

Regular Meeting
Thursday, October 20, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
OCTOBER 20, 2022**

It is hereby certified that a notice of this meeting was posted on the 14th day of October 2022, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 14th day of October 2022.



Dr. Robert Exley
President

3. **Executive Session**
4. **Call to Order**
5. **Pledge**
6. **Invocation**
7. **Citizen Inquiries**
8. **Board Chairman Report/Comments**
9. Information Items
 - 9.A. **Personnel Action**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 165-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *AE*
DATE: October 4, 2022

SUBJECT: Personnel Action (Replacement): Student Records Specialist-General

The individual listed below has been recommended to fill the full-time position of Student Records Specialist-General.

Candidate

Recommended: Emilie Hughes

Education: Alvin Community College
Associate's, Office Administration

Experience: Alvin Community College
Admissions Specialist, Part-Time October 2015 – Present
Student Worker August 2009 – May 2011
ACC Kid's College June 2008 – August 2010

Chiropractic Health Care
Substitute for Office Staff/Therapy Assistants January 2002 – September 2008

Alvin ISD
Substitute August 2002 – May 2004

Salary: \$34,756.09 Annual
Grade 108 / 2022-2023 TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Student Records Specialist - General		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Registrar	Grade Level:	108
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/LH	Date:	8/23/2022
Last updated by:	Dana Pence	Date:	8/16/2022

SUMMARY

The Student Records Specialist-General assists the Registrar by working with students, staff and on special projects. This position reports to the Registrar.

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

The Student Records Specialist-General, provides assistance to the Registrar for enrollment, registration, and general student services to prospective and current credit students.

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

- Provides general information about college services and activities.
- Screens for processing of course withdrawals.
- Releases departmental holds.
- Guides and directs students regarding course registration.
- Determines specific needs of student callers and makes referrals as necessary.
- Inputs all authorized grade changes in the student database.
- Distributes grade change information to student, instructor and appropriate department chair.
- Assists in the scanning of all official student documents.
- Rebuilds student records from microfiche/microfilm or CD's in the student record system.
- Works with the Registrar on special projects
- Prepares Requisitions, orders equipment and office supplies for the Registrar's Office
- Other duties as assigned.

EDUCATION

- High School diploma or equivalent required.
- Associate's degree preferred.

EXPERIENCE

- One (1) year clerical experience in an office setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires demonstrated customer service skills.
- Requires accuracy, attention to detail and handle multiple tasks simultaneously.
- Must be able to maintain a professional demeanor when dealing with difficult situation and persons.
- Proficient with computer and office machines.

- Ability to speak clearly and concisely.
- Knowledge of Microsoft Office applications.
- Typing, filing and general office skills.
- Must have excellent interpersonal and communication skills.
- Ability to follow general procedures, yet make some decisions on an individual basis.
- Ability to sit for long periods of time in one location.

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.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 164-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 4, 2022
SUBJECT: Personnel Action (Replacement): Telecommunicator

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

Candidate
Recommended: Mary Ramon

Education: Lee College
GED

Experience: Gold Star Finance
Manager March 2005 – August 2022

Salary: \$37,648.36 Annual
Grade 109 / 2022-2023 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Telecommunicator		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports to:	Sergeant, Campus Police	Grade Level:	109
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Lindsey Hindman	Date:	02/03/2022
Last updated by:	Ronald Phillips	Date:	02/01/2022

SUMMARY

The Telecommunicator position is responsible for the operation of the TLETS computer system which has world-wide capabilities. The position performs duties including: typing, filing, radio computer data entry, radio dispatch and other clerical duties. Other duties related to the safety of Officers, students and staff will be required.

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

- Coordinates correspondence, memos, purchase order and travel requests.
- Answer telephone and provide administrative support for all supervisors and the Chief of Police.
- Coordinate radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for maintaining vehicle parking permit files.
- Responsible for maintaining files of traffic citations, both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintain a log of lost and found items and log claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice President(s) and College President.
- Assist campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers to calls for service.
- Responsible for maintaining records of students with disabilities.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state report preparation and submission.
- Telecommunication Operator (TCO) serves as Terminal Agency Contact (TAC) for the TLETS computer in conjunction with Austin.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, and liability insurance).
- Provides assistance for callers, on-site visitors, students and employees as needed.

- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.
- 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 preferred or required.

EDUCATION

- High School diploma or the equivalent required.

REQUIREMENTS:

- At least one (1) year of clerical experience.
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date.
- Must have a valid Texas driver's license.
- Must be willing to work all shifts, special events and overtime.

KNOWLEDGE, SKILLS, AND ABILITIES

- Clerical and operator experience preferred.
- Experience as a certified Telecommunications Operator and Licensed TLETS Operator with knowledge of the operational procedures is preferred.
- Knowledge of police and radio procedures, and working knowledge of office equipment preferred.

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.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

9.B. Headcount Report

	Budgeted 2022-23	OCTOBER 2022	HR Vacancies
Administrative	14	12	2
*Professional	88	71	12
Faculty	121	114	6
**Technical Support, Clerical & Maintenance (TSCM)	117	105	10
Total Full-Time (FT) Employees	340	302	30

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Ben Deadwyler	Director, Business Enterprise / I.T.	9/23/2022	Resignation
2	Sammi Sanders	Digital Marketing Specialist / Marketing	10/18/2022	Resignation

10. **Consent Agenda**
 - 10.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF SEPTEMBER 22, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22nd day of September at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Michael Beck	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College

Beth Nelson
Clay Grover
Tammy Giffrow
Kyle Marasckin
John Tompkins
Alyssa Bullock
Lloyd Cox

Huff Mann
Lilly Garcia
Chuck Layton
Debra Fontenot
Mana Ruiz
Torri McTaggart
Brett Haduch

Emmanuela Onwukwe
Rachel Onwukwe
Matt Graves
Patty Sanchez
Jeff Parks
Alexander Marriott

Call to Order

The meeting was called to order by Chair Sanchez at 6:01 p.m.

Certification of Posting of Notice

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

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; Deliberating the purchase, exchange, lease, or value of real property, in accordance with Tex. Gov't Code Section 551.072; Deliberating a negotiated contract for a prospective gift or donation, in accordance with Tex. Gov't Code Section 551.073; Deliberate the evaluation of ACC employees, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 6:35 p.m.

- **Pledge**
- **Invocation**
Invocation by Secretary Hertenberger.

Citizen Inquiries

There were no citizen inquires.

Board Comments

The Regents talked about having the honor of attending and representing ACC at the AISD gala, encouraged the audience to attend the upcoming ACC Foundation gala in November, Chair Sanchez talked about attending the Latin festival in Pearland where ACC Ambassadors were there representing the college and several Regents were in attendance at the Junior Achievement Banquet in which Mr. Mike Pyburn, former ACC Board of Regents Chair, was honored and inducted in the Brazoria County Hall of Fame.

The graduates from the ACC Licensed Vocational Nursing program posted a 100 percent pass rate for their licensure exam, meaning every graduate from ACC in the past 11 years has passed their license exam. The LVN program was congratulated by the Board of Regents and acceptance of the recognition was made by LVN director Tori McTaggart and instructor Maria Ruiz.

The Board also presented a check in the amount of \$500 to the ACC Foundation as the first Regents Giving campaign. Wendy Del Bello accepted the check. Chair Sanchez stated that the Regents look forward to giving even more next year.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the Minutes of Regular Board Meeting of August 11, 2022, approval of Personnel Action (Replacement): Faculty/Clinical Coordinator, Emergency Medical Service, approval of 2022-2023 Contract Recommendations, approval of the Reporting Modernization Grant II, approval of the Jobs and Education for Texans (JET) Grant, and approval of Fiscal Year 2022-23 Cooperative Purchasing Programs. A motion to approve the Consent Agenda was made by Secretary Hertenberger. Seconded by Mr. Starkey. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Classes began last week for the Options Program, which is a dropout recovery program with Alvin ISD that helps students aged 17 to 26 obtain their High School diploma. The college hosted a tour of the students as they take the Career Exploration and Planning course.

The 45th Drama season will kick off with performances of *The Turn of the Screw* on October 8. *The Turn of the Screw* is a suspenseful play based on the iconic novella about a young governess who travels to an English manor to care for two orphans. Tickets can be purchased online or through the box office.

The ACC Library Series kicked off on September 14 with guest speaker Brandi Smith, who is a digital anchor with KHOU. The series will continue October 5 with Dining Diva Molly Fowler. All events are at 12:30 p.m. in the library and is open to the public.

Throughout the Fall semester the Student Activities Department will host the Positive Pop-Up Series to help students apply positivity to their lives. The events are part of the Positivity initiative which is a campus-wide effort to provide students and staff with a positive framework to deal with challenges that is based on research.

The Foundation will host the 23rd Annual Gala Boots and Bling on Friday, November 11. The event will be held at South Shore Harbor Resort in League City and will feature the band The Country Grooves. All proceeds benefit student scholarships.

The Associate Degree Nursing program will host an Open House on September 28 for nursing students and Registered Nurses seeking to advance their degree. At least fourteen universities will be at the event providing information on their Bachelor of Science in Nursing (BSN) degrees for potential students.

The annual Fall Festival will be Saturday, October 29 on campus. Vendors are still being sought for the event. The ACC Fall Festival has been a Halloween tradition in Alvin for more than 45 years.

Now that we have reached the end of construction, we will have a reopening ceremony on October 20th.

I along with vice presidents Wendy Del Bello and Dr. Stacy Ebert attended the Community College Finance Commission hearing on September 12 in Austin.

This report was for information only.

Census Day Internal Enrollment by Location Report

Mr. Patrick Sanger provided the Census Day Internal Enrollment and Location report for the Fall 2022 semester which included Fall 2021 and Fall 2022 comparisons in enrollment and contact hours, location enrollments, demographics, in district and out of district enrollments, Dual Enrollment highlights, percentages of courses taken online, and identified the average Dual Enrollment student and average ACC student. This report was for information only.

Online Courses Information Report

Dr. Michael Beck, with input from Mr. Huff Mann and Mr. Patrick Sanger, presented a report on Distance Education to the Board. The information included current practices to support student success, ongoing improvement, guidelines for Distance Education, success of online students, current enrollment numbers of online students, online programs, and the goals of distanced education and the ACC Strategic Plan. This report was for information only.

Consider Approval of Personnel Action (Full-Time Temporary): VP Strategic Initiatives

The motion to approve Dr. Stacy Ebert as the Full -Time Temporary Vice President of Strategic Initiatives was made by Secretary Hertenberger. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of Personnel Action (Replacement): Dean/Executive Director, Institutional Effectiveness and Research

The motion to approve Mr. Patrick Sanger as the Dean/Executive Director of Institutional Effectiveness and Research was made by Mrs. Reyes-Hall. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Approval of Contract for Magazine Publication and Mailing

The motion to approve and authorize the President to execute an agreement with Publication Printers of Denver, Colorado for this purchase with an estimated total cost of \$136,124.37 was made by Vice Chair Droege. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of Revision to Assignment, Workload and Schedules Policy DJ (LOCAL)

The motion to approve the adoption of the revised Assignment, Work Load and Schedules Policy DJ (LOCAL) amended to include the language and revisions pertaining to Remote Work effective immediately was made by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Building K Rental

The motion to approve a Building K rental fee of \$400 per day effective immediately was made by Mr. Hoover. Seconded by Mrs. Reyes-Hall. Motion passed unanimously. Regent Marvel asked that a cost report be given at mid-term

Consider Approval of Use of Theater Guidelines

The motion to approve the revised Theatre rental fees including facility deposit and the revised Guidelines and Use of the Theater as presented was made by Secretary Hertenberger. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of the Tax Rate for 2022-23

The motion to adopt the total tax rate of .164145 for the 2022-23 fiscal year. This year's proposed tax rate does not exceed the NO NEW REVENUE tax rate was made by Dr. Crumm. Seconded by Secretary Hertenberger. Motion passed unanimously.

A motion to adopt an ordinance, resolution, or order setting the tax rate does not require the language about "tax increase" as stated in section 26.05(b) of Property Tax Code. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED/(DECREASED) BY (.07) PERCENT AND WILL RAISE/ (DECREASE) TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY (\$17.15).

Debt Rate:	\$.009831 (must adopt)
M & O Rate:	\$.154314
TOTAL RATE	\$.164145

Mr. Stager will forward the signed Tax Rate Resolution to the Brazoria County Tax Assessor Collector.

Consider Approval of Change Orders for Corestone Paving and Construction

The motion to approve the Corestone Paving and Landscape Deductive Change Order #22 in the amount of (\$79,483.49) and #23 in the amount of (\$2,882.00) for a total credit to the College of \$82,365.49 was made by Vice Chair Droege. Seconded by Mr. Hoover. Motion passed unanimously

Financial Report

Dr. Crumm made the motion to approve the financial reports for July and August 2022. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 7:31 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Consider Approval of Personnel Action (Replacement): Law Enforcement, Faculty/Program Director**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 171-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 12, 2022
SUBJECT: Personnel Recommendation (Replacement): Law Enforcement, Faculty/
Program Director

The individual listed below has been recommended to fill the full-time position of Faculty, Law Enforcement Academy 12 Month / Program Director.

Candidate

Recommended: Crystal Robinson

Education:

University of North Texas
M. S., Criminal Justice, Justice Policy, and Administration

Sam Houston State University
B.A., Spanish and Criminal Justice

Alvin Community College
A.A., General Studies

Experience:

Galveston County Sheriff's Office
Deputy June 2006 – Present

Alvin Community College
Adjunct Instructor May 2022 – Present

Galveston College
Program Director/Faculty August 2020 – May 2022

Part-Time Instructor,
Law Enforcement Academy January 2014 – December 2015

College of the Mainland
Part-Time Instructor, Law Enforcement January 2010 – December 2015

Salary: \$79,523.56 Annual
12TECH / Step 10, 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, Law Enforcement Academy 12 Month / Program Director		
Department:	Legal & Health Sciences/Criminal Justice	FLSA Status:	Exempt
Reports to:	Dean, Legal & Health Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Click here to enter text.	Date:	Click to enter a date.
Last updated by:	Click here to enter text.	Date:	Click to enter a date.

SUMMARY

This position is for a twelve (12) month Full-Time instructor for the Law Enforcement Academy. The incumbent will serve as the Program Director to ensure compliance with Texas Commission On Law Enforcement (TCOLE) rules and guidelines and to prepare, maintain, and submit required reports as specified by TCOLE and Alvin Community College (ACC).

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

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution and by the TCOLE
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Maintains current knowledge of the TCOLE Rules and Regulations
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students through posted office hours and electronic communication
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments.
- Submits appropriate forms and reports to the TCOLE as required by the Commission
- Provides recommendations to the Division Dean and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to ACC's policies and procedures
- Attends institutional meetings as required
- Other related duties as assigned

Duties specific to the Program Director Include:

- Ensures compliance with commission rules and guidelines
- Prepares, maintains, and submits the following reports within the time frame specified
 1. Reports of training
 2. Self-assessment reports as required by the commission
- Maintains a copy of advisory board minutes during an on-site evaluation
- Trainings calendars/schedules must be available for review and posted on the internet, or another public venue, no later than thirty (30) days prior to the beginning of each calendar quarter or academic semester.
 1. A continually updated and posted (live) calendar will meet this requirement
- Prepares any other reports or records as requested by the commission
- Is responsible for the administration and conduct of each course, including those conducted at ancillary sites, and specifically:
 1. Appointing and supervising qualified instructors
 2. Maintaining course schedules and training files
 3. Enforcing all admission, attendance, retention, and other standards set by the commission and approved by the advisory board
 4. Securing and maintaining all facilities necessary to meet the inspection standards of this section
 5. Controlling the discipline and demeanor of each student and instructor during class
 6. Distributing a current version of the Texas Occupations Code, Chapter 1701 and commission rules to all students at the time of admission to any course that may result in the issuance of a license
 7. Distributing learning objectives to all students at the beginning of each course
 8. Ensuring that all learning objectives are taught and evaluated
 9. Proctoring or supervising all examinations to ensure fair, honest results and maintaining training files, records of tests, and other evaluation instruments for a period of five (5) years
- Receives all commission notices on behalf of the training provider and forward each notice to the appointing authority and attend or have a designee attend each academy coordinator's workshop conducted by the commission
- 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.

EDUCATION

- Associate's degree or Certificate in Law Enforcement or Criminal Justice
- Must possess an Instructor License issued by the Texas Commission on Law Enforcement.
- Must possess and maintain current Peace Officer licensure.

EXPERIENCE

- At least three (3) years of experience in a related field required
- At least one (1) year of college level teaching experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

The incumbent will spend a significant portion of the day working in and around a live firearms and firing range. The incumbent will utilize appropriate PPE and safety protocols to minimize exposure to Lead particulates. Incumbent will perform daily inspections and maintenance of the firing range mechanical systems and LEA facilities. A significant portion of the daily duties will involve interacting with Lead and other hazardous materials. The incumbent will be also regularly be exposed to noise levels in excess of 130db.

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 40 pounds.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.C. **Consider Approval of Personnel Action (Replacement); Faculty, Physics and Astronomy**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 167-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 5, 2022
SUBJECT: Personnel Action (Replacement): Faculty, Physics and Astronomy

The individual listed below has been recommended to fill the full-time position of Faculty, Physics & Astronomy 9 Month.

Candidate

Recommended: Dr. Mozummel Hussain

Education: Florida State University
Ph.D., Physics
M.S., Physics

University of Dhaka
M.S., Theoretical Physics
B.S., Physics

Experience: Texas State University Lecturer August 2019 – Current
University of Indianapolis Visiting Assistant Professor August 2018 – May 2019
Alvin Community College Adjunct, Physics May 2019 – August 2019
June 2018 – August 2018
June 2017 – August 2017
Western Kentucky University Visiting Assistant Professor August 2017 – May 2018

Florida State University

Teaching Assistant/ Research Assistant

August 2010 – May

2017

Salary: \$66,015.19 Annual
9DOCT / Step 8, 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Physics and Astronomy		
Department:	Natural and Physical Sciences	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	01/24/2022
Last updated by:	Dean, Arts & Sciences/JM	Date:	01/24/2022

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students through posted office hours and electronic communication
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures
- Attends institutional meetings as required
- Other related 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.

EDUCATION

Master's degree in physics, astronomy, or a closely related physical science or Master's degree with 18 graduate hours in physics or astronomy

EXPERIENCE

Prior teaching experience at the college level preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Working knowledge of Blackboard course management system preferred
- Must be familiar with interactive teaching methods and instruction via the Internet
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.D. **Consider Approval of the Perkins Grant**

MEMORANDUM NO: 168-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 5, 2022
SUBJECT: Perkins Grant

The Texas Higher Education Coordinating Board (THECB) authorized the Noticed of Grant Award (NOGA) for Alvin Community College's 2022-2023 Perkins Basic award in the amount of \$141,627 on September 14, 2022.

The grant period is 9/1/2022 through 8/31/2023.

The Perkins funds have been approved for the following:

CTE ADVISOR: (19hrs/wk x 43wks x \$25/hr=\$20,425) Alvin Community College will utilize Perkins funds to hire a part-time advisor dedicated to Career and Technical Programs for the specific purpose of developing best practices to identify and retain special population students (CLNA Part 6 Goal 3a). The CTE Advisor will work with Pathways advisors to educate and advise students regarding CTE courses and programs.

The CTE advisor will also:

- assist students with admission, registration, and career planning for those pursuing a credit workforce program (career/technical),
- provide educational guidance and assistance for students by planning schedules, recommending courses, and determining appropriate education solutions for different types of students,
- assist with tracking students in special populations, identifying potential barriers, and tracking gainful employment, and
- maintain contact with faculty/staff and provide consultation as requested.

GRADCAST (\$5,956) Alvin Community College will utilize Perkins funds to purchase Gradcast for job placement assistance. GradCast is a computerized job placement service for upcoming graduates. With this computer program, students can enter their resumes on-line and be linked with employers in their geographical area in the business or industry of interest to them. GradCast connects students with employers that hire their specific skill sets. GradCast provides data and reports to college management regarding job placement of students.

INSTRUCTIONAL EQUIPMENT (\$115,246) Alvin Community College will utilize Perkins funds to enhance instruction and improve academic and technical skills of students participating in the Diagnostic Cardiovascular program and the Welding program.

Diagnostic Cardiovascular Ultrasound machine (1 @ \$70,000): Alvin Community College will utilize Perkins funds to purchase a cardiovascular ultrasound machine to enhance instruction and allows for competency-based training in a realistic practice setting.

Welding machines (12 @ \$3,770.50 = \$45,246): The welding machines will be utilized in the following courses: WLDG 1200, WLDG 1313, WLDG 1323, WLDG 1428, WLDG 1353, WLDG 1435, WLDG 2413. The machines will replace our current, outdated equipment and allow students to train on the most present-day welding equipment available.

It is recommended that the Board approve the acceptance of the 2022-2023 Perkins Basic award in the amount of \$141,627 as notified via the Texas Higher Education Coordinating Board (THECB) Notice of Grant Award (NOGA) for Alvin Community College's 2022-2023 Perkins Basic dated September 14, 2022.

RJE:tg

Grant Information Form

Grant Program Title: Carl D. Perkins Career and Technical Education Basic Grant

Grant Provider: Texas Higher Education Coordinating Board

Award Amount: \$141,627.00

Expected Date of Funding: September 1, 2022

Proposed Grant Period: 9/1/2022 – 8/31/2023

Matching Funds Required: None

ACC Proposed Use of Funds:

The grant will provide the following:

- Support for Diagnostic Cardiovascular Sonography (DCVS) and Welding
- Part-Time CTE Advisor

10.E. **Consider Approval of Enterprise Resource Planning and Student Information System Managed Services**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 169-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 7, 2022

SUBJECT: Enterprise Resource Planning and Student Information System Managed Services

Alvin Community College depends on technology to serve its mission to serve our students, employees, and community. The College's Colleague Student Information System migration project, as approved by the Board of Regents in April 2021, is scheduled for final cutover beginning October 31, 2022. An IT staff member critical to the success of the project resigned on September 23rd.

To ensure continuity of Colleague support services and the success of the migration project, ACC has engaged Ultimate Consulting, LLC (UC) for Enterprise Resource Planning and Student Information System temporary managed services. The scope of work terminates November 30, 2022 and is not to exceed \$44,800. Through the Reporting Modernization Grant, as approved by the Board on August 11, 2022, ACC has spent \$13,840 and encumbered an additional \$3,360 with UC in Fiscal Year 2022-2023. Total expected expenditures through November 30, 2022 are \$62,000, which will exceed procurement thresholds without Board approval.

The vacant position is considered high demand and hard to fill. A candidate search will commence following the completion of the SQL migration project. A Request for Proposals (RFP) has been submitted for extended ERP/SIS managed services throughout the search to ensure continuity of support and ease of transition for the recommended candidate. An RFP approval request is anticipated to be brought to the board in November 2022.

It is recommended that the Board of Regents approve the additional \$44,800 expenditure to Ultimate Consulting, LLC.

RJE:tg

11. **Student Report**
12. **Faculty Senate Report**
13. **President's Report**
14. **Consider Approval of Contract for Modern Campus Renewal Upgrade and Additional Software**

MEMORANDUM NO: 166-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 5, 2022

SUBJECT: Contract for Modern Campus Contract Renewal Upgrade and Additional Software

Since 2019, ACC has contracted with Modern Campus (formerly OmniUpdate) for use of its Omni CMS (content management system) for the college website. Due to an increase in users needing access to manage their own content, it is recommended to upgrade from a 25-user tier a 100-user license tier. Upgrading to the 100-user tier will result in a cost increase from \$9,500 to \$22,000. The total contract cost will increase from \$23,500 to \$38,500 with an average of \$39,493 over three years.

In addition to the CMS license upgrade, Marketing would like to purchase two additional products that will enhance the website experience for visitors and prospective students.

The first product is a digitally illustrated 3D campus map that will allow for the creation of a virtual tour complete with photo, video, and audio capabilities. The cost for this addition is \$10,500. This covers implementation fees (\$4,500) and map hosting costs (\$6,000). This tool could prove invaluable in helping the college with recruitment as prospective students would be able to see and learn about the campus without having to come for a physical tour. The \$6,000 hosting fee would be a recurring yearly cost.

The second product is the Career Pathways module which provides a detailed, visual overview of career and salary information for our academic and technical programs. ACC is currently using Career Coach to highlight this information and there is a plugin embedded on most program pages on the ACC website. This plugin is managed by Career Coach and displays a modest amount of information that allows users to click a "learn more" button that leads to the career coach website.

By replacing the Career Coach plugin with the Modern Campus Career Pathways module, users would be able to view a highly detailed visual representation of salary information, employment trends, and top occupations in a given field. The data is provided by EMSI so it is always current and accurate. It will also allow Marketing to create plugins for new programs and update existing plugins when information changes.

This module is not intended to replace Career Coach, but meant to be used alongside it. The cost of the Career Pathways module is \$7,999.

The upgraded CMS license along with the new products will help the Marketing department keep the ACC website properly updated along with the ability to offer new tools that can aid in student recruitment.

From a Purchasing prospective, this upgraded agreement and software additions are considered proprietary as a continuing on-going service, per Texas Education Code 44.031.

College staff requests Board approval and allow the President to execute an agreement with Modern Campus for a three-year agreement for \$ 118,479.00 and the purchase of additional software for \$ 18,499.00 for a total of \$ 136,520.00.

RJE:tg

15. **Consider Approval of Resale Trust Property**

**ALVIN COMMUNITY COLLEGE
EXECUTIVE SUMMARY
COLLEGE BOARD OF REGENTS
TRUST PROPERTY**

<i>Tax Suit #</i>	<i>Legal Description</i>	<i>Court Adjudged Value</i>	<i>Current Value</i>	<i>Total Taxes Due</i>	<i>ACC Taxes Due</i>	<i>Bid/Offer</i>
46544	WESTGLEN (ALVIN), BLK 2 LOT 6 (AMENDED04) Acres .2222	\$19,360.00	\$23,230.00	\$14,110.84	\$998.73	\$1,500.00



Brazoria County Tax Office

KRISTIN R. BULANEK
TAX ASSESSOR-COLLECTOR

111 E. Locust
Angleton, Texas 77515

979.864.1320
FAX 979.864.1346

Wednesday, September 28, 2022

Alvin Community College
Attn: Tammy Giffrow
3110 Mustang Rd.
Alvin, TX 77511

Re: Account No. 8238-0102-007

Dear Ms. Giffrow,

The Property Tax Resale Committee of Brazoria County has received an offer on the above-referenced account held in trust. Included with this letter is the property information.

The Property Tax Resale Committee has agreed to accept the offer. Please present this offer to your governing body for approval.

Once approved, please notify the Brazoria County Tax Office and include the account number and a copy of the minutes.

Property Tax Resale Information:

Account No.: 8238-0102-007

Cause No.: 46544

Legal Description: WESTGLEN (ALVIN) BLK 2 LOT 6 (AMENDED04) ACRES.2222

Adjudged Value: \$19,360.00

Current Value: \$23,230.00

Minimum Bid: \$3000.00

Customers Offer: \$1500.00

Taxes Due: \$14,110.84

ACC Taxes Due: \$998.73

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Betreace McFatter

TAX RESALE PROPERTY INFORMATION

RESALE MEETING OF: 9/27/2022
IN TRUST TO: ALVIN ISD
PREVIOUS OWNER: CARLISE HOMES II, LTD, ET AL
ACCOUNT #: 8238-0102-007
LEGAL DESCRIPTION: WESTGLEN (ALVIN) BLK 2 LOT 6
PHYSICAL ADDRESS: 970 WILDWINN DR
SCHOOL DISTRICT: ALVIN ISD
OFFER MADE BY: CSA
AMOUNT OF OFFER: \$1,500.00
MINIMUM BID AT SALE: \$9,632.01
ADJUDGED VALUE: \$19,360.00
CURRENT LAND VALUE: \$23,230.00
CURRENT IMPROVEMENT: \$0.00
CITY WEED/DEMO LIENS: UNKNOWN
SHERIFF'S DEED FILE DATE: 1/11/2011
REDEMPTION DATE: 7/11/2011
POST JUDGMENT TAXES: \$2,754.48
POST JUDGMENT YEARS: 2009-2011

VOTE: **AYE** **NAY**

K. BULANEK
K. STEWART
JUDGE SEBESTA
S. ADAMS
CIVIL DIVISION REP.

X
X
X
X
X

PBFCM REPRESENTATIVE PRESENT

BID ANALYSIS

Cause Number:	46544	Account Number:	8238-0102-007
Bid Amount:	\$1,500.00	Current Land Value \$:	\$23,230.00
Offer Made By:	CSA	Adjudged Value\$:	\$19,360.00

Judgement Information

Taxing Entity	Tax Years	Amount Due
BC	2003-2008	\$641.10
Special R & B	2003-2008	\$114.23
Alvin ISD	2003-2008	\$2,794.51
City of Alvin	2003-2008	\$1,513.53
Alvin Comm College	2003-2008	\$411.83
Alvin Conservation & Reclamation	2003-2008	\$250.33
		\$5,725.53

Costs

Court Costs	\$0.00	Sheriff Fee's	\$286.28
Publication Fee's	\$169.20	Research Fee's	\$2,275.00
Ad Litem		Recording Fee's	\$24.00
Liens		Certified Mail	
Cost of Deed		Deed File Date	
	Total		\$2,754.48

Post Judgement Information

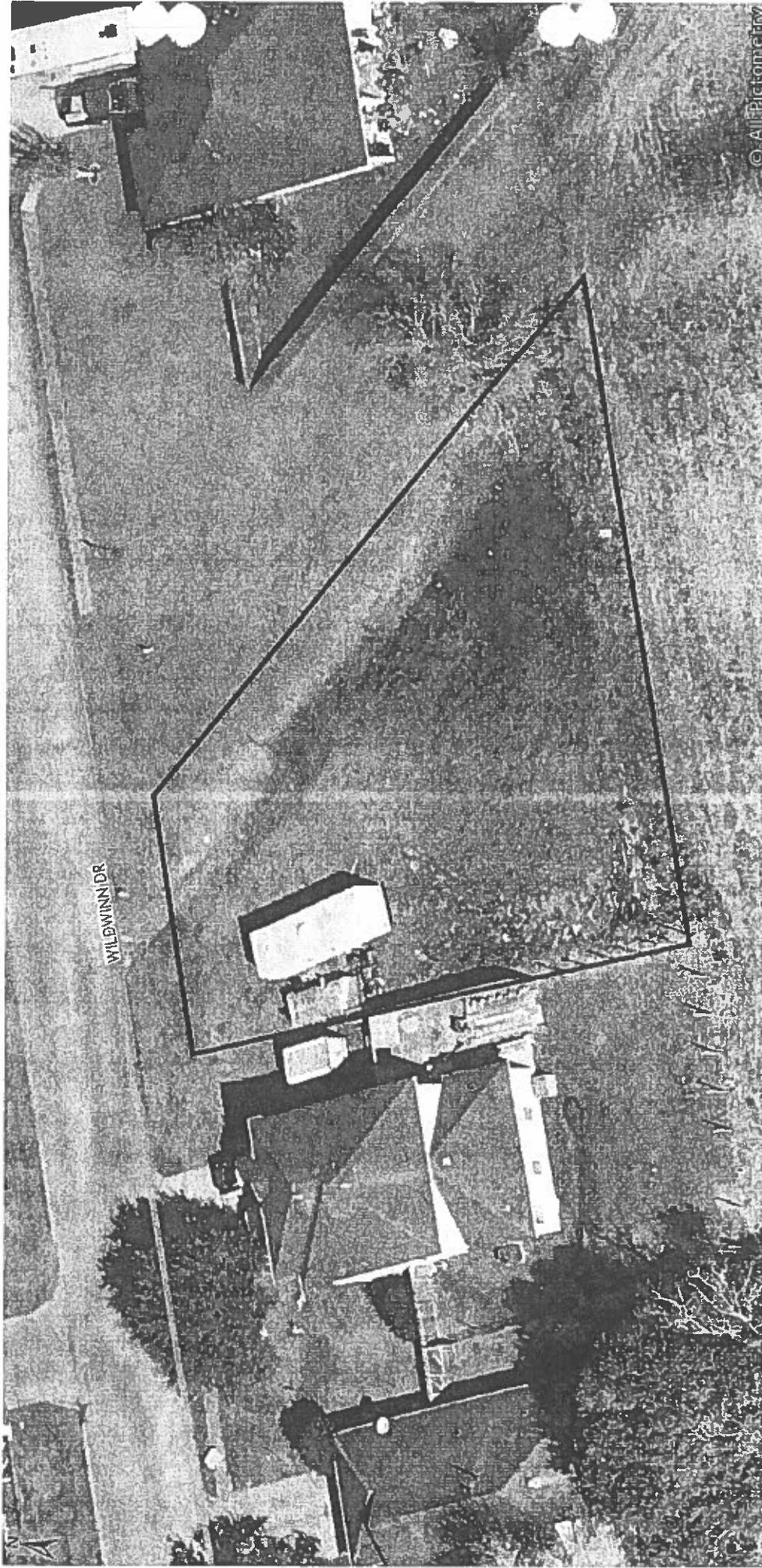
Taxing Entity	Tax Year's	
BC	2009-2011	\$450.29
Special R & B	2009-2011	\$70.42
Alvin ISD	2009-2011	\$1,466.08
Alvin Comm College	2009-2011	\$224.65
Brazoria County C&R Dist #3	2009-2011	\$175.98
City of Alvin	2009-2011	\$942.70
	Post Judgment Total	\$3,330.12

Proposed Distribution

Offer Amount	\$1,500.00	Costs	\$2,754.48
Net to Distribute \$			-\$1,254.48

BC	11.20%	-140.47
Special R& B	2.00%	-25.03
Alvin ISD	48.81%	-612.29
Alvin Comm College	26.43%	-331.62
Brazoria County C&R Dist #3	7.19%	-90.23
City of Alvin	4.37%	-54.85
	0.00%	0.00
	0.00%	0.00
	0.00%	0.00

8238-0102-007 LOT 6



01/03/2022

16. **Financial Report**

Alvin Community College
Consolidated Statements of Net Assets

	September 30, 2022	September 30, 2021	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	4,177,294	1,970,823	2,206,471	
Short-term investments	19,696,709	15,939,517	3,737,192	
Accounts receivable, net	1,363,121	7,449,835	(5,886,714)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	1,156	217,360	(216,204)	Travel advances and prepaid expenses
Inventories	154,913	-	154,913	
Total Current Assets	25,593,193	23,597,535	(4,342)	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	45,576,905	30,141,465	15,435,440	
Total Assets	72,170,098	56,739,000	15,431,098	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,651,781	4,339,605	(687,824)	TRS pension
Deferred outflows - OPEB	9,755,156	5,951,439	3,803,717	OPEB
Total Deferred Outflows of Resources	13,406,937	10,291,044	3,115,893	
Liabilities				
Accounts payable & accrued liabilities	137,556	175,264	(37,708)	
Net pension liability	9,854,249	9,596,705	257,544	
Net OPEB liability	28,599,258	26,895,555	1,703,703	
Funds held for others	50,355	50,223	132	Agency funds - groups, clubs, etc on campus
Deferred revenues	253,164	-	253,164	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	Entry made annually for change in liability
Bonds payable, net of premiums	5,126,219	6,562,444	(1,436,225)	Annual payment
Tax note payable, net of premiums	19,640,000	20,420,000	(780,000)	Annual payment
Total Liabilities	64,167,608	64,166,105	1,503	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,499,947	1,911,006	(411,059)	TRS pension
Deferred inflow - OPEB	7,280,493	6,709,893	570,600	OPEB
Deferred inflow - premium on tax note	2,324,548	2,461,286	(136,738)	OPEB
Total Deferred Inflows of Resources	11,104,988	11,082,185	22,803	
Net Assets				
Fund Balance - Equity	10,304,438	(8,218,246)	18,522,684	
Total Net Assets	10,304,438	(8,218,246)	18,522,684	

Alvin Community College
Consolidated Statements of Revenue and Expense
September 30, 2022 and September 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other		M&O	Remaining	% of Budget	All Other		Amended M&O	Remaining	% of Budget
	Funds Actual	M&O Actual	Budget	Budget		Funds Actual	M&O Actual	Budget	Budget	
Revenues										
Operating revenues										
Tuition and fees	644,584	2,825,145	6,688,719	(3,863,574)	42.24%	723,520	2,910,860	6,688,719	(3,777,859)	43.52%
Federal grants and contracts	2,102,727	-	-	-	0.00%	3,056,791	-	245,993	(245,993)	0.00%
State grants	112,394	-	-	-	0.00%	8,093	-	-	-	0.00%
Local grants	96,718	-	-	-	0.00%	-	-	-	-	0.00%
Auxiliary enterprises	257,628	-	-	-	0.00%	272,309	-	-	-	0.00%
Other operating revenues	80,977	3,293	70,000	(64,605)	7.71%	80,433	2,469	75,000	(72,531)	3.29%
Total operating revenues	3,295,028	2,830,540	6,758,719	(3,928,179)	41.88%	4,141,147	2,913,329	7,009,712	(4,096,383)	41.56%
Expenses										
Operating expenses										
Administrative	-	1,256,820	8,960,337	7,703,317	14.03%	-	985,510	7,869,087	6,883,577	12.32%
Institutional	-	813,890	7,911,150	7,097,260	10.29%	-	671,960	7,588,392	6,916,432	8.86%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Occupational Technical Instruction	-	521,889	6,546,064	6,024,175	7.97%	-	424,661	6,329,305	5,904,644	6.71%
University Parallel Instruction	-	616,688	8,362,713	7,746,027	7.37%	-	602,642	8,296,763	7,694,121	7.26%
Student Services	-	390,072	4,725,992	4,335,920	8.25%	-	398,948	5,043,330	4,644,382	7.91%
Physical Plant	-	153,511	3,564,791	3,411,280	4.31%	-	116,190	3,301,962	3,185,772	3.52%
Unbudgeted Unrestricted (Fund 12)	397,068	-	-	-	0.00%	510,455	-	-	-	0.00%
Continuing Education	51,837	-	-	-	0.00%	73,652	-	-	-	0.00%
Auxiliary Enterprises	152,804	-	-	-	0.00%	178,031	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	547	-	-	-	0.00%
TPEG	80,413	-	-	-	0.00%	85,288	-	-	-	0.00%
Institutional Scholarships	55,797	-	-	-	0.00%	32,343	-	-	-	0.00%
State Grants	168,805	-	-	-	0.00%	8,093	-	-	-	0.00%
Federal Grants	2,102,999	-	-	-	0.00%	3,057,089	-	-	-	0.00%
Donor Scholarships	132,666	-	-	-	0.00%	121,609	-	-	-	0.00%
Unexpended Plant Fund	23,047	-	-	-	0.00%	27,954	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	500	-	-	-	0.00%	16,670	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	20,696	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	3,186,647	3,752,869	40,071,049	36,318,180	9.37%	4,111,732	3,199,911	38,428,839	33,228,928	8.33%
Operating Gain/(Loss)	108,382	(922,329)	(33,312,330)	(40,246,359)		29,415	(286,582)	(31,419,127)	(39,325,312)	
Nonoperating revenues										
State appropriations*	-	910,514	7,587,622	(6,677,108)	12.00%	-	1,095,529	7,587,622	(6,492,093)	14.44%
Property tax revenue - Current	-	15,787	25,599,708	(25,583,921)	0.06%	-	14,081	23,612,061	(23,597,980)	0.06%
Property tax revenue/Instnt Reserve	-	-	-	-	-	-	-	144,444	(144,444)	-
Property tax revenue - Delinquent	1,128	5,824	-	5,824	0.00%	1,379	-	-	-	0.00%
Property tax revenue - Interest & Penalties	439	-	-	-	0.00%	403	-	-	-	0.00%
Investment income	2,225	(26,865)	125,000	(151,865)	-21.49%	521	552	75,000	(74,448)	0.74%
Other non-operating revenues	33,836	-	-	-	0.00%	38,143	-	-	-	0.00%
Total nonoperating revenues	37,628	905,260	33,312,330	(32,407,070)	2.72%	40,446	1,110,162	31,419,127	(10,308,965)	3.53%
Provided by the State										
Revenue for Insurance and Retirement	-	61,702	-	61,702	0.00%	-	59,073	-	59,073	0.00%
State Insurance Match	-	-	-	-	0.00%	-	(59,073)	-	(59,073)	0.00%
State Retirement Match	-	(61,702)	-	(61,702)	0.00%	-	-	-	-	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%
Increase/(decrease) in net assets	146,009	(17,070)	-	(72,653,429)		69,861	823,580	-	(69,634,277)	

* State Approp portion generated by CE = 23,491

29,798

* Institutional Reserve 10,868,668

9,347,000

Alvin Community College
Consolidated Statements of Revenue and Expense
September 30, 2022 and September 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	3,295,028	2,830,540	6,758,719	(3,928,179)	41.88%	4,141,147	2,913,329	7,009,712	(4,096,383)	41.56%
Nonoperating revenues										
Total nonoperating revenues	37,628	905,260	33,312,330	(32,407,070)	2.72%	40,446	1,110,162	31,419,127	(30,308,965)	3.53%
Less Expenses										
Operating expenses										
Total operating expenses	(3,186,647)	(3,732,869)	(40,071,049)	(36,318,180)	9.37%	(4,111,732)	(3,199,911)	(38,428,839)	(35,228,928)	8.33%
Increase/(decrease) in net assets	146,009	(17,070)	-	(72,653,429)		69,861	823,580	-	(69,634,277)	

* State Approp portion generated by CE =

23,491

29,798

* Institutional Reserve

10,868,668

9,347,000

Alvin Community College
Consolidated Detail Expense by Type
September 30, 2022 and September 30, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	1,532	125,126	1,792,544	1,667,418	6.98%	9,780	146,273	1,755,274	1,609,001	8.33%
Professional Sal	70,309	425,953	5,655,893	5,229,940	7.53%	76,932	380,647	5,490,048	5,109,401	6.93%
Tech/Clerical Sal	64,119	394,338	5,398,237	5,003,899	7.30%	67,418	368,427	5,135,350	4,766,923	7.17%
Faculty Sal	40,625	924,911	12,448,788	11,523,877	7.43%	24,814	827,240	12,289,001	11,461,761	6.73%
Misc Sal	120	18,704	204,965	186,261	9.13%	5,859	15,248	144,855	129,607	10.53%
Reg Students Sal	6,925	5,050	211,376	206,326	2.39%	3,092	4,812	161,279	156,467	2.98%
Work Study Students Sal	8,990	-	-	-	0.00%	5,003	-	-	-	0.00%
Staff Benefits	27,877	372,399	4,290,630	3,918,231	8.68%	7,599	280,928	4,305,770	4,024,842	6.52%
Subtotal	220,497	2,266,481	30,002,433	27,735,952	7.55%	200,496	2,023,575	29,281,577	27,258,002	6.91%
Equipment	12,069	14,625	31,900	17,275	45.85%	-	964	-	(964)	0.00%
Computer Hardware	-	-	72,000	72,000	0.00%	-	-	-	-	0.00%
Capital Improvements	-	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instn Reserve	-	-	150,000	150,000	0.00%	-	-	144,444	144,444	0.00%
Travel/Prof Development	1,580	4,670	540,442	535,772	0.86%	-	567	213,374	212,807	0.27%
Supplies & Exp	597,023	1,466,623	7,044,574	5,577,951	20.82%	672,527	1,152,618	6,574,244	5,421,626	17.53%
Institutional Scholarships	55,797	470	248,300	247,830	0.19%	32,343	22,186	333,700	311,514	6.65%
Financial Aid	2,097,419	-	-	-	0.00%	2,951,204	-	-	-	0.00%
Donor Scholarships	132,666	-	-	-	0.00%	121,609	-	-	-	0.00%
Purchases (Store/Concession)	25,353	-	-	-	0.00%	60,119	-	-	-	0.00%
Contingency Expense	-	-	200,000	200,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	500	-	-	-	0.00%	16,670	-	-	-	0.00%
Tax Maintenance Note	20,696	-	1,781,500	1,781,500	0.00%	-	-	1,781,500	1,781,500	0.00%
Unexpended Plant	23,047	-	-	-	0.00%	27,954	-	-	-	0.00%
	3,186,647	\$ 3,752,869	\$ 40,071,149	\$ 36,318,280	9.37%	\$ 4,082,921	\$ 3,199,911	\$ 38,428,839	\$ 35,228,928	8.33%
State Insurance Match	-	-	-	-	0.00%	-	59,073	-	(59,073)	0.00%
State Retirement Match	-	61,702	-	(61,702)	0.00%	-	-	-	-	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense
September 30, 2022

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	23,491	351	(5,845)	17,997	22,934	(4,937)
GED	-	-	-	-	-	-
Motorcycle	-	-	-	-	63	(63)
Real Estate	-	-	-	-	-	-
Dental Assistant	40,390	(2,423)	-	37,967	6,126	31,841
Phlebotomy	(2,650)	159	-	(2,491)	195	(2,686)
Health and Medical	-	-	-	-	-	-
Certified Nursing / Medication Aide	17,620	(1,057)	-	16,563	1,158	15,405
Welding	1,363	(82)	-	1,281	-	1,281
Truck Driving	55,390	(3,214)	-	52,176	9,827	42,349
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	-	-	-	-	-	-
Concealed Handguns	-	-	-	-	-	-
Occupational Health & Safety	790	-	-	790	313	478
Community Programs	120	-	-	120	1,198	(1,078)
Clinical Medical Assistant	13,605	(816)	-	12,789	1,608	11,180
Vet Assistant	-	-	-	-	-	-
Yoga	260	-	-	260	600	(340)
Human Resource Program	-	-	-	-	-	-
Activity Director Program	-	-	-	-	-	-
Machinist Program	-	-	-	-	-	-
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	47,845	(2,871)	-	44,974	7,830	37,145
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	-	-	-	-	-	-
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
Total	198,224	(9,954)	(5,845)	182,425	51,852	130,574

*2.58% of the state appropriation for FY21/22 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvia Community College
Auxiliary Profit(Loss) Statement Year-To-Date Through September 30, 2022 and September 30, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	89,296		38,975	-	36,855	2,563	167,689	178,022
Student Fees		89,940					89,940	94,287
	89,296	89,940	38,975	-	36,855	2,563	257,628	272,309
Expenses								
Purchases & Returns			25,353				25,353	60,119
Salaries	8,247	11,418	18,022		23,272	4,112	65,071	58,255
Staff Benefits	2,470	2,146	3,862		7,724	218	16,420	16,068
Supplies & Other Operating Expenses	24,994	4,015	684		353	72	30,118	28,604
Equipment			15,220				15,220	14,788
Building Repairs							-	-
Bank Charges			622				622	196
Contingency							-	-
Scholarships							-	-
	35,710	17,579	63,764	-	31,349	4,402	152,804	178,031
Excess revenue over expenses	83,585	72,361	(24,789)	-	5,506	(1,839)	164,824	94,278
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			7,753				7,753	5,518
Interfund Receivables	95,613	398,291	566,442	2,817	(27,507)	45,595	1,081,251	1,489,148
Prepaid Expenses							-	-
Inventory			154,913				154,913	217,360
Total Assets	95,613	398,291	731,621	2,817	(27,507)	45,595	1,246,430	1,714,539
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	30,863		5,393	108	46,098	46,209
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	8,092	1,642	30,863	-	5,393	108	46,098	46,209
Restricted Fund Balance (includes inventories)			154,913				154,913	217,360
Unrestricted Fund Balance	87,521	396,649	545,844	2,817	(22,900)	45,488	1,045,419	1,450,969
Total Liabilities & Fund Balance	95,613	398,291	731,621	2,817	(27,507)	45,595	1,246,430	1,714,539

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through September 30, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	93,397		54,380	195	28,836	1,215	178,022
Student Fees		94,287					94,287
	93,397	94,287	54,380	195	28,836	1,215	272,309
Expenses							
Purchases & Returns			60,119				60,119
Salaries	9,650	7,517	18,880		22,209		58,255
Staff Benefits	2,570	1,193	4,904		7,401		16,068
Supplies & Other Operating Expenses	18,113	6,295	3,575		621		28,604
Equipment			14,788				14,788
Building Repairs							-
Bank Charges			196				196
Contingency							-
Scholarships							-
	30,333	15,005	102,462	-	30,231	-	178,031
Excess revenue over expenses	63,065	79,281	(48,082)	195	(1,396)	1,215	94,278
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			5,518				5,518
Interfund Receivables	331,382	472,560	561,620	3,484	42,850	77,251	1,489,148
Prepaid Expenses							-
Inventory			217,360	-			217,360
Total Assets	331,382	472,560	787,011	3,484	42,850	77,251	1,714,539
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	32,049		7,459		46,209
Deferred Revenue							-
Deposits							-
Total Liabilities	6,063	638	32,049	-	7,459	-	46,209
Restricted Fund Balance (includes inventories)			217,360	-			217,360
Unrestricted Fund Balance	325,319	471,922	537,601	3,484	35,391	77,251	1,450,969
Total Liabilities & Fund Balance	331,382	472,560	787,011	3,484	42,850	77,251	1,714,539

17. **Adjournment**