

Regular Meeting
Thursday, January 15, 2026 6:00 PM

ALVIN COLLEGE
3110 Mustang Road
Alvin, TX 77511

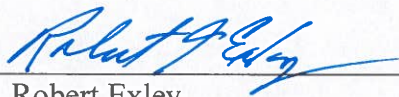
Agenda

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
JANUARY 15, 2026**

It is hereby certified that a notice of this meeting was posted on the 9th day of January 2026, in a place convenient to the public on the Alvin College campus as required by Section 551.002, *Texas Government Code*.

Signed this 9th day of January 2026.



Dr. Robert Exley
President

3. **Board Recognitions**
4. **Executive Session**
5. **Call to Order**
6. **Pledge**
7. **Invocation**
8. **Citizen Inquiries**
9. **Board Chairman Report/Comments**
10. Information Items
 - 10.A. Personnel Action (Replacement): Administrative Assistant II, Upward Bound



Robert J. Exley, PhD
President

MEMORANDUM NO: 003-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: January 5, 2026
SUBJECT: Personnel Action – Replacement Position, Administrative Assistant II, Upward Bound

The individual listed below has been recommended to fill the full-time Administrative Assistant II, Upward Bound to replace Crysta Andersen.

Funding Source: 36-5-53422-61305

Candidate

Recommended: Pavia Glenn

Education: Texas School of Business
Diploma, Computer Office Specialist

Pavia has over 20 years of experience with HISD, including service as an Administrative Assistant at Field Elementary and progression through several transportation leadership roles. Her background in administrative support, coordination, and district operations aligns well with the Administrative Assistant II, Upward Bound position.

Grade 108, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Administrative Assistant II (PID: 198)		
Department:	Upward Bound	FLSA Status:	Non-Exempt
Reports To:	Director, Upward Bound	Job Category:	TSCM
Grade Level:	108		
HR approved:	Jessica Eddy (Updated template 11.2025)	Date:	09/26/2025
Last updated by:	Director, UB / CB	Date:	9/26/2025

SUMMARY

This is a full-time federally funded grant position. Responsibilities include routing office functions, maintenance of student and project records. Assist the Upward Bound Director in monitoring project budget and expenditures. Serve as an information center, answering phones, accepting referrals, supervising student worker and processing reports on project objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors database and generates daily, weekly, monthly, quarterly, and annual performance reports in addition to summary of student service logs that document all services and activities provided to participants
- Maintains daily individual and group service logs documenting tutoring, mentoring and advising services, and all activities provided to all participants
- Maintains records of accounts that reflects each expense encumbered
- Records project and finance records monthly upon receipt of expenditures from Alvin College's Business office
- Reconciles the monthly budget statement with daily accounting records maintained on all expenditures and encumbrances as documented on a detailed report.
- Identifies and orders supplies, materials, equipment and services for the office and target schools; maintains inventory of office supplies and equipment; organizes supplies for storage and/or distribution.
- Composes correspondence, reports, and other documents as requested.
- Develops and coordinates the entire clerical and administrative support functions for the Upward Bound Program
- Coordinates and prepares travel arrangements for staff and project participants; processes various travel documents to include travel requests, registration payments, and reservations for transportation, travel advances, and expense claims.
- Develops project databases, performs data entry of project data, and processes reports
- Prepares mailings to participants, parents, target schools, and community agencies
- Schedules and reserves classrooms and meeting space for staff and participants
- Prepares and processes various purchasing forms to include, but not limited to, Purchase Requisition, Reimbursement, and Payment Request forms; reviews and confirms accuracy of invoices for approval of payment.
- Assists the Upward Bound Director in monitoring project budget and expenditures
- Develops brochures, flyers, monthly newsletters, and informational materials regarding programming and activities.
- Orders necessary materials for participants and staff, coordinates and attend field trips and College Tours.
- Handles sensitive and/or confidential documents and information where judgement and discretion are essential.

- Ability to understand and interpret federal regulations and legislations and ensure project compliance
- May require travel to our main campus in Alvin, may require travel for overnight conferences or trips outside the Alvin/Houston Metroplex, various offsite locations including but not limited to local high schools in Alvin, Danbury, Manvel and Pearland and to Texas Department of Criminal Justice facilities in Richmond, Rosharon or Lake Jackson.
- 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 GED
- One (1) year experience working in a professional office environment

PREFERRED QUALIFICATIONS

- Associate's Degree with concentration in Office Administration
- Bi-lingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong Microsoft Office computer skills including Word, Excel, and Outlook
- Exceptional customer service skills with the ability to anticipate, assess, and respond effectively to the diverse needs of customers
- Strong written and oral communications skills
- Educational and/or economic background similar to the target population
- Ability to work independently and take initiative
- Demonstrated sensitivity to the needs of economically and educationally disadvantaged youth
- Demonstrated proficiency in various computer software programs required
- Ability to travel when needed

WORK ENVIRONMENT

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

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.

GRANT FUNDED POSITION

This position is grant-funded. Continued employment is contingent upon the availability of approved and received grant funding. Employment beyond the current fiscal year is not guaranteed.

_____ Employee Initials

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.B. Personnel Action (Replacement): Advisor, Upward Bound



Robert J. Exley, PhD
President

MEMORANDUM NO: 004-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: January 5, 2026

SUBJECT: Personnel Action – Replacement Position, Advisor, Upward Bound

The individual listed below has been recommended to fill the full-time Advisor, Upward Bound to replace Maribel Beasley.

Funding Source: 36-5-53423-61105

Candidate

Recommended: **Eliana Navarro**

Education: **Universidad de Caldas**
Bachelor of Science, Social Work

Eliana brings extensive experience in student support, community engagement, and instructional services. She currently serves as a part-time ESL Instructor with Alvin ISD/Brazosport College and previously worked as a PT Upward Bound Instructor (Spanish) with Alvin College during Summer 2025. Eliana also served as a Coalition Coordinator with Bay Area Council on Drugs and Alcohol and spent 14 years as a Site Coordinator with Communities In Schools, supporting at-risk students through case management and program coordination. Her background reflects strong experience in student advising, academic support, and community-based services, making her well-suited for the Advisor, Upward Bound role.

Grade 204, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Advisor, Upward Bound (PID: 197)		
Department:	Upward Bound	FLSA Status:	Exempt
Reports To:	Director, Upward Bound	Grade Level:	204
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Jessica Eddy (Updated template 11.2025)	Date:	09/26/2025
Last updated by:	Director, UB / CB	Date:	09/26/2025

SUMMARY

The Advisor/Recruiter assists the Director in identifying, recruiting, selecting, and retaining participants for the Upward Bound Program. This position assists high school students with course selection, career goals, and high school and college success. The Advisor/Recruiter will be responsible for documentation, the tracking of participants, planning and organization of field trips and cultural events. The position is responsible for dealing with a special student population that requires adherence to governmental guidelines and maintaining appropriate documentation. They may also maintain contact with faculty and staff and provide consultation as needed.

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

- Assists project director in implementing, supervising, and evaluating project activities such as Saturday academies, six-week summer program, field trips, awards night and cultural events.
- Provides counseling and advisement to project participants for the academic year and summer components, meeting with each participant quarterly and making necessary referrals.
- Selects participants at target middle and high schools; coordination of outreach activities, summer programs, and academic support services provided year-round; develops promotional materials; and conducts program assessments and evaluations.
- Provides academic support services to Upward Bound students as it relates to high school and postsecondary success, including: ACT/SAT test application and preparation, career planning, college selection, financial aid and application, scholarship applications, and college admission applications.
- Effectively manages a caseload of Upward Bound students at Alvin High School, and maintains student and program records in a database.
- Assesses participants for academic skills and education needs using appropriate assessment instruments.
- Provides advisement on course selection and selection of colleges that match participants' needs as well as assistance with college application.
- Tracks participant progress and complete monthly reports as well as other evaluation reports as required.
- Responsible for initiating contact with AHS personnel in order to recruit potential Upward Bound participants.
- Participates in professional development and perform all duties required for successful implementation and operation of project.

- Assures that all guidelines regarding Upward Bound student eligibilities are met.
- Assists with writing and developing program communications intended for the Upward Bound website, newsletter, press releases, and social media accounts.
- Develops and maintains effective working relationships with staff, parents, and key stakeholders within the Alvin High School community.
- Collaborates with the Alvin High School staff and community organizations to identify barriers to learning and provide solutions and support systems that will enable Upward Bound students' success.
- 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 or higher in Education, Counseling, Psychology, Social Work, or a related field.
- Three (3) years of experience in the successful use and application of documentation instruments and use of technology to track students.
- Experience and knowledge of career planning and financial aid.
- Life experience with barriers similar to those from target populations, including, but not limited to, being a member of an underrepresented group in higher education, being a first-generation student, being from a low-income family or having a disability.
- Experience providing individualized counseling to high school or college students, including assisting students with course selection, financial aid, and college enrollment.
- Demonstrated commitment to supporting the academic needs of students facing barriers to educational success through academic coaching/advising, counseling, instruction, advocacy, and/or education.
- Experience in an educational setting teaching, advising, and/or tutoring low income, first-generation college students.

PREFERRED QUALIFICATIONS

- Community college experience
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of financial aid terminology; Free Application for Federal Student Aid (FAFSA) filing requirements; types of federal student loans, and loan rehabilitation.
- Knowledge of college access and educational advising issues for underrepresented populations in higher education (i.e., admissions, securing scholarships, major and course selection, and experience working with individuals to promote financial and economic literacy).
- Knowledge of and ability to develop Individualized Education Program (IEP), evaluate transcripts, and interpret exam scores.
- Knowledge of and ability to advise for high school and college coursework.
- Maintain an established work schedule, to include some evenings and weekends.
- Maintain confidentiality of student and other work-related information.
- Ability to recruit students, and to review, analyze, and evaluate program applications.
- Ability to effectively manage a caseload of students.
- Ability to communicate effectively in both oral and written form.
- Collaborative and effective team member and team builder.
- Ability to establish rapport with high school students from diverse ethnic/racial backgrounds.
- Ability to establish rapport with school, college, and community stakeholders.
- Exceptional interpersonal, counseling, communication, organization, and facilitation skills.

- Ability to travel when needed

WORK ENVIRONMENT

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

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.

GRANT FUNDED POSITION

This position is grant-funded. Continued employment is contingent upon the availability of approved and received grant funding. Employment beyond the current fiscal year is not guaranteed.

_____ Employee Initials

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.C. Personnel Action (Replacement): Accountant



Robert J. Exley, PhD
President

MEMORANDUM NO: 005-2026

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'.

DATE: January 5, 2026

SUBJECT: Personnel Action – Replacement Position, Accountant

The individual listed below has been recommended to fill the full-time Accountant to replace Genesis Barrios. This position went from Part-Time to Full-Time upon the start of the new fiscal year.

Funding Source: 11-7-10210-61105

Candidate

Recommended: Monica Veliz

Education: University of Houston – Clear Lake

Bachelor of Science, Accounting

Brazosport College

Associate in Arts

Monica brings over seven years of progressively responsible municipal accounting and finance experience across the Cities of La Marque, Angleton, Lake Jackson, and Alvin. Her background includes comprehensive work in budget coordination, financial reporting, account reconciliation, audit preparation, payroll processing, accounts payable, and utility billing, demonstrating a strong command of governmental financial operations. Monica's combination of education and public-sector accounting experience makes her well-suited for the Accountant role at Alvin College.

Grade 205, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Accountant (PID: 211)		
Department:	Fiscal Affairs	FLSA Status:	Exempt
Reports To:	Assistant Controller	Grade Level:	205
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Jessica Eddy (Updated template 11.2025)	Date:	09/17/2025
Last updated by:	Controller / JL	Date:	09/17/2025

SUMMARY

The Accountant plays a key role in maintaining the financial integrity and compliance of Alvin College's (College) accounting operations. This position is responsible for performing a variety of accounting tasks involving the application of established accounting principles and practices, ensuring accuracy, compliance, and timeliness in financial reporting. Responsibilities include preparing and reviewing journal entries, reconciling accounts, maintaining the general ledger, and supporting budgeting and audit processes. The Accountant works closely with other Fiscal Affairs staff and departments to ensure accurate processing and reporting of financial transactions in compliance with institutional policies and federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Performs general ledger functions, including preparing and reviewing journal entries, inter-fund transfers, and budget adjustments
- Reconciles a variety of accounts such as student receivables, payroll, and third-party billing accounts, and investigate discrepancies
- Maintains and monitors budget accounts, assists with budget creation, transfers, and ensures accurate reflection in the general ledger
- Assists in maintaining the chart of accounts and ensure subsidiary ledgers align with control accounts
- Participates in monthly and year-end closing processes, including preparation of closing entries and checklists
- Supports annual audit processes by preparing schedules, providing documentation, and performing reconciliations as needed
- Ensures compliance with applicable financial regulations, policies, and procedures, including those related to grants and student financial aid
- Prepares financial analyses and reports for management and governing boards, including investment reporting and board agenda materials
- Supports payroll and student account reconciliations, as needed
- Assists in the training of Business Office personnel and serves as a resource for accounting-related questions and processes
- Maintains strict confidentiality of student, personnel, and financial information
- Performs other related duties as assigned to support the mission of the College

Incumbent(s) supporting Grants will also include the following:

- Prepares, maintains, and monitors budgets for federal, state and local grants
- Assists Grant Managers with financial reports, advises on compliance matters, and reviews/approves grant expenditures prior to fund requests
- Monitors sub-recipient financial activities to ensure compliance
- Prepares interim and final financial reports for granting agencies
- Prepares and reviews the Schedule of Expenditures of Federal Awards (SEFA) and provides data for annual external and A-133 audits
- Collaborates with Grant Managers from award to closeout, managing fiscal year projections, communication, and essential file maintenance
- 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 accounting or business degree from a regionally accredited College or University
- At least one year of experience in a similar or related position

PREFERRED QUALIFICATIONS

- At least one year of community college experience and experience with Ellucian Colleague
- Two to five years of experience in higher education accounting
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in Microsoft Excel, Word, and accounting software systems
- Experience with financial reporting, reconciliation, and budget management
- Excellent analytical, organizational, and problem-solving skills
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain confidentiality and work with sensitive information
- Detail-oriented and capable of managing multiple priorities under deadlines

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 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.D. Personnel Action (Replacement): Child Development Associate Teacher



Robert J. Exley, PhD
President

MEMORANDUM NO: 006-2026

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'.

DATE: January 5, 2026

SUBJECT: Personnel Action – Replacement Position, Child Development Associate Teacher

The individual listed below has been recommended to fill the full-time Child Development Associate Teacher to replace Hayley Collins.

Funding Source: 25-2-35002-61305

Candidate

Recommended: Samantha Gustafson

Education: United Christian School
High School Diploma

Samantha brings to Alvin College over three years of experience in early childhood education as both a Teacher Assistant and Lead Teacher. She has developed and implemented lesson plans, fostered intellectual and social growth, and maintained safe, positive learning environments. Her skills include engaging toddlers and Pre-K students in creative activities, teaching foundational reading and communication, managing classroom behavior, and ensuring the physical and emotional well-being of children.

Grade 103, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Child Development, Associate Teacher (PID: 928)		
Department:	Child Development Laboratory School	FLSA Status:	Non-Exempt
Reports To:	Director, Child Development Lab School	Job Category:	TSCM
Grade Level:	103		
HR approved:	HR/Lindsey Hindman/LG	Date:	10/28/2025
Last updated by:	Director, Child Development Lab School	Date:	9/4/2024

SUMMARY

The Child Development Associate Teacher performs a variety of duties, with the goal of working with and assisting the Lead Teacher to educate, supervise, and support the children in our care.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work as part of an instructional and organizational team.
- Maintain the established classroom environment that utilizes space, materials, routines, and positive guidance to facilitate physical, social-emotional, and cognitive development within the Lab School and Alvin College guidelines and philosophy.
- Maintain the health, safety, and welfare of the children by providing a clean and healthy environment, constant supervision, and positive interactions both verbally and physically throughout the day.
- Monitor and assist the children with personal hygiene, including hand washing, toileting, and diapering.
- Help the children develop good manners and nutritional habits by serving meals and snacks, eating and interacting with the children, and assisting the children with clean-up.
- Assist with the implementation of the chosen curriculum and assessment tools.
- Assist with implementing indoor and outdoor early childhood learning experiences appropriate to the developmental levels of the children being served. In the absence of the Lead Teacher, implement the planned learning experiences.
- Maintain an educated awareness of child abuse, neglect, child welfare, and all licensing regulations and reporting procedures for the care of young children and implement them when necessary.
- Maintain an educated awareness of licensing standards and Texas Rising Star expectations.
- Assist in completing attendance records, daily headcount sheets, and Procure communication daily.
- Assist in maintaining timely and accurate records of each child's development. Participate in parent conferences at least twice yearly.
- Meet and maintain all state licensing requirements and qualifications and comply with all Alvin College and Lab School policies and procedures.
- Attend staff meetings and actively pursue opportunities for professional development.
- Maintain confidentiality regarding college, staff, children, and family information.

- Effectively communicate with parents, students, state agencies, licensing representatives, and other educational and community institutions that use the laboratory school as a resource location.
- 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 represent the required education, experience, knowledge, skills, and abilities.

REQUIRED QUALIFICATIONS

- High School diploma or equivalent plus a minimum of twelve (12) College credit hours in Child Development or Early Childhood Education.
- One (1) year of teaching experience with young children (ages 0-5) in a licensed childcare facility

PREFERRED QUALIFICATIONS

- Certificate in Child Development or Early Childhood.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to pass the Child Care Regulation Background Check before the hire date.
- Must be able to bend to a child's level, also stoop and lift regularly.
- Must meet current requirements of regulatory agencies within the first 30 days of employment, including the following minimum certification or training certificates:
 - Pediatric CPR and First Aid
 - Food Handler Certificate
 - Emergency Prep. & Allergies
 - SIDS, Shaken Baby Syndrome, and Brain Development
 - Child Abuse mandated reporter training
- Must complete thirty (30) hours of professional development training annually.
- Must be able to make quick and accurate judgments regarding the health, safety, emotional, and physical needs of children.
- Must be able to physically and mentally react immediately to unexpected circumstances.

WORK ENVIRONMENT

The incumbent typically works indoors in a classroom setting. Most days, a portion of the day is spent outside in conditions that include inclement weather, cold, heat, and humidity. The noise level is typical of that of an early childhood classroom. The incumbent will be exposed to loud sounds and high noise levels daily. The incumbent may encounter frequent interruptions throughout the workday. The incumbent will work very near others and will be exposed to diseases and infections, such as colds and influenza, regularly.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to:

- Stand, walk, run, stoop, bend, kneel, crawl, balance, and sit on the floor or in child-sized furniture.
- Be physically active at a child's level.
- Reach with arms and hands and use hands and fingers to handle, feel, or grasp.
- Lift or move up to thirty-five (35) pounds regularly throughout the day, and occasionally lift or move up to sixty (60) pounds.
- Talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 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.E. Personnel Action (New): Accountant



Robert J. Exley, PhD
President

MEMORANDUM NO: 007-2026

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: January 5, 2026

SUBJECT: Personnel Action – New Position, Accountant

The individual listed below has been recommended to fill the full-time Accountant which is new for FY2526.

Funding Source: 11-7-10210-61105

Candidate

Recommended: Joel Garcia

Education: University of St. Thomas
Master of Education

University of Houston
Bachelor of Business Administration, Finance

Joel has professional experience at Houston ISD, WorkTexas, and Alvin College. He also brings direct Colleague experience while serving as the Math Success Center Coordinator for the H.S.I. Grant during his previous employment with Alvin College. His background includes program coordination, record management, purchasing support, team supervision, and strong proficiency in Microsoft Office. Joel's experience provides a solid foundation for supporting accounting operations at Alvin College.

Grade 205, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Accountant (PID: 211)		
Department:	Fiscal Affairs	FLSA Status:	Exempt
Reports To:	Assistant Controller	Grade Level:	205
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Jessica Eddy (Updated template 11.2025)	Date:	09/17/2025
Last updated by:	Controller / JL	Date:	09/17/2025

SUMMARY

The Accountant plays a key role in maintaining the financial integrity and compliance of Alvin College's (College) accounting operations. This position is responsible for performing a variety of accounting tasks involving the application of established accounting principles and practices, ensuring accuracy, compliance, and timeliness in financial reporting. Responsibilities include preparing and reviewing journal entries, reconciling accounts, maintaining the general ledger, and supporting budgeting and audit processes. The Accountant works closely with other Fiscal Affairs staff and departments to ensure accurate processing and reporting of financial transactions in compliance with institutional policies and federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Performs general ledger functions, including preparing and reviewing journal entries, inter-fund transfers, and budget adjustments
- Reconciles a variety of accounts such as student receivables, payroll, and third-party billing accounts, and investigate discrepancies
- Maintains and monitors budget accounts, assists with budget creation, transfers, and ensures accurate reflection in the general ledger
- Assists in maintaining the chart of accounts and ensure subsidiary ledgers align with control accounts
- Participates in monthly and year-end closing processes, including preparation of closing entries and checklists
- Supports annual audit processes by preparing schedules, providing documentation, and performing reconciliations as needed
- Ensures compliance with applicable financial regulations, policies, and procedures, including those related to grants and student financial aid
- Prepares financial analyses and reports for management and governing boards, including investment reporting and board agenda materials
- Supports payroll and student account reconciliations, as needed
- Assists in the training of Business Office personnel and serves as a resource for accounting-related questions and processes
- Maintains strict confidentiality of student, personnel, and financial information
- Performs other related duties as assigned to support the mission of the College

Incumbent(s) supporting Grants will also include the following:

- Prepares, maintains, and monitors budgets for federal, state and local grants
- Assists Grant Managers with financial reports, advises on compliance matters, and reviews/approves grant expenditures prior to fund requests
- Monitors sub-recipient financial activities to ensure compliance
- Prepares interim and final financial reports for granting agencies
- Prepares and reviews the Schedule of Expenditures of Federal Awards (SEFA) and provides data for annual external and A-133 audits
- Collaborates with Grant Managers from award to closeout, managing fiscal year projections, communication, and essential file maintenance
- 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 accounting or business degree from a regionally accredited College or University
- At least one year of experience in a similar or related position

PREFERRED QUALIFICATIONS

- At least one year of community college experience and experience with Ellucian Colleague
- Two to five years of experience in higher education accounting
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in Microsoft Excel, Word, and accounting software systems
- Experience with financial reporting, reconciliation, and budget management
- Excellent analytical, organizational, and problem-solving skills
- Ability to communicate effectively, both verbally and in writing
- Ability to maintain confidentiality and work with sensitive information
- Detail-oriented and capable of managing multiple priorities under deadlines

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 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.F. Personnel Action (Replacement): SCC5 Project Manager, Temp Grant Funded



Robert J. Exley, PhD
President

MEMORANDUM NO: 013-2026

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: January 7, 2026

SUBJECT: Personnel Action – Replacement Position, SCC5 Project Manager – Temporary Grant Funded

The individual listed below has been recommended to fill the full-time SCC5 Project Manager – Temporary Grant Funded position.

Funding Source: 36-7-53470-61105

Candidate

Recommended: Pamela Berry-Richardson

Education: Prairie View A&M University
Master of Arts, Counseling

University of California – Berkeley
Bachelor of Arts, Sociology

Pamela's current position with Alvin College is the SCC5 Career Navigator -Temp Grant Funded position and she has been in that role since September 2025. She brings over 30 years of progressive experience in education, workforce development, counseling, and program leadership across K–12, higher education, and community-based organizations. Her background includes student success and retention initiatives, career services and workforce readiness, program and grant management, community partnerships, and supervision of staff and volunteers. Throughout her career, she has consistently supported diverse student populations through individualized planning, career navigation, employer engagement, and wraparound services, while collaborating effectively with schools, colleges, employers, and community agencies to improve educational and employment outcomes.

Grade 206, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	SCC5 Project Manager-Temporary Grant Funded (PID: 827)		
Department:	CEWD	FLSA Status:	Exempt
Reports To:	Dean, Career & Technical Programs	Grade Level:	206
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG (JEE Updated template 11/2025)	Date:	01/09/2025
Last updated by:	Director Grants/LG & Dean CTP/HG	Date:	01/09/2025

SUMMARY

The Strengthening Community Colleges Grant Round 5 (SCC5) Project Manager supervises grant personnel, budget, and performance of the SCC5 Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Serve as chief liaison between U.S. Department of Labor and the institution
- Ensure incorporation of SCC5 activities into college operations
- Communicate SCC5 objectives to constituencies
- Assure project remains congruent with college goals and supervise renovation, equipment management, and fiscal compliance processes
- Work with External Evaluator, CNC Advisory Committee, and the Office of Institutional Effectiveness and Research to facilitate comprehensive evaluation
- Supervise grant staff including Project Assistant, Data Specialist, and Career Navigator
- Remain current on SCC5 and U.S. Department of Labor policies and grant terms/conditions to assure program compliance
- Oversee report preparation for Alvin College and U.S. Department of Labor
- Authorize all SCC5 expenditures; maintain budget control and responsibility for use of funds
- Ensure all external contract arrangements are executed according to schedule and operate according to institutional policy
- Work with Alvin College to institutionalize new practices and improvements
- Other duties may be assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree in higher education or a related field
- Three (3) years administrative and/or grant management experience in higher education, including program evaluation and personnel and budget management
- Experience in working with a multi-disciplinary team

PREFERRED QUALIFICATIONS

- Experience in researching data for community colleges or universities
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of the organization.
- Strong interpersonal and communication skills.
- Experience in evaluation of complex projects.
- Intermediate skills with Microsoft Word, Excel, and Outlook

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 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. Employee Report

ALVIN COLLEGE
EMPLOYEE CATEGORIES
SPRING 2026

12/8/2025

JANUARY

	Budgeted 2025-26	JANUARY 2026	HR Vacancies
Administrative	16	15	1
*Professional	98	94	7
Faculty	132	128	4
**Technical Support, Clerical & Maintenance (TSCM)	134	128	5
Total Full-Time (FT) Employees	380	365	17

*Count includes 5 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee

10.H. Employee Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	NEEL, ERIK	INSTRUCTOR, GOVERNMENT 9	11/17/2025	TERMINATION
2	MCDONALD, ERIC	PROJECT MANAGER-GRANT FU	11/24/2025	TERMINATION
3	JENKINS, LATRISHA	PATHWAYS ADVISOR	12/1/2025	TERMINATION
4	AHMADOV, RAMIL	INSTRUCTOR, GEOLOGY (9M)	12/31/2025	RESIGNATION
5	NORTH, DIANA	ACADEMIC SUPPORT SPECIALIST	1/1/2026	RESIGNATION
6	OLCAY-GUNER, NADIDE	INSTRUCTOR, ECONOMIC (9 MONTH)	1/9/2026	RESIGNATION
7	MYERS, ANDREW	DATA ANALYST	1/23/2026	RESIGNATION
8	THOMPSON, DIANNE	DUAL ENROLLMENT ADVISOR	1/31/2026	RETIREMENT
9				
10				

11. **Consent Agenda**

11.A. **Approval of Minutes for the November 20, 2025, Regular Board Meeting and the December 1, 2025, Special Called Board Meeting**

**ALVIN COLLEGE
REGULAR MEETING OF NOVEMBER 20, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin College met in a regular session on the 20th day of November at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

Regents Absent

Darren Shelton	Regent
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Alvin College Administration Present

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

Alvin College Employees & Guests Present

Alan Phillips	Lindsey Hindman	Kyle Stone
Bryan Hinshaw	Debra Fontenot	Anita Exley
Felicia Jimenez	Patrick Sanger	Karl Stager
Harold Griffin	Scott Turnbough	Billy Allen
Jessica Ranero-Ramirez	Linet George	Brittany Rutherford
John Murray, Jr.	LaVonna Miller	Dick Tyson
John Tompkins	Leigh Ann Moore	Sonya Emmert
Kyle Marasckin	Ronny Phillips	Tricia Groth
Laurel Joseph	Sonya Emmert	

Call to Order

Chair Sanchez called the meeting to order at 12:50 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.

Presentations of the Top-Scoring Architectural and Engineering Firms for RFQ #ACC 26-014 for Upgrading the College's Mechanical Systems, Electrical Infrastructure, Plumbing Systems, Fire Protection Systems, and Technology and Security Systems

Representatives from GPD Group, Stantec, PBK, and Corgan presented for upgrading the College's mechanical systems, electrical infrastructure, plumbing systems, fire protection systems, and technology and security systems. The Board of Regents received the information and asked questions. No action was taken.

Executive Session

For the purpose of a private consultation with its attorney when seeking the advice of its attorney about pending or contemplating litigation, in accordance with Tex. Gov't Code Section 551.071; For the purpose of deliberating the purchase, exchange, lease, or value of real property, in accordance with Tex. Gov't Code Section 551.072; Deliberate, but not limited to, the College President's goals as related to President's evaluation; appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Tex. Gov't Code Section 551.074.

The meeting was called back into session by Chair Sanchez at 3:55 p.m.

Consider Final Ranking for Top-Scoring Architectural and Engineering Firms for RFQ #ACC 26-014

Regent Reyes-Hall moved to adopt the architect rankings for the Facilities Master Plan project in the following order: Stantec, GPD Group, PBK, and Corgan. The motion was seconded by Vice Chair Droege. Vote not in favor was made by Regent Hoover. The motion passed 7-1.

Consider Authorization for the President to Negotiate & Execute a Contract with the Architectural and Engineering Firm Selected by the Board for RFQ #ACC 26-014, or an Alternative Firm in the Order of Ranking

Regent Crumm moved to authorize Dr. Exley, subject to funding, to negotiate and execute a contract with the top-ranked architect, and thereafter in the adopted order of rankings until a satisfactory contract is reached. Seconded by Secretary Hertenberger. Motion passed unanimously.

Pledge and Invocation

Invocation was delivered by Regent Yvette Reyes-Hall.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents commented on the upcoming Blue Santa coffee and cookie toy drive event on December 11th. There was mention of the great turnout at the Alvin College Gala.

Approval of the Consent Agenda

Vice Chair Droege moved to approve the Consent Agenda that included the approval of the Minutes for the October 30, 2025 Regular Board Meeting, Personnel Actions which include Faculty, EMS & Clinical Coordinator 12M, Dean, General Education & Academic Support, Faculty, Advance Manufacturing 12M, Faculty, Economics 9M, the Grants report and Brazoria County Appraisal District – Resolution to Cast votes. Seconded by Regent Crumm. Motion passed unanimously.

President's Report

Fall is coming to a close, but registration for the Spring is now open! Registration for the upcoming holiday mini-semester is also open now. Classes begin on December 15.

On November 3, the Art Department hosted its annual Dia De Los Muertos event in honor of their colleagues who have passed away.

We announced our official name change to Alvin College during the Founder's Day luncheon on November 4. The overwhelming response we have received from the community regarding our new logo has been extremely positive.

The Foundation had another successful gala on November 7. All proceeds from the event will go towards student scholarships and program support.

On November 8, we held our commencement ceremony for our TDCJ graduates at the Stringfellow Unit. 34 students received their Associates Degree during the ceremony.

Alvin College West hosted a networking event on November 13 with the Pearland Chamber, the Black Chamber of Brazoria County, and the Divine 9. Attendees had an opportunity to learn more about the new name while also making new connections.

Throughout the holiday season, we will be hosting a series of workshops on holiday cooking and crafts. Visit the college marketplace on our website to learn more.

Our Active Minds group on campus has been very active throughout the semester, both on campus and in the community. Students have been volunteering with youth outreach programs at Devereaux and at the Brazoria County Women's Shelter. The activities are part of the organization's Student Success Network initiative.

The Arts and Sciences Division recently hosted a retreat on November 7. The professional development session focused on teaching strategies for Gen Z learners.

The Fall Student Art Show is now on display in the Fine Arts Gallery. There will be a student Art Sale outside the Student Center on December 2, starting at 9 a.m.

The holiday season is approaching, and we will have several fine arts performances coming up. The Choir will have its Christmas performance on December 2. The Band will have its Christmas Concert on December 14. Starting December 6, the Drama Department will begin performances of The Best Christmas Pageant Ever. Tickets are available online or at the door.

This report was for information only.

The meeting was called into recess by Chair Sanchez and called back into session at 5:58 p.m.

Consider Approval of the Updated College Seal Reflecting Institutional Name Change

Regent Knappe moved to approve the updated College seal reflecting the institutional name change. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Revised Board Meeting and Workshop Schedule

Secretary Hertenberger moved to approve the revised Board Meeting and Workshop schedule. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Financial Report Ending October 31, 2025

Regent Reyes-Hall moved to approve the Financial Report for October 31, 2025. Seconded by Secretary Hertenberger. Motion passed unanimously.

Presentation of the Maintenance Tax and Refunding Note

Dave Gordon with Estrada Hinojosa presented the Maintenance Tax and Refunding Note. This report was for information only.

Consider Approval of the Maintenance Tax and Refunding Notes

Regent Crumm moved to adopt the Resolution Authorizing the Issuance, Sale and Delivery of Alvin College Maintenance Tax and Refunding Notes, Series 2025; Providing for the Security for and Payment of the Notes; Authorizing the Redemption Prior to Maturity of Certain Outstanding Notes, the Execution and Delivery of an Escrow Agreement and the Subscription for and Purchase of Certain Escrowed Securities; and Containing Other Matters Related Thereto. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 6:32 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

**ALVIN COLLEGE
BOARD SPECIAL CALLED MEETING OF DECEMBER 1, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin College met for a Special Call Meeting on the 1st day of December at 9:00 a.m., with the following members, administrative personnel, and guests present:

Regents Present

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

ACC Administration Present

Robert Exley	President, Alvin Community College
Kelley Peatross	Alvin Community College

ACC Employees & Guests Present

Jay Jackson

Call to Order

Chair Sanchez called the meeting to order at 9:00 a.m.

Certification of Posting of Notice

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

Pledge and Invocation

Invocation was delivered by Chair Bel Sanchez

Citizen Inquiries

There were no citizen inquiries.

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.

The meeting was called back into session by Chair Sanchez at 9:03 a.m.

Consider and/or take any appropriate employment action concerning Erik Neel

Regent Shelton moved to terminate the employment of Erik Neel from Alvin College immediately. Seconded by Vice Chair Droege. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 9:09 a.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

11.B. Grants



Robert J. Exley, PhD
President

MEMORANDUM NO: 009-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: January 6, 2026
SUBJECT: Federal, State, and Private Grants Report

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

Attached is the Alvin College Grant Status Report as of December 1, 2025.

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: \$6,592,712.46
- Grant applications under funder review: \$366,776.24
- Grant Applications in Development: \$350,000.00

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

RJE:fmj

Alvin Community College Grants

December 1, 2025

ACC has the following in grant activity:

\$6,592,712.46	Active Funded Grants
\$ 366,776.24	Grant Applications in the Funder Review Process
\$ 350,000.00	Grant Applications in the Development Process

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

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

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Cherilyn Brooks	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to improve retention and completion rates of Nursing students.	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2024 #2824JET003	8/31/2024	12/31/2025	Don Parus	Process Technology	Equipment	\$ 349,980.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #01476	12/2/2024	12/2/2025	Brian Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 280,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced.	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	Eric McDonald Dr. Harold Griffin	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,514,520.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region and increase the number of women in the program.	Federal Discretionary Competitive
THECB Nursing Innovation Grant - Rider 64 #01750	2/1/2025	1/31/2027	Elizabeth Saucedo Justin Morgan	Nursing Pathway	Personnel, Curriculum, Tuition Assistance, Supplies	\$ 999,500.00	Primary	N/A	Funds 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	Beth Cassidy	CEWD	Instruction and Training	\$ 242,572.00	Primary	Locke Solutions, Frazer, First State Bank - Louise	Skills training for employees of Locke Solutions, Frazer, and First State Bank - Louise.	State Discretionary Competitive
Texas Higher Education Coordinating Board Perkins Basic Grant Project #264205	9/1/2025	8/31/2026	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 173,165.00	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	TBD	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	ACC PD	Equipment - Radios	\$ 123,739.00	Primary	N/A	Funds provide for 15 personal radios for ACC PD 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	ACC PD	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
STATE/FEDERAL GRANTS SUBTOTAL						\$ 6,467,662.46				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Thirty Lacy	Vocational Nursing	Professional Development	\$ 2,000.00		N/A	2025 Texas Association of Vocational Nurse Educators (TAVNE) Conference for Vocational Nursing adjunct instructors.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Chris Chance	History	Travel	\$ 2,000.00		N/A	Assists with travel costs associated with the Texas Study Abroad project for the Honors-level History of Texas (HIST 2301) course.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		N/A	50 dedicated ultrasound practice probes used by students to ensure they achieve comprehensive ergonomic and scanning proficiency.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Denise Bates	Communication	Publication	\$ 1,600.00		N/A	Publish a magazine incorporating COMM-2311 Media Writing, COMM-2305 Editing and Layout, collaborating with students in Art courses to develop articles and visuals.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Alex Ordonez	Art	Equipment & Supplies	\$ 3,000.00		N/A	Integration of a 3D clay printer into the Art Studio Fabrication Lab, enhancing student exposure, engagement, and access to this technology in the fields of Sculpture and Ceramics.	Private / Foundation

2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Michael Mejia	Welding	Equipment & Supplies	\$ 3,000.00		N/A	Purchase an entry-level CNC plasma table to integrate advanced cutting technology into student training, providing hands-on experience with digital fabrication and aligning with industry standards.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Alex Marriot	History	Production	\$ 950.00		N/A	The Make History Sing project, a collaboration between the History and Music Departments, will recreate lost and forgotten songs that touch upon significant historical themes from the Library of Congress's Music for the Nation: American Sheet Music, ca. 1820-1885 collection. One song per semester will be professionally recorded under the supervision of Dr. Kevin Moody and the Music Department. Recordings will be used in classroom instruction and permanently archived on the ACC website.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Marby McKinney	Respiratory Care	Instruction	\$ 3,000.00		N/A	Resuscitation Quality Improvement (RQI) program curriculum to provide students with high-frequency, hands-on CPR training.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Linley Glover	Nursing	Training, Equipment & Supplies, Travel	\$ 3,000.00		N/A	The Virtual Dementia Tour (VDT) allows students, faculty, and the community to experience a simulation of what life is like for people living with dementia.	Private / Foundation
Dow Foundation	9/1/2025	8/31/2026	Wendy Del Bello	Process Technology	Equipment	\$ 100,000.00	Primary	N/A	Funds provide for a portion of the cost of Process Technology simulation software for troubleshooting.	Private / Foundation
National Association for Community College Entrepreneurship Everyday Entrepreneur Grant	7/14/2025	7/13/2026	Dr. Mary Jove	Business	Personnel, Student Support, Marketing	\$ 5,000.00	Primary	N/A	Funds provide to conduct a student pitch competition around entrepreneurship.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 125,050.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,592,712.46				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 2	10/1/2025	9/30/2026	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 84,276.24	Primary	N/A	Funds provide for upgrading institutional cybersecurity, including a FT IT Security Analyst position. 20% institutional match required. <i>Application submitted 2/13/2025. Budget amended by funder.</i>	State Discretionary Competitive
Texas New Mexico Power Non-Traditional Education Pathways Grant	9/1/2025	8/31/2026	Wendy Del Bello	STRIVE Program	Student Support	\$ 15,000.00	Primary	N/A	Supports STRIVE students with job exploration. <i>Application submitted July 8, 2025.</i>	Private Foundation
Texas New Mexico Power Grant	10/1/2025	9/30/2026	Wendy Del Bello	Law Enforcement Academy	Equipment	\$ 10,000.00	Primary	N/A	Provides the Law Enforcement Academy with two commercial rowing machines for cadet physical training. <i>Application submitted August 29, 2025.</i>	Private Foundation
TWC College Credit for Heroes Grant	10/1/2025	9/30/2026	Crystal Robinson	Pathways	Personnel	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts. <i>Application submitted November 6, 2025.</i>	State Discretionary Competitive
Lyondell Basell	TBD	TBD	Wendy Del Bello	Student Support	Scholarships	\$ 5,000.00	Primary	N/A	Provides scholarships for Process Technology students. <i>Application submitted November 18, 2025.</i>	Private Foundation
Texas Workforce Commission Skills for Small Business	TBD	TBD	Inez Ihezue	CEWD	Instruction and Training	\$ 52,500.00	Primary	FlexMore	Skills training for employees of FlexMore and potentially other companies.	State Discretionary Competitive
Total, Grants in Funder Review						\$ 366,776.24				

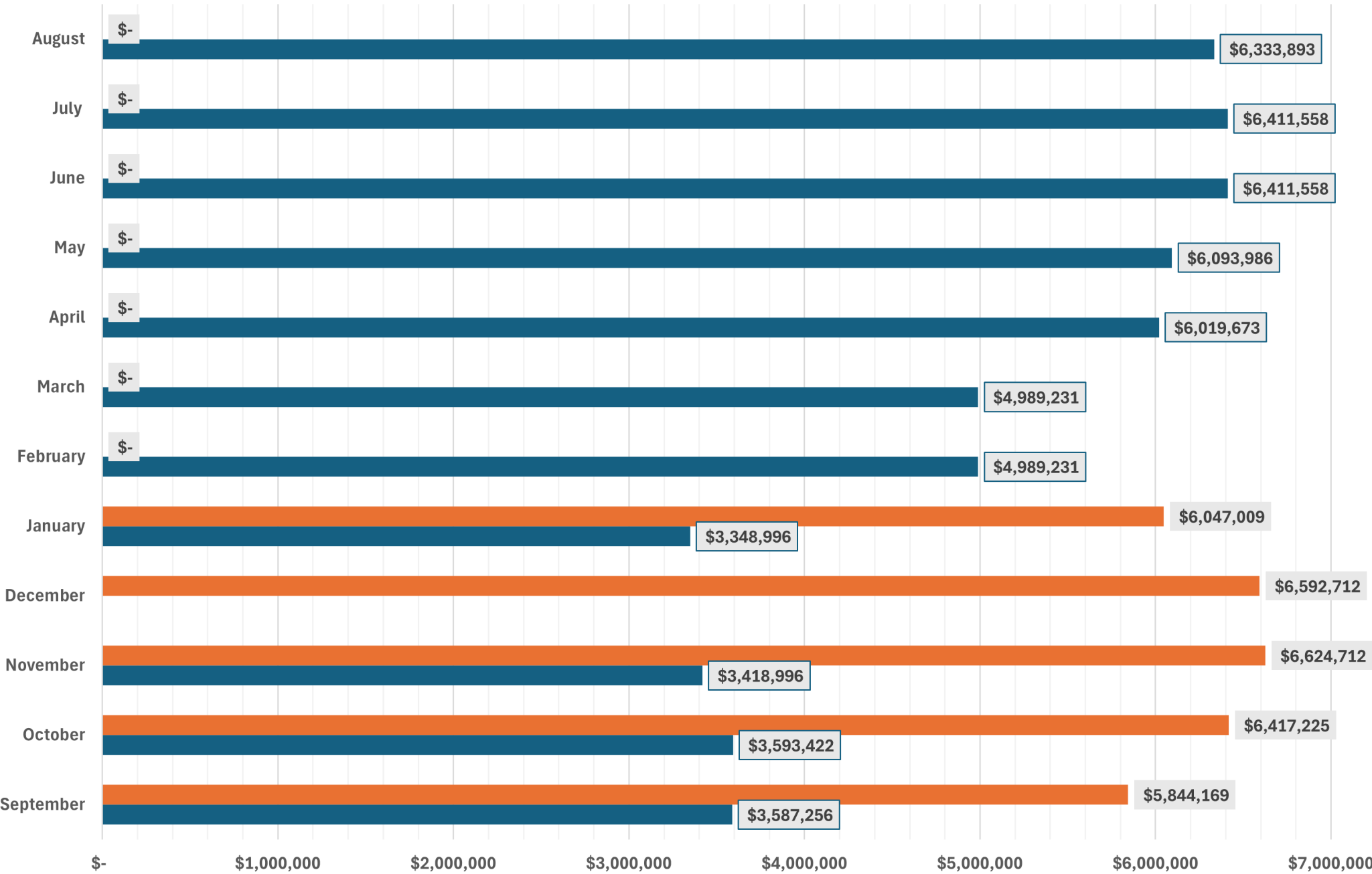
Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
TWC JET Grant (Jobs and Education for Texans) 2026	9/1/2026	8/31/2027	Elizabeth Saucedo	Nursing Program	Equipment	\$ 350,000.00	Primary	N/A	Funds provide for Nursing Equipment (description). 5-10% institutional match required.	State Discretionary Competitive
Total, Grants in Application Development						\$ 350,000.00				

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
U.S. Department of State Increase and Diversify Education Abroad for U.S. Students (IDEAS)	12/12/2024	Y	Study Abroad	\$ 35,000.00	Primary	N/A	Funds provide for 4 faculty to travel abroad to establish academic, industry, and cultural partnerships for future study abroad trips.	Federal Discretionary Competitive	ACC was not selected to continue to Phase 2.
THECB Data-to-Action for Parenting Students at Texas Colleges & Universities Grant Program	3/31/2025	N	Student Services	\$ 118,450.00	Primary	N/A	Funds provide for a technical assistance contractor and personnel expenses to create a campus Data-to-Action team to analyze data on parenting students.	State Discretionary Competitive	ACC determined the implementation time commitment would not be commensurate with the award.
Texas Workforce Commission Dual Credit Healthcare Grant	Open application	N	CEWD and Dual Credit	\$ 300,000.00	Primary	ISD - TBD	Funds provide for student tuition and fees and curriculum development.	State Discretionary Competitive	ACC did not secure an ISD partner for this opportunity.
TWC Dual Credit Career and Technical Education - Equipment Only Grant	5/6/2025	N	CTE and Dual Credit	\$ 220,000.00	Primary	ISD - TBD	Funds would provide for equipment for a Dual Credit CTE Program.	State Discretionary Competitive	Insufficient time to submit an application at this time.
TWC JET Grant (Jobs and Education for Texans) 2025	1/30/2025	Y	Drafting and Design Engineering Technology	\$ 105,845.00	Primary	N/A	Funds provide for the purchase of a new equipment for Drafting and Design Engineering Technology Program. 5%-10% institutional match required.	State Discretionary Competitive	ACC was not selected.
Connection Grant under the Wagner-Peyser 7(b) Fund "New Beginnings X2"	4/30/2025	Y	CEWD Reentry Services	\$ 350,000.00	Primary	N/A	Funds provide for reentry services including workforce readiness, training, tuition and job placement assistance.	State Discretionary Competitive	ACC was not selected.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 125,000.00	Sub-recipient	San Jacinto College	Sub-recipient of San Jacinto College's "Advanced Cell Therapy – Industry-Based Vocational Education" (ACTIVE) proposal. Funds support the BioTechnology Program.	Federal Discretionary Competitive	SJC deemed not eligible to participate due to ACC's Biotechnology program being CEWD and not credit-bearing.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 7,000.00	Sub-recipient	Texas A&M University	Sub-recipient in Texas A&M University's "Harmonizing Biomanufacturing Technician Training: the Texas Regional Industrial Biomanufacturing Education Certification (TRIBEC) Program" proposal. Funds support the BioTechnology Program.	Federal Discretionary Competitive	Texas A&M was not selected.
National Science Foundation Louis Stokes Alliances for Minority Participation Program	11/15/2024	Y	STEM Majors	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends.	Federal Discretionary Competitive	Competition was suspended by the funding agency.
Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Pathways Design and Planning Grant	5/23/2025	Y	Engineering Technology & Technician	\$ 143,000.00	Primary	N/A	Funds provide technical support and personnel costs associated with developing a new program from inception through approval process. <i>Application submitted May 23, 2025.</i>	State Discretionary Competitive	ACC was not selected.
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	ACC 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	ACC 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	ACC 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	ACC determined there was not enough time to assemble an application. The college will pursue preparing an application for a future competition.

FY 2024-2025 & FY 2025-2026 ACC Grant Activity

FY25-26 Active Funded FY24-25 Active Funded



11.B.1. Office of the Governor State and Local Cybersecurity Grant Program



Robert J. Exley, PhD
President

MEMORANDUM NO: 010-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: January 6, 2026

SUBJECT: Office of the Governor State and Local Cybersecurity Grant Program (SLCGP)

Alvin College was awarded a second year of the State and Local Cybersecurity Grant Program (SLCGP) Grant from the Texas Office of the Governor, Homeland Security Division. This grant is in the amount of \$84,276.24 with a grant period of January 1, 2026 – December 31, 2026. A 20% match is required. Alvin College will be using this grant to support hardening the institution's cybersecurity infrastructure.


RJE:fmj

11.C. **Personnel Action (New): FT CEWD Instructor, Construction and Transportation**



Robert J. Exley, PhD
President

MEMORANDUM NO: 008-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: January 6, 2026
SUBJECT: Personnel Action – New Position, FT CEWD Instructor, Construction & Transportation

The individual listed below has been recommended to fill the new full-time CEWD Instructor, Construction & Transportation position.

Funding Source: 13-3-23370-61407

Candidate

Recommended: Michael Stutesman

Education: California State University - Bakersfield
Certification Safety and Risk Management

Michael brings to Alvin College over 20 years of hands-on field experience in construction and transportation. He previously instructed students in defensive driving, traffic laws, safety regulations and proper vehicle operation. Michael has experience in operating heavy construction equipment and conducting daily equipment inspections. He is well-equipped to deliver workforce training that emphasizes safety, compliance, operational excellence and practical skill development.

Grade 204, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Instructor, Construction & Transportation (PID:995)		
Department:	Continuing Education & Workforce Development (CEWD)	FLSA Status:	Exempt
Reports To:	Dean, Career & Technical Programs	Grade Level:	204
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resource/LG	Date:	11/13/2025
Last updated by:	Instructor CDL/CC	Date:	10/30/2025

SUMMARY

The instructor will teach a variety of Construction & Transportation courses and provide quality instruction in a safe environment to students in accordance with Alvin College (AC) policies and procedures. Incumbent is required to follow the current course outlines, objectives, evaluate student competencies and maintain safety procedures within the classroom and in the field. The instructor constantly evaluates their effectiveness in the classroom by helping students obtain course learning outcomes and the impact that they have on student retention. The location of course/program delivery may vary based on client needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- This instructor will be required to instruct multiple courses, including but not limited to:
 - Commercial Truck Driving (Class A, Class B, Hazmat, Entry-Level Driver Training, and Entry-Level Permit Training)
 - Forklift Certification/Hazardous Materials Handling
 - Heavy Construction Equipment Certification
 - New Construction & Transportation programs as they develop
- Provides instruction in multiple Construction and Transportation programs (e.g., Forklift Certification, Commercial Truck Driving, Heavy Equipment Operations), ensuring students achieve course learning outcomes, credentials, and certifications.
- Evaluates student progress, provides feedback, and implements strategies to maximize student success.
- Develops, maintains, and continuously improves curriculum and instructional materials for assigned programs, including traditional, hybrid, and online formats.
- Establishes, maintains, and improves relationships with outside entities for contract-training opportunities
- Ensures compliance with federal, state, and industry regulations (e.g., OSHA, FMCSA, TxDOT) in both classroom and field instruction.
- Maintains accurate records and documentation as required by institutional, state, and federal regulators.
- Operates and trains students on regulated Construction and Commercial Transportation equipment while ensuring proper safety and maintenance practices.
- Conducts routine equipment inspections, coordinates necessary repairs, and reports maintenance issues in a timely manner.
- Adheres to Alvin College policies, procedures, and instructional standards.

- Participates in institutional meetings, professional development, and program-related activities as required.
- Assist in new program development.
- Conduct contract training that may or may not be linked to grants.
- Willing to participate in professional development that benefits the College, Department, and incumbent.
- Performs 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

- Class A Commercial Drivers License with combination and airbrakes endorsements with no restrictions
- Minimum of 2 years of experience as a commercial driver required
- Minimum of 5 years of experience as a Heavy Construction Equipment Operator (or NCCER Level II equivalent), with experience in the following equipment:
 - Utility Tractor/Back-Hoe/Track-Hoe
 - Skid-Steer
 - Front-End Loader
 - Excavator
 - Dozer
- Minimum of 5 years of experience working on construction sites or earthworks at an operator level
- A current Forklift Certification (Class V) or be willing to obtain certification within 60 days of employment
- Must possess practical experience and industry recognized certifications/licenses to instructor assigned Construction & Transportation courses.

PREFERRED QUALIFICATIONS

- Prior instruction experience in any of the above requirements
- Prior experience in CEWD or equivalent department at a higher education institution
- NCCER Heavy Construction Operations Certification or equivalent
- Experience with the following Heavy Construction Equipment:
 - Compaction Equipment
 - Scraper
 - Dump Truck
 - Motor Grader
- Prior experience in business-to-business (B2B) coordination/sales
- OSHA Outreach Trainer authorized to deliver OSHA10 and OSHA30 Certification training.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office applications (Word, Excel, Outlook).
- Familiarity with Learning Management Systems (e.g., Blackboard) or willingness to learn.
- Strong written and verbal communication skills.
- Ability to adapt to dynamic environments with changing schedules, timelines, and instructional needs.
- Strong interpersonal and customer service skills, with the ability to engage effectively with students, colleagues, and industry partners.
- Ability to perform autonomously, demonstrating self-motivation, sound judgment, and initiative within established guidelines with minimal supervision.

- Flexibility to work varied schedules, including days, evenings, and weekends, based on program and departmental needs.
- Willingness to adjust to class cancellations or rescheduling with minimal notice due to enrollment, student needs, or program requirements.
- Ability to support outreach and networking initiatives to strengthen program visibility and industry engagement.

WORK ENVIRONMENT

The incumbent will work in a dynamic and diverse environment, with a significant portion of time spent in the field providing hands-on instruction and engaging in outreach activities, limiting time spent in a traditional office setting. The work environment may resemble that of a construction site or warehouse, with elevated noise levels and potential exposure to safety hazards as outlined in OSHA CFR 1926.602 and OSHA CFR 1910.178. Proper personal protective equipment (PPE) must be always worn during the operation or demonstration of assigned equipment.

This position supports multiple programs within Construction & Transportation and requires flexibility to accommodate changing program needs. Work schedules may vary from week to week and may include irregular hours, including evenings and weekends.

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, as well as climbing in/out of various assigned equipment.

Alvin College is an equal opportunity institution and does not discriminate against anyone because 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 _____
Supervisor Printed Name

X _____
Employee Signature

X _____
Supervisor Signature

<p>Sign and return to HR for placement into employee personnel file.</p>

11.D. **Personnel Action (Replacement): Dean, Health Sciences**



Robert J. Exley, PhD
President

MEMORANDUM NO: 014-2026

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'.

DATE: January 7, 2026

SUBJECT: Personnel Action – Replacement Position, Dean Health Sciences

The individual listed below has been recommended to fill the full-time Dean, Health Sciences position.

Funding Source: 11-5-10600-61005

Candidate

Recommended: Marby McKinney

Education: A.T. Still University
Doctor of Health Sciences, Education

University of Houston
Master of Education, Allied Health

University of Texas Medical Branch
Bachelor of Science, Respiratory Care

Alvin Community College
Associate of Applied Science, Respiratory Care

Marby's current position with Alvin College is Faculty, Respiratory Care Department Chair as well as serving as Program Director for CEWD Allied Health. She has been employed full-time with Alvin College since January 2007. She brings over 20 years of progressive leadership experience in allied health and respiratory care education, with a strong record of program administration, accreditation oversight, and workforce development. Her experience includes directing accredited academic and continuing education programs, supervising faculty and staff, managing budgets and compliance, and building strong partnerships with healthcare employers to support clinical training and job placement. Throughout her career, she has demonstrated a commitment to instructional excellence, innovation, and alignment of workforce and credit pathways to advance student success and meet institutional and industry needs.

Grade 215, 2025 - 2026 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Dean, Health Sciences (PID:893)		
Department:	Health Sciences	FLSA Status:	Exempt
Reports To:	Associate Provost	Grade Level:	215
ORP Eligible:	Yes	Job Category:	Administrative
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	10/20/2025
Last updated by:	Dean Health Sciences/DF	Date:	10/16/2025

SUMMARY

The Dean of Health Sciences provides leadership in the planning, development, implementation, operation, supervision, and evaluation of assigned programs; supervises, mentors, and evaluates full-time faculty, Department Chairs, and staff according to College guidelines. The Dean is responsible for the hiring and supervision of program coordinators and instructors who are employed to deliver instruction and training in the Continuing Education Allied Health Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide division leadership to develop a culture of success and foster a culture of evidence.
- Ensure compliance with THECB, ACGM, CTE Guidelines, SACS COC, programmatic accreditors, and other regulatory agencies. Serves as a resource to THECB on assigned educational programs.
- Recruit, interview, and recommend appointment of highly qualified division faculty and staff. Provide orientation session(s) for all new full-time faculty and staff.
- Participate in the selection process of Department Chairs/Program Directors to provide academic leadership for division disciplines/programs.
- Supervise, mentor, and evaluate full-time faculty, Department Chairs/Program Directors, and staff according to College guidelines.
- Coordinate and collaborate with Department Chairs/Program Directors and faculty to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources.
- Oversight of enrollment management processes to meet student needs and ensure efficiency in course scheduling, classroom utilization, class section combinations/cancellations, and distribution of class loads.
- Provide instructional leadership for ongoing development of an innovative and current curriculum that incorporates interactive learning, technology, and effective pedagogies focused on student success.
- Participate in college-wide strategic planning processes to provide leadership and accountability for division unit planning and outcomes.
- Communicate effectively to implement division programs, advocate for growth, and meet the needs of students and the community.
- Provide mediation and conflict resolution for student and personnel concerns. Responsible for oversight of the academic appeal process, as appropriate.
- Develop budget recommendations and manage division allocations for effective, efficient, and productive educational programs and support services.
- Coordinate, maintain, and assure currency of all formalized agreements related to division programs/disciplines.

- Monitor systems, policies, and procedures to ensure consistent delivery of division programs and services.
- Develop, maintain, and expand collaborative partnerships with businesses, industries, school districts, and others to facilitate the responsiveness of division programs.
- Participate in research, creation, and submission of institutional grant proposals. Responsible for oversight, administration, outcomes, and reporting of grants associated with division programs/disciplines.
- Serve on institutional committees, attend community functions, and serve on external committees for betterment of the college and community relations.
- Develop innovative and entrepreneurial partnerships to leverage college resources.
- Serve as the Project Director for Perkins projects
- Supervise the accreditation processes for health science programs.
- Other duties may be assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree from a regionally accredited college or university.
- A minimum of three (3) years of progressive administrative experience at the community college or university level; must include direct supervision and management of faculty and staff.

PREFERRED QUALIFICATIONS

- Doctorate degree in health science related field from a regionally accredited college or university.
- Three(3) years of increasing work responsibility in a health sciences area related to the division, preferably in an administrative or management position.
- Knowledge and recent experience with accreditation processes for health science programs (ACEN, CoAEMPS, CoARC, JRCDS, etc.)
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as proficient computer skills.
- Demonstrated success in an administrative leadership role within an educational, governmental, or business/industry setting.
- Experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation,

parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veteran's status.

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

12. **President's Report**
13. **Annual Report on Board Member Training**



Robert J. Exley, PhD
President

MEMORANDUM NO: 017-2026

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' in the 'FROM' field.

DATE: January 8, 2026

SUBJECT: Annual Report on Board Member Training

In accordance with Board Policy BBD (Legal) and Texas Education Code §61.084, the minutes of the final regular meeting of the Board of Regents held during the calendar year must reflect whether each Regent has completed the required training as of the meeting date.

The following chart indicates various trainings available to Regents. An “X” indicates that the Regent has completed the corresponding training.

RJE:fmj

Board Member Training
January 2025 – December 2025

Regent	ACCT National Legislative Summit	Board of Trustees Institute	CCATT Annual Conference	ACCT Leadership Congress	Aspen CEO & Board	Alvin College Cybersecurity	Alvin College HR Compliance & Training*
Dr. Jim Crumm		X	X	X	X	X	X
Jody Droege						X	X
Dr. Patty Hertenberger						X	X
Michael Hoover	X					X	X
Breah Knape		X				X	X
Mike Pyburn		X				X	X
‘Bel Sanchez			X	X	X	X	X
Darren Shelton			X	X		X	X
Yvette Reyes-Hall			X		X	X	X

*** COMPLIANCE ITEMS INCLUDE:**


- Annual Distribution of the Drug and Alcohol-Free Workplace Policy - DH (LOCAL) Policy
- Child Abuse Mandatory Reporting - DHB (LOCAL) Policy
- The Family Educational Rights and Privacy Act (FERPA) - FJ (LEGAL) Policy
- Student Rights and Responsibilities / Student Expression and Use of College Facilities - FLA (LOCAL) Policy

14. **Consider Approval of the Appointment of Election Clerk**



Robert J. Exley, PhD
President

MEMORANDUM NO: 001-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: January 5, 2026
SUBJECT: Appointment of Election Clerk

Texas Election Code Section 31.122 requires the Board of Regents to appoint an agent to perform the duties of the Board Secretary when the Secretary does not maintain an office as specified by the Election Code. Because the Secretary of the Board does not maintain a physical office at Alvin College, a College employee must be appointed to fulfill these responsibilities.

The College recommends the appointment of Ms. LaVonna Miller, Executive Administrative Assistant to the Vice President of Administration Services/CFO, to serve as the Alvin College Election Clerk and act as the agent responsible for carrying out the administrative duties outlined in Texas Election Code Section 31.123 for the Board of Regents General Elections. In addition, we request that Ms. Miller be designated as the custodian of election records.

It is recommended that the Board of Regents approve the appointment of Ms. LaVonna Miller as the Election Clerk and the custodian of the election records.

Attachment: Texas State Election Code §31.123

RJE:fmj

ELECTION CODE
TITLE 3. ELECTION OFFICERS AND OBSERVERS
CHAPTER 31. OFFICERS TO ADMINISTER ELECTIONS
SUBCHAPTER A. SECRETARY OF STATE

Sec. 31.123. APPOINTMENT OF AGENT DURING ELECTION PERIOD. (a) If the secretary of the governing body of a political subdivision other than a county or city or the authority performing the duties of a secretary under this code does not maintain an office during the hours and days required by Section [31.122](#), the secretary or other authority shall appoint another officer or employee of the political subdivision as the secretary's or authority's agent to perform the duties provided by this section. The appointment is subject to the approval of the political subdivision's governing body.

(b) The agent shall maintain office hours, as directed by the appointing authority, for at least the hours and days required by Section [31.122](#), in the agent's regular office, the office of the appointing authority, or an office designated by the governing body of the political subdivision served by the authority.

(c) The agent shall maintain in the agent's office the documents, records, and other papers relating to the election that:

(1) by law are placed in the custody of the authority appointing the agent; and

(2) are public information.

(d) The agent shall:

(1) receive any personally delivered document relating to the election that the appointing authority is authorized or required to receive; and

(2) make available for inspection and copying, in accordance with applicable regulations, the documents, records, and other papers that are required to be maintained in the agent's office under Subsection (c).

(e) The appointing authority may authorize the agent to perform any other ministerial duties in connection with the election that may lawfully be performed by an employee of the appointing authority.

(f) The appointing authority shall post, on the bulletin board used for posting notice of meetings of the political subdivision's governing body, a notice containing the agent's name, the location of the agent's office, the agent's office hours, and duration of the agent's appointment. The notice shall remain continuously posted during the minimum period for maintaining the agent's office.

15. **Consider Approval of the Call Order of Election**



Robert J. Exley, PhD
President

MEMORANDUM NO: 002-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 5, 2026
SUBJECT: Order of General Election

The general election will be held on May 2, 2026. Attached are the Order of General Election, provided in both English and Spanish.

The following Board positions are open for election:

- Position 4 (Droege)
- Position 5 (Shelton)
- Position 6 (Pyburn)

It is recommended that the Board of Regents approve the Order calling the General Election to be held on May 2, 2026.

RJE:fmj

ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS

An election is hereby ordered to be held on 05 / 02 / 2026 for the purpose of voting on:
(date)

(Por la presente se ordena celebrar una elección el 05 / 02 / 2026 con el propósito de votar sobre.)
(fecha)

List Offices/Propositions/Measures on the ballot (Enumere los puestos/proposiciones/medidas oficiales en la boleta)

Alvin College Board of Regents Position 4
Alvin College Board of Regents Position 5
Alvin College Board of Regents Position 6

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)

Hours (horas)

TBD	
-----	--

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)

Hours (horas)

TBD	

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (sitio principal de votación adelantada)

Location (sitio)

Hours (horas)

TBD	
-----	--

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)

Hours (horas)

TBD	

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

LaVonna Miller

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

3110 Mustang Rd

Address (Dirección)

Alvin 77511

City (Ciudad) Zip Code (Código Postal)

(281) 756-3594

Telephone Number (Número de teléfono)

lmiller@alvincollege.edu

Email Address (Dirección de Correo Electrónico)

www.alvincollege.edu

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

05 / 02 / 2026
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

05 / 02 / 2026
(date)(fecha)

Issued this 15 day of 01, 20 26
(day) (month) (year)

(Emitida este día 15 de 01, 20 26.)
(día) (mes) (año)

Signature of Presiding Officer (Firma del Dirigente que Preside)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

Signature of Board Member
(Firma del Director)

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(Firma del Director)

Signature of Board Member
(Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

16. **Consider Approval of the Machining Lab Equipment**



Robert J. Exley, PhD
President

MEMORANDUM NO: 012-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 7, 2026
SUBJECT: Machining Lab Equipment

The College has been awarded a grant from the U.S. Department of Labor (Strengthening Community Colleges, # 25A60CC000038) for the provision of a new lab equipment for machining curricula.

Pursuant to the required federal procurement plan, the Purchasing Agent issued Invitation for Bid # 26-078 on December 4, 2025, with a bid opening of January 6, 2026. This Invitation was posted on the State of Texas Electronic Business Daily website, posted on the ACC Purchasing site, in the local Alvin newspaper, Demand Star, and provided to many individual providers at their request.

Bids were received on January 6, 2026, from four providers of the same or similar equipment. The lowest overall bidder was Champion Machine Tool Sales, Inc., of Spring, TX, with a bid of \$268,565.00.

Staff recommends that the Board of Regents authorize the President to delegate the issuance of a Purchase Order for the machining lab equipment to Champion Machine Tool Sales, Inc., of Spring, TX (ID # 0282846) for \$268,565.00.

Funding Notice: This purchase will be funded from a grant from the U.S. Department of Labor (Strengthening Community Colleges, # 25A60CC000038).

RJE:fmj

17. **Consider Approval Alvin College Strategic Plan: Elevate 2030**



Robert J. Exley, PhD
President

MEMORANDUM NO: 016-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 8, 2026
SUBJECT: Alvin College Strategic Plan: Elevate 2030

Alvin College's 2026 – 2030 Strategic Plan, Elevate 2030, was developed during the 2024 – 2025 academic year using feedback from the Alvin College Community Advisory Group, Alvin College Strategic Planning Steering Committee, and Alvin College Executive Leadership Team. This feedback provided critical data and aligned the College's updated mission, vision, and core values with regional and economic priorities. This plan reflects Alvin College's commitment to expanding access and responding to the ever-changing needs of students, employers, and the community.

Elevate 2030 emphasizes intentional pathways that support students from entry through completion and successful transition to further education or employment. Guided Pathways principles anchor this work and organize the plan around four strategic goals:

- Goal 1: Advance student access, success, and completion
- Goal 2: Strengthen workforce and economic development alignment
- Goal 3: Modernize facilities and infrastructure to support learning and growth
- Goal 4: Ensure institutional excellence and fiscal sustainability

Each aspirational goal includes defined objectives and measurable Key Performance Indicators (KPIs) that establish accountability, support continuous improvement, and guide planning, budgeting, and resource allocation. Progress toward these targets will be monitored regularly and used to inform institutional decision-making.

The College requests that the Board of Regents approve Elevate 2030 – Alvin College Strategic Plan 2026 – 2030.

RJE:fmj

ELEVATE 2030

Strategic Plan
2026 - 2030





President's Introduction

Elevate 2030 guides the College's direction and growth through 2030, and proves our shared commitment to advancing student success, strengthening workforce and economic development, and ensuring that Alvin College stays a vital partner for the communities we serve.

Developed during the 2024-2025 academic year, the Elevate 2030 planning process engaged key constituency groups including the Alvin College Community Advisory Group, the Strategic Planning Steering Committee, and the Executive Leadership Team. Input from students, employees, regional partners, and community stakeholders helped ensure that the plan aligns with our mission, vision, and core values with regional, workforce, and economic priorities.

The Strategic Planning Steering Committee, made up of a cross-section of Alvin College faculty, staff, and administrators, worked collaboratively to explore institutional priorities, consider future opportunities, and help shape a clear and achievable direction for the College. Their efforts ensured that Elevate 2030 reflects both our current strengths and our aspirations for continued growth and innovation through 2030.

Elevate 2030 challenges us to thoughtfully examine who we are as an institution and to boldly define who we aspire to become. Building on our durable foundation as a comprehensive community college, Alvin College is expanding academic and workforce pathways to meet the needs of our growing region. This includes the introduction and expansion of bachelor's degree programs, increased workforce-aligned credentials, and flexible learning options that support students at every stage of their educational journey.

Undertaking a strategic plan is both challenging and energizing. As we implement Elevate 2030, we do so with a shared sense of responsibility and purpose. It now serves as a living framework, continuously assessed and adjusted as needed to ensure Alvin College stays student-centered, responsive, and forward-looking through 2030.

This is an exciting time for Alvin College. Together, we will elevate our institution, expand opportunity, and empower our students and communities to thrive through 2030 and beyond.

Respectfully,

A handwritten signature in black ink that reads "Robert J. Exley". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Robert J. Exley, Ph.D.
President, Alvin College

Mission Statement

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

Vision Statement

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

Core Values - ASPIRE

1. **Achievement**
Commitment to student success and academic excellence
2. **Stewardship**
Responsible use of resources and trust in service to our mission
3. **Partnership**
Collaboration that strengthens learning, service, and institutional progress
4. **Innovation**
Embracing change and continuous improvement in education and services
5. **Respect**
Professionalism, courtesy, and integrity in every interaction
6. **Empathy**
Understanding and responsiveness in support of every student, colleague and community

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

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

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

Strategic Planning Steering Committee

Wendy Del Bello: Co-Chair

Vice President of Development and Outreach

Dr. Stacy Ebert: Co-Chair

Provost and Vice President of Workforce and Strategy

John Matula: Co-Chair

Vice President of Student Services

Amanda Smithson

Director of Recruitment and Enrollment

Dr. Estevan Vasquez

Director of Athletics

Kim Taliaferro

Admissions and Retention Supervisor

Misty Abraham

College Recruiter

Roxie Patton

Social Worker

Anais Duran

Financial Aid Advisor

Leigh Ann Moore

Associate Provost

Dr. Linet George

Dean of Arts and Sciences

Dr. Harold Griffin

Dean of Career and Technical Programs

John J. Murray

Executive Director for the Center of Excellence in Legal Studies and Public Service

Michael Smith

Department Chair – Computer Technology

Dr. Haley Lovell

Dean of General Education and Academic Support

Marby McKinney

Dean – Health Sciences

Ron Smith

Sociology Faculty

Charley Bevill

English Department Chair and Faculty Senate President

Huff Mann

Director of Distance Education

Cara Hogan

Director of Institutional Research

Scott Turnbough

Director of Marketing and Media

Kelly Klimpt

Vice President of Information Technology

Billy Allen

Director of IT Operations

Steve Cabrera

Network Manager

Dr. Kelley Peatross

Vice President of Human Resources

Henry Johnson

Executive Administrative Assistant – Human Resources

Lily Galindo

Talent Acquisition and Workforce Development Manager

Laurel Joseph

Controller

Bryan Hinshaw

Director of Physical Plant

Jessica Trevino

Sergeant – Campus Police

Executive Leadership Team

Dr. Robert J. Exley

College President

Wendy Del Bello

Vice President of Development and Outreach

Dr. Stacy Ebert

Provost and Vice President of Workforce and Strategy

Kelly Klimpt

Vice President of Information Technology

John Matula

Vice President of Student Services

Beth Nelson

Vice President of Administrative Services and CFO

Dr. Kelley Peatross

Vice President of Human Resources

Felicia Jimenez

Senior Executive Administrative Assistant to the President and Board Manager

Introduction

Alvin College's 2026 – 2030 Strategic Plan, Elevate 2030, was developed during the 2024 – 2025 academic year using feedback from the Alvin College Community Advisory Group, Alvin College Strategic Planning Steering Committee, and Alvin College Executive Leadership Team. This feedback provided critical data and aligned the College's updated mission, vision, and core values with regional and economic priorities. This plan reflects Alvin College's commitment to expanding access and responding to the ever-changing needs of students, employers, and the community.

Elevate 2030 emphasizes intentional pathways that support students from entry through completion and successful transition to further education or employment. Guided Pathways principles anchor this work and organize the plan around four strategic goals:

Goal 1: Advance student access, success, and completion

Goal 2: Strengthen workforce and economic development alignment

Goal 3: Modernize facilities and infrastructure to support learning and growth

Goal 4: Ensure institutional excellence and fiscal sustainability

Each goal includes defined objectives and measurable Key Performance Indicators (KPIs) that establish accountability, support continuous improvement, and guide planning, budgeting, and resource allocation. Progress toward these targets will be monitored regularly and used to inform institutional decision-making.

This strategic plan serves as a living framework to guide action and ensure the College remains student-centered and financially sustainable through 2030.

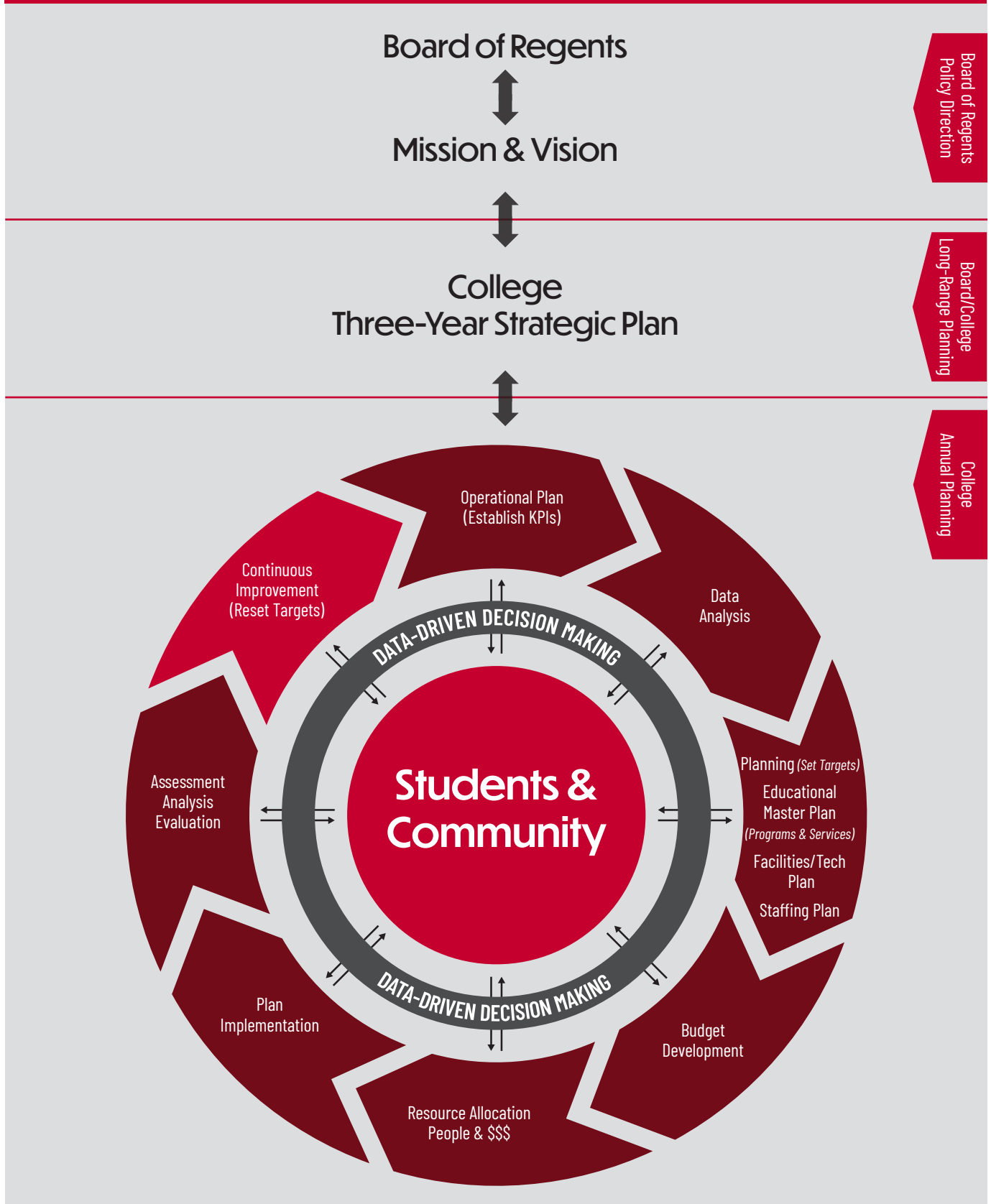
Alvin College Integrated Planning Model

The Alvin College Integrated Planning Model is a conceptual model depicting the alignment of key systems and processes in the College, the roles of the Board of Regents and the College, and the cyclical evaluation and continuous improvement process employed, using data for decision making.

Elevate 2030 is driven by the College's mission, vision, and core values. The plan is integrated throughout all divisions and departments. Each area of the College is responsible for planning, conducting, documenting, and assessing their processes that support the College's four strategic goals. The primary components of the annual process include data analysis, planning, budget development, resource allocation, plan implementation, assessment analysis, and evaluation.

In addition, each department participates in budget planning. During the College's integrated Strategic Planning process data is used to affirm unit plan designs, assessments, and improvement. All unit plan goals are aligned to strategic plan goals. Budget requests from all units are reviewed to support strategic plan goals. The Alvin College Integrated Planning Model is below.

Alvin College Integrated Planning Model



Timeline

Year 1	Year 2	Year 3	Year 4
<ul style="list-style-type: none"> Establishing Baselines Set Unit Goals Begin Implementation 	<ul style="list-style-type: none"> Implementation and Assessment of Results Adjust unit goals based on assessment results Adjust strategic plan objectives and KPIs (if needed) 	<ul style="list-style-type: none"> Implementation and assessment of results Adjust unit goals based on assessment results 	<ul style="list-style-type: none"> Implementation and assessment of results Comprehensive review of results Planning for next strategic plan

Elevate 2030: Strategic Plan 2026-2030

Goal 1: Advance student access, success, and completion

Objective 1.1 – Increase institutional enrollment.

- KPI 1.1.1: Achieve 8,000 student enrollment (unduplicated) by 2030
- KPI 1.1.2: Implement enrollment management strategies to achieve annual goals for each of the 4 pillars of Guided Pathways

Objective 1.2 – Increase student completion and persistence.

- KPI 1.2.1: Increase total credential (AA, AS, AAS, BAS, certs, ICLCs, and OSAs) completion by 2030 from 1,570 to 1,650
- KPI 1.2.2: Achieve a 65% fall-to-fall persistence rate by 2030

Objective 1.3 – Expand experiential and work-based learning to 100% of programs.

- KPI 1.3.1: By 2030, ensure 100% of academic and workforce programs include a documented experiential learning component
- KPI 1.3.2: Track annual student participation in internships, apprenticeships, and service learning, with a target of 25% growth in new programs every 2 years
- KPI 1.3.3: Achieve an 80% satisfaction rate in student surveys on relevance of real-world learning

Objective 1.4 – Broaden flexible pathways (online, hybrid, microcredentials).

- KPI 1.4.1: By 2030, increase unduplicated enrollment in fully online and hybrid programs from 4,623 to 7,000
- KPI 1.4.2: Add 20 new microcredentials/short-term workforce certificates by 2030
- KPI 1.4.3: Achieve and maintain at least 85% course success rate across all flexible (online, hybrid, and hy-flex) learning formats

Goal 2: Strengthen workforce and economic development alignment

Objective 2.1 – Develop new credentials in alignment with industry needs.

- KPI 2.1.1: Develop and launch three Bachelor's degree programs by 2030 in high-demand sectors
- KPI 2.1.2: Conduct annual labor market alignment reviews for 100% of programs
- KPI 2.1.3: Implement post-completion transfer/employment strategies

Objective 2.2 – Develop pathways to gainful employment.

- KPI 2.2.1: Track annual employer satisfaction, achieving a net promotor score of 70
- KPI 2.2.2: Grow business development partnerships by 20%
- KPI 2.2.3: Establish a Career Services Center

Objective 2.3 – Expand continuing education and non-credit offerings by 25%.

- KPI 2.3.1: Increase CEWD unduplicated enrollment by 2030 from 1,425 to 1,800
- KPI 2.3.2: Confer at least 500 occupational skills awards (OSAs)/institutional credential leading to licensure or certification (ICLCs) annually by 2030
- KPI 2.3.3: Achieve 80% course completion rate in CEWD and non-credit programs

Goal 3: Modernize facilities and infrastructure to support learning and growth

Objective 3.1 – Implementation and completion of capital improvement projects.

- KPI 3.1.1: Maintain a 90% completion rate of annual deferred maintenance projects
- KPI 3.1.2: Achieve 90% completion of Campus Refresh projects by 2030
- KPI 3.1.3: Complete 90% of maintenance tax note projects delivered on schedule and within budget

Objective 3.2 – Develop a College utilization plan to achieve an unduplicated enrollment of 8,000 students.

- KPI 3.2.1: Complete class cap analysis and establish baselines
- KPI 3.2.2: Complete institutional space utilization analysis
- KPI 3.2.3: Establish a utilization rate for all room and virtual spaces

Objective 3.3 – Development and implementation of comprehensive maintenance plan.

- KPI 3.3.1: Maintain a $\leq 15\%$ FCI (Facilities Condition Index) for 50% of all buildings
- KPI 3.3.2: Achieve an annual, critical technology infrastructure reliability rate of $\geq 95\%$
- KPI 3.3.3: Achieve an annual preventative maintenance completion rate of $\geq 75\%$

Goal 4: Ensure institutional excellence and fiscal sustainability

Objective 4.1 – Diversify revenue streams.

- KPI 4.1.1: Increase external grant funding by 2030 from \$4,158,757 to \$5,000,000.
- KPI 4.1.2: Grow Alvin College Foundation fundraising by 2030 from \$632,498 (unaudited) to \$1,000,000 (unaudited).
- KPI 4.1.3: Secure at least one new multi-million-dollar capital investment by 2030.

Objective 4.2 – Align employee development, retention, and recruitment strategies with institutional needs to sustain excellence and operational efficiency.

- KPI 4.2.1: Achieve an 85% one-year retention rate for new, full-time hires.
- KPI 4.2.2: Ensure 100% of supervisors complete leadership training within their first year of hire or promotion.
- KPI 4.2.3: Develop and maintain a Human Resources Forecast Model that aligns staffing levels with enrollment trends, program expansion, and fiscal capacity.

Objective 4.3 – Strengthen institutional effectiveness.

- KPI 4.3.1: Identify and improve 5 critical business processes in need of improvement.
- KPI 4.3.2: Maintain regional accreditation with zero compliance findings.
- KPI 4.3.3: Achieve an institutional net promotor score of 70 by 2030.

Conclusion

Elevate 2030 establishes a clear direction for the institution's work over the next four years and affirms a shared responsibility for advancing student success. The aspirational goals, objectives, and KPIs outlined in this plan provide a structured framework to guide decision-making, prioritize resources, and evaluate progress.

Progress will be reviewed regularly using established metrics, and strategies will be adjusted as needed. This commitment to continuous improvement ensures that the plan remains responsive and actionable rather than static.

Elevate 2030 strengthens Alvin College's commitment to students, ensuring the College remains a trusted educational partner and an engine of opportunity for the communities it serves through 2030 and beyond.



AlvinCollege.edu

3110 Mustang Road • Alvin, Texas 77511

Alvin College is an Equal Opportunity Institution.

18. **Consider Approval of the Interlocal Agreement with the City of Houston**



Robert J. Exley, PhD
President

MEMORANDUM NO: 011-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: January 6, 2026

SUBJECT: Interlocal Agreement with the City of Houston– Police Radio Communications System

The Alvin College Police Department is currently under contract with Harris County Universal Services for its radio communications system. Over time, the College has experienced recurring radio communication failures, particularly at the West Campus and in certain areas of the Main Campus. These deficiencies present a significant officer-safety and campus-safety concern.

In 2022, the College installed a repeater system on the Main Campus, which substantially improved radio coverage. Despite this upgrade, one or two locations on the Main Campus continue to experience unreliable reception. More critically, the West Campus currently has no reliable radio reception inside the building, creating a serious officer safety risk during emergency situations.

To determine whether this issue was unique to our department or systemic to the Harris County radio system, Chief Phillips consulted with the Alvin Independent School District Police Department and the Manvel Police Department. Both agencies reported experiencing similar coverage and reliability issues while operating on the Harris County radio system. As a result, those departments transitioned to the City of Houston Public Safety Communications system and have since reported consistent, reliable radio coverage with no known operational issues.

To independently verify performance, Chief Phillips obtained two City of Houston Public Safety radios programmed to the College's existing frequencies and conducted field testing across both the Main Campus and the West Campus. These tests demonstrated full and reliable radio coverage in all tested locations, with no communication failures observed.

It is important to note that transitioning from the Harris County radio system to the City of Houston Public Safety Communications system does not require a change in our assigned frequencies. The transition is comparable to switching cellular providers (e.g., Verizon to AT&T) while retaining the same phone number—the infrastructure changes, but operational functionality remains intact.

Cost Considerations

Based on the College's current inventory of 18 handheld radios and 4 mobile radios, the following cost comparison applies:

- **Current Harris County Radio System (Annual Cost): \$10,282.80**
 - (22 radios X \$38.95 X 12 months = \$10,282.80)
- **City of Houston Public Safety Communications System (Annual Cost): \$10,824.00**
 - (22 radios X \$41.00 X 12 months = \$10,824.00)

The transition represents a total annual increase of \$541.20.

One-Time Setup Fees:

- 15 handheld radios funded through grant resources: \$480.60
- 3 handheld radios and 4 mobile radios paid for by the Police Department: \$287.00

The **total one-time setup cost** is **\$767.60**, with the majority offset through grant funding.

Given the demonstrated improvements in system reliability and coverage—particularly at the West Campus—this modest increase in annual operating cost and limited one-time investment is justified by the substantial enhancement to officer safety, student and staff safety, emergency response capability, and overall campus security.

Conclusion

Transitioning to the City of Houston Public Safety Communications system will eliminate existing communication failures, provide reliable radio coverage across all campuses, and materially improve the safety of our students, faculty, staff, and police officers. Based on testing results, peer-agency experiences, and minimal cost impact, this transition represents a prudent and necessary investment in campus safety infrastructure.

Staff recommends that the Board of Regents authorize the President to enter into an Interlocal Agreement, pursuant to BOR Policy CF — Purchasing and Acquisition, with the City of Houston for the provision of police radio communications system.

RJE:fmj

19. **Consider Approval of the Professional Services Agreement with Project Luong**



Robert J. Exley, PhD
President

MEMORANDUM NO: 018-2026

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' in the 'FROM' field.

DATE: January 8, 2026

SUBJECT: Professional Services Agreement with Project Luong

Consider authorizing the College President to negotiate and execute a professional services agreement with Project Luong to explore the feasibility of the development of a new west campus, with a total cost not to exceed \$500,000. We will have a comprehensive presentation and discussion during the executive session. We will have legal representatives in the meeting to answer any questions from the board members.

RJE:fmj

20. **Consider Approval of the Real Estate Agreements Relating to Potential West Campus**



Robert J. Exley, PhD
President

MEMORANDUM NO: 020-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: January 8, 2026

SUBJECT: Real Estate Agreements Relating to Potential West Campus

Consider authorizing the College President to negotiate and execute one or more agreements, including but not limited to option agreements and purchase agreements, relating to the site selection for a new west campus.

RJE:fmj

21. **Financial Report Ending November 30, 2025**



Robert J. Exley, PhD
President

MEMORANDUM NO: 015-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 8, 2026

SUBJECT: Financial Report - Year-to-Date Ending November 30, 2025

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

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 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	5,597,404	70.68%	(2,321,876)
<i>Total Non-Operating Revenues</i>		47,972,843	8,169,989	17.03%	(39,802,854)
<i>Total Revenues</i>		55,892,123	13,767,393	24.63%	(42,124,730)

	<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	11,765,218	21.05%	(44,126,905)

This represents three months (or 25.0%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

TO: Board of Regents

FROM: Laurel Joseph

DATE: December 31, 2025

SUBJECT: Investment Transactions Report

Investment Position:

As of November 30, 2025, Alvin Community College had \$ 25,249,141 invested in 15 certificates of deposit purchased through First Liberty Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

Beginning market value	8/31/2025	\$ 17,449,141
a. Sale of CDs		(11,700,000)
b. Purchase of CDs		19,500,000
c. TexSTAR		267,555
Ending market value	11/30/2025	<u>\$ 25,516,696</u>
Fully accrued interest		\$ 144,141
Interest earned on Bond Note funds		\$ 2,719

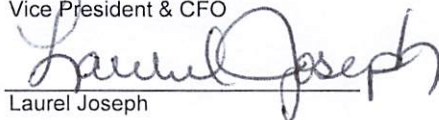
Pooled Funds:

\$ 25,516,696	currently invested was taken from the following major fund groups:		
\$ 25,249,141	General Fund	11	
\$ 267,555	2018 Maintenance Tax Note	66	

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



Elizabeth Nelson, CPA
Vice President & CFO



Laurel Joseph
Controller

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

ALVIN COMMUNITY COLLEGE
Investment Schedule
September 1, 2025 - November 30, 2025

Alvin Community College's investments for the quarter ended November 30, 2025 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 21, 2025 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000			250,000 b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000			250,000 a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141			249,141 c
200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000			1,000,000
200000775	01/26/24	01/26/27	3.000%	1096	91	1,000,000			1,000,000
200000781	01/30/24	07/14/26	3.000%	896	91	1,000,000			1,000,000
200000844	01/17/25	01/17/28	3.403%	1095	91	1,000,000			1,000,000
7000006570	05/15/25	09/12/25	3.103%	120	12	1,900,000			1,900,000
7000006580	05/15/25	09/12/25	3.103%	120	12	2,000,000			2,000,000
7000006590	05/15/25	09/12/25	3.103%	120	12	1,900,000			1,900,000
7000006600	05/15/25	09/12/25	3.103%	120	12	2,000,000			2,000,000
7000006610	05/15/25	11/11/25	3.103%	180	72	1,900,000			1,900,000
7000006620	05/15/25	11/11/25	3.103%	180	72	2,000,000			2,000,000
7000006630	05/15/25	05/15/26	3.103%	365	91	1,000,000			1,000,000
Subtotal for CD Investments for Beginning of the Period						\$ 17,449,141	\$ -	\$ -	\$ 17,449,141
SALES:									
7000006570	05/15/25	09/12/25	3.103%	120	12	1,900,000			1,900,000
7000006580	05/15/25	09/12/25	3.103%	120	12	2,000,000			2,000,000
7000006590	05/15/25	09/12/25	3.103%	120	12	1,900,000			1,900,000
7000006600	05/15/25	09/12/25	3.103%	120	12	2,000,000			2,000,000
7000006610	05/15/25	11/11/25	3.103%	180	72	1,900,000			1,900,000
7000006620	05/15/25	11/11/25	3.103%	180	72	2,000,000			2,000,000
Total Sales						11,700,000	-	-	11,700,000
PURCHASES:									
7000006610	11/11/25	05/10/26	2.950%	180	18	1,900,000			1,900,000
7000006620	11/11/25	05/10/26	2.950%	180	72	2,000,000			2,000,000
7000007520	09/15/25	01/13/26	2.450%	120	76	1,900,000			1,900,000
7000007540	09/15/25	01/13/26	2.450%	120	76	2,000,000			2,000,000
7000007600	09/01/25	12/30/25	2.749%	120	91	2,000,000			2,000,000
7000007610	09/01/25	12/30/25	2.749%	120	91	1,900,000			1,900,000
7000007620	09/01/25	12/30/25	2.749%	120	91	2,000,000			2,000,000
7000007630	09/01/25	02/28/26	2.749%	180	91	1,900,000			1,900,000
7000007640	09/01/25	02/28/26	2.749%	180	91	2,000,000			2,000,000
7000007650	09/01/25	12/30/25	2.749%	120	91	1,900,000			1,900,000
Total Purchases						19,500,000	-	-	19,500,000
ENDING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000		1,870	251,870 b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000		1,060	251,060 a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141		2,702	251,843 c
200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000		10,469	1,010,469
200000775	01/26/24	01/26/27	3.000%	1096	91	1,000,000		7,479	1,007,479
200000781	01/30/24	07/14/26	3.000%	896	91	1,000,000		7,479	1,007,479
200000844	01/17/25	01/17/28	3.403%	1095	91	1,000,000		8,484	1,008,484
7000006630	05/15/25	05/15/26	3.103%	365	91	1,000,000		7,736	1,007,736
7000006610	11/11/25	05/10/26	2.950%	180	18	1,900,000		2,764	1,902,764
7000006620	11/11/25	05/10/26	2.950%	180	72	2,000,000		11,638	2,011,638
7000007520	09/15/25	01/13/26	2.450%	120	76	1,900,000		9,693	1,909,693
7000007540	09/15/25	01/13/26	2.450%	120	76	2,000,000		10,203	2,010,203
7000007600	09/01/25	12/30/25	2.749%	120	61	2,000,000		9,188	2,009,188
7000007610	09/01/25	12/30/25	2.749%	120	61	1,900,000		8,729	1,908,729
7000007620	09/01/25	12/30/25	2.749%	120	61	2,000,000		9,188	2,009,188
7000007630	09/01/25	02/28/26	2.749%	180	91	1,900,000		13,022	1,913,022
7000007640	09/01/25	02/28/26	2.749%	180	91	2,000,000		13,707	2,013,707
7000007650	09/01/25	12/30/25	2.749%	120	61	1,900,000		8,729	1,908,729
Total for End of Period for CD Investments						\$ 25,249,141	\$ -	\$ 144,141	\$ 25,393,282
INVESTMENT POOL									
TexSTAR						\$ 264,836	\$ 2,719	\$ -	\$ 267,555

a Texas Advantage Bank

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

c Amoco Federal Credit Union

Alvin College
Consolidated Statements of Net Assets

	November 30, 2025	November 30, 2024	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	9,954,863	8,351,528	1,603,335	
Short-term investments	23,516,696	18,605,485	4,911,211	
Accounts receivable, net	4,294,467	3,367,975	926,492	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	11,724	514,205	(502,481)	Travel advances and prepaid expenses
Inventories	183,767	151,705	32,062	
Total Current Assets	37,961,516	30,990,898	6,970,618	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	44,935,505	45,843,869	(908,364)	
Total Assets	84,897,021	78,834,767	6,062,254	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	3,175,990	1,288,305	TRS pension
Deferred outflows - OPEB	7,091,967	7,089,514	2,453	OPEB
Total Deferred Outflows of Resources	11,556,263	10,265,504	1,290,759	
Liabilities				
Accounts payable & accrued liabilities	163,032	771,948	(608,916)	
Net pension liability	12,102,291	10,460,057	1,642,234	
Net OPEB liability	21,631,335	22,655,135	(1,023,800)	
Funds held for others	57,732	52,776	4,956	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	-	-	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	(0)	
Bonds payable, net of premiums	-	1,661,601	(1,661,601)	Annual payment
Tax note payable, net of premiums	17,050,000	17,955,000	(905,000)	Annual payment
Total Liabilities	51,540,826	54,092,953	(2,552,127)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,469,461	1,773,321	(303,860)	TRS pension
Deferred inflow - OPEB	6,755,754	5,969,497	786,257	OPEB
Deferred inflow - premium on tax note	1,962,634	2,051,072	(88,438)	
Total Deferred Inflows of Resources	10,187,849	9,793,890	393,959	
Net Assets				
Fund Balance - Equity	34,724,608	25,213,428	9,511,180	
Total Net Assets	34,724,608	25,213,428	9,511,180	

Alvin College
Consolidated Statements of Revenue and Expense
November 30, 2025 and November 30, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,684,780	5,573,715	7,869,280	(2,295,565)	70.83%	1,343,405	5,145,353	7,213,058	(2,067,705)	71.33%
Federal grants and contracts	4,158,611	-	-	-	0.00%	3,455,105	-	-	-	0.00%
State grants (Fund 34)	171,910	-	-	-	0.00%	466,844	-	-	-	0.00%
Local grants (Fund 31 & 32)	801,764	-	-	-	0.00%	-	-	-	-	0.00%
Auxiliary enterprises	1,667,272	-	-	-	0.00%	985,811	-	-	-	0.00%
Other operating revenues	34,052	23,690	50,000	(26,310)	47.38%	34,515	17,746	70,000	(52,254)	25.35%
Total operating revenues	8,518,389	5,597,404	7,919,280	(2,321,876)	70.68%	6,285,680	5,163,099	7,283,058	(2,119,959)	70.89%
Expenses										
Operating expenses										
Administrative	-	3,156,179	13,144,943	9,988,764	24.01%	-	2,904,629	11,949,948	9,045,319	24.31%
Institutional	-	2,161,037	12,061,562	9,900,525	17.92%	-	2,004,281	10,965,056	8,960,775	18.28%
Technical Instruction	-	1,980,130	8,335,543	6,355,413	23.76%	-	1,752,444	7,577,766	5,825,322	23.13%
Academic Instruction	-	2,390,794	10,918,509	8,527,714	21.90%	-	2,184,693	9,925,917	7,741,224	22.01%
Student Services	-	1,318,425	5,869,277	4,550,852	22.46%	-	1,237,081	5,335,706	4,098,625	23.18%
Physical Plant	-	758,654	5,562,291	4,803,636	13.64%	-	1,495,913	4,968,106	3,472,193	30.11%
Unbudgeted Unrestricted (Fund 12)	644,594	-	-	-	0.00%	604,801	-	-	-	0.00%
Continuing Education	287,036	-	-	-	0.00%	-	-	-	-	0.00%
Auxiliary Enterprises	937,893	-	-	-	0.00%	-	-	-	-	0.00%
Local grants	-	-	-	-	0.00%	-	-	-	-	0.00%
TPEG (Fund 32)	168,572	-	-	-	0.00%	71,861	-	-	-	0.00%
Institutional Scholarships (Fund 33)	95,815	-	-	-	0.00%	72,144	-	-	-	0.00%
State grants (Fund 34)	656,976	-	-	-	0.00%	675,138	-	-	-	0.00%
Federal Grants (Fund 35 & 36)	4,522,301	-	-	-	0.00%	3,879,133	-	-	-	0.00%
Donor Scholarships (Fund 30)	238,833	-	-	-	0.00%	171,973	-	-	-	0.00%
Unexpended Plant Fund	116,137	-	-	-	0.00%	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	500	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	-	-	-	-	0.00%	24,197	-	-	-	0.00%
Total operating expenses	7,668,657	11,765,218	55,892,123	44,126,905	21.05%	5,499,247	11,579,041	50,722,499	39,143,458	22.83%
Operating Gain/(Loss)	849,732	(6,167,814)	(47,972,843)	(46,448,781)		786,433	(6,415,942)	(43,439,441)	(41,263,417)	
Nonoperating revenues										
State appropriations*	-	5,757,493	11,154,315	(5,396,822)	51.62%	-	4,985,023	9,974,942	(4,989,919)	49.98%
State appropriations - FAST Funding	-	335,102	750,000	(414,898)	44.68%	-	-	710,000	(710,000)	0.00%
Property tax revenue	5,791	1,838,949	35,568,528	(33,729,579)	5.17%	53,209	1,558,500	32,254,499	(30,695,999)	4.83%
Investment income	3,296	161,093	500,000	(338,907)	32.22%	13,212	226,343	500,000	(273,657)	45.27%
Other non-operating revenues	65,110	77,353	-	77,353	0.00%	62,275	(147)	-	(147)	0.00%
Total nonoperating revenues	74,197	8,169,989	47,972,843	(39,802,854)	17.03%	128,696	6,769,719	43,439,441	(36,669,722)	15.58%
Provided by the State										
Revenue for Insurance and Retirement	-	563,211	-	563,211	0.00%	-	545,278	-	545,278	0.00%
State Insurance Match	-	(229,796)	-	(229,796)	0.00%	-	(199,190)	-	(199,190)	0.00%
State Retirement Match	-	(250,277)	-	(250,277)	0.00%	-	(232,344)	-	(232,344)	0.00%
State Retiree Insurance	-	(83,138)	-	(83,138)	0.00%	-	(113,744)	-	(113,744)	0.00%
Increase/(decrease) in net assets	923,929	2,002,176	0	(86,251,634)		915,129	353,777	-	(77,933,138)	
* State Approp portion generated by CE =	148,543					128,614				
Institutional Reserve	23,187,225					22,757,958				
Capital Reserve	3,630,977					-				

Alvin College
Consolidated Statements of Revenue and Expense
November 30, 2025 and November 30, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	Amended M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	8,518,389	5,597,404	7,919,280	(2,321,876)	70.68%	6,285,680	5,163,099	7,283,058	(2,119,959)	70.89%
Nonoperating revenues										
Total nonoperating revenues	74,197	8,169,989	47,972,843	(39,802,854)	17.03%	128,696	6,769,719	43,439,441	(36,669,722)	15.58%
Less Expenses										
Operating expenses										
Total operating expenses	(7,668,657)	(11,765,218)	(55,892,123)	(44,126,905)	21.05%	(5,499,247)	(11,579,041)	(50,722,499)	(39,143,458)	22.83%
Increase/(decrease) in net assets	923,929	2,002,176	0	(86,251,634)		915,129	353,777	-	(77,933,139)	

* State Approp portion generated by CE = 148,543 128,614

Institutional Reserve 23,187,225 22,757,958
Capital Reserve 3,630,977 -

Alvin College
Continuing Education Statement of Revenue and Expense
November 30, 2025

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	148,543	267	(4,450)	144,360	93,641	50,719
Transcript Fees	83	-		83		83
Late Registration Fees	-	-		-		-
EKG	18,210	(1,093)		17,117	6,780	10,337
Dental Assistant	12,390	(743)		11,647	2,520	9,127
Emergency Medical Tech	37,680	(2,261)		35,419	14,280	21,139
Phlebotomy	31,100	(1,866)		29,234	11,793	17,441
CPR	2,200	-		2,200	1,485	715
Medication Aide	8,795	(528)		8,267	4,000	4,267
Patient Care	-	-		-		-
Certified Nursing Assistant	26,110	(1,567)		24,543	9,500	15,044
Biotech	24,130	(1,448)		22,682	10,948	11,734
Medical Office Billing	16,885	(1,013)		15,872	3,840	12,032
Truck Driving	87,728	(5,264)		82,464	58,028	24,436
LVN Bridge	-	-		-		-
Kids College	-	-		-		-
Correctional Officer	-	-		-	1,848	(1,848)
Occupational Health & Safety	-	-		-		-
Community Programs	850	-		850	670	180
Computer Aided Drafting (CAD)	321	(18)		303		303
Clinical Medical Assistant	19,775	(1,187)		18,589	5,116	13,473
Machinist Program	32,745	(1,965)		30,780	14,090	16,690
STRIVE	101,310	(6,079)		95,231	30,703	64,529
TWC TJL SDF Grant	69,503	(4,170)		65,333	17,219	48,114
CE Options Program	-	-		-		-
Restaurant Mgmt	-	-		-		-
Testing	225	(14)		212		212
Crane Operations	1,905	(114)		1,791	575	1,216
Total	640,488	(29,061)	(4,450)	606,977	287,036	319,940

*2.58% of the state appropriation for FY24/25 is attributed to CE hours. This funding is used to offset administrative costs.

(0)

Alvin College
Auxiliary Profit/(Loss) Statement Year-To-Date Through November 30, 2025 and November 30, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services			1,167,560	4,179	118,264	4,980	1,294,983	655,315
Student Fees	208,317	163,972					372,289	330,496
	208,317	163,972	1,167,560	4,179	118,264	4,980	1,667,272	985,811
Expenses								
Purchases & Returns			476,288				476,288	620,430
Salaries		42,056	63,430		88,127	15,466	209,079	218,071
Staff Benefits	51	8,022	15,795		26,545	389	50,802	50,757
Supplies & Other Operating Expenses	125,575	34,527	5,026		9,123	726	174,977	70,182
Equipment			19,032				19,032	19,953
Bank Charges			4,612		3,103		7,715	7,617
Scholarships							-	-
	125,626	84,605	584,183	-	126,898	16,581	937,893	987,010
Excess revenue over expenses	82,691	79,367	583,377	4,179	(8,634)	(11,601)	729,379	(1,199)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			147,295				147,295	142,433
Interfund Receivables	(110,959)	351,212	746,329	13,287	(169,019)	(109,204)	721,646	669,991
Inventory			183,767				183,767	151,705
Total Assets	(110,959)	351,212	1,079,904	13,287	(169,019)	(109,204)	1,055,221	966,642
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	41,468	14	4,908	30	52,219	62,922
Deferred Revenue							-	-
Total Liabilities	4,214	1,585	41,468	14	4,908	30	52,219	62,922
Restricted Fund Balance (includes inventories)		-	183,767	-			183,767	151,705
Unrestricted Fund Balance	(115,174)	349,627	854,669	13,273	(173,927)	(109,234)	819,234	752,014
Total Liabilities & Fund Balance	(110,959)	351,212	1,079,904	13,287	(169,019)	(109,204)	1,055,221	966,642

Alvin College
Auxiliary Profit/(Loss) Statement - Year-To Date Through November 30, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services			529,493	3,327	115,125	7,370	655,315
Student Fees	183,356	147,140					330,496
	183,356	147,140	529,493	3,327	115,125	7,370	985,811
Expenses							
Purchases & Returns			620,430				620,430
Salaries	18,987	43,626	58,841		83,352	13,264	218,071
Staff Benefits	5,080	6,473	14,525		24,365	314	50,757
Supplies & Other Operating Expenses	37,738	17,973	5,576	64	7,903	929	70,182
Equipment	19,953						19,953
Bank Charges			4,239		3,371	7	7,617
Scholarships							-
	81,758	68,072	703,613	64	118,991	14,514	987,011
Excess revenue over expenses	101,598	79,068	(174,119)	3,263	(3,865)	(7,144)	(1,199)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			142,433				142,433
Interfund Receivables	(46,390)	346,858	533,059	9,819	(112,022)	(61,333)	669,991
Inventory			151,705				151,705
Total Assets	(46,390)	346,858	829,709	9,819	(112,022)	(61,333)	966,642
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	52,129	-	4,908	85	62,922
Deferred Revenue							-
Total Liabilities	4,214	1,585	52,129	-	4,908	85	62,922
Restricted Fund Balance (includes inventories)		-	151,705	-			151,705
Unrestricted Fund Balance	(50,604)	345,273	625,875	9,819	(116,930)	(61,418)	752,014
Total Liabilities & Fund Balance	(46,390)	346,858	829,709	9,819	(112,022)	(61,333)	966,642

22. Adjournment