Coordinates communications for newly admitted Dual Enrollment students
- Coordinates textbook inventory and distribution
- Assists with FAST processing, billing, coding and updates in Ellucian/Colleague
- Responsible for updating all handbooks and manuals related to Dual Enrollment
- Maintains and updates student records across institutional systems
- Aid with maintenance of Dual Enrollment Master Schedule
- Maintain Dual Enrollment faculty contacts
- Deliver supplies and printed materials to high school campuses
- 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

- Minimum of High school diploma or equivalency
- One (1) year of work experience at a secondary or post-secondary institution

PREFERRED QUALIFICATIONS

- Associate's degree in relevant field
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Willingness to collaborate and build consensus

Full-Time 1

- Ability to communicate effectively, written and verbal
- Ability to identify and resolve problems/issues
- Ability to complete assignments quickly and efficiently
- Organizational skills that demonstrate the ability to handle varied amounts of information and data
- Highly motivated and the ability to work independently with minimal supervision
- Proficiency in using Microsoft Office, Word, Excel, and Power Point

WORK ENVIRONMENT

The employee 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. Employee may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

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

AI Statement:

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

Alvin College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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.

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

EMPLOYEE PRINTED NAME

SUPERVISOR PRINTED NAME

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

9.C. Personnel Action (Replacement) Student Accounts Receivable Specialist



Robert J. Exley, PhD
President

MEMORANDUM NO: 079-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the 'FROM' line.

DATE: June 4, 2026

SUBJECT: Personnel Action – Replacement Position, Student Accounts Receivable Specialist

The individual listed below has been recommended to fill the full-time Student Accounts Receivable Specialist, which is a replacement for Maria Plaza.

Funding Source: 11-7-10210-61305

Candidate

Recommended: Nichele Barabin

Education: San Jacinto Community College
Associate's, General Studies

Nichele is an experienced administrative and customer service professional with a strong background in student support, accounts receivable, and operations management across higher education, healthcare, and client services environments. Most recently serving as a Student Coordinator for Academic Partnerships/Risepoint, she supported adult learners through account management, compliance tracking, and student communication, while maintaining accurate records and resolving billing discrepancies. Her experience includes leadership, payroll and inventory oversight, financial operations, and client relations, supported by strong technical proficiency in Workday, Salesforce, Microsoft Office, and CRM systems.

Grade 110, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Student Accounts Receivable Specialist (PID 216)		
Department:	Fiscal Affairs	FLSA Status:	Non-Exempt
Reports To:	Controller	Job Category:	TSCM
Grade Level:	110		
HR approved:	Lindsey Hindman <small>JEE updated template 10.28.2024</small>	Date:	11/7/2023
Last updated by:	Beth Nelson	Date:	11/7/2023

SUMMARY

Maintain and monitor student accounts receivables including amounts due and refunds. Prepare third party billings for a variety of student awards and scholarships including local, state and federal contracts for credit and continuing education students. Provide technical expertise and backup to cashier. Monitor the automated payment system.

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

- Prepares billing for a variety of state and federal agencies for both credit and continuing education.
- Prepares billings and follow up on past due notices for a variety of individual student awards and scholarships for credit and continuing education.
- Processes and verifies sponsorship refunds.
- Calculates and prepares refunds for student tuition and fees for all semesters.
- Assists with maintenance of the registration files for each semester. This includes verifying the lab fees for all classes, registration fees, technology fees, student activity fees, etc.
- Backs up cashier as needed including lunch periods, registration, evenings and other peak occasions.
- Assists with reconciliation of cash register and direct deposit sessions.
- Assists students and cashiers with analysis of student accounts.
- Serves as primary contact for online payment system.
- Monitors online payment system during registration periods and answer student emails that are generated from this system.
- Reconciles online payment system and General Ledger balances throughout the semester.
- Assists students at cashier window with questions regarding their student account.
- Works with financial aid to process and update financial aid awards and scholarships.
- Obtains documentation, verifies eligibility, and applies exemptions and waivers to student accounts.
- Works unpaid report as needed.
- Other related duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school graduate or equivalent.
- Three (3) years prior experience with accounting

PREFERRED QUALIFICATIONS

- Associates degree which includes courses taken in bookkeeping or accounting
- Prior experience in accounts receivable
- Experience with Colleague or TouchNet
- Experience in higher education
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Position requires the ability to maintain a high degree of accuracy while functioning in an environment that is very often hectic. Trace, analyze and adjust, if necessary, student transactions beginning with registration, financial aid award, bookstore purchase and refunds.
- Ability to analyze error messages and determine what steps need to be taken to make corrections.
- Ability to operate 10-key adding machine by touch.
- Skills in operating required office equipment such as: copier, computer, printer, & multi-line phone system
- Ability to safeguard sensitive or confidential information.

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.


9.D. Personnel Action (Replacement) Student Accounts Receivable Specialist



Robert J. Exley, PhD
President

MEMORANDUM NO: 080-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: June 4, 2026

SUBJECT: Personnel Action – Replacement Position, Student Accounts Receivable Specialist

The individual listed below has been recommended to fill the full-time Student Accounts Receivable Specialist, which is a replacement for Cristy Rosales.

Funding Source: 11-7-10210-61305

Candidate

Recommended: Vivian Jimenez

Education: Angleton High School
Diploma

Vivian brings progressive customer service and bookkeeping experience through multiple roles at The Home Depot, with responsibilities in billing, accounts payable/receivable, financial reconciliation, and records management. She is currently pursuing an Associate of Business Administration degree at Alvin College and has demonstrated strong organizational, communication, and problem-solving skills in fast-paced, customer-focused environments.

Grade 110, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Student Accounts Receivable Specialist (PID 216)		
Department:	Fiscal Affairs	FLSA Status:	Non-Exempt
Reports To:	Controller	Job Category:	TSCM
Grade Level:	110		
HR approved:	Lindsey Hindman <small>JEE updated template 10.28.2024</small>	Date:	11/7/2023
Last updated by:	Beth Nelson	Date:	11/7/2023

SUMMARY

Maintain and monitor student accounts receivables including amounts due and refunds. Prepare third party billings for a variety of student awards and scholarships including local, state and federal contracts for credit and continuing education students. Provide technical expertise and backup to cashier. Monitor the automated payment system.

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

- Prepares billing for a variety of state and federal agencies for both credit and continuing education.
- Prepares billings and follow up on past due notices for a variety of individual student awards and scholarships for credit and continuing education.
- Processes and verifies sponsorship refunds.
- Calculates and prepares refunds for student tuition and fees for all semesters.
- Assists with maintenance of the registration files for each semester. This includes verifying the lab fees for all classes, registration fees, technology fees, student activity fees, etc.
- Backs up cashier as needed including lunch periods, registration, evenings and other peak occasions.
- Assists with reconciliation of cash register and direct deposit sessions.
- Assists students and cashiers with analysis of student accounts.
- Serves as primary contact for online payment system.
- Monitors online payment system during registration periods and answer student emails that are generated from this system.
- Reconciles online payment system and General Ledger balances throughout the semester.
- Assists students at cashier window with questions regarding their student account.
- Works with financial aid to process and update financial aid awards and scholarships.
- Obtains documentation, verifies eligibility, and applies exemptions and waivers to student accounts.
- Works unpaid report as needed.
- Other related duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school graduate or equivalent.
- Three (3) years prior experience with accounting

PREFERRED QUALIFICATIONS

- Associates degree which includes courses taken in bookkeeping or accounting
- Prior experience in accounts receivable
- Experience with Colleague or TouchNet
- Experience in higher education
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Position requires the ability to maintain a high degree of accuracy while functioning in an environment that is very often hectic. Trace, analyze and adjust, if necessary, student transactions beginning with registration, financial aid award, bookstore purchase and refunds.
- Ability to analyze error messages and determine what steps need to be taken to make corrections.
- Ability to operate 10-key adding machine by touch.
- Skills in operating required office equipment such as: copier, computer, printer, & multi-line phone system
- Ability to safeguard sensitive or confidential information.

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.

9.E. Personnel Action (Replacement) Athletics & Student Life Specialist



Robert J. Exley, PhD
President

MEMORANDUM NO: 081-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 4, 2026

SUBJECT: Personnel Action – Replacement Position, Athletics & Student Life Specialist

The individual listed below has been recommended to fill the full-time Athletics & Student Life Specialist which is a replacement for Evan Geiger.

Funding Source: 22-2-32002-61305

Candidate

Recommended: Celia Fife

Education:

Alvin College
Associate of Science, Communications Radio/TV

Celia is a current Part-Time Student Life Assistant pursuing her Alvin College degree. She has experience in student engagement, student life, customer service, and multimedia content creation. In her current role, she supports campus events, manages social media communications, creates promotional materials, and provides clerical and student support services. Her background includes leadership and customer-facing experience in retail and hospitality, along with technical skills in Adobe Creative Suite, Canva, photography, videography, and Microsoft Office.

Grade 110, 2025 - 2026 / Staff Salary Schedule

RJE:fmj



JOB DESCRIPTION

Job Title:	Athletics & Student Life Specialist (PID:1017)		
Department:	Athletics & Student Life	FLSA Status:	Non-Exempt
Reports To:	Director, Athletics & Student Life	Job Category:	TSCM
Grade Level:	110		
HR approved:	Jessica Eddy	Date:	2/4/2026
Last updated by:	John Matula & Estevan Vasquez	Date:	2/4/2026

SUMMARY

The Athletics & Student Life Specialist assists the Director, Athletics & Student Life to organize and implement a variety of student-centric activities focusing on social, cultural, recreational, and educational opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative and operational support for Athletics and Student Life programs by managing the events calendar, coordinating budgets, and supporting effective planning and execution of campus activities.
- Supports Student Government Association operations by assisting with officer onboarding and orientation, providing ongoing administrative support, and facilitating student leadership activities.
- Oversees student worker processes, including hiring, scheduling, daily direct supervision, and performance monitoring, while ensuring a professional, student-centered service environment within the Student Center.
- Coordinates event logistics and production, including travel arrangements, scheduling, signage, bulletin boards, promotional materials, and electronic communications such as social media, department web page management and live broadcasting of events. Assists with campus programs, recruiting activities, community events, and fundraising initiatives.
- Manages Student Center operations and clerical functions, including customer service support, student ID production and inventory management, and day-to-day administrative tasks.
- Performs duties that require travel to off-campus meetings, events, and competitions that may be scheduled outside of normal business hours.
- Other related duties as assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent
- One (1) year work experience in customer service, such as office, retail, or food service environment

PREFERRED QUALIFICATIONS

- At least six (6) months work experience in Student Services, such as athletics, advising, student life, financial aid, or recruitment
- At least six (6) months of work experience in higher education
- Associate degree or higher
- 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 oral, written and electronic 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
- Must understand that work location and hours vary and that this position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Must maintain valid driver's license and current automobile insurance

WORK ENVIRONMENT

The employee typically works in an office environment/classroom and uses a computer, telephone and other office equipment as needed to perform duties. Work is performed in office settings, athletic facilities, fitness centers, and outdoor environments. The position requires frequent interaction with students, staff, and the public. The work environment is fast-paced and may involve elevated noise levels during events and athletic competitions.

PHYSICAL DEMANDS

- Requires regular sitting, standing, walking, talking, and hearing.
- Requires frequent use of hands and repetitive motion.
- Requires the ability to lift, carry, and move materials weighing up to 50 pounds.
- Requires extended periods of standing and walking during events and competitions.
- May require occasional physical activity outside a typical office environment, including event setup and equipment movement.

Alvin College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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.

9.F. Personnel Action (Replacement) Senior Administrative Assistant, General Education
& Academic Support



Robert J. Exley, PhD
President

MEMORANDUM NO: 082-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 4, 2026
SUBJECT: Personnel Action – Replacement Position, Senior Administrative Assistant,
General Education & Academic Support

The individual listed below has been recommended to fill the full-time Senior Administrative Assistant, General Education & Academic Support, which is a replacement for Lea Sharp.

Funding Source: 11-5-10500-61305

Candidate

Recommended: **Katelynne Hall**

Education: University of Houston – Clear Lake
Bachelor of Fine Arts

Alvin College
Associate of Arts, Art
Associate of Arts, Psychology

Katelynne is an administrative and instructional support professional with experience in higher education operations, student services, and arts programming at Alvin College and the University of Houston–Clear Lake. Currently serving as a Part-Time Lab Assistant and Ceramics Enrichment Instructor at Alvin College, she supports studio operations, coordinate workshops, provide instructional guidance, and assist with student engagement initiatives. She holds a Bachelor of Fine Arts with a concentration in Studio Art and a minor in Graphic Design, bringing strong organizational, communication, and creative skills to student-centered environments.

Grade 112, 2025 - 2026 / Staff Salary Schedule

RJE:fmj



Job Description

Job Title: Senior Administrative Assistant, Dean Gen Ed & AS (PID: 63)	Reports to: Instructional Dean
Department: General Education and Academic Support	Job Category: Full-Time
Salary Grade: 112	FLSA Status: Non-Exempt
ORP Eligible: No	Contractual Position: No
CUPA ID:	SOC Code:

SUMMARY

The Senior Administrative Assistant provides administrative support to the Dean.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide senior-level administrative support to the Dean, including managing calendars, correspondence, travel arrangements, and prioritizing daily activities.
- Serve as the primary point of contact for the Dean's Office, interacting professionally with students, faculty, staff, and external partners.
- Provide support for divisional operations, including onboarding new faculty and staff, assisting with instructional and office needs, coordinating division travel, and ensuring compliance with academic policies and procedures.
- Coordinate with Department Chairs and Instructional Support on class schedules, classroom setup, and related academic logistics.
- Communicates course updates to students and provides support with enrollment into alternative course sections.
- Assist with faculty documentation and reporting processes, including instructional and performance records, and ensure timely submission of required forms.
- Assist with payroll calculations and related divisional documentation as needed.
- Prepare correspondence and other administrative documents; schedule and coordinate meetings, events, and committees, including logistics and follow-up.
- Maintain and manage confidential records and files, exercising discretion and independent judgment in handling sensitive information and resolving routine administrative issues.
- 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

- Associate's degree or higher
- Minimum of three (3) years of administrative assistant experience

PREFERRED QUALIFICATONS

- Experience with Academic Course Guide Manual (ACGM) and/or Workforce Education Course Manual (WECM)
- Experience in higher education
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office 365 and standard office technology.
- Strong verbal and written communication skills; able to interact effectively with students, faculty, staff, and external partners.
- Knowledge of office procedures, scheduling, record maintenance, and customer service practices.
- Excellent organizational, time-management, and prioritization skills.
- Ability to work independently, exercise discretion with confidential information, and complete tasks accurately.
- Strong interpersonal skills and ability to build collaborative working relationships.

WORK ENVIRONMENT

The employee 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. Employee may encounter frequent interruptions throughout the work day.

PHYSICAL DEMANDS

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

AI Statement:

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

Alvin College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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.

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

EMPLOYEE PRINTED NAME

SUPERVISOR PRINTED NAME

EMPLOYEE SIGNATURE AND DATE

SUPERVISOR SIGNATURE AND DATE

9.G. Employee Count

	Budgeted 2025-26	JUNE 2026	HR Vacancies
Administrative	17	15	2
*Professional	98	95	6
Faculty	132	127	6
**Technical Support, Clerical & Maintenance (TSCM)	134	122	12
Total Full-Time (FT) Employees	381	359	26

*Count includes 5 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee

9.H. Employee Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	HAROLD GRIFFIN	DEAN, CAREER AND TECHNICAL PROGRAMS	5/14/2026	RESIGNED
2	PATRICK MORTON	DUAL ENROLLMENT ADVISOR	5/18/2026	TERMINATED
3				
4				
5				
6				
7				
8				
9				
10				

10. **Consent Agenda**

10.A. **Approval of Minutes for the May 12, 2026 Regular Board Meeting and the June 8, 2026 Board Budget Workshop**

**ALVIN COLLEGE
REGULAR MEETING OF MAY 12, 2026
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met at a regular session on the 12th day of May at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

Alvin College Administration Present

Robert Exley	President, Alvin College
Stacy Ebert	Alvin College
Beth Nelson	Alvin College
John Matula	Alvin College
Rene De Leon	Alvin College
Wendy Del Bello	Alvin College
Kelley Peatross	Alvin College

Alvin College Employees & Guests Present

Alan Phillips	Leigh Ann Moore	Anita Exley
Bryan Hinshaw	Lilly Garcia	
Estevan Vasquez	Linnet George	
Felicia Jimenez	Marby McKinney	
Haley Lovell	Scott Turnbough	
Huff Mann	Theresa Rios	
John Murray	Jessica Eddy	
John Tompkins	Rene DeLeon	
Kyle Marasckin	Billy Allen	
Laurel Joseph	Patty Sanchez	
LaVonna Miller	Pam Kaminsky	

Call to Order

Chair Sanchez called the meeting to order at 6:04 p.m.

Certification of Posting of Notice

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

Pledge and Invocation

Invocation was delivered by Regent Reyes-Hall.

Citizen Inquiries

There were no citizen inquiries.

Oath of Office for Newly Elected Alvin College Regents

Ms. Felicia Jimenez administered the Oath of Office to the incoming Regents, Mr. Kam Marvel, Mr. Darren Shelton, and Mr. Mike Pyburn.

Board Recognitions

The Alvin College Club Volleyball team completed an outstanding Spring 2026 season in the Lone Star Sport Club Conference, finishing with a 6–1 record and earning the conference championship title. Throughout the season, the Lady Dolphins built a strong team culture defined by trust, communication, and a genuine commitment to one another. Their chemistry on and off the court became one of their greatest strengths, as they played with energy, supported each other through every point, and continued to grow together as a team from the first match of the season through the championship final.

Alvin College float participates in nearly a dozen parades, festivals, and other events throughout the region. The float is just one of the many ways that our Marketing Department promotes the college in the community. This year, our float won the President's Trophy at the Frontier Day Parade thanks to our tireless float ambassador and driver, Kyle Marasckin.

Student Report

Christopher De Leon, a Dual Enrollment Student attending Alvin High School, delivered the Student Report. This report was for information only.

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; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, in accordance with Tex. Gov't Code Section 551.074.

The meeting was called back into session by Chair Sanchez at 7:02 p.m.

Election of Officers – Chair, Vice Chair and Secretary

Regent Pyburn made the motion that the Officers for the 2026-2028 term be Chair 'Bel Sanchez, Vice Chair Dr. Jim Crumm, and Board Secretary Dr. Patty Hertenberger. Seconded by Regent Marvel. Motion passed 8-1. Regent Hoover voted against.

Board Comments

Regents praised and thanked staff for their efforts with Commencement, Phi Theta Kappa Induction Ceremony, Justice in Action, and the Nursing Pinning Ceremony.

Approval of the Consent Agenda

Regent Knape moved to approve the Consent Agenda, which included the Minutes of the April 23, 2026, Regular Board Meeting, the Grants report, and Personnel Actions for Faculty, Respiratory Care 12 M/Clinical Coordinator. Seconded by Regent Reyes-Hall. Motion passed unanimously.

President's Report

This Friday/Saturday we had our annual Commencement exercise. Despite the threat of the rain we held a successful event and were honored to have retiring Superintendent Carol Nelson serve as our Commencement speaker. We had 475 students participate in commencement and approximately 700 who have graduated so far this semester. A final tally, which includes the results of the holiday mini-semester, is still being assessed.

Alvin College Nursing students recently had a pinning ceremony for Associate's Degree and Vocational Nursing at the Alvin College Gym on May 6. The Spring 2026 ADN class included 55 graduates while the LVN class included 20 graduates.

The Mu Upsilon chapter of Phi Theta Kappa at Alvin College held its Spring induction ceremony on April 30. The chapter inducted 44 new members during the ceremony. Our Associate Provost Dr. Leigh Ann Moore served as the guest speaker for the event.

The Alvin College Foundation presented approximately \$23,000 in grants and awards at the annual Honoring Excellence Reception on April 28. Winners of this year's excellence awards were : Human Resources executive director Lindsey Hindman, Associate Degree Nursing administrative assistant Michel Evans, custodian Carmen Arreola and Culinary Arts chef Laura Trigo. Winners of the Adjunct Excellence Awards were TDCJ proctor Evelyn Jammer and Business Management instructor and Iowa Colony Mayor Wil Kennedy.

We also recognized our presidential scholars during Honoring Excellence. To be a Presidential Scholar students must have maintained at least a 3.95 GPA for more than 45 hours of instruction. Seventeen students earned the distinction this year.

The Alvin College Foundation has awarded \$134,000 in scholarships to current students and graduating seniors across the region for the 2026–27 academic year. Wendy has been on her annual pilgrimage to local high schools to hand out the scholarships.

The college recognized several students for academic excellence during the Award Day ceremony on April 27. Among the winners included JonMykal Price who received the President's Award.

The Art Department held its annual Art Sale on May 5 in the Student Center gallery.

If your kiddos need something to do this summer we are hosting several camps on a variety of subjects including welding, culinary arts, data science, engineering and more. Visit the college Marketplace for times, dates and registration.

Our baseball team turned in an excellent season as they qualified for the 2026 NJCAA Region XIV North Regional Tournament. They put up a good effort in the tournament before they were eliminated on Saturday. The softball team is still going strong. The team is headed to the 2026 NJCAA Region XIV Softball Tournament, scheduled for May 13–16 at the San Jacinto College. They will take on Paris College tomorrow at 2:30 p.m.

This report was for information only.

Financial Report Ending April 30, 2026

Regent Knape moved to approve the Financial Report for April 30, 2026. Seconded by Secretary Hertenberger. Motion passed unanimously

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:50 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BUDGET WORKSHOP OF JUNE 8, 2026
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 8th day of June at noon, with the following members, administrative personnel, and guests present:

Regents Present

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

Alvin College Administration Present

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

Alvin College Employees & Guests Present

Bryan Hinshaw	Linnet George	Huff Mann
Felicia Jimenez	Patrick Sanger	Marby McKinney
Teri Rios	LaVonna Miller	Haley Lovell
Rene De Leon	Scott Turnbough	Pam Kaminsky
Jay Johnson	Laurel Joseph	
Lindsey Hindman	John Tompkins	
Kyle Marasckin	Leigh Ann Moore	

Call to Order

Chair Sanchez called the meeting to order at 12:15 p.m.

Certification of Posting of Notice

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

- **Pledge**
- **Invocation**
Invocation by Chair 'Bel Sanchez

Citizen Inquiries

There were no citizen inquiries.

Board Resolution: Career-Focused Advising & Student Success

Dr. Brenda Kays presented the Board Resolution of Career-Focused Advising & Student Success.

This report was for information only.

Initial Presentation of the Proposed 2026-2027 Budget

Dr. Exley and the Executive Leadership Team presented the Budget proposal for 2026-2027.

Goal 1: Advance Student Access, Success, and Completion**Dr. Leigh Ann Moore - Academic Affairs**

- Two new Dual Enrollment student worker positions (\$20,800) at partner high schools to free up advisors for pathway advising
- College & Career Pathways personnel expansion (\$59,834) to formalize transfer planning and connect dual enrollment students to declared programs

John Matula - Student Services

- Additional advising capacity to reduce excessive caseloads and support bachelor's degree advising (Obj. 1.1)
- Career-based advising expansion to improve persistence and completion (Obj. 1.2)

Wendy Del Bello - Development & Outreach

- Adult Learner Marketing Campaign (\$25,000) targeting workforce professionals and returning students to grow enrollment
- New Community Engagement Liaison (\$60,000) to strengthen outreach with school districts, employers, and civic organizations
- Website Enhancement (\$225,882) to further improve the new website platform

Kelly Klimpt - Information Technology

- Future CRM software to unify tracking across all Guided Pathways pillars from inquiry to enrollment
- AI-driven early alerts and career-aligned advising tools
- Classroom hybrid/hy-flex delivery infrastructure

Goal 2: Strengthen Workforce and Economic Development Alignment**Dr. Leigh Ann Moore - Academic Affairs**

- RN-to-BSN program launch (\$250,000 development + \$37,300 operational)
- LVN faculty retention stipends (\$38,400) to keep the CNA-to-LVN Bridge program in BON compliance
- Business Management faculty investment (\$75,822) repurposed from a sunset program.
- Law Enforcement Academy expansion to day and night academies (\$74,146), with ~50% projected enrollment growth

John Matula - Student Services

- Career-focused advising model prioritizing career readiness and employer engagement

Wendy Del Bello - Development & Outreach

- Adult Learner Marketing Campaign also promotes workforce credentials and upskilling programs aligned with regional industry needs
- Strengthen workforce alignment and responsiveness

Kelly Klimpt - Information Technology

- Future software needs CRM to enable end-to-end tracking from enrollment to employment, supporting Career Services infrastructure

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

Dr. Leigh Ann Moore - Academic Affairs

- Drama: Theatre lighting overhaul (\$73,000), reclassified as a building infrastructure project
- Center of Excellence K-Building buildout and Force-on-Force training area (\$15,000) for law enforcement accreditation

Beth Nelson - Administrative Services

- Additional support staff: payroll specialist and custodian position (\$70,000) to strengthen college's operational efficiency, employee support and campus environment as the college grows toward 8,000 students

Wendy Del Bello - Development & Outreach

- Adult Learner Marketing Campaign to focus on adult learners, workforce professionals, and returning students to increase awareness of Alvin College programs

Kelly Klimpt - Information Technology

- Network and WiFi infrastructure refresh moving to a proactive staged model targeting $\geq 95\%$ reliability
- Classroom technology upgrades shifting to a funded 7-year refresh cycle

Goal 4: Ensure Institutional Excellence and Fiscal Sustainability

Dr. Leigh Ann Moore - Academic Affairs

- Federal grant consulting expansion (\$27,600) to support Upward Bound, FIPSE, and NSF-ATE grant writing
- CCSSE/SENSE survey + analytics software (\$24,969) for institutional effectiveness
- Administrative Office Technology program sunset (saving \$82,822), with the faculty line repurposed to Business Management

Beth Nelson - Administrative Services

- Additional support staff
- Align employee development, retention, and recruitment strategies with institutional needs to sustain excellence and operational efficiency

Dr. Kelley Peatross - Human Resources

- Repurpose HR Business Associate to Employee Relations Specialist (\$12,000) for improved conflict resolution, policy compliance, and retention
- New HR Support Specialist (\$37,000) to improve onboarding, records management, and frontline HR service delivery

Kelly Klimpt - Information Technology

- Business Analyst (\$80,000) to bridge business units and IT, configure CRM/ERP systems, and reduce implementation rework
- Reporting Analyst (\$80,000) to own KPI dashboards for enrollment, persistence, and workforce outcomes
- AI governance framework to improve business processes and institutional effectiveness

Executive Session

The Board recessed into Executive Session at 2:53 p.m. Executive Session start time was 3:06 p.m.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 4:04 p.m.

Dr. Patty Hertenberger, Secretary


'Bel Sanchez, Chair

10.B. **Grant Report**



Robert J. Exley, PhD
President

MEMORANDUM NO: 087-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 9, 2026
SUBJECT: Federal, State, and Private Grants Report

Attached is the Alvin College Grant Status Report as of June 1, 2026.

The first page provides a summary of Alvin College's overall grant activity. Subsequent pages (two through four) include detailed information on current grants, grants in the approval process, and those in the development stage. The final page lists grants that have either been declined for funding or were considered but not submitted.

As of this reporting date:

- Active funded grants total: \$6,222,428.69
- Grant applications under funder review: \$159,865.84
- Grant Applications in Development: \$2,731,760.00

Please let me know if additional information or clarification is needed.

RJE:fmj

Alvin College Grants

June 1, 2026

Alvin College has the following in grant activity:

\$6,222,428.69	Active Funded Grants
\$ 159,865.84	Grant Applications in the Funder Review Process
\$2,731,760.00	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 Alvin College was not selected as a recipient.

Alvin College Grant Status Report as of June 1, 2026

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College		Partner	Purpose	Grant Type
							Role	Partner			
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 improve retention and completion rates of Nursing students.	State Formula Non-Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	Pamela Berry-Richardson	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 used to develop a preceptorship program to increase clinical sites for students in Certified Nursing Asst., Clinical Medical Asst. Patient Care Tech., 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 improve 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	Dr. Virginia Champion	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
Texas Higher Education Coordinating Board Perkins Basic Grant Project #264205	9/1/2025	8/31/2026	Dr. Marby McKinney	Technical Programs	Technical Supplies, Support, Equipment	\$ 203,801.00	Primary		N/A	Provide supplies and equipment required for technical program instruction.	State Formula Non-Competitive
Texas Higher Education Coordinating Board Perkins Leadership Grant Project #261174	9/1/2025	8/31/2026	Inez Ihezue	Prison Education	Personnel, Student Support	\$ 199,500.00	Primary		N/A	Support participants to obtain CTE training in prison.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5318301	10/1/2025	9/30/2026	Chief Ronny Phillips	ACPD	Equipment - Radios	\$ 123,739.00	Primary		N/A	Funds provide for 15 personal radios for ACPD officers and 4 mobile unit radios for vehicles and base station.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5481601	10/1/2025	9/30/2026	Chief Ronny Phillips	ACPD	Equipment - Vehicle	\$ 82,700.00	Primary		N/A	Funds provide for one Chevrolet Silverado 1500 Truck with law enforcement light package.	State Discretionary Competitive
Houston Endowment Planning to Maximize HB 8 Funding and Student Completion Grant #33954	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
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 2	1/1/2026	12/31/2027	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 84,276.24	Primary		N/A	Funds provide for upgrading institutional cybersecurity. 20% institutional match required. <i>Application submitted 2/13/2025. Budget amended by funder.</i>	State Discretionary Competitive
Texas Workforce Commission Skills for Small Business	3/17/2026	3/31/2027	Alison Brisco	CEWD	Instruction and Training	\$ 52,500.00	Primary		FlexMore	Skills training for employees of local small businesses.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program (# TBD)	TBD	TBD	Elizabeth Saucedo	ADN Program	Personnel, Curriculum	\$ 87,283.99	Primary		N/A	Provide support to improve retention and completion rates of Nursing students. <i>Contract Pending</i>	State Formula Non-Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 6,092,378.69					

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College		Partner	Purpose	Grant Type
							Role	Partner			
2025-2026 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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
Lyondell Basell	2/2/2026	8/31/2026	Wendy Del Bello	Student Support	Scholarships	\$ 5,000.00	Primary	N/A	Provides scholarships for Process Technology students.	Private Foundation
ALVIN COLLEGE FOUNDATION GRANTS SUBTOTAL						\$ 130,050.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,222,428.69				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College Role	Partner	Purpose	Grant Type
Office of the Governor Criminal Justice Grant Program - Camera Project	10/1/2026	9/30/2027	Chief Ronny Phillips	Police Department	Equipment	\$ 44,646.36	Primary	N/A	Funds provide body-worn cameras for the Alvin College Police Department. <i>Application submitted February 12, 2026.</i>	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2026	9/30/2027	Chief Ronny Phillips	Police Department	Equipment	\$ 25,384.15	Primary	N/A	Funds provide equipment for the Alvin College Police Department. <i>Application submitted February 12, 2026.</i>	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 3	9/1/2026	8/31/2027	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 79,835.33	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 30% institutional match required. <i>Application submitted February 11, 2026.</i>	State Discretionary Competitive
Texas New Mexico Power Grants	9/1/2026	8/31/2027	Wendy Del Bello	Student Resource Center	Student Support	\$ 10,000.00	Primary	N/A	Provides funds to support students needing assistance with transportation, utilities, and basic needs items. <i>Application submitted May 28, 2026.</i>	Private Foundation
Total, Grants in Funder Review						\$ 159,865.84				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College Role	Partner	Purpose	Grant Type
Houston Endowment Implementation Grant	11/1/2026	10/31/2029	TBD	Student Services, CDL, and Logistics	Personnel, Equipment, Contract Services, Professional Development, Software	\$ 2,320,236.00	Primary	N/A	Supports a CDL and Logistics workforce training project, including student support services, a CRM system with early alert, equipment, and professional development. <i>Application due July 15, 2026.</i>	Private / Foundation
THECB Student Success And Acceleration Program (SSAP 3.0)	9/1/2026	8/31/2028	Lilly Guu	Wrap-around Services	Student Support	\$ 200,000.00	Primary	N/A	Provides financial supports for students with barriers to participation and completion. <i>Application due June 15, 2026.</i>	State Discretionary Competitive
THECB Perkins Basic Grant	9/1/2026	8/31/2027	Dr. Deb Fontenot	Technical Programs	Personnel, Support, Technical Supplies, Equipment	\$ 211,524.00	Primary	N/A	Provide personnel, student assistance, supplies, and equipment required for technical program instruction. <i>Application due June 30, 2026.</i>	State Formula Non-Competitive
Total, Grants in Application Development						\$ 2,731,760.00				

Grants Reviewed by Alvin College but Not Pursued or Not Selected for Funding

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	Alvin College Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
ACCTAC US-UK Community College and Technical Education Exchange Grant	10/3/2025	Y	Study Abroad	\$ 18,250.00	Primary	N/A	Provides funds for travel to the United Kingdom, program development and student scholarships	Private Foundation	Alvin College was not selected.
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	9/8/2025	Y	CEWD EMT Program	\$ 500,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding Paramedic.	State Discretionary Competitive	Alvin College was not selected.
Texas Historical Foundation	10/14/2025	Y	History Program	\$ 7,120.00	Primary	N/A	Funds support 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.	Private Foundation	Alvin College was not selected.
U.S. Department of Education FIPSE Special Projects	12/5/2025	N	Program Development	\$ 1,000,000.00	Primary	N/A	Funds would be used to develop new trades programs.	Federal Discretionary Competitive	Alvin College determined there was not enough time to assemble an application. The college will pursue preparing an application for a future competition.
TWC College Credit for Heroes Grant	11/6/2025	Y	Pathways	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts.	State Discretionary Non-Competitive	Alvin College was not selected.
TWC JET Grant (Jobs and Education for Texans) 2026	1/12/2026	N	Welding	\$ 375,000.00	Primary	N/A	Funds provide for Welding equipment. 5-10% institutional match required.	State Discretionary Competitive	The identified departments did not meet application requirements, therefore, the college did not apply at this time.
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund	3/31/2026	N	Fire Academy	\$ 350,000.00	Primary	N/A	Funds would be used to develop a new fire academy program.	State Discretionary Competitive	Alvin College determined that more research is needed before proceeding with a program such as this.
Texas New Mexico Power Non-Traditional Education Pathways Grant	7/8/2025	Y	STRIVE Program	\$ 15,000.00	Primary	N/A	Supports STRIVE students with job exploration.	Private Foundation	Alvin College was not selected.
Texas New Mexico Power Grant	8/29/2025	Y	Law Enforcement Academy	\$ 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	Alvin College was not selected.
TWC College Credit for Heroes Grant	3/6/2026	Y	Veterans	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts.	State Discretionary Non-Competitive	Alvin College was not selected.

10.C. **Personnel Action (Replacement) Faculty, Government 9M**



Robert J. Exley, PhD
President

MEMORANDUM NO: 083-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the printed name of Robert J. Exley.

DATE: June 4, 2026

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

The individual listed below has been recommended to fill the full-time Faculty Government 9M position which is a replacement for Erik Neel.

Funding Source: 11-3-14440-61405

Candidate

Recommended: Hoojung Kim

Education: Louisiana State University
Doctor of Philosophy

University of Colorado
Master of Science, Political Science

Dr. Kim is a political science educator with extensive teaching and research experience, currently serving as an Adjunct Instructor at Baton Rouge Community College teaching American Government and U.S. Constitution courses in both in-person and online formats. She holds a Ph.D. in Political Science from Louisiana State University, with academic specialization in international relations, political methodology, and spatial analysis of conflict and governance. Her background includes over a decade of instructional and research experience across multiple universities, emphasizing active learning, analytical reasoning, and student engagement.

Grade 9/PHD/Step 6, 2025 - 2026 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Government (PID:16)		
Department:	Government and Economics	FLSA Status:	Exempt
Reports To:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	12/8/2025
Last updated by:	Dean Arts & Sciences/LG	Date:	12/8/2025

SUMMARY

The instructor will teach a variety of courses within the Government Department, including freshman and sophomore level courses at various times and locations such as AC Main campus, dual enrollment campuses, TDCJ, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level
- Working knowledge of Blackboard course management system
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Must be familiar with interactive teaching methods and instruction via the Internet.
- Demonstrates an understanding of ACC's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.D. **Personnel Action (Replacement) Faculty, Geology 9M**



Robert J. Exley, PhD
President

MEMORANDUM NO: 084-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD'.

DATE: June 4, 2026

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

The individual listed below has been recommended to fill the full-time Faculty Geology 9M position which is a replacement for Ramil Ahmadov.

Funding Source: 11-3-14440-61405

Candidate

Recommended: James Cameron McDonald

Education:

Mississippi State University

Master of Science, Environmental Geoscience

Bachelor of Science, Environmental Geoscience

James Cameron McDonald is an environmental and academic leader with extensive experience spanning environmental compliance, engineering, business operations, and higher education instruction. He is currently serving as an Environmental Superintendent for Enterprise Products and a Meteorology Professor at the College of the Mainland. He oversees complex regulatory programs, leads multidisciplinary teams, and develops innovative science curricula aligned with workforce and industry needs. He holds a Master of Science in Environmental Geology and is pursuing a Doctor of Business Administration, bringing a unique combination of technical expertise, strategic leadership, program development, and student success experience to both industry and academic settings

Grade 9/MA/Step 9, 2025 - 2026 / 9 Month Faculty Salary Schedule

RJE:fmj



JOB DESCRIPTION

Job Title:	Faculty, Geology (PID:24)		
Department:	Physical Sciences	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	01/29/2026
Last updated by:	Arts & Sciences Dean/LG	Date:	01/29/2026

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level
- Working knowledge of Blackboard course management system
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must be familiar with interactive teaching methods and instruction via the Internet
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential
- Demonstrates an understanding of Alvin College's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

AI STATEMENT

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

Alvin 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 position 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.

10.E. **Personnel Action (Repurposed) Faculty, Business 9M**



Robert J. Exley, PhD
President

MEMORANDUM NO: 086-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read "RJE", is placed over the name "Robert J. Exley, PhD" in the "FROM" field.

DATE: June 9, 2026

SUBJECT: Personnel Action – Repurposed Position, Faculty Business 9M

The individual listed below has been recommended to fill the full-time Faculty Business 9M position which is a repurposed position to replace Andrea Hendon Busch.

Funding Source: 11-3-13600-61406

Candidate

Recommended: Willie Kennedy

Education: University of Houston - Victoria
Master of Business Administration

Alcorn State University
Bachelor of Arts, Economics

Willie Kennedy is a seasoned operations, project management, and public affairs leader with more than 20 years of experience across energy, logistics, financial services, and community leadership roles, including executive-level responsibility for large teams, multimillion-dollar budgets, and complex operational initiatives. Currently serving as a Lead with Intuit/TurboTax, a Senior Medicare Agent, and an Adjunct Business Instructor. He brings expertise in customer engagement, compliance, workforce development, strategic planning, and data-driven decision-making. He holds an MBA in Marketing and a bachelor's degree in Economics and is actively engaged in public service and in several regional leadership organizations.

Grade 9/TECH/Step 10, 2025 - 2026 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Business 9M (PID:1011)		
Department:	Business/Management	FLSA Status:	Exempt
Reports to:	Dean of Career & Technical Programs	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	1/20/2026
Last updated by:	Mary Jove/Harold Griffin	Date:	12/02/2025

SUMMARY

The instructor will teach a variety of courses within the Business and Management Department including university parallel and technical courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Instruct and supervise a diverse population of students in the classroom at various times and locations, including within the Texas Department of Criminal Justice (TDCJ).
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, educational resources, and innovative teaching techniques, including AI, simulations, service learning, and experiential learning.
- Assist in the recruitment and retention of students both on campus and off campus.
- Advise students in academic and career-oriented matters and/or refer students to appropriate resources.
- Assess students' performance through a range of measurement activities and keep them informed of their progress in a timely manner.
- Engage students through posted office hours, virtual meetings, and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationships with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
- Exhibit a commitment to lifelong learning through participation in professional development activities.

- Adhere to Alvin College's policies and procedures.
- Attend institutional meetings as required.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree in Management, Business, Administration, or related discipline and 3 or more years of relevant industry experience.
- Master's degree with 18 graduate hours in Management, Business, Administration, or related discipline and 3 or more years of relevant industry experience.

PREFERRED QUALIFICATIONS

- Doctorate in Business, Management, Administration, or related field and 3 or more years of relevant industry experience.
- Prior teaching experience at the college level.
- Bilingual in English and Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

AI STATEMENT

Working knowledge of artificial intelligence (AI) tools and the ability to use them responsibly, ethically, and in compliance with organizational guidelines.

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.

This position requires a criminal history and/or motor vehicle records check.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.F. **Personnel Action (Replacement) Registrar**



Robert J. Exley, PhD
President

MEMORANDUM NO: 085-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read "RJE", is placed over the name "Robert J. Exley, PhD" in the "FROM" field.

DATE: June 9, 2026

SUBJECT: Personnel Action – Replacement Position, Registrar

The individual listed below has been recommended to fill the full-time Registrar position, which is a replacement for Dana Pence.

Funding Source: 11-6-15100-61105

Candidate

Recommended: Danielle Thomas

Education:

Lamar University

Master of Science, Management Information Systems

Brazosport College

Bachelor of Applied Technology, Industrial Management
Associate of Arts, Multidisciplinary Studies

Alvin College

Associate of Applied Science, Office Professional

Danielle is a highly experienced registrar and enrollment services professional with progressive leadership in admissions, records, graduation processing, compliance, and student information systems administration within community colleges. Currently serving as Associate College Registrar at San Jacinto College, she supervises registrar operations across multiple campuses, oversees a staff of 13, manages compliance with state and federal regulations, and leads process improvement initiatives to enhance data integrity and student service delivery. Danielle holds a Master of Science in Management Information Systems and brings extensive expertise in Colleague, ApplyTexas, National Student Clearinghouse reporting, FERPA compliance, records management, and cross-functional leadership.

Grade 210, 2025 - 2026 / Staff Salary Schedule

RJE:fmj



JOB DESCRIPTION

Job Title:	Registrar (PID: 191)		
Department:	Registrar	FLSA Status:	Exempt
Reports To:	Vice President, Student Services	Grade Level:	210
ORP Eligible:	Yes	Job Category:	Professional
Contractual Position	Yes		
HR approved:	Jessica Eddy	Date:	03/20/2026
Last updated by:	John Matula	Date:	03/20/2026

SUMMARY

The Registrar provides strategic leadership and operational oversight for the Registrar’s Office, directing all functions related to student records, registration systems, degree audits, transcripts, commencement, and state reporting. The position also ensures the integrity, accuracy, and security of academic records while serving as the College’s FERPA Compliance Officer and upholding federal, state, and institutional regulations. The Registrar partners with the Vice President of Student Services to develop and implement academic policies and procedures that support student success and ensure consistent, equitable application across the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Directs all Registrar’s Office operations including admissions, registration, student records, graduation, degree audits, commencement, and the Student Information System.
- Oversees institutional compliance and reporting for FERPA, residency, VA and Hazlewood benefits, AACRAO standards, SACSCOC, and state and federal regulations, serving as the College’s chief reporting and compliance official.
- Manages official state and federal reporting, enrollment and degree verification, records retention, and data accuracy to ensure appropriate funding and regulatory compliance.
- Provides leadership for Registrar’s Office staff through supervision, performance management, policy implementation, and budget oversight.
- Serves as a campus-wide resource for academic and administrative policy interpretation, curriculum and catalog management, ERP security and data governance, and collaboration with Academic Affairs, IT, and external agencies.
- 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
- Five (5) years of demonstrated experience in the functions of admissions and records in a higher education setting
- Two (2) years of supervisory experience
- Experience working with an ERP system

PREFERRED QUALIFICATIONS

- Master's degree in Higher Education Administration or Business Administration
- Experience working with Ellucian/Colleague
- Preference will be given to candidates with experience in a position with similar responsibilities
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of admissions, registration, student records, graduation, and reporting functions within a Texas higher education environment.
- Expertise in student information systems, data management, statistical reporting, and ERP platforms, preferably Ellucian Colleague.
- Strong written and verbal communication skills for policy development, official correspondence, presentations, and interpretation of complex regulations.
- High level of accuracy, confidentiality, ethical judgment, and ability to manage multiple priorities in a regulated environment.
- Demonstrated leadership, supervisory skills, and commitment to accountability, compliance, and institutional integrity.

WORK ENVIRONMENT

The employee 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. The employee may encounter frequent interruptions throughout the workday.

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 College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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.

10.G. **Consider Approval of the Resolution Declaring Intention to Reimburse Project Expenditures**



Robert J. Exley, PhD
President

MEMORANDUM NO: 074-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD' in the 'FROM' field.

DATE: June 2, 2026

SUBJECT: Resolution Declaring Intention to Reimburse Project Expenditures

Alvin College intends to issue tax-exempt obligations under Section 103 of the Internal Revenue Code to finance the construction, acquisition, improvement, and equipping of educational buildings and facilities within the College district, including potential land acquisition. To preserve the College's ability to reimburse itself for project costs already incurred or about to be incurred, federal tax rules require the College to formally declare its reimbursement intent before those expenditures are made. The College expects that the maximum principal amount of obligations issued for these purposes will not exceed \$15,000,000.

It is recommended that the Board of Regents approve the Resolution Declaring Intention to Reimburse Project Expenditures.

Attachment: Resolution Declaring Intention to Reimburse Project Expenditures (with Exhibit A)

RJE:fmj

PASSED AND APPROVED this 17th day of June, 2026.

ALVIN COLLEGE

President, Board of Regents
Alvin College

Secretary, Board of Regents
Alvin College

(SEAL)

EXHIBIT A

Financed Facilities and Improvements

Item or Fund - - Described by Character, Type or Purpose

The construction, acquisition, improvement and equipment of educational buildings and facilities within the College district, including but not limited to the acquisition of land.

11. **President's Report**
12. **Alvin College Foundation Report**
13. **Consider Approval of the Board Resolution: Career Focus Advising Model**



Robert J. Exley, PhD
President

MEMORANDUM NO: 075-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read "RJE", is placed over the name "Robert J. Exley, PhD" in the "FROM:" field.

DATE: June 10, 2026

SUBJECT: Board Resolution for Career-Focused Advising Model

Alvin College is committed to ensuring that every student, at every entry point, is connected to a specific career goal, an identified pathway, and a living-wage potential before selecting their first course. Informed by professional development through the Aspen Presidents & Trustees Collaborative, the Unlocking Opportunities College Excellence Program, and the Community College 3.0 post-completion success philosophy, the College has built a comprehensive Career-Focused Advising Ecosystem grounded in evidence-based practice.

The College's Elevate 2030 Strategic Plan and budget priorities are aligned to promote and sustain this work. Utilizing external grant funding, the College secured professional services from an industry-leading research company to gather evidence-based data identifying best practices that support and validate the advising model. The College also adopted Logic Models from the Aspen Institute, integrating both leading and lagging indicators to monitor progress and drive continuous improvement. Trusted industry standards are used to identify regional high-demand Certificates of Value (COVs) with proven labor market value.

Recommended Action:

The President and College Administration recommend that the Board of Regents adopt the proposed resolution authorizing the Career-Focused Advising Model, associated goals, budget priorities, and supporting resources, and establishing Career-Focused Advising as a standing institutional priority of Alvin College.

Attachment: Resolution of the Alvin College Board of Regents, Career-Focused Advising Model

RJE:fmj

RESOLUTION OF THE ALVIN COLLEGE BOARD OF REGENTS

Authorizing the Career-Focused Advising Model, Associated Goals, Budget Priorities, and Supporting Resources

WHEREAS, the Board of Regents recognizes that fully implementing the Career-Focused Advising model across the institution will ensure that every student at each entry point receives a structured intake advisement session that connects their enrollment to a specific career goal, an identified pathway, and a living-wage potential before they choose their first course; and

WHEREAS, the Board of Regents recognizes that the students Alvin College serves cannot afford delays; that every semester without a structured, career-connected advising model is a missed opportunity to improve a student's life trajectory; and

WHEREAS, the Board of Regents and the College have developed a unified institutional ecosystem through knowledge gained from professional development opportunities, including the Aspen Presidents & Trustees Collaborative and the Unlocking Opportunities College Excellence Program, and have embraced the post-completion success philosophy of Community College 3.0; and

WHEREAS, Alvin College's *Elevate 2030* Strategic Plan and Budget Priorities are aligned to promote, fund, and sustain the Career-Focused Advising Ecosystem; and

WHEREAS, utilizing external grant funding, the College secured the professional service from an industry leading research company to secure evidence-based data to identify best practices that support and validate the Career-Focused Advising model; and

WHEREAS, Alvin College utilized "Logic Models" from the Aspen Institute, as part of its student success reforms, integrating both leading and lagging indicators to generate key data points for monitoring progress, enabling timely adjustments, and fostering continuous improvement, increased student progression, higher completion and transfer rates, and improved performance under HB8 priority funding indicators; and

WHEREAS, to identify regional high-demand Certificates of Value (COVs) with proven labor market value, the College will use trusted industry standards to ensure a fully services to support the data-driven advising approach; and

WHEREAS, the vision and ambition expressed by President Exley, his leadership team, and the entire college community, along with the strategic framework outlined, give the Board of Regents full confidence in the college's ability to lead the comprehensive transformation collaboratively; and

WHEREAS, the Board of Regents has reviewed and determined that the Career-Focused Advising Ecosystem will build upon Alvin College's strong foundation of academic excellence, community mission, and institutional achievement as the College enters its seventy-seventh year, affirming the College's commitment to excellence and leadership among Texas community colleges; and

WHEREAS, the Board of Regents seeks to establish a lasting institutional commitment that will support and promote Career-Focused Advising beyond any single leadership cycle, ensuring continuity of purpose as a key part of Alvin College's student success strategy; and

WHEREAS, the Board of Regents declares that Career-Focused Advising is an institutional priority of the highest order, and expects all divisions, departments, and personnel of the College to coordinate their efforts, resources, and decisions accordingly; and

NOW, THEREFORE, BE IT HEREBY:

RESOLVED, that the Career-Focused Advising Model priorities, associated goals, budget allocations, and supporting resources are hereby authorized; and it is further

RESOLVED, that the Board of Regents hereby establishes Career-Focused Advising as a standing institutional priority, to be reflected in all future strategic planning, budget deliberations, and performance reviews; and it is further

RESOLVED, that the President and College Administration are authorized and directed to take all appropriate and necessary actions to collaboratively implement the components of the Career-Focused Advising Ecosystem in a manner consistent with the principles of academic excellence, student success, and institutional integrity; and it is further

RESOLVED, that the President shall provide the Board of Regents with monthly progress reports on implementation milestones, student outcome data, and budget alignment, ensuring ongoing board-level visibility and accountability; and it is furthermore

RESOLVED, that the Board of Regents compels every member of the Alvin College community, including faculty, staff, and administrators, to work together to embrace, support, and promote Career-Focused Advising as the core commitment of this institution to its students and the region it serves.

Adopted by the Alvin College Board of Regents

Date: _____

Vote: Ayes: _____ Nays: _____ Abstentions: _____ Absent: _____

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

14. **Consider Approval of the Contract Amount Increase — Roger, Morris & Grover, LLP**



Robert J. Exley, PhD
President

MEMORANDUM NO: 073-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD'.

DATE: June 2, 2026

SUBJECT: Contract Amount Increase - Rogers, Morris & Grover, LLP

The College has a contract for legal services with Rogers, Morris & Grover, LLP (“RMG”). These services include and are not limited to General Counsel to the Board and legal advisory to the President and the Executive Leadership.

In the August 2025 Annual Purchasing Request, the Board of Regents authorized the College to encumber \$170,000.00 for legal services in the current fiscal year. The volume of legal activity has exceeded initial projections, driven by several concurrent factors: personnel matters requiring HR legal support, real estate transactions, and expenses associated with the tax maintenance note bond issuance, as well as architecture/engineering (A/E) and construction management at-risk (CMAR) matters. Accordingly, the College is requesting an additional spending authorization of \$200,000.00 for the remainder of this fiscal year.

To improve cost visibility and forecasting going forward, Felicia Jimenez has contacted RMG to request a modification to their invoicing practices so that charges are itemized by individual matter rather than grouped together, providing the Board and administration with a clearer picture of costs associated with each legal engagement. This work will also provide a longer-term evaluation of whether in-house counsel capacity may be warranted.

Staff recommends authorizing the President and the Vice President of Administration to increase legal services spending authority by \$200,000 for the remainder of the fiscal year.

RJE:fmj

15. **Consider Approval of the TASB Local Board Policy Update 51**



Robert J. Exley, PhD
President

MEMORANDUM NO: 072-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: May 26, 2026
SUBJECT: Board Policy Update 51, affecting Local Policies

We have received Policy Manual Update 51 from the Texas Association of School Boards (TASB). As laws change or as the need arises for additional local policies or revisions to existing policies, TASB Policy Services periodically updates its policy manuals and distributes those updates to participating member colleges. In accordance with state law, the entire update packet is being provided to the Board of Regents.

The TASB Update 51 contains new or revised Legal policies citing current legal requirements and new or revised local policy recommendations. Included in the information provided are a list of local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision, showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website.

Update 51 includes Thirty-three (33) Legal Board Policies updating/revising existing ones (the Board is not requested to act on legal policies). In addition, the following five (5) Local Board Policies do require Board actions.

<i>Local Policy</i>	<i>Title</i>
<i>BBC(LOCAL)</i>	Board Members - Vacancies and Removal from Office
<i>BGC (LOCAL)</i>	Administrative Organization – Councils and Faculty Senates
<i>CS(LOCAL)</i>	Information Security
<i>FB(LOCAL)</i>	Admissions
<i>FDA(LOCAL)</i>	Tuition and Fees - Residency

As a reminder to the Board, the annotations are as follows:

- *Deletions* are in a red strike-through font: ~~deleted text~~.
- *Additions* are in a blue font: new text.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text’s new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

- **Note:** TASB’s recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

It is recommended that the Board of Regents consider approval of the following motion.

“I move that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localize Policy Manual Update 51.”

RJE:fmj

Instruction Sheet
Community College Localized Policy Manual Update 51

Alvin College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BBC	(LOCAL)	Replace policy	Revised policy
BGC	(LOCAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FDA	(LOCAL)	Replace policy	Revised policy

Resignation

A resigning Board member will deliver the Board member's resignation to the Board Chair or Board Secretary, with a copy to the College President or designee.

Announcement

The Board will notify the public of the resignation.

Filling a Vacancy

~~Any~~When a vacancy ~~occurring~~occurs on the Board ~~through death, resignation, or otherwise shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board.~~ ~~Education Code 130.082(d)~~, the Board shall fill the position by appointment, in accordance with law and the appointment procedures below, or by special election, in accordance with law.

The vacancy shall be filled within 180 days, but, if determined necessary by the Board, the Board may extend the deadline to fill the vacancy. At no time may the Board fill the vacancy later than the uniform election date of the next regular Board election.

Exception for
Involuntary
Removal from
Office

If a Board member is removed from office in accordance with law, the Board shall appoint a candidate to fill the vacancy at the first regularly scheduled Board meeting following the removal. The Board may adjust the deadlines described by this policy as necessary to satisfy this timeline.

Exception for Short-
Term Appointments

For a vacancy that occurs with six months or less remaining in the term of office, the Board will fill such a Board vacancy by appointment within 30 days after the vacancy occurs.

*Short-Term
Appointments App
ointment
Procedures*

For appointments to vacated Board positions with less than six months remaining in the unexpired term, the Board may follow the following procedures:

1. The Board Chair and College President will identify one or more candidates for consideration by the Board.
2. The Board may restart the process or consider candidates who were not previously identified.
3. The Board will select one or more candidates for their appointment to be voted on by the Board.
4. To be appointed, a candidate must receive the affirmative votes of a majority of the remaining Board members. ~~Educa-
tion Code 130.082(d)~~
5. Any person appointed must fulfill the applicable legal requirements to hold such a position.

Appointment
Procedures

To fill a vacancy with more than six months remaining in the unexpired term by appointment, the Board shall accept applications

BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

BBC
(LOCAL)

	<p>from prospective candidates. The Board shall establish the requirements and deadline for submitting an application.</p>
<i>Call for Applications</i>	<p>The Board shall, for at least 14 days, post a call for applications on the College District's website. Additionally, the Board shall publicize the call for applications in any other manner the Board determines best suited to reach the highest number of eligible candidates.</p> <p>The call for applications must include the applicant eligibility requirements and the requirements and deadline for submission of an application.</p>
<i>Review of Applications</i>	<p>At a regularly scheduled Board meeting following the application deadline or at a special meeting called for that purpose, the Board shall review the applications and may interview select applicants.</p> <p>Alternatively, the Board may form a Board committee to assess the applicants and recommend an applicant or applicants for consideration by the Board. [See BCB]</p>
<i>Selection</i>	<p>An applicant must receive the affirmative vote of a majority of Board members to be appointed to the Board.</p>
<i>Duration of Appointment</i>	<p>An appointed Board member shall serve until the next regular election of members to the Board.</p>

**Faculty and Staff
Organizations**

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

The College President is responsible for the administrative organization of the College District. Standing committee information is further described in the administrative procedures.

Faculty Senate

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

Membership

The faculty senate will have 60 voting members. The remaining members of the faculty will be nonvoting, ex officio members. The election and appointment process shall ensure adequate representation of faculty across the College District.

Each academic unit of the College District shall be represented by three members. One member from the academic unit shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee.

Term Limits

Appointed
Faculty
Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty
Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

A member of the faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;

2. Failing to attend meetings; or
3. Engaging in other similar misconduct.

A member may be removed on recommendation of the provost and vice president of workforce and strategy and approval by the College President.

<i>Vacancies</i>	In the event of a vacancy for an appointed seat, the College President may appoint a member to serve for the unexpired term. In the event of a vacancy in an elected seat, the faculty senate may fill the unexpired term according to the terms in the faculty senate constitution.
Officers	The College President shall appoint the chair, vice chair, and secretary from the voting faculty senate members. The chair is responsible for presiding over faculty senate meetings and representing the faculty council in official communications with the College District. Faculty members may, individually or as a group, make recommendations to the College President on who should be appointed as the chair, vice chair, or secretary. The College President may accept, reject, or not respond to a recommendation.
Compensation	A faculty member shall not be compensated for service on the faculty senate.
Expense Reimbursement	A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.
Constitution	The faculty senate shall adopt a constitution compliant with law, this policy, and any administrative procedures, including the rules for establishing a quorum. The constitution may address matters not discussed in this policy.
Faculty Senate Meetings	The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.
<i>Notice</i>	No more than At least seven days before a meeting, the faculty senate shall post on the College District's website: <ol style="list-style-type: none">1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and2. Any curriculum proposals that will be discussed or voted on at the meeting.
<i>Open Meetings</i>	Meetings at which a quorum is present shall be open to the public.

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

<i>Meeting Broadcast</i>	The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.
<i>Recording Attendance</i>	The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.
Use of Resources, Name, or Marks	The faculty senate shall not issue any statement or publish any report using the College District's resources, trademark, or official seal unless directly related to the faculty senate's duty to advise the administration.
Harmony with Law	Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

~~Information Security
Assessment~~

~~In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.~~

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

**Admissions
Generally**

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the College President, shall develop procedures for student admissions, including any additional program admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

**Academic Fresh
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard ~~all course~~those credits ~~or grades earned during the five years prior to the student's enrollment and may not award any~~and grades and shall not award credit for those courses. [See EGA]

**Residence Status
Determination
Official**

The Board shall designate a residence **status** determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence **status** determination official in accordance with procedures adopted for that purpose to comply with state law.

Instruction Sheet

Community College Localized Policy Manual Update 51

Alvin College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AF	(LEGAL)	Replace policy	Revised policy
AFA	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBBC	(LEGAL)	Replace policy	Revised policy
BBC	(LOCAL)	Replace policy	Revised policy
BBFA	(LEGAL)	Replace policy	Revised policy
BGC	(LOCAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAAA	(LEGAL)	Replace policy	Revised policy
CAD	(LEGAL)	Replace policy	Revised policy
CAI	(LEGAL)	Replace policy	Revised policy
CAIA	(LEGAL)	Replace policy	Revised policy
CGFA	(LEGAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBB	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
EFAA	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFCA	(LEGAL)	Replace policy	Revised policy
EGA	(LEGAL)	Replace policy	Revised policy
EI	(LEGAL)	Replace policy	Revised policy
FB	(LEGAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FDA	(LEGAL)	Replace policy	Revised policy
FDA	(LOCAL)	Replace policy	Revised policy

Instruction Sheet
Community College Localized Policy Manual Update 51

Alvin College

Code	Type	Action To Be Taken	Note
FEA	(LEGAL)	Replace policy	Revised policy
FFAA	(LEGAL)	Replace policy	Revised policy
FLBE	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy
GK	(LEGAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 51

Alvin College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session, as well as amendments to state rules.

References to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

AF(LEGAL)

INSTITUTIONAL EFFECTIVENESS

At Complaints, a link has been added to the complaint forms available on the Coordinating Board's Office of the Ombudsman website.

AFA(LEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

At Credential Reporting, revisions to this legal framework incorporate amendments to Coordinating Board rules requiring a community college to report all credentials conferred to a student.

Additional revisions are for clarity and incorporate the repeal and adoption of Coordinating Board rules addressing the publication and provision of information related to the Cost of Attendance at a community college.

BBB(LEGAL)

BOARD MEMBERS: ELECTIONS

At General Election Dates, revisions clarify that a community college no longer has the authority to change its election date under SB 1494. A college may only change its election date to another uniform election date when permitted by law.

BBBC(LEGAL)

ELECTIONS: REPORTING CAMPAIGN FUNDS

Recommended revisions incorporate requirements from the Election Code and Texas Ethics Commission rules related to campaign finance reporting, including requirements addressing a Campaign Treasurer Appointment, Termination of Campaign Treasurer Appointment, Contributions and Expenditures, and the filing authority for Reports.

BBC(LOCAL)

BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

New recommended local policy language addresses the process for filling a board vacancy in an at-large position. Existing law requires the board to appoint an individual to fill the vacancy or call a special election, with certain exceptions. The policy provides Appointment Procedures to address appointments for positions with more than six months remaining in the term, including procedures addressing a Call for Applications, Review of Applications, and Selection of an applicant, and clarifies an appointed board member's Duration of Appointment.

BBFA(LEGAL)

ETHICS: CONFLICT OF INTEREST DISCLOSURES

At Conflicts Disclosure Statement, recommended revisions incorporate a cross reference to provisions in CIA that describe the duties of a records administrator related to the maintenance and availability of certain records.

Explanatory Notes

Community College Localized Policy Manual Update 51

Alvin College

BGC(LOCAL) ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

Recommended revisions clarify a provision addressing the appointment of a faculty senate member from the academic unit, at Membership, and when a faculty senate must post Notice of a faculty senate meeting.

BI(LLEGAL) REPORTS

The list has been amended to update a citation to incorporate Coordinating Board rules adopted for fiscal year 2026 related to a shared services report.

Additional revisions incorporate amendments from the Department of Information Resources (DIR).

The submission of a list of core curriculum courses to the Coordinating Board has been added to incorporate newly adopted Coordinating Board requirements.

SB 37 requires a certification of compliance with general education review requirements to be submitted to the Coordinating Board and relevant legislative committees and subcommittees.

CAAA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

Revisions have been made to incorporate new Coordinating Board rules related to the administration of the community college finance system for fiscal year 2026.

CAD(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

Links have been added to reference guidance documents from the Securities Exchange Commission and the Bond, Tax, and Project Database.

Additional revisions have been made for clarity.

CAI(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

SB 1023 requires a community college to include a link to a document that evidences the accuracy of each entry on the comptroller's tax rate Calculation Forms when using the forms for certain purposes. A link to the forms was added

At Debt Rate, SB 1453 addresses the procedures for a community college to approve certain debt rates.

HB 30 repeals provisions allowing an Exception for disasters to the requirement that an election be held if a community college adopts a tax rate that exceeds the voter-approval tax rate.

CAIA(LLEGAL) AD VALOREM TAXES: EXEMPTIONS AND PAYMENTS

Revisions incorporate a reference to Tax Code rules related to the application for a homestead exemption.

At Surviving Spouse of Qualified Veteran, HB 2508 implements the constitutional amendment passed in the November 4, 2025, election that created a property tax exemption for the residence homestead of a surviving spouse of certain U.S. armed services veterans.

HB 2742 shifts the delinquency deadline for the Split Payment of property taxes if a taxing unit mails its tax bills after a certain date.

CGFA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Revisions incorporate amended rules from the Texas Commission on Law Enforcement (TCOLE) related to Agency Chief Administrator Responsibilities.

Explanatory Notes

Community College Localized Policy Manual Update 51

Alvin College

CIA(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT

Recommended revisions incorporate the repeal and redesignation of rules related to records Retention Schedules.

CRA(LLEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

The list of Required Internet Postings has been updated to incorporate the repeal and replacement of Coordinating Board rules related to cost of attendance as well as Coordinating Board rules amended to address the minimum requirements to be accepted as a transfer student.

Additional revisions are for clarity.

CS(LLEGAL) INFORMATION SECURITY

Language related to the Information Security Assessment and Data Maturity Assessment has been removed to incorporate amendments from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to the colleges.

CS(LOCAL) INFORMATION SECURITY

Revisions to this local policy at Information Security Assessment incorporate amendments to rules from DIR intended to implement HB 1500, which eliminated the information security components of the assessments that were relevant to community colleges.

DBA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to personnel files.

A Note has been added to include a link to TCOLE forms and model policies.

DBB(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to medical, psychological, and fit-for-duty examinations.

A Note has been added to include a link to TCOLE forms and model policies.

DC(LLEGAL) EMPLOYMENT PRACTICES

A Note has been added to include a link to TCOLE forms and model policies.

DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT

Revisions incorporate recently amended TCOLE rules addressing the Responsibilities of an Agency Chief Administrator related to misconduct by law enforcement personnel.

A Note has been added to include a link to TCOLE forms and model policies.

EFAA(LLEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

Revisions incorporate amendments to Coordinating Board rules related to a Core Curriculum and a Curriculum Review to ensure compliance with SB 37, including an Evaluation of Core Curricula and required report, as well as an Annual Submission of core curriculum courses to the Coordinating Board.

Explanatory Notes

Community College Localized Policy Manual Update 51

Alvin College

Additional revisions are for clarity and to address the repeal of Coordinating Rules related to the fall 2014 implementation of the Texas Core Curriculum.

EFB(LLEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

At Definitions, citations have been updated to reflect amendments to Coordinating Board rules.

At Program Planning, revisions incorporate the recently adopted Coordinating Board requirement that the proposed location of a new degree plan be included in the planning notification.

Revisions incorporate amendments to Coordinating Board rules clarifying the Criteria for Approval of a proposed certificate or degree program.

At Reporting, a reference to a specific reporting manual has been removed to address an amendment to the Coordinating Board rules.

EFBA(LLEGAL) DEGREES AND CERTIFICATES: ASSOCIATE DEGREES AND CERTIFICATES

At Definitions, citations have been updated to address amendments to Coordinating Board rules.

EFBB(LLEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

At Definitions, a citation has been updated to address amendments to Coordinating Board rules.

EFCA(LLEGAL) SPECIAL PROGRAMS: STUDENTS WITH DISABILITIES

At Accommodations to Core Curriculum, revisions incorporate amendments to Coordinating Board rules intended to ensure compliance with SB 37.

EGA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

Revisions at Transfers from Out-of-State address Coordinating Board amendments implementing SB 37.

At Transfer Dispute Resolution, revisions incorporate Coordinating Board amendments intended to clarify the procedures to address an unresolved transfer dispute.

EI(LLEGAL) TESTING PROGRAMS

Recommended revisions reflect Coordinating Board amendments clarifying the requirements for certain emergency medical technicians, fire protection personnel, and peace officers to qualify for Exceptions to requirements of the Texas Success Initiative.

FB(LLEGAL) ADMISSIONS

Language has been added to reflect the recently adopted Coordinating Board requirement that a community college post on its website the minimum requirements for Transfer Students to be accepted to attend the college.

FB(LOCAL) ADMISSIONS

Recommended revisions clarify that a college may not award credits for courses that are disregarded for admissions purposes under the Academic Fresh Start program.

FD(LLEGAL) TUITION AND FEES

Citations at Nonresident Tuition and Withdrawal for Military Service have been updated to reflect the repeal of superseded Coordinating Board rules related to tuition for certain students.

Explanatory Notes

Community College Localized Policy Manual Update 51

Alvin College

At Refunds and Adjustments of Tuition and Fees, language has been updated to reflect the repeal and replacement of Coordinating Board rules related to the tuition and mandatory fee refund schedule used by community colleges.

Additional changes are for clarity.

FDA(LLEGAL) TUITION AND FEES: RESIDENCY

Revisions throughout this legal framework incorporate the repeal and replacement of Coordinating Board rules related to the determination of resident status intended to provide clarity, codify current practices, and incorporate a court order addressing eligibility for resident tuition.

FDA(LOCAL) TUITION AND FEES: RESIDENCY

The title of the Residence Status Determination Official has been updated to reflect newly adopted Coordinating Board rules related to residency determinations.

FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

At Timely Distribution of Funds, language has been updated to reflect amendments to Coordinating Rules intended to align provisions with changes in federal law and other Coordinating Board rules.

A link to the Coordinating Board's Financial Aid Displacement Advisory has been added at Financial Aid Displacement Information.

Additional recommended revisions incorporate the repeal and replacement of Coordinating Board rules clarifying requirements related to a community college's Required Loan Debt Disclosure.

FFAA(LLEGAL) WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS

A link to the form for the affidavit required to claim an exclusion to vaccine requirements for Reasons of Conscience has been added.

Revisions throughout this legal framework incorporate the repeal and replacement of rules concerning vaccine requirements for Bacterial Meningitis.

FLBE(LLEGAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

HB 3062 requires a community college to provide students research-based instruction on Fentanyl Prevention and Drug Poisoning Awareness.

GCA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

Language related to the Data Governance Assessment has been removed to incorporate amendments to DIR rules.

GK(LLEGAL) RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES


Language has been added to incorporate the adoption of Coordinating Board rules requiring a community college to notify the Coordinating Board of a Change in Accreditation Status.

16. **Financial Report**



Robert J. Exley, PhD
President

MEMORANDUM NO: 088-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 10, 2026
SUBJECT: Financial Report - Year-to-Date Ending May 31, 2026

Elizabeth Nelson, CFO, 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 2025-2026 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>	7,919,280	8,820,602	111.38%	901,322
<i>Total Non-Operating Revenues</i>	47,972,843	43,858,297	91.42%	(4,114,546)
<i>Total Revenues</i>	55,892,123	52,678,899	94.25%	(3,213,224)

<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>	55,892,123	37,186,568	66.53%	(18,705,555)

This represents nine months (or 75.0%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin College
Consolidated Statements of Net Assets

	<u>May 31, 2026</u>	<u>May 31, 2025</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	58,195,514	7,224,907	50,970,607	
Short-term investments	22,249,150	31,311,135	(9,061,985)	
Accounts receivable, net	5,123,303	3,907,506	1,215,797	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	2,207	875	1,332	Travel advances and prepaid expenses
Inventories	179,030	205,635	(26,605)	
Total Current Assets	<u>85,749,204</u>	<u>42,650,058</u>	<u>43,099,146</u>	
Noncurrent assets				
Long-term investments	3,000,000	3,000,000	-	
Capital assets, net	46,419,880	45,843,869	576,011	
Total Assets	<u>135,169,084</u>	<u>91,493,927</u>	<u>43,675,157</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	2,809,276	4,464,295	(1,655,019)	TRS pension
Deferred outflows - OPEB	6,879,635	7,091,967	(212,332)	OPEB
Total Deferred Outflows of Resources	<u>9,688,912</u>	<u>11,556,263</u>	<u>(1,867,351)</u>	
Liabilities				
Accounts payable & accrued liabilities	1,412,482	59,076	1,353,406	
Net pension liability	11,288,701	12,102,291	(813,590)	
Net OPEB liability	23,196,327	21,631,335	1,564,992	
Funds held for others	62,443	54,764	7,679	Agency funds - groups, clubs, etc on campus
Deferred revenues	2,022,162	1,736,407	(1,736,407)	Grants paid in advance and fall registrations
Compensated absences	2,282,898	2,045,199	237,699	
Tax note payable, net of premiums	45,885,209	17,050,000	28,835,209	Annual payment
Total Liabilities	<u>86,150,222</u>	<u>54,679,072</u>	<u>29,448,988</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	870,725	673,010	197,715	TRS pension
Deferred inflow - OPEB	4,620,884	7,552,205	(2,931,321)	OPEB
Deferred inflow - premium on tax note	5,670,450	1,962,634	3,707,816	
Total Deferred Inflows of Resources	<u>11,162,059</u>	<u>10,187,849</u>	<u>974,210</u>	
Net Assets				
Fund Balance - Equity	<u>47,545,715</u>	<u>38,183,269</u>	<u>9,362,446</u>	
Total Net Assets	<u><u>47,545,715</u></u>	<u><u>38,183,269</u></u>	<u><u>9,362,446</u></u>	

Alvin College
Consolidated Statements of Revenue and Expense
May 31, 2026 and May 31, 2025

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	3,248,017	8,753,597	7,869,280	884,317	111.24%	2,674,910	7,884,262	7,213,058	671,204	109.31%
Federal grants and contracts	7,535,829	-	-	-	0.00%	8,137,330	-	-	-	0.00%
State grants (Fund 34)	1,252,057	-	-	-	0.00%	1,612,058	-	-	-	0.00%
Local grants (Fund 31 & 32)	923,503	-	-	-	0.00%	274,803	-	-	-	0.00%
Auxiliary enterprises	2,795,042	-	-	-	0.00%	2,265,925	-	-	-	0.00%
Other operating revenues	216,389	67,005	50,000	17,005	134.01%	149,097	52,733	70,000	(17,267)	75.33%
Total operating revenues	15,970,837	8,820,602	7,919,280	901,322	111.38%	15,114,123	7,936,995	7,283,058	653,937	108.98%
Expenses										
Operating expenses										
Administrative	-	8,488,472	13,144,943	4,656,471	64.58%	-	8,521,119	11,949,948	3,428,829	71.31%
Institutional	-	9,079,238	12,061,562	2,982,324	75.27%	-	6,035,075	10,965,056	4,929,981	55.04%
Technical Instruction	-	5,871,392	8,335,543	2,464,151	70.44%	-	5,287,720	7,577,766	2,290,046	69.78%
Academic Instruction	-	6,894,695	10,918,509	4,023,814	63.15%	-	6,798,457	9,925,917	3,127,460	68.49%
Student Services	-	3,765,360	5,869,277	2,103,917	64.15%	-	3,430,689	5,335,706	1,905,017	64.30%
Physical Plant	-	3,087,411	5,562,291	2,474,880	55.51%	-	3,407,821	4,968,106	1,560,285	68.59%
Unbudgeted Unrestricted (Fund 12)	1,161,959	-	-	-	0.00%	1,199,068	-	-	-	0.00%
Continuing Education	876,925	-	-	-	0.00%	844,988	-	-	-	0.00%
Auxiliary Enterprises	2,426,553	-	-	-	0.00%	2,464,481	-	-	-	0.00%
Local grants (Fund 31)	524,164	-	-	-	0.00%	-	-	-	-	0.00%
TPEG (Fund 32)	214,571	-	-	-	0.00%	227,746	-	-	-	0.00%
Institutional Scholarships (Fund 33)	221,883	-	-	-	0.00%	162,589	-	-	-	0.00%
State grants (Fund 34)	1,667,094	-	-	-	0.00%	1,698,221	-	-	-	0.00%
Federal Grants (Fund 35 & 36)	9,363,627	-	-	-	0.00%	8,385,614	-	-	-	0.00%
Donor Scholarships (Fund 30)	398,408	-	-	-	0.00%	250,991	-	-	-	0.00%
Unexpended Plant Fund	245,052	-	-	-	0.00%	73,935	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	5,000	-	-	-	0.00%	8,083	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	12,000	-	-	-	0.00%	448,875	-	-	-	0.00%
Total operating expenses	17,117,236	37,186,568	55,892,123	18,705,555	66.53%	15,764,591	33,480,881	50,722,499	17,241,618	66.01%
Operating Gain/(Loss)	(1,146,399)	(28,365,966)	(47,972,843)	(17,804,233)		(650,468)	(25,543,886)	(43,439,441)	(16,587,681)	
Nonoperating revenues										
State appropriations*	-	8,512,390	11,154,315	(2,641,925)	76.31%	-	8,243,995	10,684,942	(2,440,947)	77.16%
State appropriations - FAST Funding	-	1,202,051	750,000	452,051	160.27%	-	(6,710)	-	(6,710)	0.00%
Property tax revenue	6,845	33,381,692	35,568,528	(2,186,836)	93.85%	1,474,043	30,027,417	32,254,499	(2,227,082)	93.10%
Investment income	(2,019)	676,210	500,000	176,210	135.24%	9,701	809,167	500,000	309,167	161.83%
Other non-operating revenues	160,181	85,954	-	85,954	0.00%	114,881	5,160	-	5,160	0.00%
Total nonoperating revenues	165,007	43,858,297	47,972,843	(4,114,546)	91.42%	1,598,625	39,079,029	43,439,441	(4,360,412)	89.96%
Provided by the State										
Revenue for Insurance and Retirement	-	2,183,809	-	2,183,809	0.00%	-	1,961,189	-	1,961,189	0.00%
State Insurance Match	-	(910,515)	-	(910,515)	0.00%	-	(796,302)	-	(796,302)	0.00%
State Retirement Match	-	(749,090)	-	(749,090)	0.00%	-	(709,453)	-	(709,453)	0.00%
State Retiree Insurance	-	(524,204)	-	(524,204)	0.00%	-	(455,434)	-	(455,434)	0.00%
Increase/(decrease) in net assets	(981,392)	15,492,331	0	(21,918,779)		948,157	13,535,143	-	(20,948,092)	
* State Approp portion generated by CE =	219,620					212,695				
Institutional Reserve	23,501,369					23,187,225				
Capital Reserve	8,966,301					3,630,977				

Alvin College
Consolidated Statements of Revenue and Expense
May 31, 2026 and May 31, 2025

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	15,970,837	8,820,602	7,919,280	901,322	111.38%	15,114,123	7,936,995	7,283,058	653,937	108.98%
Nonoperating revenues										
Total nonoperating revenues	165,007	43,858,297	47,972,843	(4,114,546)	91.42%	1,598,625	39,079,029	43,439,441	(4,360,412)	89.96%
Less Expenses										
Operating expenses										
Total operating expenses	(17,117,236)	(37,186,568)	(55,892,123)	(18,705,555)	66.53%	(15,764,591)	(33,480,881)	(50,722,499)	(17,241,618)	66.01%
Increase/(decrease) in net assets	(981,392)	15,492,331	0	(21,918,779)		948,157	13,535,143	-	(20,948,093)	

* State Approp portion generated by CE = 219,620 212,695

Institutional Reserve 23,501,369 23,187,225
Capital Reserve 8,966,301 3,630,977

Alvin College
Continuing Education Statement of Revenue and Expense
May 31, 2026

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	219,620	709	(11,815)	208,514	263,993	(55,479)
Transcript Fees	188	-		188	-	188
Late Registration Fees	-	-		-	-	-
EKG	33,125	(1,988)		31,138	14,135	17,003
Dental Assistant	26,250	(1,575)		24,675	9,503	15,172
Emergency Medical Tech	46,710	(2,803)		43,907	18,680	25,227
Phlebotomy	88,080	(5,285)		82,795	35,502	47,293
CPR	5,100	-		5,100	3,340	1,760
Medication Aide	19,735	(1,184)		18,551	12,660	5,891
Patient Care	-	-		-	-	-
Certified Nursing Assistant	55,000	(3,300)		51,700	23,186	28,514
Biotech	42,840	(2,570)		40,270	23,174	17,096
Medical Office Billing	32,705	(1,962)		30,743	5,760	24,983
Truck Driving	231,681	(13,901)		217,780	208,777	9,003
LVN Bridge	11,565	(694)		10,871	-	10,871
Kids College	15,500	-		15,500	-	15,500
Correctional Officer	-	-		-	4,002	(4,002)
Occupational Health & Safety	-	-		-	-	-
Community Programs	2,965	-		2,965	4,385	(1,420)
Computer Aided Drafting (CAD)	321	(18)		303	-	303
Clinical Medical Assistant	71,295	(4,278)		67,017	28,202	38,815
Machinist Program	108,650	(6,519)		102,131	41,103	61,028
STRIVE	166,321	(9,631)		156,690	83,757	72,933
TWC TJL SDF Grant	69,503	(4,170)		65,333	5,974	59,359
TWC Frazer Locke SDF Grant	167,246	(117)		167,129	70,890	96,239
TWC Small Business SSD Grant	20,000	-		20,000	16,500	3,500
CE Options Program	-	-		-	-	-
Restaurant Mgmt	-	-		-	-	-
Testing	2,475	(149)		2,327	2,327	-
Forklift Training	3,315	(199)		3,116	1,075	2,041
Crane Operations	10,500	(630)		9,870		9,870
Total	1,450,689	(60,263)	(11,815)	1,378,610	876,925	501,686

*2.58% of the state appropriation for FY25/26 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin College
Auxiliary Profit/(Loss) Statement Year-To-Date Through May 31, 2026 and May 31, 2025

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To- Date
Revenue								
Sales & services			1,812,321	12,647	334,861	11,857	2,171,686	1,679,432
Student Fees	352,919	270,437					623,356	586,493
	352,919	270,437	1,812,321	12,647	334,861	11,857	2,795,042	2,265,925
Expenses								
Purchases & Returns			1,285,921				1,285,921	1,325,287
Salaries		125,051	188,457		277,234	45,828	636,570	661,040
Staff Benefits		20,138	47,235		77,380	1,152	145,905	161,519
Supplies & Other Operating Expenses	213,047	51,705	12,143	10,439	22,914	1,409	311,657	306,362
Equipment	1,328		22,715				24,043	480
Bank Charges			13,717		8,740		22,457	9,792
Scholarships							-	-
	214,375	196,894	1,570,188	10,439	386,268	48,389	2,426,553	2,464,480
Excess revenue over expenses	138,544	73,543	242,133	2,208	(51,407)	(36,532)	368,489	(198,555)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			161,608				161,608	154,326
Interfund Receivables	4,020	391,648	589,420	11,302	(211,792)	(133,753)	650,845	638,428
Inventory			179,030				179,030	205,635
Total Assets	4,020	391,648	932,571	11,302	(211,792)	(133,753)	993,996	1,000,902
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	22,974		4,908	40	33,721	29,313
Deferred Revenue	59,124	46,260	212,405			370	318,159	288,363
Total Liabilities	63,338	47,845	235,379	-	4,908	410	351,880	317,676
Restricted Fund Balance (includes inventories)		-	179,030	-			179,030	205,635
Unrestricted Fund Balance	(59,318)	343,803	518,162	11,302	(216,700)	(134,163)	463,086	477,590
Total Liabilities & Fund Balance	4,020	391,648	932,571	11,302	(211,792)	(133,753)	993,996	1,000,902

Alvin College
Auxiliary Profit/(Loss) Statement - Year-To Date Through May 31, 2025

	Student						Total
	Parking	Activities	Bookstore	Vending	Childcare	Fitness Center	
Revenue							
Sales & services			1,318,138	7,931	335,377	17,986	1,679,432
Student Fees	326,195	260,298					586,493
	326,195	260,298	1,318,138	7,931	335,377	17,986	2,265,925
Expenses							
Purchases & Returns			1,325,287				1,325,287
Salaries	84,909	120,915	170,667		241,450	43,099	661,040
Staff Benefits	21,366	21,326	43,370		74,196	1,261	161,519
Supplies & Other Operating Expenses	189,385	46,669	18,644	10,368	36,234	5,062	306,362
Equipment	480						480
Bank Charges			9,785			7	9,792
Scholarships							-
	296,140	188,910	1,567,753	10,368	351,880	49,429	2,464,480
Excess revenue over expenses	30,055	71,388	(249,615)	(2,437)	(16,503)	(31,443)	(198,555)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			154,326				154,326
Interfund Receivables	(90,557)	376,423	570,087	4,119	(136,358)	(85,286)	638,428
Inventory			205,635				205,635
Total Assets	(90,557)	376,423	932,561	4,119	(136,358)	(85,286)	1,000,902
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	23,443			71	29,313
Deferred Revenue	49,716	38,820	194,559		4,908	360	288,363
Total Liabilities	53,930	40,405	218,002	-	4,908	431	317,676
Restricted Fund Balance (includes inventories)		-	205,635	-			205,635
Unrestricted Fund Balance	(144,487)	336,018	508,924	4,119	(141,266)	(85,717)	477,590
Total Liabilities & Fund Balance	(90,557)	376,423	932,561	4,119	(136,358)	(85,286)	1,000,902

17. **Executive Session**
18. **Call to Order**
19. **Adjournment**