

Regular Meeting
Thursday, August 17, 2023 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

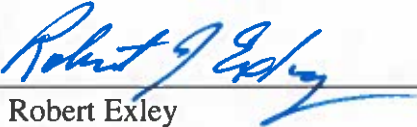
Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
AUGUST 17, 2023**

It is hereby certified that a notice of this meeting was posted on the 10th day of August 2023, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 12th day of August 2023.



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: 098-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 1, 2023
SUBJECT: Personnel Action (Replacement): IT Service Desk Coordinator

The individual listed below has been recommended to fill the full-time position of IT Service Desk Coordinator.

Candidate

Recommended: VaNeasha Wallace

Education: Western Governors University
MBA, Information Technology Management

Prairie View A&M University
BA, Computer Science

Experience: Angleton ISD
IT Support Technician II March 2013 – February 2022

Salary: \$47,667.64, Annual
Grade 113, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Service Desk Coordinator (PID 767)		
Department:	Information Technology	FLSA Status:	Non-Exempt
Reports to:	IT Director, Operations	Grade Level:	113
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	05/18/2023
Last updated by:	VP, IT/KK	Date:	05/18/2023

SUMMARY

The Service Desk Coordinator is responsible for the efficient operation of Information Technology Services' service desk software and support area. The position takes basic support calls, logs job requests, oversees timely handling of incident reporting and services requests, and addresses student/staff technology related questions. The Coordinator researches, prepares, documents, and participates in or leads software and systems training for faculty and staff. The position participates in student orientation and training activities to foster usage and adoption of the campus Intranet, student information system, and learning management system. The Service Desk Coordinator's goals are to ensure incidents and requests are addressed within established service level agreements and meet employee and student satisfaction goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Delivers first-call resolution when able, performs initial troubleshooting steps, initiates service request, documents and escalates the request to appropriate Information Technology Services or Distance Education team members.
- Assists callers in creating service requests and routing them to the appropriate Information Technology Services support area.
- Ensures support requests are accurately logged, routed, managed, and addressed in the service desk software, and ensures that Service Level Agreements goals are met.
- Assists students with registration activities and learning management system tasks, locating pertinent information on the campus Intranet and College website.
- Formulates and implements procedures to maximize service desk efficiency.
- Acts as the single point of contact in campus communications regarding system outages and maintenance windows.
- Oversees student employees and manages schedules to ensure adequate service desk coverage.
- Provides an excellent example of customer service on all levels for the College.
- Monitors, reviews and shares software updates with the College.
- Creates and maintains Information Technology Services pages on the campus intranet and campus website.
- Identifies, prepares, presents, or facilitates employee software training.
- Participates in employee orientation activities.
- Oversees the Information Technology Services open lab and facilitates scheduling as needed.
- Other related duties as assigned.

QUALIFICATIONS

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

EDUCATION

- A high school diploma is required.
- Some college level coursework, Associate's degree, or higher preferred.

EXPERIENCE

- Two (2) years experience working in a professional office environment.
- One (1) year experience working supporting technology or performing administrative functions.
- Experience in higher education preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to think critically and solve problems.
- Maintains positive working relationships with employees and students.
- Deep and broad knowledge of Microsoft Office applications.
- Excellent organizational skills.
- Must be flexible to work outside normal business hours during peak enrollment periods or project-focused activities.
- Ability to adapt answers and documented knowledge base to evolving technologies.
- Ability to handle interruptions with minimal disruption to work flow.
- Ability to communicate effectively in writing and orally.
- Ability to create comprehensive and easily followed training and assistance materials.

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 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: 100-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 2, 2023
SUBJECT: Personnel Action (Temporary Grant Funded): Project Assistant

The individual listed below has been recommended to fill the full-time position of Project Assistant Temporary Grant Funded.

Candidate Recommended: Carol Azlin

Education: Alvin Community College
Associate of Applied Science

Experience: Texas Dept. of Criminal Justice-Reentry & Integration
Reentry Case Manager January 2021 – Present
Office Cashier & Clerk September 2016 – January 2021
Administrative Assistant October 1995 – September 2016

Salary: \$42,200
Grade 107 / 2022 – 23 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Project Assistant – Temporary – Grant Funded (PID 640)		
Department:	Academic Affairs and Instruction	FLSA Status:	Non-Exempt
Reports to:	Project Manager – Temporary – Grant Funded	Grade Level:	107
Safety Sensitive:	No	Job Category:	TSCM
HR approved:	Human Resources/LG	Date:	06/21/2023
Last updated by:	Project Manager/II	Date:	06/21/2023

SUMMARY

The Project Assistant – Temporary – Grant Funded position provides office, budgetary and clerical support to the Project Manager – Temporary – Grant Funded and departments that support the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Generates and coordinate correspondence among college departments for grant Project Manager
- Maintains program files
- Monitors budget disbursements
- Assists with grant report/document creation/submission
- Maintains all records pertinent to evaluation component
- Manages correspondence between Project Manager and Business Office on budgetary issues
- Coordinates meetings with Project Manager and project team
- Updates Project Manager and Business Office on any changes in grant budget amendments
- Provides general clerical support to Project Manager and Project Specialists as assigned
- Assists with all project events and workshops in planning, invitations, set up, facilities requests, works orders, programs and all catering needs. Personal participation is frequently required at the events
- 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 in Office Management or related field

EXPERIENCE

- 3-years of experience in office operations

KNOWLEDGE, SKILLS, AND ABILITIES

- Intermediate to advanced skill level with Microsoft Word, Excel, and Outlook
- Show evidence of proficiency in verbal/written applications in office work, organized, solid recordkeeping abilities (electronic and physical)
- Must be available to work evenings and weekends as needed
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Bilingual preferred, but not required

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: 106-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 3, 2023
SUBJECT: Personnel Action (Replacement): Transportation Mechanic

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

Candidate Recommended: Hung Hoang

Education: Houston Community College
Associates, Process Technology

Experience: City of Missouri City November 2013 - Present
Shop Foreman
Coban Technologies
Sales / Installation Manager April 2007 – August 2013

Salary: \$46,800.00
Grade 112 / 2022 – 23 TSCM Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Transportation Mechanic		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Director, Physical Plant	Grade Level:	112
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/LH	Date:	11/30/2020
Last updated by:	Human Resources/LH	Date:	11/30/2020

SUMMARY

This position will be responsible for fleet maintenance, including the maintenance of all mechanical equipment; mechanical equipment repairs, maintenance, and service. Incumbent will also be asked to work with other trades.

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

- Properly services and maintains all college vehicles including tune-ups, minor overhaul, brake work, and tire rotation.
- Responsible for the maintenance of all vehicles with respect to fuel, oil, coolant, batteries, tires, brakes, wipers, lights, inspection stickers, and general operative maintenance of college owned vehicles.
- Performs preventive maintenance, as well as all major repairs on all mechanized equipment including tractors, riding lawn mowers, hand mowers, edger's, Cushman, generators, small engines, pumps, and numerous other mechanical devices. Will be asked to give recommendations on viability of equipment and replacement if necessary.
- Responsible for washing, greasing, waxing, vacuuming, and general cleanliness of all college vehicles.
- Perform all preventive maintenance on the emergency diesel generators.
- 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.

EDUCATION

- High school diploma or GED required.

EXPERIENCE

- Must have craftsman level experience in gasoline and diesel repair along with craftsman's level expertise in all phases of repair of all mechanical systems involved in the maintenance, repair of mechanical systems.
- Requires certification in automobile air-conditioning, carburetion systems as well as electronic circuitry.
- Graduation from factory in-service training school is helpful, but not mandatory.

KNOWLEDGE, SKILLS, AND ABILITIES

- Courses in auto-mechanics, internal combustion engines including diesel are mandatory. These courses may be college level, dealer sponsored, and/or factory training.
- Must have the ability to troubleshoot and maintain gasoline engines, diesel engines, electrical systems.
- Thorough knowledge of diesel engines and electric stator-type generators, blowers, turbines and injector systems is mandatory in the performance of these duties.
- Extensive knowledge of welding, braising, soldering, sweating and fitting of pipes, as well as the design and fabrication of many unusual or one of a kind items for specified tasks.
- Must have a valid driver's license (Class B with air brakes or better) and current automobile insurance.
- Self-motivated with minimum supervision.

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Will be exposed to intense light, dust, dirt, air-conditioning, grease, dampness, electric shocks, hydrocarbon fumes, cleaning agents, lubricants and various other chemicals.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently lifts assets and equipment weighing fifty (50) or more pounds. Occasionally ascends/descends a ladder to service buildings.

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

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SUMMER 2023 As of 7/31/2023

AUGUST

	Budgeted 2022-23	AUGUST 2023	HR Vacancies
Administrative	14	13	1
*Professional	88	72	11
Faculty	121	119	2
**Technical Support, Clerical & Maintenance (TSCM)	117	104	10
Total Full-Time (FT) Employees	340	308	24

*Count includes 4 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee (1 current vacancy)

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Michael Beck	Vice President of Instruction	8/6/2023	Resignation
2	Mikel Chamblee	Instructor, Cyber Security	8/22/2023	Resignation
3	Latrisha Wells	Financial Aid Advisor (TDCJ)	7/31/2023	Resignation

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JULY 24, 2023
OFFICIAL MINUTES**

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

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	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

Nadia Nazarenko
Jeff Parks
Debra Fontenot
Alexander Marriott
Chad Fontenot
Anita Exley

Dick Tyson
Lloyd Cox
Patty Sanchez
Bryan Hinshaw
Hameedah Majeed

Call to Order

The meeting was called to order by Chair Sanchez at 6:00 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

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074.*

Chair Sanchez announced the move to an Executive Session and recessed at 6:01 p.m.

The meeting was reconvened and Chair Sanchez called back into order at 7:07 p.m.

- **Pledge**
- **Invocation**
Invocation by Chair Sanchez.

Citizen Inquiries

Mr. Dick Tyson spoke on the topics of politics, debt and the YMCA.

Board Comments

The Regents talked about the following events they attended: Fourth of July concert and the grand re-opening of the Childcare/Lab School playground. Commended the ADN and LVN nursing students on their success and the 100% pass rate for LVN.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the approval of Minutes Regular Board Meeting of June 22, 2023, Personnel Action (Replacement): Faculty, Process Technology, and approval of the Federal, State, and Private Grants Awarded during 2022-23 and projected for 2023-2024 Report. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Mr. Hoover. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Registration for the Fall semester is now open. Classes begin on August 21.

The college will host a Back to Campus Friday on August 11 to help students get ready for the upcoming semester. Students will have an opportunity to take care of any final preparations for the upcoming semester including finalizing the admissions process, registering for classes, changing their schedule, visiting with an advisor and more.

For the 12th year in a row, the graduates from the Vocational Nursing program posted a 100 percent pass rate on their licensure exam. Not to be outdone, all 45 of our ADN grads also posted a 100 percent pass rate on their licensure exams.

This afternoon we had a re-opening of our Lab School Playground. The kids had a lot of fun playing on the newly-renovated playground that includes new equipment and an improved surface to make the facility safer for our students.

If you haven't heard yet, the ACC Foundation announced today that they are starting the First Step Scholarship award to help students who are taking their first college course ever with a \$500 scholarship. Any student not in dual enrollment or in TDCJ who is starting college for the first time is eligible to apply for this scholarship.

Upward Bound held its annual Showcase on July 13. Students displayed their research projects that they worked on throughout the year. This past week the students were in Louisiana touring colleges and this week they will have their annual awards dinner.

The Community Band performed its annual Fourth of July concert this year. The concert was followed by the fireworks display thanks to City of Alvin.

Throughout last week we hosted the first ever Culinary Camp across the lobby in our Culinary Kitchen.

The Art Department hosted its Throw A Thon event to make pottery for this Fall's Empty Bowls fundraiser on September 19. More than 400 bowls will be made for the event. Money raised from Empty Bowls will benefit Alvin Meals on Wheels.

The Art Department is also hosting a display of work from its enrichment students right now in the Student Center gallery.

To teach students about customer service and business operations, the STRIVE program hosted the STRIVE-Scream Parlor fundraiser on July 6.

The college will host Cybersecurity Night on August 8. The event will include a dinner along with a guest speaker and a discussion panel. The panelists will talk about the future of cybersecurity, the need for inclusion, and the current job market/environment in the Texas Gulf Coast Region and what the future of cybersecurity looks like. Guest speaker will be David Luna cybersecurity expert who is with the Department of Information Resources Cyber Operations Center.

Congratulations to our board chair 'Bel Sanchez and Vice Chair Jody Droege who were honored recently with the 2023 Women in Leadership award at the Alvin Manvel Area Chamber of Commerce.

Several of our regents and staff members recently attended a quarterly luncheon for the Economic Development Alliance of Brazoria County in Lake Jackson.

This report was for information only.

Second Information Presentation of the Fiscal Analysis and Proposed 2023-24 Budget

Mr. Karl Stager presented the most recent updates regarding the 2023-2024 budget, preliminary funding information from the state and that final numbers should be in from the Brazoria County Tax Assessor next week for the budget. More information will be forthcoming at the August 7, 2023 Board of Regents Workshop. This report was for information only.

Consider Approval of Personnel Action (Replacement): Dean of Legal and Health Sciences

The motion to approve Dr. Debbi Fontenot as the Dean of Legal and Health Sciences was made by Chair Sanchez. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Approval of Board Policy Update 45, affecting Local Policies

Secretary Hertenberger made the following motion: "I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 45." Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Consider Approval of Purchases from TDCJ Funding for Welding and Culinary

The motion to authorize all purchases up to an including those made to AllTex Welding Supply, Inc. and Snap-On Industrial prior to June 22, 2023 for \$231,115.63 and year-end/TDCJ purchases for same or similar equipment for \$144,000 was made by Mr. Shelton. Seconded by Mr. Starkey. Motion passed unanimously.

Consider Approval of ACC Bank Depository Services

The motion to authorize the President to enter into a contract with First National Bank of Alvin for the period September 1, 2023 through August 31, 2026 with the mutual option to renew for an additional three one-year periods was made by Mrs. Reyes-Hall. Seconded by Secretary Hertenberger. Motion passed unanimously.

Financial Report Ending June 2023

Vice Chair Droege made the motion to approve the financial and investment report for June 2023. Seconded by Mr. Starkey. Motion passed unanimously.

Executive Session

- *For the purpose of deliberating the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074.*

Chair Sanchez announced the convening of a second Executive Session at 8:03 p.m.

The meeting was reconvened, and Chair Sanchez called the meeting back into order at 8:46 p.m.

Consider Approval of

The motion that Dr. Exley's contract be extended for one year was made by Secretary Hertenberger. Seconded by Mr. Shelton. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:48 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF AUGUST 7, 2023
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 7th day of August, 2023 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chair
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Michael Hoover	Regent
Kam Marvel	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Robert Exley	President, 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

Tammy Giffrow
Clay Grover

Kyle Marasckin
Alyssa Bullock

Beth Nelson

Call to Order

The meeting was called to order by Chair Sanchez at 12:26 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.

Citizens Inquiry

Mr. Dick Tyson spoke before the Board regarding financial responsibility and commitment to making ACC a better college.

Strategic Plan Update

Dr. Exley and the Executive Leadership Team presented an update for the 2023-2025 Strategic Plan. The group presented on Goal 1 – Strengthen Student Success, Goal 2 – Cultivate a Culture of Inclusion, Flexibility, Innovation and Resiliency, Goal 3 – Enhance ACC’s Engagement within the Community and finally, Goal 4 – Respond to Growth within our Region and talked about the impact of the enacted Legislation bills on each goal. The Board agreed to Dr. Exley’s proposal of providing the next Strategic Plan updates, one goal per month, at the January, February, March and April Board meetings 2024. This report was for information only.

2023-2024 Budget and Tax Evaluation Discussion

Mr. Karl Stager informed the Regents of the requested changes made to the budget and final updates from the Brazoria County Tax Office. Cost-of-living increase scenarios were presented, facility repairs potential cost and the need for a future capital cost plan were discussed. The Regents will determine tax rate action at the August 17, 2023 Board meeting. This item for information only.

President's Goal Setting Session

The Board tabled the discussion for setting the President's goals for 2023-24.

Executive Session

The Board recessed into Executive Session at 2:48 p.m. Executive Session start time was 2:58 p.m.

Adjournment

The meeting was called back into order at 3:43 and adjourned at 3:44 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Personnel Action**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 105-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 3, 2023
SUBJECT: Personnel Action (Replacement): Counselor

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

Candidate
Recommended: Jesus Guevara

Education: University of Texas at Brownsville
Master of Education, Counseling and Guidance

University of Texas at Austin
Bachelor of Arts, Psychology
Minor, Sociology

Experience: Brazosport ISD
Licensed Professional Counselor August 2021 – Present

Sweeny Community Hospital
Program Therapist / Director August 2014 – August 2021

Texas Department of Family and Protective Services
Child Protective Services Specialist / Supervisor March 2008 – October 2013

Salary: \$66,562.90
Grade 206 / 2022 – 23 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Counselor (PID 182)	
Department:	Student Accessibility & Counseling Services	FLSA Status: Exempt
Reports to:	Director, Student Accessibility & Counseling Services	Grade Level: 206
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/JE	Date: 06/19/2023
Last updated by:	Interim VP, SS/JM	Date: 06/12/2023

SUMMARY

This professional position provides counseling services for students, crisis intervention, career exploration, academic enhancement, faculty consultation, academic and transfer advisement, mental health and other training for faculty and staff, and short-term personal counseling. This position maintains contact with faculty and staff and provides consultation as requested.

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

- Provides crisis counseling and serves on the Assessment and Care Team.
- Provides short-term counseling services to students and make appropriate referrals.
- Provides test interpretation for academic, career exploration, or mental-health purposes.
- Participates in registration activities.
- Performs "risk-assessments" as part of student conduct or Care-team activities.
- Assists with the development and evaluation of the college including Student Services publications and events.
- Serves as a liaison to area high schools. Participate in career fairs and college information programs.
- Plans and conducts student success workshops for the college, in person and online.
- Plans and conducts a comprehensive suicide prevention and Drug and Alcohol program.
- Develops and conducts mental health training for students, faculty, and staff.
- Periodically reviews and updates the College web page, especially in accessibility and counseling services.
- Assists in the coordination of New Student Orientation programming, presentation and materials, in person and online.
- Conducts evaluation and analysis of departmental programming, orientation, career program, and study skills programs.
- Provides small group support services for students by departmental request.
- Maintains legal, ethical and professional standards as regulated by the college, state, federal and entities.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Work location and hours vary.
 - This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.

- 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

- Master's degree or higher in counseling, social-work, counseling/clinical/school psychology or other related mental health field, where a clinical or counseling practicum or internship experience was a degree requirement

LICENSURE or LICENSURE ELIGIBLE

- Texas State licensure as a Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Licensed Psychology Associate (LPA), or Licensed Marriage and Family Therapist (LMFT)
- LPC Associates and other Mental Health associates will be considered if applicant is able to gain licensure within two years of employment.
- Candidates who fail to obtain a Texas Mental Health License may not be eligible for continued employment at Alvin Community College.

EXPERIENCE

- Completion of a Master's degree in one of the areas listed above and a pre-degree practicum or internship experience required.
- Two (2) years of experience in a student services setting is preferred.
- One (1) year of experience in a similar role at a community college is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to diverse student populations;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.
- Ability and willingness to perform academic advising duties as needed.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Professional counseling experience in an accredited educational institution.
- A background in counseling culturally diverse and nontraditional students in an educational setting.
- Knowledge of career exploration and career counseling.
- Ability to review documentation of disabilities or medical conditions.
- Basic knowledge of accommodations in an educational setting.

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, and 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.

MEMORANDUM NO: 110-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 10, 2023
SUBJECT: Personnel Action (Replacement): Faculty, History

The individual listed below has been recommended to fill the full-time Faculty, History 9 Month position.

Candidate

Recommended: Brady Hutchinson

Education: University of Houston-Clear Lake
M.A. History

Saint Leo University
M.S. Criminal Justice

Sam Houston State University
B.A. History

Experience: Wharton Community College
History Instructor January 2018 – August 2023

Wharton Community College
History Adjunct August 2013 – December 2017

Alvin Community College
History Adjunct August 2013 – December 2017

San Jacinto College
History Adjunct May 2010 – August 2013

Salary: \$59,640.32 Annual
Grade 9MA/Step 10, 2022-2023 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, History (PID 28)		
Department:	History, Geography, Humanities & Philosophy	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	06/14/2023
Last updated by:	Dean/AM	Date:	06/14/2023

SUMMARY

The instructor will teach a variety of courses within the History Department.

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

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

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 History or American Civilization (with cross-listed courses in History), or related Master's degree with 18 graduate hours in History.

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.

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.



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 111-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 10, 2023
SUBJECT: Personnel Action (Replacement): Faculty, History

The individual listed below has been recommended to fill the full-time Faculty, History 9 Month position.

Candidate

Recommended: Sean Halverson

Education: Mississippi State University
PHD History

University of Wisconsin-Milwaukee
M.A. History

University of Wisconsin-Oshkosh
B.A. History

Experience:	<u>Alabama A&M University</u> Assistant Professor History	August 2015 – July 2023
	<u>San Joaquin Delta College</u> History Adjunct	January 2014 – August 2023
	<u>Mississippi State University</u> Lecturer History	August 2013 – December 2013
	<u>Mississippi State University</u> Manuscript Assistant	May 2012 – May 2013
	<u>Mississippi State University</u> Instructor History	January 2008 – May 2011

Minong & Monroe School District

Substitute Teacher

August 2006 – May 2007

University of Wisconsin

Tutor History

June 2006 – August 2006

Salary: \$70,035.51 Annual
Grade 9PHD/Step 10, 2022-2023 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, History (PID 28)		
Department:	History, Geography, Humanities & Philosophy	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	06/14/2023
Last updated by:	Dean/AM	Date:	06/14/2023

SUMMARY

The instructor will teach a variety of courses within the History Department.

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

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

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 History or American Civilization (with cross-listed courses in History), or related Master's degree with 18 graduate hours in History.

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.

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.

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X


EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

MEMORANDUM NO: 113-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 10, 2023
SUBJECT: Personnel Action (Replacement): Faculty, History

The individual listed below has been recommended to fill the full-time Faculty, History 9 Month position.

Candidate

Recommended: Shane Hand

Education: University of Southern Mississippi
PHD History

University of Southern Mississippi
MLS Library & Information Science

University of Southern Mississippi
M.A. History

University of Alabama
B.A. History

Experience: University of Houston Reference Librarian October 2018 – August 2023
Alvin Community College History Adjunct August 2022 – August 2023
University of Houston- Clear Lake Research Librarian September 2019 – January 2020
Mississippi College Reference & Instruction Librarian June 2016 – May 2018

University of Southern Mississippi
Teaching Assistant

August 2012 – May 2016

University of Southern Mississippi
Graduating Assistant

August 2009 – August 2012

Salary: \$70,035.51 Annual
Grade 9PHD/Step 10, 2022-2023 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, History (PID 28)	
Department:	History, Geography, Humanities & Philosophy	FLSA Status: Exempt
Reports to:	Dean of Arts & Sciences	Salary Step: Based on Contract Length / Degree
Safety Sensitive:	No	Job Category: Full-Time Faculty
HR approved:	Human Resources/LG	Date: 06/14/2023
Last updated by:	Dean/AM	Date: 06/14/2023

SUMMARY

The instructor will teach a variety of courses within the History Department.

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

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

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 History or American Civilization (with cross-listed courses in History), or related Master's degree with 18 graduate hours in History.

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.

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.

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 122-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 15, 2023
SUBJECT: Personnel Action (Replacement): Faculty, Cybersecurity

The individual listed below has been recommended to fill the full-time Faculty, Cybersecurity Program 12 Month position.

Candidate

Recommended: Lewis Etheridge

Education: Colorado Technical University
PHD Computer Science Cybersecurity & Information Assurance

Colorado Technical University
M.S. Information Technology

Colorado Technical University
B.S. Information Technology

Experience: Concordia University
Adjunct Computer Science April 2022 – December 2022

Sara Management Consultancies
Executive Director June 2012 – December 2014

Sara Combat International
CEO March 1991 – June 2012

Salary: \$108,067.16 Annual
Grade 12/TECH/Step 24, 2022-2023 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, Cybersecurity Program (PID 643)		
Department:	Cyber Security Program	FLSA Status:	Exempt
Reports to:	Dean, Professional, Technical and Human Performance	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	7/12/2023
Last updated by:	Dean, Professional, Technical and Human Performance/JP	Date:	7/12/2023

SUMMARY

For this position, a demonstrable knowledge of cybersecurity is necessary. Such knowledge includes secure programming; malware and software security analysis, software assurance, network penetration testing, ethical hacking, systems/data design and architecture, and security analytics.

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
- Possess 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
- Assess 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
- Attends institutional meetings and provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and program operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures

- Provides classroom or lab-based instruction that teaches assigned students in a manner that aligns with the learning outcome listed in the course syllabus and course catalogue as defined by WECM
- Maintains formal office and on-campus hours; participating in department and division meetings
- 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.

EDUCATION

- High school Diploma or GED

EXPERIENCE

- Three (3) years of non-teaching work experience in an industry specifically related to cybersecurity, network security, penetration testing, forensics, security administrator, security analysis, or security architecture

PREFERRED

- Associate Degree in Cybersecurity, Computer Science, Computer Information Systems, Computer Information Technology, networking, computer engineering, or computer-based information systems
- Five (5) years in Cybersecurity, Computer Science, Computer Information Systems, Computer Information Technology, networking, computer engineering, or computer-based information systems
- OSCP, SSCP, CompTIA Security+, CompTIA Network+, Cisco CCNA, CEH, CISM, CISSP, GSEC, ECSA, GPEN, GIAC, CCIE, Cisco Cybersecurity Specialist Certifications preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Skills and experience in firewall administration, network intrusion detection system (IDS) administration, Active Directory and Group Policy Objects, Anti-virus administration consoles, Data Loss Prevention (DLP) systems, Microsoft Windows operating systems and Windows 7/8/10/Server 2012, Linux operating systems and advanced cybersecurity toolkits, malware analysis, penetration testing, and digital forensics tools, vulnerabilities, and hardening across multiple layers
- Current hardware and network infrastructure equipment such as switches and hubs (Cisco, Juniper, Extreme, Nortel)
- Network protocols and server services (IPv4, IPv6, Active Directory and GPO, DNS)
- Computer security software (Bitdefender, Cisco Network Security, Wireshark, PowerShell, Webroot, FireEys, Qualys, Avast, Endpoint, SolarWinds)
- Experience with Firewall Tools
- Familiarity with virtualized networks (Hyper-V server, VMware, VirtualBox)
- Implementing a new Cyber Security degree plan and certificate program

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.


11. **President's Report**
12. **ConexED Implementation Report**
13. **Possible Action on Student Grievance**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 112-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 11, 2023
SUBJECT: Possible Action on Student Grievance

This will be the first item during the Executive Session. The Level 3 documentation was delivered to each Regent for your review prior to the session. Mr. Grover will provide a review of the policy for this review prior to the Board's discussion.

RJE:tg

14. **Consider Approval of President's Goals for 2023-2024**
15. **Consider Approval of Contract for Updated Master Plan**



Your College  Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 117-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 11, 2023
SUBJECT: Consider Approval of Contract for Updated Master Plan

In 2015, the College entered into a contract with Stantec Architecture Inc, for the provision of a Facilities Master Plan to assist the College administration in planning for the future of ACC. An RFQ process was conducted and negotiations held with Stantec Architecture. In 2016, Stantec Architecture presented findings to the President and the Board of Regents.

Over the last few years it has become increasingly evident that the original plan should be updated and reimagined. Several weeks ago, the President and members of the Cabinet met with representatives from Stantec to establish a clear vision. Subsequently, the Facilities Committee of this Board and the President met with leadership at Stantec to consider options and move forward.

Purchasing staff reached out to General Counsel to determine the best process for engaging Stantec in this endeavor. General Counsel advised that the college can just select and negotiate with an Architect and Engineering (A/E) firm and an advertised RFQ is not required. Because Stantec has historical data, maps, etc., it makes sense to proceed with this firm.

Staff requests that the Board of Regents authorize the President to negotiate and possibly enter into a contract with Stantec for amount not to exceed \$ 250,000. In the unlikely event that the amount will need to be increased staff will request such an increase in advance.

RJE:tg

16. **Consider Approval of 2022-23 Budget Amendment Request - Physical Plant**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 120-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 12, 2023
SUBJECT: Budget Amendment 2022-23 Request – Physical Plant

Karl Stager, Vice President, Administrative Services and Nichole Eslinger, Vice President, Human Resources are requesting the following reclassification and promotions. This results in an increase in total wages of \$19,149.30 funded by converting two unfilled Grounds positions into one Grounds Supervisor position and converting a Lead Position in Environmental into a Supervisor position. In addition, analysis of salaries for current Supervisors in Building Maintenance and Custodial Departments identified the need for adjustments.

The net effect of the budget transfer is to leave a balance of \$6,679.56 for other expenses and is shown as follows:

Position	Increase	Decrease
Environment Technical / Clerical Lead Pay		(\$ 2,806.00)
Grounds Technical / Clerical Lead Pay		(\$ 2,806.00)
Grounds Technical / Clerical Salary Full-time (Convert position to Supervisor & Wage Inc.)		(\$ 34,500.00)
Grounds Technical / Clerical Salary Full-time (Convert position to Supervisor & Wage Inc.)		(\$ 34,500.00)
Sub-total Decrease		\$ 74,612.00
Environmental Technical/Clerical Salary Full-time (Lead Position to Supervisor)	\$ 3,000.00	
Grounds Technical/Clerical Salary Full-time	\$ 3,000.00	
Grounds Technical/Clerical Salary Full-time (New) (Lead Position to Supervisor)	\$ 48,783.04	
Custodial Technical/Clerical Salary Full-time	\$10,149.30	
Building Maintenance Technical/Clerical Salary Full Time	\$ 3,000.00	
Sub-total Increase	\$ 67,932.34	

The changes as proposed below will improve the efficiency of operations within the Physical Plant by distributing administrative duties to each of the departments listed above. Duties include budget development and maintenance, purchase requisitions up to \$10,000, purchase decision input greater than \$10,000, leave approval, time approval and evaluation of department employees. This spreads these duties into manageable portions and relieves this work from the Physical Plant Administrative department. The Grounds Lead (currently half of his time borrowed from Environmental Dept.) will become a Grounds Supervisor and the Environmental Lead will become an Environmental Supervisor. The Building Maintenance Supervisor and Custodial Supervisor positions already exist and this converts leaders of these four departments into Supervisors with equivalent supervisor duties.

These recommendations are as follow:

Reclassify and promote **Ismael Gonzalez** from Environmental Systems Technician II to Environmental Supervisor effective August 18, 2023.

- Environmental Systems Technician II is on TSCM salary grade 112; minimum starting salary is \$37,123.24; his current salary is \$57,917.52 and he receives a lead stipend to oversee Environmental in the amount of \$2,895.88 (5% of annual salary).
- Environmental Supervisor is on TSCM salary grade 114; minimum starting salary is \$40,928.37.
- Based on Ismael's qualifications and current salary, the recommended salary is midpoint, \$63,813.40.
- This is a budget increase of \$3,000.00.

Reclassify and promote **Kenneth Navarro** from Environmental Systems Technician I to Grounds Supervisor effective August 18, 2023.

- Environmental Systems Technician I is on TSCM salary grade 111; minimum starting salary is \$35,355.47; his current salary is \$46,460.04 and he receives a lead stipend to oversee Grounds in the amount of \$2,323.00 (5% of annual salary).
- Grounds Supervisor is on TSCM salary grade 112; minimum starting salary is \$37,123.24.
- Based on Kenneth's qualifications and current salary, the recommended salary is midpoint, \$51,783.04.
- This is a budget increase of \$3,000.00.

Salary increase of **Diana Gonzalez** effective August 18, 2023 due to internal equity reasons as a result of a departmental reorganization.

- Custodial Supervisor is on TSCM salary grade 110; minimum starting salary is \$33,671.87; her current salary is \$41,633.74.
- Based on Diana's qualifications, the recommended salary is midpoint, \$51,783.04.
- This is a budget increase of \$10,149.30.

Salary increase of **Michael Vincent** effective August 18, 2023 due to taking on additional direct reports as a result of a departmental reorganization.

- Building Services Supervisor is on TSCM salary grade 114; minimum starting salary is \$40,928.37; his current salary is \$61,897.00.
- Based on Michael's qualifications, the recommended salary is 3rd quartile, \$64,897.00.
- This is a budget increase of \$3,000.00.

I recommend the Board approve the budget amendment for the above-mentioned changes, effective August 18, 2023.

RJE:tg

17. **Consider Approval of Childcare Tuition Increase**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 118-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 11, 2023
SUBJECT: Childcare Tuition Increase

The Childcare Lab is proposing the following increases:

1. Increase in Lab School Tuition – Toddlers from \$145.00 to \$155.00 per week which equals a \$10 weekly or just \$2/day.

The last increase for this line item was in the Fall 2022 which was a beginning step to keep up with inflation. Previous to the Fall 2022 there was an increase in 2018. Additionally, toddlers have a lower child to caregiver ratio and it is a standard practice in the industry to charge a slightly higher rate for those children.

2. Increase in the Lab School Tuition – Rompers, Preschool, and Pre-K from \$145.00 to \$150.00 per week which equals a \$5.00 weekly or just \$1/day.

The last increase was in Fall 2022, which was a beginning step to keeping up with inflation. As with the increase for Toddlers, previous to the Fall 2022 there was an increase in 2018.

The Childcare Lab tries to stay in the midrange of the local are in childcare pricing. The Childcare Lab is also looking at adding children (based on available staffing) to increase revenue as well.

RJE:tg

18. **Consider Approval of Personnel Action (Replacement): Vice President, Student Services**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 121-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 12, 2023
SUBJECT: Personnel Action (Replacement): Vice President, Student Services

The individual listed below has been recommended to fill the full-time Vice President, Student Services position.

Candidate Recommended: John Matula

Education: Stephen F. Austin State University
Master of Science, Biology
Bachelor of Science, Biology

Experience: Alvin Community College
Interim Vice President, Student Services May 2022 – Present

Dean, Arts and Sciences August 2019 – May 2022

Department Chair, Physical Sciences and Academic
Assessment Faculty Liaison August 2017 – August 2019

Interim Dean, Arts and Sciences August 2016 – August 2017

Instructor, Biology January 2005 – Present

Salary: \$128,000.00 Annual
Grade 220, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Vice President, Student Services		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	President	Grade Level:	220
Safety Sensitive:	Yes	Job Category:	Administrative
HR approved:	HUMAN RESOURCES/NE	Date:	05/05/2023
Last updated by:	PRESIDENT/RE	Date:	05/05/2023

SUMMARY

The Vice President of Student Services is the chief student services officer of the college, responsible for the leadership of all areas within Student Services to include Records and Registration, Advising, Counseling, Career Services, New Student Onboarding, Student Recruitment, Strategic Enrollment Management Planning, Retention, and Student Success, Financial Aid, Testing, Student Activities, Veterans, and Disability Services. As a member of the President's Executive Leadership Team (ELT), collaborates and networks internally with other team members and across departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Provide leadership and managerial oversight for student services departments through effective staffing, planning, developing, and evaluation of directors and coordinators.
- Participates as a member of the College's Executive Leadership Team (President's Cabinet) by providing authoritative student services advice for use in decision-making and establishing the priorities of the College.
- Makes operational and administrative decisions on a daily basis. The Vice President works with other members of the Executive Leadership Team to formulate procedures and make high-level decisions that affect the entire College
- Assesses department effectiveness and plans for continued improvement.
- Develops, monitors, and administers the budget for the units. Implements budget controls and performs needs assessments for the development of annual budget recommendations. Presents the annual budget to the Cabinet.
- Develops new student services programs; evaluates, and revises existing programs and services.
- Collaborate with institutional research to collect, manage and analyze student data for use in planning and development throughout the College
- Provides leadership for, and ensures review of, full-time and part-time staffing in compliance with Board policy and administrative procedures.
- Coordinates the revision of the class schedule, college catalog, and student handbook in collaboration with appropriate staff.
- Selects and Recommends new full-time Student Services staff members to the President for final hiring decisions.
- Coordinates programming related to the Violence against Women Act, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, and Human Rights Officer for students. Works with appropriate staff regarding policy and procedures in this area.

- Serves as the chief student conduct and judicial affairs officer. Reviews, updates and implements code of student conduct in collaboration with appropriate faculty, staff and students.
- Provides leadership for crisis management and chairs the Assessment and Care Team (ACT).
- Provide strategic insight and thought leadership to problems and new opportunities to assure innovative, current and relevant solutions are identified, vetted, and implemented.
- Provides leadership for the Colleges student retention plan to meet overall enrollment and student success goals.
- In collaboration with the Vice President, Instruction coordinates Guided Pathways processes and procedures.
- Identifies and implements best practices in student support services.
- Responsible for being aware of relevant laws to ensure College is in adherence with state and federal regulations and guidelines.
- Serve as the team lead for SACSCOC Student Services compliance.
- Coordinates with Texas Department of Criminal Justice Technical (TDCJ) Liaison regarding student concerns at the units.
- Works with faculty and others to resolve student concerns and disciplinary issues.
- Facilitates communication among all Student Services departments within the college.
- Creates partnerships that foster community, student civility, and social responsibility to build a positive campus climate.
- 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.

EDUCATION

- Required: Master's degree from a Regionally Accredited Institution of Higher Education.
- Preferred: Doctorate degree from a Regionally Accredited Institution of Higher Education.

EXPERIENCE

- A minimum of five (5) years of leadership experience that includes supervision of multiple departments.
- Demonstrated student-centered leadership.
- Proven record of leadership that contributed to increased student enrollment, retention, and/or success.
- Experience at the community college level preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Current, effective practices that assure student success.
- Texas Guided Pathways with an understanding of the 4 pillars.
- Current understanding of community college student learning and engagement with the college.
- Relevant local, state, and federal laws, policies and guidelines.
- Strategic planning processes including implementation and analysis.
- Effective leadership and management practices and/or theories.
- SACSCOC Standards and Procedures.
- Proficient with relevant software applications and ERP's.
- Effective at working collaboratively across the institution to solve problems and enhance student success.

- Resource management including both fiscal and human resources.
- Excellent oral and written communication.
- Foster and build excellent team work within the Executive Leadership Team via collaboration and support for others.
- Develop, analyze and implement effective and innovative student service strategies.
- Supervise the development, implementation, and ongoing analysis/improvement of tactical unit plans.
- Motivate employees to fully engage in student success initiatives.
- Remain current in industry Best Practices, found at other community colleges, in student services to maximize student success.

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.

Security sensitive position – a criminal history check is required.

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.

19. **Consider Approval of Personnel Action (New): English Faculty**
20. **Consider Approval of Personnel Action (New): Psychology Faculty**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 104-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 10, 2023
SUBJECT: Personnel Action (New): Faculty, Psychology

The individual listed below has been recommended to fill the full-time Faculty, Psychology 9 Month position.

Candidate
Recommended: Shana Sutcliffe

Education: University of Houston- Clear Lake
M.A. Behavioral Science-Clinical Psychology
University of Houston
B.A. Psychology

Experience: Alvin Community College
Faculty, Psychology-Temporary January 2023 – August 2023
Alvin Community College
Psychology Adjunct August 2018 – August 2022
San Jacinto College
Adjunct Instructor August 2015 – May 2018
Private Practice
License Professional Counselor March 2012 – August 2015
DAPA at Intracare Hospital Medical Center
License Professional Counselor January 2009 – June 2012
Harris County Juvenile Probation
Contract August 2005 – February 2009
Harris County Juvenile Probation
Internship January 2005 – May 2005

Salary: \$59,640.32 Annual
Grade 9MA/Step 10, 2022-2023 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Psychology (PID 36)		
Department:	Psychology & Sociology	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	06/14/2023
Last updated by:	Dept. Arts & Sciences/TE	Date:	06/14/2023

SUMMARY

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

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

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

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 in Psychology or Master's with 18 graduate hours in Psychology; or other approved program.

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.

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.

21. **Consider Approval of Personnel Action (New): Polysomnography/Clinical Coordinator**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 119-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 11, 2023

SUBJECT: Personnel Action (New): Polysomnography/Clinical Coordinator

The individual listed below has been recommended to fill the full-time Faculty, Polysomnography/Clinical Coordinator 12 Month position.

Candidate

Recommended: Amanda Moore

Education: Alvin Community College
AAS Polysomnography

Experience: Alvin Community College
Adjunct, Clinical Coordinator

April 2020 – August 2023

Clear Lake Sleep Center
Manager Registered Poly Tech

April 2013 – April 2020

Salary: \$79,523.56 Annual
Grade 12/TECH/Step 10, 2022-2023 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Polysomnography 12 M/Clinical Coordinator (PID 127)		
Department:	Polysomnography	FLSA Status:	Exempt
Reports to:	Dean of Legal and Health Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	06/19/2023
Last updated by:	Program Director/JR	Date:	06/19/2023

SUMMARY

The instructor will coordinate clinical activities with the clinical affiliates on a continual basis as well as teach didactic and laboratory courses in the Polysomnography program.

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

- Assists the director, as requested, in the development of management goals and objectives for the program.
- Assists in securing needed clinical affiliates for the program.
- Coordinates, with clinical affiliates and other area polysomnography programs, the placement of students for clinical education activities.
- Develops and/or approves clinical schedules for all clinical faculty.
- Reviews the academic progress of all students in clinical education courses.
- Develops recommendations for revisions needed in the clinical curriculum.
- Evaluates clinical faculty on a regular basis for adequacy of performance of job.
- Meets with the chairperson, other faculty, and clinical staff concerning clinical matters and related activities.
- Interviews clinical faculty and recommends hiring to the director.
- Maintains all clinical records and related materials for the program.
- Develops recommendations for budget requirements for clinical instructors and consultants in coordination with the direct.
- Serves on college standing committees.
- Assists in the preparation on self-study document for accrediting agency, when appropriate.
- Teaches courses and assigns grades to students as required.
- Counsels students as required.
- Assists in recruitment activities of the program.
- Performs other regular faculty duties.
- The instructor is expected to maintain and continue professional development through research, individual study, professional conferences, etc.

- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.
- Performs other duties as requested by the director.

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

- Current Registered Polysomnography Technologist (RPSGT) from the Board of Registered Polysomnographic Technologists (BRPT).
- Minimum of AAS in Polysomnography (preferred)

EXPERIENCE

- Minimum of two years full-time clinical experience as a practicing polysomnographic technologist.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

The 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.


22. **Consider Approval of Personnel Action (New - Full Time Temporary): Economics**
23. **Consider Approval of Personnel Action (New - Full Time Temporary): History**
24. **Consider Approval of Contract for Anthology/Blackboard**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 102-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 3, 2023
SUBJECT: Contract for Anthology/Blackboard (Bb)

Over the last several years, the College, along with most Higher Education institutions across the country, have adopted Blackboard (now Anthology) technology for a learning management system (LMS). This system is our online environment for our courses. Every course (maybe with the exception of some CEWD courses) is required to have a Blackboard presence. The College would like to extend this agreement for the next three-fiscal years at a cost of \$267,526.19.

Fiscal Year	Total
2023-2024	\$ 87,082.20
2024-2025	\$ 89,154.67
2025-2026	\$ 91,289.32
Contract Total	\$ 267,526.19

This agreement satisfies both State of Texas and Alvin Community College Purchasing Requirements as Anthology/Blackboard is a certified provider on the Harris County Department of Education (HCDE) Choice Partners cooperative # 21/031KN.

Staff recommends that the Board of Regents authorize the President to execute a three-year agreement with Anthology/Blackboard for total of \$267,526.19 to be effective September 1, 2023.

RJE:tg

25. Consider Approval of Contract Extension with Honorlock



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 095-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 25, 2023
SUBJECT: Contract Extension with Honorlock

In the summer of 2020, the College executed a three-year agreement for the provision of auto-online proctoring services with Honorlock. This service has been beneficial across the campus with students requiring automated proctoring services while utilizing Distance Education capabilities provided by the College.

The College would like to extend this agreement for the 2023-2024 Academic Year at a cost of \$96,000.00. This agreement satisfies both State of Texas and Alvin Community College Purchasing Requirements as Honorlock is a certified online proctoring provider on the Tx DIR.

Staff recommends that the Board of Regents authorize the President to execute a one-year agreement with Honorlock for the purposes of online proctoring for \$96,000.00.

RJE:tg


26. **Consider Approval of Fiscal Year 2023-2024 Coopertive Purchasing Programs**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 094-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 25, 2023
SUBJECT: Fiscal Year 2023-2024 Cooperative Purchasing Programs

The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, and interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better-quality products for public institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying by pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time, College resources, and money as these contracts are readily available for use when a need arises and eliminates the requirement to initiate a formal solicitation process.

Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented, and reported in an agenda item. The College pays an annual membership fee of \$100 to the Texas Comptroller of Public Accounts to be a member of their cooperative purchasing program. In addition to competitively procured contracts, benefits of this program include viewing vendor reviews and feedback, access to a centralized master bidders list, access to electronic state business daily to post solicitations, purchase card program through CitiBank, and travel discounts and rebates for eligible members on select airlines, hotels, car rentals, and fuel.

It is recommended that the Board of Regents approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2023-2024 funds.

Attachment: Interlocal and Cooperative Purchasing Programs

RJE:tg

Interlocal and Cooperative Purchasing Programs

College of the Mainland Interlocal Agreement

Educational and Institutional (E&I) Cooperative Services

Harris County Department Education (HCDE) Choice Partners

Houston-Galveston Area Council (H-GAC)

National Cooperative Purchasing Alliance (NCPA)

OMNIA Partners - formerly National Intergovernmental Purchasing Alliance (IPA) and U.S. Communities Government Purchasing Alliance

Purchasing Association of Cooperative Entities (PACE)

Purchasing Cooperative of America (PCA)

San Jacinto College Interlocal Agreement

Sourcewell - formerly National Joint Powers Alliance (NJPA)

State of Texas Comptroller Cooperative Purchasing Program, State of Texas Term Contracts (TxSmartBuy), Texas Multiple Award Schedule (TXMAS)

Texas Association of School Boards (TASB) BuyBoard

Texas Department of Information Resources (DIR)

Texas Investment Provider Selection Committee (TIPSC) Interlocal Agreement

Texas Tech University Interlocal Agreement

The Interlocal Purchasing System (TIPS)

U.S. General Services Administration (GSA), Schedules 70 and 84

Sheriffs Association of Texas

Brazoria County Interlocal Agreement for Purchasing

Texas Education Agency (TEA) Education Service Centers, multiple.


27. **Consider Approval of Fiscal Year 2023-2024 Annual Purchasing Requests in excess of \$50,000**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 103-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 7, 2023

SUBJECT: Fiscal Year 2024 Annual Purchasing Requests in excess of \$50,000

It is recommended the Board of Regents approve the following purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000.00 during the 2023-2024 fiscal year. These requests represent estimates only and do not guarantee payments to these vendors. Purchases will be funded by the College and via awarded grant funds.

ADMINISTRATIVE AND GENERAL OPERATIONS

Amazon Capital Services, Inc. to provide instructional and miscellaneous goods procured through the OMNIA Partners (formerly U.S. Communities) purchasing cooperative contract, contract number R-TC-17006. The estimated annual expenditure is \$150,000.00

Brazoria County Appraisal District to provide property appraisal services. The sole source number is 1602. The estimated annual expenditure is \$215,000.00

Office Depot Business Services to provide office supplies, furniture, and equipment procured through the OMNIA Partners (formerly National IPA) purchasing cooperative, contract number R190303. The estimated annual expenditure is \$ 100,000.00

Gateway Printing and Office Supply, Inc. to provide a variety of furniture (classroom and administrative) procured through multiple purchasing cooperatives, including Texas BuyBoard and HCDE Choice Partners. The estimated annual expenditure is \$250,000.00

Rogers, Morris & Grover, LLP to provide legal services. Legal services are classified as professional services according to Texas Government Code §2254 and are exempt from competitive procurement laws pursuant to Texas Education Code §44.031(f). The estimated annual expenditure is \$150,000.00

Xerox Financial Services to provide leased copier fleet and production equipment, copy count charges, and related services procured through the ACC solicited RFP # 21-02 and approved by the Board on September 17, 2020. The estimated annual expenditure is \$125,000.

ATHLETICS

Apartments are leased from the following vendors to provide housing for student athletes on scholarship. Leasing of real property does not fall within the requirements for competitive bidding required in Texas Education Code §44.031. The estimated annual expenditure is \$92,000.00

Hillcrest Village Apartments
Huntington Oaks Apartments
Kenton Apartments
Meadow Park Apartments
Newport Oaks Apartments
Willow Creek Manor
Fairway Square Apartments
Steeplechase Apartments

COLLEGE STORE

The following vendors will provide various goods for resale in the College Store procured through Invitation for Bids (IFB) 19-04. The estimated annual expenditure is \$1,225,000.00

Apperson, Inc.
Award Concepts, Inc.
Bedford, Freeman & Worth Publishing Group, LLC
Blue 360 Media, LLC
Cengage Learning, Inc.
Elsevier
Goodheart-Willcox Publisher
Herff Jones, LLC
IndiCo, LLC
Koza's, Inc.
Macmillan Learning
McGraw-Hill Education
Mercer Tool Corp.
Morton Publishing Company
Nebraska Book Company, Inc.
Paradigm Publishing, Inc.
Pearson Education, Inc.
RedShelf, Inc.
Sage Publishing
TestOut Corporation
Vistar Corporation
W.W. Norton, Inc.

FACILITIES

City of Alvin to provide permitting, trash removal, water, and sewer services. This is as a sole source provider in a regulated market; sole source number 1603. The estimated annual expenditure is \$200,000.00

Facilities Sources and Construction Masters to provide job order contracting and disaster recovery services as needed procured through the Harris County Department of Education Purchasing Cooperative (HCDE) Choice Partners Cooperative Program and Purchasing Cooperative of America (PCA). The estimated annual expenditure is \$600,000.00

ProEnergy Partners, LP and Center Point to provide natural gas procured by Tradition Energy in 2018. The estimated expenditure is \$150,000.00

Carrier for heating, ventilation, and air conditioning (HVAC) services and equipment as needed procured through TIPS purchasing cooperative contract, contract number 22010601. The estimated annual expenditure is \$200,000.00

Entech Sales and Service, LLC for the provision of additional HVAC services, including preventative maintenance, as needed. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 638-21. The estimated annual expenditure is \$300,000.00

Charlies Plumbing Services for emergency and other plumbing services. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 638-21. The estimated annual expenditure is \$200,000.00

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

Brookside Equipment Sales, for the purchase of grounds equipment, supplies and chemicals for landscaping and lawn care. Procurement through Region 6 Educational Services Center purchasing cooperative contract. The estimated annual expenditure is \$150,000.00

Gulf Coast Boiler for capital equipment purchases and on-going maintenance. Procurement through Texas BuyBoard purchasing cooperative contract, contract number 657-21. The estimated annual expenditure is \$150,000.00

Pollock (formerly Pollock Paper) for the purchase custodial supplies and small equipment. Procurement through TIPS purchasing cooperative contract. The estimated annual expenditure is \$100,000.00

TXU Energy to provide electricity services procured by Tradition Energy in 2016. The new TXU agreement, signed April 27, 2020 became effective May 1, 2023 with a new kW rate of \$0.0388. The estimated expenditure is \$750,000.00

INFORMATION TECHNOLOGY

CDW-G to provide software licenses, computer supplies, and equipment procured through various cooperative contracts programs; DIR, OMNIA Partners (formerly National IPA), and Sourcewell (formerly National Joint Powers Alliance (NJPA)). The estimated annual expenditure is \$250,000.

Dell Marketing, LP to provide computer supplies and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The estimated annual expenditure is \$350,000.

EAB Navigate. The estimated annual expenditure is \$115,204.

Ellucian Company, LP to provide the College's enterprise resource planning (ERP) system and related services procured through Request for Proposals (RFP) 17-09. The estimated annual expenditure is \$551,362.

Logical Front to provide server and infrastructure hardware and related services procured through the DIR purchasing cooperative, contract number DIR-TSO-3763 as an authorized Dell Marketing LP reseller. The estimated annual expenditure is \$175,000.

Square 3 (formerly PCCare, Inc.) to provide computer supplies and equipment procured through the Choice Partners purchasing cooperative, contract number 18/056KD-47. The estimated annual expenditure is \$125,000.

SHI-Government to provide software licenses procured through various DIR cooperative contracts programs. The estimated annual expenditures is \$ \$150,000

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

Zogotech to provide data analytics software. The initial purchase and implementation were procured through a DIR purchasing cooperative contract in 2015. The estimated annual expenditure is \$75,000.

INSTRUCTIONAL

Ascend Learning, Assessment Technology Institute (ATI) for the provision of National Council Licensure Examination (NCLEX) nursing license preparation for both LVN and ADN. This service was solicited for and the contract approved by the Board of Regents in January 2022. The estimated annual expenditure is \$140,000.00.

RJE:tg

28. **Consider Adoption of the 2023-2024 Fiscal Year Budget**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 114-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 11, 2023
SUBJECT: Consider Adoption of Budget for 2023-2024 Fiscal Year
Scenarios 1-4

Based on the discussions from the Board workshops on June 12 and August 7, 2023, and the Board meetings on June 22 and July 24, 2023, there are four possible scenarios for determining the proposed Maintenance and Operations Budget for 2023-2024.

- Scenario 1 is based on the No New Revenue tax rate and the proposed budget totals approximately **\$43,825,338**.
- Scenario 2 provides a proposed Maintenance and Operations Budget for 2023-2024 of approximately **\$44,362,042**.
- Scenario 3 provides a proposed Maintenance and Operations Budget for 2023-2024 of approximately **\$44,898,747**.
- And Scenario 4 provides a proposed Maintenance and Operations Budget for 2023-2024 of approximately **\$45,972,155**.

Scenarios 2, 3, and 4 are based on tax rates above the No New Revenue rate but less than the Voter Approval Rate but will require a public hearing to adopt the tax rate. Each scenario includes either a 3% pay raise or a 4% pay raise scenario (see attachment of budget detail).

Each budget scenario includes ten new positions and one reclassified position.

The semi-annual payments for the Maintenance Tax Note are included.

Utilizing scenario 1, 2, or 3 will provide funds designated for facilities maintenance and expansion.

The scenarios are as follows:

Scenario 1

It is believed that this budget would be attainable by the board adopting the No New Revenue Rate, which does not require a tax hearing. The resulting tax rate, if approved at the September 28, 2023 Board meeting will be lower than our current 2022-2023 tax rate. The certified taxable value from Brazoria County Appraisal District is \$20,146,551,402 with either a 3% pay raise or a 4% pay raise scenario (see attachment of budget detail). The appropriations from the state for the 2023-2024 year increased to \$9,526,054 (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$43,825,338** as presented. On September 1, 2023, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

Scenario 2

Based on the discussions from the Board workshops on June 12 and August 7, 2023, and the Board meetings on June 22 and July 24, 2023, the proposed Maintenance and Operations Budget for 2023-2024 totals approximately \$44,362,042 with either a 3% pay raise or a 4% pay raise scenario (see attachment of budget detail).

The semi-annual payments for the Maintenance Tax Note are included.

It is believed that this budget would be attainable by the board adopting a tax rate above the No New Revenue Rate, which does require a tax hearing. The resulting tax rate, if approved at the September 28, 2023 Board meeting will be lower than our current 2022-2023 tax rate. The certified taxable value from Brazoria County Appraisal District is \$20,146,551,402. The appropriations from the state for the 2023-2024 year increased to \$9,526,054 (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$44,362,042**, as presented. On September 1, 2023, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

Scenario 3

Based on the discussions from the Board workshops on June 12 and August 7, 2023, and the Board meetings on June 22 and July 24, 2023, the proposed Maintenance and Operations Budget for 2023-2024 totals approximately \$44,898,747 with either a 3% pay raise or a 4% pay raise scenario (see attachment of budget detail).

The semi-annual payments for the Maintenance Tax Note are included.

It is believed that this budget would be attainable by the board adopting a tax rate above the No New Revenue Rate, which does require a tax hearing. The resulting tax rate, if approved at the September 28, 2023 Board meeting will be lower than our current 2022-2023 tax rate. The certified taxable value from Brazoria County Appraisal District is \$20,146,551,402. The appropriations from the state for the 2023-2024 year increased to \$9,526,054 (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$44,898,747**, as presented. On September 1, 2023, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

Scenario 4

Based on the discussions from the Board workshops on June 12 and August 7, 2023, and the Board meetings on June 22 and July 24, 2023, the proposed Maintenance and Operations Budget for 2023-2024 totals approximately \$45,972,155 with either a 3% pay raise or a 4% pay raise scenario (see attachment of budget detail).

The semi-annual payments for the Maintenance Tax Note are included.

It is believed that this budget would be attainable by the board adopting a tax rate above the No New Revenue Rate, which does require a tax hearing. The resulting tax rate, if approved at the September 28, 2023 Board meeting will be lower than our current 2022-2023 tax rate. The certified taxable value from Brazoria County Appraisal District is \$20,146,551,402. The appropriations from the state for the 2023-2024 year increased to \$9,526,054 (see Revenue worksheet).

It is recommended that the Board of Regents consider the budget of **\$45,972,155**, as presented. On September 1, 2023, this budget will take effect which includes Board approved salary increases, if any. The budget, with the approved changes, will be posted on the College's website.

RJE:tg

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	%	Total
						Increase	
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							
M&O Taxes (Scenario 1)	Updated 8.4.2023	26,742,935		25,599,708	1,143,227	4.47%	23,756,505
Total Revenues		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		(0)		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.132742
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.140608

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							-
M&O Taxes (Scenario 2 Using .25 Factor Between NNR & Voter Approval Rate)	Updated 8.11.2023	27,279,639		25,599,708	1,679,931	6.56%	23,756,505
Total Revenues		44,362,042		40,071,049	4,290,993	10.71%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		536,704		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.135406
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.143272

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	%	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							-
M&O Taxes (Scenario 3 Using .5 Factor Between NNR & Voter Approval Rate)	Updated 8.11.2023	27,816,344		25,599,708	2,216,636	8.66%	23,756,505
Total Revenues		44,898,747		40,071,049	4,827,698	12.05%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		1,073,409		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.138070
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.145936

**ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024**

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							
M&O Taxes (Scenario 4 Using Voter Approval Rate)	Updated 8.4.2023	26,889,752		25,599,708	3,290,044	12.85%	23,756,505
Total Revenues		45,972,155		40,071,049	5,901,106	14.73%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		2,146,817		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.143398
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.151264

29. **Consideration and Approval of Proposed Tax Rate for the 2023-2024 Fiscal Year**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 115-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: August 11, 2023

SUBJECT: Consideration and Approval of Proposed Tax Rate for Fiscal Year 2023-2024 Scenarios 1- 4

Scenario 1

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2023-2024 on August 17, 2023, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$26,742,935.**

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

Debt Rate:	\$.007866 (must adopt)
M & O Rate:	<u>\$.132742</u>
TOTAL RATE	\$.140608

The proposed tax rate requires a record vote to adopt this No New Revenue Tax Rate. No public hearing will be required.

Recommendation

It is recommended that the Board take a record vote to propose a meeting to be held on September 28, 2023, at 6:00 pm in the Nolan Ryan Center to consider the proposal of adopting the No New Revenue Tax Rate for FY 2023-2024 with a stated proposed rate of \$.140608.

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds		-		-			245,993
Audited Fund Balance		-		-			-
M&O Taxes (Scenario 1)	Updated 6.4.2023	26,742,935		25,599,708	1,143,227	4.47%	23,756,505
Total Revenues		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		(0)		-			-

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.132742
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.140608

Scenario 2

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2023-2024 on August 17, 2023, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$27,279,639**.

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

Debt Rate:	\$.007866 (must adopt)
M & O Rate:	<u>\$.135406</u>
TOTAL RATE	\$.143272

The proposed tax rate requires a hearing and a record vote to adopt this tax rate. This rate would be above the No New Revenue Tax Rate but below the Voter Approval Tax Rate, and as such, will require only one hearing to be followed by a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose a hearing to be held on September 28, 2023, at 6:00 pm in the Nolan Ryan Center immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.143272, which is above the No New Revenue Tax Rate but below the Voter Approval Tax Rate for FY 2023-2024.

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							
M&O Taxes (Scenario 2 Using .25 Factor Between NNR & Voter Approval Rate)	Updated 8.11.2023	27,279,639		25,599,708	1,679,931	6.56%	23,756,505
Total Revenues		44,362,042		40,071,049	4,290,993	10.71%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		536,704					

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.135406
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.143272

Scenario 3

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2023-2024 on August 17, 2023, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$27,816,344.**

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

Debt Rate:	\$.007866 (must adopt)
M & O Rate:	<u>\$.138070</u>
TOTAL RATE	\$.145936

The proposed tax rate requires a hearing and a record vote to adopt this tax rate. This rate would be above the No New Revenue Tax Rate but below the Voter Approval Tax Rate, and as such, will require only one hearing to be followed by a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose a hearing to be held on September 28, 2023, at 6:00 pm in the Nolan Ryan Center, immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.145936, which is above the No New Revenue Tax Rate but below the Voter Approval Tax Rate for FY 2023-2024.

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							
M&O Taxes (Scenario 3 Using .5 Factor Between NNR & Voter Approval Rate)	Updated 8.11.2023	27,816,344		25,599,708	2,216,636	8.66%	23,756,505
Total Revenues		44,898,747		40,071,049	4,827,698	12.05%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		1,073,409					

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.138070
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.145936

Scenario 4

The Board of Regents will approve the Maintenance and Operations Budget for Fiscal Year 2023-2024 on August 17, 2023, after having multiple discussions in meetings and workshops.

The budget proposals considered will be supported by tax revenue of approximately **\$28,889,752**.

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

Debt Rate:	\$.007866 (must adopt)
M & O Rate:	<u>\$.143398</u>
TOTAL RATE	\$.151264

The proposed tax rate requires a hearing and a record vote to adopt this tax rate. This rate would be above the No New Revenue Tax Rate but below the Voter Approval Tax Rate, and as such, will require only one hearing to be followed by a separate meeting to adopt said rate.

Recommendation

It is recommended that the Board take a record vote to propose a hearing to be held on September 28, 2023, at 6:00 pm in the Nolan Ryan Center, immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.151264, which is above the No New Revenue Tax Rate but below the Voter Approval Tax Rate for FY 2023-2024.

RJE:tg

ALVIN COMMUNITY COLLEGE
Projected Revenues
For Fiscal Year 2023-2024

	2023-2024		2022-2023			2021-22	
	AMOUNT	TOTAL	AMOUNT	TOTAL	DIFFERENCE	% Increase	Total
State Appropriations							
Coordinating Board (Guaranteed Funding 7/14/2023)		\$ 9,526,054		\$ 7,587,622	\$ 1,938,432	25.55%	\$ 7,587,622
Local - Tuition and Fees							
In-District	\$ 2,390,859		\$ 2,214,389		176,470	7.97%	
Out-of-District	4,501,087		4,328,608		172,479	3.98%	
Out of State/Foreign	374,307		358,270		16,037	4.48%	
Fees	1,297,548		1,297,548		-	0.00%	
Total Tuition and Fees	8,563,801		8,198,815				
Exemptions	(1,577,452)		(1,510,096)		(67,356)	4.46%	
All Tuition and Fees Less Exemptions		6,986,349		6,688,719	297,630	4.45%	6,688,719
Miscellaneous Income							
Interest on CDs	500,000		125,000		375,000	300.00%	
Testing Fees	70,000		70,000		-	0.00%	
Total Miscellaneous Income		570,000		195,000	375,000		150,000
CARES Funds							245,993
Audited Fund Balance							
M&O Taxes (Scenario 4 Using Voter Approval Rate)	Updated 8.4.2023	28,889,752		25,599,708	3,290,044	12.85%	23,756,505
Total Revenues		45,972,155		40,071,049	5,901,106	14.73%	38,428,839
M & O Budget (WITH 4% PAY INCREASE)		43,825,338		40,071,049	3,754,289	9.37%	38,428,839
Difference		2,146,817					

Summary of Tax Rates

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Maintenance	0.172848	0.163608	0.171802	0.171438	0.170579	0.171457	0.154314	0.143398
Debt Service	0.018896	0.017142	0.015973	0.014424	0.012864	0.011754	0.009831	0.007866
Total	0.191744	0.180750	0.187775	0.185862	0.183443	0.183211	0.164145	0.151264

30. **Consider Approval of Investment Policy**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 107-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 7, 2023
SUBJECT: Investment Policy

Attached you will find the updated Investment Policy for 2023-2024 Fiscal Year. This update is required by the Public Funds Investment Act and each August this update is made. The only items updated in this year's policy is the date of the policy (August 17, 2023) the date of the proposed adoption by the Board of Regents.

It is recommended that the Board adopt the Investment Policy for 2023-24 with noted amendments.

RJE:tg

ALVIN COMMUNITY COLLEGE
INVESTMENT STRATEGY

August 17, 2023

Alvin Community College maintains a pooled investment portfolio that utilizes specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Investment of funds shall be governed by the following investment objectives, in order of priority, for each fund listed below:

- a. Investment suitability as it relates to the financial requirement of Alvin Community College;
- b. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
- c. Liquidity to the extent needed to pay the College's obligations as they become due;
- d. Investment marketability provided the need arises for the College to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
- e. Investment diversification by maturity; and
- f. Yield to attain the best rate of return on investments, while considering risk constraints and cash flow needs (the basis or benchmark used to determine market yields are being achieved shall be the three-month Treasury Bill).

Investment strategies for all funds have as its primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. Maturities are staggered to meet operating expenditures, based on known and projected cash flows and market conditions.

Designated Officers

The Director of Fiscal Affairs is the primary Investment Officer. The Vice President of Administrative Services and the Assistant Director of Fiscal Affairs will act as alternates in the absence of the Director.

Investment Providers

The following broker/dealers include a mix of primary and secondary firms with a history of competitive pricing in PFIA-related securities. This list represents security providers.

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

The following list of banks consists of local banks which have either shown an interest in Alvin Community College's banking business by participating in the bank bid process or they participate in a CD investment program that allows for a higher rate of interest on a Certificate of Deposit while still maintaining coverage under the FDIC, e.g. the bank is a member of the CDARS Network*. These banks would be used for the purchase of Certificates of Deposit.

First National Bank of Alvin
Texas Advantage Community Bank*
Wells Fargo Bank
Texas First Bank
Woodforest National Bank
JP Morgan Chase Bank
Frost Bank*
Amoco Federal Credit Union
Chocolate Bayou Federal Credit Union
Associated Credit Union of Texas
JSC Federal Credit Union (Wellby Financial)
Texas Dow Employees Credit Union

**CDs are issued through "Certificate of Deposit Account Registry Service", a service of Promontory Interfinancial Network.*

The following government investment pools are authorized investments.

TexSTAR
LOGIC

31. **Financial Report**

MEMORANDUM NO: 109-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 9, 2023
SUBJECT: Financial Report Ending July 31, 2023

Mr. Karl Stager 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 2022-2023 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	6,758,719	6,569,477	97.20%	(189,242)
<i>Total Non-Operating Revenues</i>	33,312,330	33,105,229	99.38%	(207,101)
<i>Total Revenues</i>	40,071,049	38,648,923	96.45%	(1,422,126)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	40,071,049	31,157,139	77.75%	8,913,910

This represents eleven months of the fiscal year, with revenues on track and expenses consistent with projections.

Alvin Community College
Consolidated Statements of Net Assets

	July 31, 2023	July 31, 2022	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	6,518,064	4,090,390	2,427,674	
Short-term investments	22,900,409	21,993,482	906,927	
Accounts receivable, net	3,583,557	3,545,666	37,891	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	597,845	745,630	(147,785)	Travel advances and prepaid expenses
Inventories	179,431	121,170	58,261	
Total Current Assets	33,779,306	30,496,338	3,282,968	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	45,576,905	1,783,404	
Total Assets	82,139,615	77,073,243	5,066,372	
Deferred Outflows of Resources				
Deferred outflows - pensions	2,742,173	3,651,781	(909,608)	TRS pension
Deferred outflows - OPEB	9,508,808	9,755,156	(246,348)	OPEB
Total Deferred Outflows of Resources	12,250,981	13,406,937	(1,155,956)	
Liabilities				
Accounts payable & accrued liabilities	280,268	194,713	85,555	
Net pension liability	4,646,479	9,854,249	(5,207,770)	
Net OPEB liability	30,508,483	28,599,258	1,909,225	
Funds held for others	52,867	48,640	4,227	Agency funds - groups, clubs, etc on campus
Deferred revenues	3,272,125	2,731,566	540,559	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	
Bonds payable, net of premiums	3,120,000	4,752,263	(1,632,263)	Annual payment
Tax note payable, net of premiums	18,820,000	19,640,000	(820,000)	Annual payment
Total Liabilities	61,207,029	66,286,603	(5,079,574)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,987,835	1,499,947	487,888	TRS pension
Deferred inflow - OPEB	7,293,974	7,280,493	13,481	OPEB
Deferred inflow - premium on tax note	2,332,712	2,698,503	(365,791)	
Total Deferred Inflows of Resources	11,614,521	11,478,944	135,578	
Net Assets				
Fund Balance - Equity	21,569,046	12,714,633	8,854,413	
Total Net Assets	21,569,046	12,714,633	8,854,413	

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2023 and July 31, 2022

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended 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										
Tuition and fees	1,610,244	6,479,269	6,688,719	(209,350)	96.87%	1,782,380	6,861,087	6,688,719	174,368	102.61%
Federal grants and contracts	6,611,959	-	-	-	0.00%	11,266,970	-	245,993	(245,993)	0.00%
State grants	677,188	-	-	-	0.00%	640,721	-	-	-	0.00%
Local grants	224,493	-	-	-	0.00%	240,931	-	-	-	0.00%
Auxiliary enterprises	1,993,356	-	-	-	0.00%	1,797,377	-	-	-	0.00%
Other operating revenues	418,008	90,108	70,000	20,108	128.73%	391,795	68,771	75,000	(6,229)	91.69%
Total operating revenues	11,537,248	6,569,477	6,758,719	(189,242)	97.20%	16,120,174	6,931,858	7,009,712	(77,854)	98.89%
Expenses										
Operating expenses										
Administrative	-	7,473,402	8,962,837	1,489,435	83.38%	-	6,491,818	7,869,087	1,377,269	82.50%
Institutional	-	4,952,691	7,872,150	2,919,457	62.91%	-	4,464,939	7,588,392	3,123,453	58.84%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Technical Instruction	-	3,374,040	6,343,639	1,171,599	82.10%	-	4,904,579	6,329,305	1,424,726	73.49%
Academic Instruction	-	7,043,829	8,361,715	1,317,886	84.24%	-	6,849,589	8,296,763	1,447,174	83.56%
Student Services	-	3,714,945	4,726,992	1,012,047	78.59%	-	3,824,616	5,043,330	1,218,714	75.84%
Physical Plant	-	2,596,230	3,599,291	1,003,061	72.13%	-	2,475,894	3,301,962	826,068	74.98%
Unbudgeted Unrestricted (Fund 12)	1,085,008	-	-	-	0.00%	890,381	-	-	-	0.00%
Continuing Education	617,617	-	-	-	0.00%	743,471	-	-	-	0.00%
Auxiliary Enterprises	2,292,660	-	-	-	0.00%	2,289,392	-	-	-	0.00%
Local Grants	6,016	-	-	-	0.00%	24,458	-	-	-	0.00%
TPEG	230,036	-	-	-	0.00%	239,835	-	-	-	0.00%
Institutional Scholarships	161,073	-	-	-	0.00%	122,556	-	-	-	0.00%
State Grants	677,188	-	-	-	0.00%	640,721	-	-	-	0.00%
Federal Grants	6,611,959	-	-	-	0.00%	11,280,473	-	-	-	0.00%
Donor Scholarships	294,732	-	-	-	0.00%	298,782	-	-	-	0.00%
Unexpended Plant Fund	1,106,927	-	-	-	0.00%	1,089,319	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	23,893	-	-	-	0.00%	161,101	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	931,506	-	-	-	0.00%	2,916,918	-	-	-	0.00%
Total operating expenses	14,038,615	31,157,139	40,070,624	8,913,485	71.76%	20,697,407	29,011,435	38,428,839	9,417,404	75.49%
Operating Gain/(Loss)	(2,501,366)	(24,587,662)	(33,311,905)	(9,102,722)		(4,577,233)	(22,079,577)	(31,419,127)	(9,495,258)	
Nonoperating revenues										
State appropriations*	-	6,866,797	7,587,622	(720,825)	90.50%	-	7,051,812	7,587,622	(535,810)	92.94%
Property tax revenue - Current	1,597,834	25,135,755	25,599,283	(463,528)	98.19%	1,606,773	23,309,520	23,612,061	(302,541)	98.72%
Property tax revenue/Insist Reserve	-	-	-	-	0.00%	-	144,444	144,444	-	0.00%
Property tax revenue - Delinquent	7,944	106,676	106,676	106,676	0.00%	14,033	176,172	176,172	176,172	0.00%
Property tax revenue - Interest & Penalties	13,254	122,307	122,307	122,307	0.00%	8,452	111,516	111,516	111,516	0.00%
Investment income	46,588	848,156	125,000	723,156	678.52%	5,266	91,011	73,000	16,011	121.35%
Other non-operating revenues	239,257	25,538	-	25,538	0.00%	286,322	29,090	-	29,090	0.00%
Total nonoperating revenues	1,902,877	33,105,229	33,311,905	(206,676)	99.38%	1,920,847	30,913,565	31,419,127	(505,562)	98.39%
Provided by the State										
Revenue for Insurance and Retirement	-	1,642,505	-	1,642,505	0.00%	-	2,077,181	-	2,077,181	0.00%
State Insurance Match	-	(657,128)	-	(657,128)	0.00%	-	(910,629)	-	(910,629)	0.00%
State Retirement Match	-	(702,078)	-	(702,078)	0.00%	-	(666,539)	-	(666,539)	0.00%
State Retiree Insurance	-	(283,299)	-	(283,299)	0.00%	-	(500,013)	-	(500,013)	0.00%
Increase/(decrease) in net assets	(598,489)	8,517,567	-	(9,309,403)		(2,656,386)	8,833,988	-	(10,000,820)	
* State Approp portion generated by CE =	177,163					181,937				
* Institutional Reserve	19,125,033					14,929,374				

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2023 and July 31, 2022

	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	11,537,248	6,569,477	6,758,719	(189,242)	97.20%	16,120,174	6,931,838	7,009,712	(77,854)	98.89%
Nonoperating revenues										
Total nonoperating revenues	1,902,877	33,105,229	33,311,905	(206,676)	99.38%	1,920,847	30,913,565	31,419,127	(505,562)	98.39%
Less Expenses										
Operating expenses										
Total operating expenses	(14,038,615)	(31,157,139)	(40,070,624)	(8,913,485)	77.76%	(20,697,407)	(29,011,435)	(38,428,839)	(9,417,404)	75.49%
Increase/(decrease) in net assets	(598,489)	8,517,567	-	(9,309,403)		(2,656,386)	8,833,988	-	(10,000,820)	

• State Approp portion generated by CE =

177,163

181,937

• Institutional Reserve

19,125,033

14,929,374

Alvin Community College
Continuing Education Statement of Revenue and Expense
July 31, 2023

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	177,163	1,292	(21,527)	156,928	283,271	(126,344)
Motorcycle	-	-	-	-	(1,153)	1,153
Real Estate	307	-	-	307	95	213
Dental Assistant	59,540	(3,572)	-	55,968	56,402	(434)
Phlebotomy	16,255	(975)	-	15,280	8,179	7,101
Health and Medical	2,405	(144)	-	2,261	588	1,673
Certified Nursing / Medication Aide	40,680	(2,441)	-	38,239	14,438	23,801
Welding	1,128	(68)	-	1,060	2,734	(1,673)
Truck Driving	207,525	(11,867)	-	195,659	127,983	67,675
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	3,664	-	-	3,664	-	3,664
Concealed Handguns	1,390	-	-	1,390	-	1,390
Occupational Health & Safety	4,233	-	-	4,233	1,363	2,870
Community Programs	2,630	-	-	2,630	1,821	809
Clinical Medical Assistant	38,295	(2,298)	-	35,997	16,939	19,058
Yoga	2,665	-	-	2,665	1,600	1,065
Machinist Program	12,721	(763)	-	11,958	14,558	(2,600)
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	104,584	(6,118)	-	98,466	82,568	15,899
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	-	-	-	-	5,170	(5,170)
Options Program	9,300	-	-	9,300	1,060	8,240
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
Total	684,486	(26,954)	(21,527)	636,005	617,617	18,388

*2.58% of the state appropriation for FY22/23 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through July 31, 2023 and July 31, 2022

	Parking	Student Activities	Bookstore	Reading	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	228,749		1,200,397	5,068	315,873	14,869	1,764,956	1,570,106
Student Fees		230,400					230,400	227,271
	228,749	230,400	1,200,397	5,068	315,873	14,869	1,995,356	1,797,377
Expenses								
Purchases & Returns			887,609				887,609	1,005,885
Salaries	64,728	125,919	196,091		242,338	43,143	672,221	631,045
Staff Benefits	19,979	22,489	45,350		86,592	2,640	177,050	172,507
Supplies & Other Operating Expenses	211,210	143,591	29,665	4,998	22,766	11,076	423,307	351,121
Equipment	63,999	13,752	39,991				117,742	114,162
Building Repairs							-	-
Bank Charges			10,187		3,036	49	13,271	10,772
Contingency							-	-
Scholarships		1,400					1,400	3,900
	359,917	307,152	1,208,953	4,998	354,732	56,908	2,292,660	2,289,392
Excess revenue over expenses	(131,168)	(76,752)	(8,556)	70	(38,859)	(42,039)	(297,304)	(492,015)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			53,490				53,490	-
Interfund Receivables	(16,490)	306,053	525,391	2,887	(71,872)	6,143	752,111	1,108,386
Prepaid Expenses							-	-
Inventory			180,003				180,003	121,170
Total Assets	(16,490)	306,053	761,396	2,887	(71,872)	6,143	988,116	1,232,068
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	44,406		3,393	134	59,668	59,647
Deferred Revenue	72,649	56,940				720	130,310	118,570
Deposits							-	-
Total Liabilities	80,741	58,582	44,406	-	3,393	854	189,978	178,217
Restricted Fund Balance (includes inventories)		-	180,003	-			180,003	121,170
Unrestricted Fund Balance	(97,232)	247,470	536,988	2,887	(77,263)	5,288	618,136	932,681
Total Liabilities & Fund Balance	(16,490)	306,053	761,396	2,887	(71,872)	6,143	988,116	1,232,068

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through July 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	228,062		1,045,945	3,570	286,191	6,338	1,570,106
Student Fees		227,271					227,271
	228,062	227,271	1,045,945	3,570	286,191	6,338	1,797,377
Expenses							
Purchases & Returns			1,005,589	296			1,005,885
Salaries	94,714	90,247	173,667		251,508	20,909	631,045
Staff Benefits	27,183	17,360	44,331		82,991	641	172,507
Supplies & Other Operating Expenses	219,137	76,090	28,294	4,578	22,760	262	351,121
Equipment	89,224		14,788			10,150	114,162
Building Repairs							-
Bank Charges			7,101		3,647	24	10,772
Contingency							-
Scholarships		3,900					3,900
	430,258	187,596	1,273,770	4,875	360,907	31,986	2,289,392
Excess revenue over expenses	(202,196)	39,675	(227,825)	(1,305)	(74,716)	(25,648)	(492,015)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable							-
Interfund Receivables	124,982	491,815	468,741	2,003	(30,470)	51,316	1,108,386
Prepaid Expenses							-
Inventory			121,170				121,170
Total Assets	124,982	491,815	592,423	2,003	(30,470)	51,316	1,232,068
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	45,390	19	7,459	77	59,647
Deferred Revenue	58,860	58,860				850	118,570
Deposits							-
Total Liabilities	64,923	59,498	45,390	19	7,459	927	178,217
Restricted Fund Balance (includes inventories)			121,170				121,170
Unrestricted Fund Balance	60,058	432,317	425,862	1,984	(37,929)	50,388	932,681
Total Liabilities & Fund Balance	124,982	491,815	592,423	2,003	(30,470)	51,316	1,232,068

32. **Adjournment**