

Regular Meeting
Monday, July 24, 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
JULY 24, 2023**

It is hereby certified that a notice of this meeting was posted on the 17th day of July 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 17th day of July 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: 082-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 6, 2023
SUBJECT: Personnel Action (Replacement): Custodian

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

Candidate
Recommended: Sanjuana Castillo

Education: Cobach Cedral
High School Diploma

Experience: Alvin Community College
Substitute Custodian April 2023 - Present

RiceTec
Custodian January 2010 – January 2013

Salary: \$23,150.54
Grade 102 / 2022 – 23 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Custodian (PID 261)		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Supervisor, Custodial	Grade Level:	102
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	02/10/2023
Last updated by:	Director, Physical Plant/HM	Date:	02/09/2023

SUMMARY

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned

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

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth.
- Sweeps, mops, scrubs and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways.
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers.
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant.
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine.
- Some outside work is required in the completion of duties; i.e., sweeping walkways, cleaning of handrails, washing of windows and emptying/cleaning of outside trash receptacles.
- Performs setup and take down duties for all special events.
- 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 education or equivalent required.

EXPERIENCE

- Some experience or in-service training courses in institutional housekeeping and related subjects required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must have and pass a complete physical.
- Must be able to work un-supervised.
- The Custodian must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.
- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

WORK ENVIRONMENT

This position generally works in pleasant indoor surroundings with some outside work required. The incumbent will be exposed to other environments such as noise, heat, dust, dirt, grease, cold, dampness, cleaning agents, and chemicals that might be hazardous in nature.

PHYSICAL DEMANDS

Must be capable of moderate to heavy lifting of fifty (50) pounds or more, along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching. Expected to operate mechanical buffing equipment, carpet cleaning and extracting machines, and hardwood floor polishing equipment as a routine part of the job.

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: 083-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 6, 2023
SUBJECT: Personnel Action (Grant Funded): Project Manager

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

Candidate

Recommended: Inez Ihezue

Education: Prairie View A & M University
M.A., Sociology
B.A., Criminal Justice

Experience: Alvin Community College
FT Project Specialist Temporary Grant Funded February 2022- Present

Alvin Community College
Adjunct, Sociology Instructor December 2010 – Present

Harris County Juvenile Probation Department
Field Service Rep / Special Assignments September 2017 – June 2021
Juvenile Probation Officer August 2010 – September 2017
Field Representative August 1994 – September 2010

Brighter Future Inc Non-Profit
Board Member / Volunteer August 2010 – May 2014

Salary: **\$67,236.71**
Grade 204 / 2022 – 23 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Project Manager – Temporary – Grant Funded	
Department:	Academic Affairs and Instruction	FLSA Status: Exempt
Reports to:	Grants Director	Grade Level: 206
Safety Sensitive:	Yes	Job Category: Professional (Based on Grant Pay not to exceed \$ 63,349.36/yr)
HR approved:	Human Resources/LG	Date: 4/24/2023
Last updated by:	Grants Director/LG	Date: 4/24/2023

SUMMARY

The Project Manager – Temporary – Grant Funded position manages personnel, budget and performance for the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works in a Team Environment to lead the successful implementation of the grant outcomes and deliverables
- Generates grant reports
- Monitors budget expenditures and procures supplies
- Oversees payroll records
- Facilitates and lead discussions in grant meetings
- Ensures specialists are meeting scheduled timelines on program outcomes
- Coordinates training sessions with key support staff on each campus
- Generates program reports on achieving benchmarks and objectives
- Facilitates meetings with staff and faculty on program development and participant support and retention
- Presents program development reports at meetings with college administration as needed
- Develops information related to Re-Entry resources for formerly incarcerated individuals.
- Serves as chief liaison between the Texas Workforce Commission and the institution on the project
- Ensures all external contract arrangements are executed according to schedule and operating according to institutional policy
- Coordinates services between all grant partners as outlined in grant contract(s)
- Ensures that grant partners produce all requested grant financial and performance documentation in a timely manner
- Other related duties may be assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in Business Administration or related field
- Master's degree in related field, preferred

EXPERIENCE

- 3-years of experience in administrative and grant management in higher education or related industry, including program evaluation and personnel and budget management
- 5-years of experience of grant administration preferred
- Six (6) months experience working with a student information system such as People Soft, Banner, Ellucian/Colleague, preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong presentation skills
- Illustrate strong interpersonal and communication skills.
- Have keen evaluation skills when reviewing complex projects
- Possess intermediate skills with Microsoft Word, Excel and Outlook
- Be able to apply good leadership and strong organizational abilities
- Effectively lead team through project objectives
- Must be available to work evenings and weekends as needed
- 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
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

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: 079-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 6, 2023
SUBJECT: Personnel Action (Grant Funded): Project Specialist

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

Candidate

Recommended: Pareshkumar Patel

Education: University of Houston – Clear Lake
M.A., Literature
B.A., Humanities

Alvin Community College
A.A., Art

Experience:	<u>Alvin Community College</u> Project Administrative Assistant - Grant Funded Adjunct Instructor English	February 2022 – Present August 2022 - Present
	<u>University of Houston – Clear Lake</u> Temporary Professor	September 2021 – February 2022
	<u>ESP Enterprise</u> Recruiting Assistant	June 2021 – Present
	<u>Alvin Community College</u> Tutor Peer Health Educator	September 2015 – December 2020 January 2013 – August 2020
	<u>Windham School District</u> Teacher’s Aide	January 1993 – December 2002

Salary: \$53,245.77.
Grade 201 / 2022 – 23 TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Project Specialist – Temporary – Grant Funded	
Department:	Academic Affairs and Instruction	FLSA Status: Exempt
Reports to:	Project Manager – Temporary – Grant Funded	Grade Level: 201
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/LG	Date: 5/22/2023
Last updated by:	Director Grants/LG	Date: 5/22/2023

SUMMARY

The Project Specialist – Temporary – Grant Funded position supports the Re-Entry program, courses, and process through advising and assisting formerly incarcerated individuals with transition related needs including post-secondary enrollment and/or transfer services and workforce placement connections under the Wagner-Peyser Grant. Additionally, the position will work with outside agencies to assist participants in meeting personal needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists with preparing and delivering the Re-Entry course to grant participants
- Assists in the research of Re-Entry resources such as felony-friendly employers, colleges, programs, best practices, mentorships, etc.
- Delivers workshops and training to groups of incarcerated and paroled individuals about the Re-Entry course and program services available to support the Re-Entry process
- Functions in a team environment to accomplish the stated objectives of the grant program
- Delivers training to college staff related to working with formerly incarcerated individuals
- Develops relationships with industry and business partners to establish and sustain a viable job placement network for paroled students
- Establishes partnerships with community colleges, job training centers and local workforce boards to assist students with workforce training and job placement
- In collaboration with business and industry partners, develop and administer a portfolio of internships, on the job training opportunities, apprenticeships, and other work-based-learning opportunities that are appropriate for transitioning students
- Establishes relationships with local social services entities, faith-based organizations and private organizations to provide resources to transitioning students
- Assists with the mentoring program for paroled students
- Works with Alvin Community College and Lee College staff to increase wrap-around services for all students and ensure that the specific needs of minority and under-served populations are met
- Assists with data analysis as needed
- Assists in organization and facilitation of employer network meetings
- Assists the with alumni networking email, phone call, social media, and alumni events
- Records, tracks, and reports performance measures and deliverables
- Assists in responding to participant communication
- Assists in the development and distribution of promotional materials
- Assists in the implementation of grant outcomes and deliverables
- Participates in evening and weekend special events and activities
- Other related duties may be assigned

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in a related field such as Social Work, Advising/Counseling, Criminal Justice

EXPERIENCE

- 3-years of experience working with offenders or similar populations
- 3-years of experience in higher education regarding issues related to transfer and articulation, low-income, first generation and under-served college populations preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal skills
- Exceptional communication (written, oral, and presentation) skills
- Positive attitude about work, ability to motivate and empower students
- Proficiency working in Microsoft Office Suite and other applicable software, and the ability to successfully navigate the Internet
- 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
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

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: 081-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 6, 2023
SUBJECT: Personnel Action (Replacement): Campus Police Officer

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

Candidate

Recommended: **Amanda Blake**

Education: Alvin Community College
Law Enforcement Academy

San Jacinto College
Associate's of Science, Surgical Technology

Experience: City of Alvin
Police Officer December 2019 – May 2020

Salary: \$41,509.56 / \$19.96/hour
Grade P1 / 2022 – 23 Campus Police Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Police Officer (Full-Time or Part-Time)		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports to:	Chief of Police	Grade Level:	F
Safety Sensitive:	Yes	Job Category:	
HR approved:	Human Resources/JE	Date:	1/30/2023
Last updated by:	Campus Police Chief/RP	Date:	1/30/2023

SUMMARY

The Police Officer will perform all duties required for all police officers of any other jurisdiction, including enforcing all state and federal laws, as well as Alvin Community College (ACC/College) rules and regulations. Incumbent is responsible for community policing, patrol, law enforcement, investigations, parking enforcement, building security, motorist assistance, special events coverage, and communications. Maintains an active patrol presence on ACC's campus and maintain a safe environment for the faculty, staff, students, and community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Enforcing all State and Federal laws, including College rules and regulations.
- Responsible for an active patrol presence on the College campus to maintain a safe environment for the faculty, staff, students, and community members.
- Conduct criminal investigations, motor assists, key assists, building checks and other duties as assigned.
- All other related duties as assigned by the Chief of Police

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 equivalent

EXPERIENCE

- Law Enforcement experience preferred.

ADDITIONAL REQUIREMENTS

- Minimum age 21
- Must possess a Texas Commission of Law Enforcement Peace Officer license and be current with Texas Commission on Law Enforcement mandated training/hours.
- Honorable discharge from the Military (If applicable).
- Honorable discharge from last Law Enforcement Agency of employment (If applicable).
- No disciplinary Action resulting in suspension within the past 24 months.
- No disciplinary action resulting in written reprimand within the past 12 months.
- Applicants who pass the above listed requirements will be contacted by the Alvin Community College Police Department regarding the physical agility test. Those applicants will be required to pass the physical agility test as a requirement to move forward in the hiring process. The physicality agility test is described as follows:

PHYSICAL AGILITY TEST

- As a condition of employment for all sworn personnel, police officer applicants are required to pass a physical agility test based upon standards which have been determined to identify the general physical agility of police personnel. Failure to achieve the required level of performance in the physical agility test will constitute failure of the physical agility test. Total length of the physical agility course is approximately 350 yards. The physical agility test consists of three parts:

EVENT AND REQUIRED LEVEL OF PERFORMANCE

- Warm Ups 10 minutes
- Stair climb, Hallway run, and Body Drag Maximum of 2 minutes and 45 seconds
- Cool Down 15 minutes

INSTRUCTIONS TO APPLICANTS

- Prior to the day of testing, applicants should insure that they maintain a regular physical agility routine including strength training and cardiovascular exercise, are well rested, well hydrated; having refrained from alcohol consumption which severely dehydrates the body, and have been eating a nutritious and well-balanced diet. Water will be provided during the testing and you may bring sports drinks if you desire. Additionally, applicants should wear clothing and footwear appropriate for strenuous physical exercise. Inappropriate attire and/or attire deemed to be offensive will not be permitted.
- Applicants are expected to arrive early for check-in, 15 minutes prior to the designated test time. Failure to arrive prior to the designated test time will result in the applicant's disqualification from the testing process.
- Applicants must bring their signed Police Applicant Physical Agility Waiver of Liability (attached to this document) and driver's license for check-in purposes.
- Applicants will be taking a physical agility test, so they need to make sure they do not wear clothing that is restrictive for movement. It may be helpful to check related weather reports for temperature conditions expected for the day of testing. Suggested attire may include: gym shoes, t-shirts, shorts, sweat shirts, sweat pants, etc...
- Applicants will be given an orientation and walk through of the physical agility test. No applicant will be allowed to take the test unless he/she fully understands what is expected. Applicants will be expected to follow all instructions given by Alvin Community College Police Department personnel prior to, during, and at the conclusion of testing. Alvin Community College Police Department Personnel will be available to answer questions prior to the administration of the test.
- The Physical Agility Test has a minimum standard and is the same for each applicant regardless of age, race, or gender. The physical assessment test attempts to measure whether or not the applicant is fit for duty for a position as a police officer. Failure to achieve the required level of performance will constitute failure of the physical agility test. The police officer applicant physical agility test will be administered as follows:
 - **Event I – Warm-Up – 10 Minutes**
 - The applicant is permitted to choose whatever warm up method is best suited to prepare him/her for strenuous physical activity. The warmup is where you will do one to several exercises in short duration to get muscles, joints, ligaments, and tendons warmed up prior to stretching them. Then warm up these areas by stretching different areas of the body. This is important as it is a gradual way of getting the body ready for more strenuous exercise and to reduce risk of injury. This will also help to improve flexibility, which should be a component to any workout. Active participation in this event is optional. Applicants who elect not to warm up prior to participating in the remaining event will not receive a failing assessment for Event I.

- **Event II – Stair climb, Hallway run, and Body Drag – 2 minutes and 45 seconds**
- Each applicant will run the stair climb, hallway run, and body drag as one continuous event.
- This event will start with the applicant seated in a patrol vehicle with the door closed and end when the applicant drags the dummy's head across the finish line.

Stair climb, hallway run, and Body Drag

-
- 1. Patrol Car: The candidate will sit in the driver's seat of a patrol car with the doors closed and await further instructions. Timing begins when the candidate opens the car door.
- 2. Stair Climb: The candidate will exit the patrol vehicle and enter the S building through the open North East doors and proceed to east stair case. The applicant will run up the stairs. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the hand rails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 3. Hallway Run: The applicant will run the length of the second floor of the S building in a figure 8 pattern, following the instructions of the staff.
- 4. Stair Descend: The applicant will run down the west stair well of the S building. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the handrails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 5. Body Drag: This portion of the test simulates the activity necessary to remove an unconscious person to a place of safety. Upon exiting the east doors of the S building the applicant will drag a dummy (approximately 170 pounds) in a Med-Sled® 30 feet. The time stops when the dummy's head crosses the finish line.
- **Event III Cool Down 15 minutes**
- Cool down/recover for 15 minutes - Applicants must complete the cool down/recover.
- Applicants who do not complete the cool down/recover will be considered to have failed the physical Agility assessment testing.
- Should an applicant fail the physical agility test the applicant will have three (3) attempts with a fifteen (15) minute rest period between attempts

BACKGROUND INVESTIGATION

- As a condition of employment candidates must pass a background investigation that includes the following:
 - Personal and family history
 - Credit history, including current creditors.
 - Education, including all schools attended and degrees or certificates obtained.
 - All residences for the past ten years.
 - Comprehensive employment history.
 - A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
 - Traffic summonses and accidents.
 - An inquiry of family, friends, and associates as to character and reputation.
 - Pass an oral interview.
 - Pass a physical examination, psychological screening, and a drug test.
 - Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

- Must qualify with duty firearms with Alvin Community College Police Department firearms instructor prior to first day in Field Training.

KNOWLEDGE, SKILLS, AND ABILITIES

- Have a working knowledge of computers.
- Must have a current valid Texas driver's license with no more than three (3) moving violations in the last three (3) years.
- Must be able to work a rotating schedule and weekends in an educational environment.
- Extensive knowledge and understanding of criminal law, traffic and civil law, as it relates to a police officer.
- Good communication skills and ability to resolve situations between subjects.
- Must be able to work with other agencies in a professional manner.
- Must be ready, at any time, to act should an emergency arise.

WORK ENVIRONMENT

Must be able to maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements, ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call up to twenty-four (24) hours a day.

PHYSICAL DEMANDS

Frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift one-hundred (100) pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

This 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.

POLICE APPLICANT PHYSICAL AGILITY

WAIVER OF LIABILITY

1. I declare and represent that I received, read, and understand the Police Applicant Physical Agility Information attached hereto and this Police Applicant Physical Agility Waiver of Liability form. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Police Applicant Physical Agility Test being conducted by the Alvin Community College (ACC) Police Department, that I am physically and medically fit for the participation in said test, that my personal attire is safe and fit for participation in said test, and that I voluntarily agree to participate in said test. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation in the activity and notify the Alvin Community College Police Department staff.
2. I hereby consent and agree to all the following additional terms and conditions:

a. Acknowledgement of Risk

As a participant in the Police Applicant Physical Agility Test, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with said test.

b. Waiver of Liability and Release of All Claims

I DO HEREBY, FOR MYSELF, MY HEIRS, MY EXECUTERS AND ADMINISTRATORS, AND ANY OTHER PARTIES CLAIMING UNDER OR THROUGH ME, FULLY WAIVE AND RELEASE ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ALL OF ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, AND EXAMINERS FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED IN ANY WAY TO ANY LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) THAT MAY BE SUSTAINED BY ME WHILE PARTICIPATING IN THE POLICE APPLICANT PHYSICAL AGILITY TEST, OR UPON THE PREMISES WHERE SAID TEST IS BEING CONDUCTED, WHETHER SAID LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) RESULTS FROM THE NEGLIGENCE OF ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, OR EXAMINERS, OR IS OTHERWISE CAUSED.

c. Indemnity and Defense

I do hereby agree, for myself, my heirs, my executors and administrators, and any other parties claiming under or through me, to indemnify and hold harmless and defend ACC, the ACC Board of Regents, the ACC Police Department, and ACC's elected officials, officers, agents, employees, servants, monitors, and examiners from any and all claims, demands, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including but not limited to death) that may be sustained by me while participating in the Police Applicant Physical Agility Test, or upon the premises where said test is being conducted.

Signature of Applicant _____

Print Name Legibly _____

Date _____

<p>Alvin Community College Police Department use only: Received by: _____ Date Received: _____ Applicants TDL #: _____</p>
--

9.B. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SUMMER 2023 As of 6/29/2023

JULY

	Budgeted 2022-23	JULY 2023	HR Vacancies
Administrative	14	13	2
*Professional	88	74	9
Faculty	121	116	2
**Technical Support, Clerical & Maintenance (TSCM)	117	103	13
Total Full-Time (FT) Employees	340	306	26

*Count includes 4 grant funded *professional* employees

**Count includes 0 grant funded *TSCM* employees (2 current vacancies)

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Cindy B Jones	Admissions Specialist	6/30/2023	Resignation
2	Kathryn Trantham	Instructor, Diagnostic Cardiovascular Sonography	8/22/2023	Resignation
3	Johanna Hume	Instructor, History	8/8/2023	Retirement
4	Ian Baldwin	Instructor, History	8/11/2023	Resignation
5	Hailey Fuller	Instructor, History	8/11/2023	Resignation
6				
7				
8				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JUNE 22, 2023
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22nd day of June 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

Dick Tyson
Lloyd Cox
Sunjay Bali
Lilly Garcia

Call to Order

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

Certification of Posting of Notice

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

Executive Session

- *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.*

The meeting was called back into session by Chair Sanchez at 7:06 p.m.

- **Pledge**
- **Invocation**
Invocation by Mrs. Reyes-Hall.

Citizen Inquiries

Dick Tyson spoke on the subject of ACC and Alvin taxes and the two-party system of the U.S.

Board Comments

The Regents noted attending the Law Enforcement Academy graduation and what a great program it was, the presentation of the grant check by the Texas Workforce Commissioner, Mr. Albert Trevino, how enjoyable the Children's play "The Journey of Little Red" was, and the good discussion that was had at the Community Advisory Council meeting.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the Minutes of the Regular Meeting of May 25, 2023, and Minutes of the Board Workshop of June 12, 2023. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Secretary Hertenberger. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

The 120th Law Enforcement Academy held its graduation ceremony on June 15.

Summer 2 and Fall registration are still open.

The Texas Workforce Commissioner representing labor Albert Trevino III came to the campus on June 14 to sign a \$350,000 check to benefit our New Beginnings program. The commissioner took a tour of our facilities that have benefitted from TWC grants. A former TDCJ student spoke during a luncheon about how the program has helped him.

The Respiratory Care program was recognized by the Commission on Accreditation for Respiratory Care for the Distinguished RRT Credentialing Success Award. The recognition was given due to the program's 90 percent credentialing success rate.

The Summer Children's Theatre Festival kicked off this week with performances of the Journey of Little Red. The festival will conclude with Law-and-Order Fairy Tale Unit starting on July 24.

The Community Advisory Committee met on June 6. Groups worked to discuss challenges facing the college and how to address those challenges moving forward.

I recently had the opportunity to participate in a panel of speakers with the Bay Area Houston Economic Partnership to discuss higher education and its role in the economy.

The college will host the first ever Culinary Camp on July 17-20 right next door in the Culinary Arts kitchen. The camp is for students ages 12-17 and they will learn how to prepare breakfast and snacks, learn butchery skills and create a wide variety of family favorite dishes.

Human Resources Specialist Lindsey Hindman graduated from the Pearland Chamber of Commerce Leadership class on June 15. She joins previous graduates Wendy Del Bello '14 and John Tompkins '19.

The ACC Community Band will perform its annual Independence Day Concert on July 4 next to the Memorial Wall. Fireworks display from the city will take place afterwards at dark.

This report was for information only.

Consider Approval to Authorize an Increase in Spending Limit for Two Vendors

The motion to approve raising the spending limit on the Entech Sales and Services, LLC contract number 638-21 an additional \$150,000.00 to a new total of \$ 300,000.00 for the 2022-2023 fiscal year and approve raising the spending limit on the Pollock Company contract number 638.21 \$15,000.00 to a new total of \$65,000.00 was made by Mr. Hoover. Seconded by Mr. Starkey. Motion passed unanimously. College plant funds are available and will be utilized for these additional expenses

Consider Approval of Cybersecurity Lab/Classroom Upgrade – Grant Funded

The motion to authorize the President to enter into agreements for purchasing the remaining goods and services with Dell, C-Link, CDW-G and Facilities Sources for the provision of updating this space. Further, subsequently approving the preliminary work for the Cybersecurity Lab site in the amounts noted was made by Dr. Crumm. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of ERP/SIS Staffing Augmentation, IT Director Consultant

The motion to approve the selection of Ultimate Consulting, LLC for the engagement with Ms. Michelle Shadrake as noted, with a maximum expenditure of \$93,600 was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Action Regarding Compensation of Faculty Member

The motion to grant compensation was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Removing Bus Recommendation from the Table

The motion to remove the tabled item from April 27, 2023 - Purchase of Leased Transportation Bus - from the table was made by Mrs. Reyes-Hall. Seconded by Mr. Hoover. Motion passed unanimously.

The motion was then made to authorize the President to enter into a 4-year lease contract with D&M Leasing for the amount of \$2,541.16/month resulting in total of \$30,550/year for four (4) years by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Classroom Furniture

The motion to authorize the President to enter into a contract with Gateway Commercial Furniture for classroom furniture upgrade for \$298,916.28 and a 10% contingency (\$28,891.63) bringing the total request for approval to \$328,807.91 was made by Mrs. Reyes-Hall. Seconded by Mr. Hoover. Vote Against: Mr. Shelton and Mr. Hoover. Motion passed by vote of 7 - 2.

Consider Approval of the Board of Regents Meeting Schedule for 2023-2024

The motion to adopt the Board of Regents meeting schedule for 2023-2024 with the changes of moving the September meeting forward one week and the May meeting to the appropriate date to canvass election votes was made by Secretary Hertenberger. Seconded by Mr. Shelton. Motion passed unanimously.

Financial Report Ending May 2023

Mrs. Reyes-Hall made the motion to approve the financial and investment report for May 2023. Seconded by Mr. Starkey. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Consider Approval of Personnel Action (Replacement): Faculty, Process Technology**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 088-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: July 13, 2023
SUBJECT: Personnel Action (Replacement): Faculty, Process Technology

The individual listed below has been recommended to fill the full-time position of Faculty, Process Technology 9M.

Candidate

Recommended: **MADLINE DIANE SHAW**

Education: Alvin Community College
Associate of Applied Science

Experience:

Alvin Community College
Adjunct, Process Technology January 2017 – Present and
August 1993 – August 1998

Ascend Performance Materials
Mechanical Maintenance Superintendent November 2016 – November 2018
Central Maintenance Leader June 2014 – June 2016
Human Resource & Learning Development June 2012 – June 2014

Monsanto Chemical Plant
Group Leader February 1993 – June 2012
Night Superintendent/Manager May 1990 – February 1993
Fire Safety Inspector August 1998 – May 1990
Process Technician November 1978 – August 1988

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

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Process Technology (PID 470)		
Department:	Process Technology	FLSA Status:	Exempt
Reports to:	Dean of 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:	06/22/2023
Last updated by:	Dean Technical Prog./JP	Date:	06/22/2023

SUMMARY

The instructor will teach a variety of courses within the department including academic and technical 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 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

- High school Diploma or GED
- 5 years Petrochemical plant experience or related field.

PREFERENCES

- Associate Degree in Process Technology or related field
- Five (5) years of industry experience with plant operations, startups/shutdowns, troubleshooting, safety, operator training, plant processes, and utility systems or related areas
- Three (3) years of training or instructional experience at the college level; and experience in development of curriculum and instructional materials

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate effective communication skills, both written and oral.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Commitment to diversity; ability to appreciate alternative viewpoints; ability to work effectively with a wide variety of people.
- Working knowledge of Blackboard course management system or other Learning Management System
- Must be familiar with interactive teaching methods and instruction via the Internet
- Serve as liaison with industry and related organizations.
- Demonstrate strong understanding of process equipment, operations, systems, and controls.
- Experience with analog and Programmable Logic Control (PLC) systems.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.C. **Consider Approval of the Federal, State, and Private Grants Awarded during 2022-23 and Projected for 2023-2024 Report**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 092-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 13, 2023
SUBJECT: Consider Approval of the Federal, State, and Private Grants Awarded during 2022-23 and Projected for 2023-2024 Report

The attached is the ACC Grant Status Report as of July 10, 2023. The first page is a summary of ACC's grant activity. Following that is a detailed list of current grants, grants in the approval process, and grants in the development process. The final two pages list grants ACC has either applied for and been declined funding or grants ACC considered, but decided not to proceed.

The College presently has \$2, 866,449.71 in active funded grants. There is an additional \$ 3,852,640.11 in grant applications currently in the funder review process. And, grant applications in development total \$5,640,137.00.

This report is for information only.

RJE:tg

Alvin Community College Grants Update

July 10, 2023

ACC has the following in grant activity:

\$2,866,449.71	Active Funded Grants
\$3,852,640.11	Grant Applications in the Funder Review Process
\$5,640,197.00	Grant Applications in the Development Process

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

Alvin Community College Grant Status Report as of July 10, 2023

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A20229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, staffing, travel, courses for college exposure & preparation	\$ 1,562,400.00	Primary	N/A	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
Perkins Grant Contract Award #27606 Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund managed by the Texas Workforce Commission "New Beginnings" Renewal #2823WPB005	9/1/2022	8/31/2023	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 178,995.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	Federal Formula Non-Competitive
TWC/JET Grant (Jobs and Education for Texans) 2022 #2822JET001	2/1/2023	1/31/2024	Inez Ihezue	TDCJ	Instruction / Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance.	State Discretionary Competitive
Office of the Governor Bullet Resistant Shields Grant #4596301	8/31/2022	8/31/2023	Mikel Chamblee	Credit Cybersecurity	Equipment	\$ 346,046.00	Primary	N/A	Provide equipment for cybersecurity server lab. 5% institutional match required.	State Discretionary Competitive
THECB GEER II Nursing Innovation Grant Program #28713	9/1/2022	8/31/2023	Chief Ronny Phillips	ACC PD	Bullet Resistant Shields	\$ 15,229.95	Primary	N/A	Provide equipment for campus law enforcement.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	2/27/2023	8/31/2023	Elizabeth Saucedo	Nursing	Clinical Teaching Assistants, Retention Specialist, Software and Equipment	\$ 184,505.50	Primary	N/A	Provide support to increase the pipeline of Nursing faculty.	State Discretionary Competitive
	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
					STATE/FEDERAL GRANTS SUBTOTAL	\$ 2,834,048.71				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Cindy Daimolin & Jennifer Shimek	Personnel	Professional Development	\$ 2,000.00		N/A	Pathway to Positivity Professional Development for Faculty and Staff	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Chakoa Jefferson	TDCJ	Instruction	\$ 2,000.00		N/A	TDCJ Supplemental Scholarships & TSI Payments	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Sarahy Farley Makonnen	Student Services	Supplies	\$ 2,000.00		N/A	Career Closet	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Yolanda Warren Biru	Nursing	Instruction	\$ 2,000.00		N/A	Academic interventions for ESL Nursing Students	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Haley Collins & Sarah Currie	Student Services	Instruction	\$ 800.00		N/A	Improve student success in the classroom and in life through etiquette education	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Haley Collins	Personnel	Awards	\$ 1,500.00		N/A	Provide Excellence Awards to Adjunct Faculty	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Heather Lewis and Dwight Rhodes	Academic & Technical Programs	Stipends	\$ 1,100.00		N/A	Provide certification stipends for Adjunct Faculty	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Ashlea Miasse	Science	Equipment & Supplies	\$ 2,000.00		N/A	Biodiversity Center Enhancements	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	David Griffith	Technical Programs	Supplies	\$ 500.00		N/A	Engaging with Teachers Pay Teachers	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Robyn Ketchum Wendy Dei	Music	Equipment & Supplies	\$ 2,000.00		N/A	Upgrade for Mobile Music Station	Private / Foundation
2022-2023 ACC Foundation Innovative Initiative Grant	9/1/2022	8/31/2023	Wendy Dei	Neurodiagnostic Technology	Instruction	\$ 2,000.00		N/A	Incubator Simulation Training	Private / Foundation
Lyondell-Basell	1/31/2023	2/1/2023	Bello	ACC Foundation	Student Scholarships	\$ 5,000.00	Primary	N/A	Provide 10 \$500.00 scholarships for Process Technology Students.	Private Discretionary

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Texas New Mexico Power Grant	11/1/2022	8/1/2023	Wendy Del Bello	ACC Foundation	Bullet Resistant Shields for the Law Enforcement Academy Program	\$ 9,500.00	Primary	N/A	Provides funding for 7 different types of shields for which the Law Enforcement Academy will develop training for the cadets.	Private Discretionary Competitive
ACC FOUNDATION GRANTS SUBTOTAL						\$ 32,400.00				
TOTAL, ALL ACTIVE GRANTS						\$ 2,866,449.71				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor Body Armor Grant Program	9/1/2023	8/31/2024	Chief Ronny Phillips	ACC PD	Body Armor	\$ 31,882.11	Primary	N/A	Provides 16 sets of rifle-resistant body armor for ACC PD. Application submitted on February 9, 2023.	State Discretionary Competitive
Texas Workforce Commission IET Grant (Jobs and Education for Texans)	9/1/2023	8/31/2024	Sarah Currie Harrell	CDL	Truck, trailer, and virtual reality headsets	\$ 257,858.00	Primary	N/A	Provides for two additional trucks and trailers for the CDL program. 5% match is required. Application submitted on March 9, 2023.	State Discretionary Competitive
Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund managed by the Texas Workforce Commission	2/1/2024	1/31/2025	Inez Iheue	TDCJ	Instruction / Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Applying for final 3rd Year renewal. Application submitted May 4, 2023.	State Discretionary Competitive
National Association for Community College Entrepreneurship (NACCE) Deploying Resources in Veteran Entrepreneurship (DRIVE) Project	Upon Award	10/31/2023	Dr. Stacy Ebert	Veterans	Entrepreneurship Symposium	\$ 5,000.00	Primary	N/A	Provides funds to host an entrepreneurship symposium for veterans. Application submitted May 31, 2023.	Private / Foundation
U.S. Department of Education Developing Hispanic Institutions Title V Grant	10/1/2023	9/30/2028	John Matula	Student Services	Improve the completion rate for Hispanic students identified as "First Time at Alvin CC"	\$ 3,000,000.00	Primary	N/A	Provides funds to create a Student Resource Center and an intervention program for "First Time at Alvin CC" students. The center would house wrap-around support services and project staff. Application submitted June 13, 2023.	Federal Discretionary Competitive
Leahy Bulletproof Vest Program	TBD	TBD	Chief Ronny Phillips	ACC PD	Vests	\$ 11,634.00	Primary	N/A	Provides reimbursement of 50% of the cost of bullet proof vests, 1 per officer per year. Application submitted June 21, 2023.	Federal Formula Non-competitive
THECB Nursing Innovation Grant Program	8/1/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty training, part-time	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, standardized patient training and student support. Application submitted July 7, 2023.	State Discretionary Competitive
Total, Grants in Funder Review						\$ 3,852,840.11				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	12 months from start	Sara Boise Sunjey Balli	CEWD	Instruction and Training	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive
U.S. Department of Labor QUEST Dislocated Workers Grant	10/1/2023	9/30/2026	TBD	TDCJ re-entry	Training and Employment	\$ 5,000,000.00	Sub-Recipient	Gulf Coast Workforce Board	Provide for a re-entry program like ACC's New Beginnings to be expanded across the Gulf Coast region. Application due August 4, 2023.	Federal Discretionary Competitive
Perkins Basic Grant	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 140,197.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	Federal Formula Non-Competitive
Total, Grants in Application Development						\$ 5,640,197.00				

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

Grant Name/Fund Source	Application Due Date	Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
U.S. Department of Education CCAMPIS	7/11/2022	N	Childcare	\$90,000 to \$1,000,000 per year for 4 years	Primary	N/A	Provides child care assistance to qualified students	Federal Discretionary Competitive	ACC postponed applying due to data and program development required and to evaluate requirements vs. benefits to ACC.
Leahy Bulletproof Vest Program	7/1/2022	N	Campus Police	50% reimbursement of vests for ACC PD	Primary	N/A	Reimburse 50% of cost of bullet proof vests, 1 per officer per year	Federal Non-Competitive Formula	Old ACC PD account set up was changed, but not in time to apply. ACC PD is ready to go for the next cycle.
U.S. Department of Agriculture Rural Development - Community Facilities Grant/Loan Program	TBD	N	Facilities	\$45,000 direct grant for construction; higher amount for direct construction loans	Primary	N/A	Provide grant funds for a new building.	Federal Discretionary Competitive	ACC did not qualify.
U.S. Economic Development Authority - Good Jobs Challenge	11/26/2022	Y	CEWD Logistics and Healthcare	\$1,900,000 for 3 years	Sub-recipient	SJC - Primary	Create a sectoral partnership and regional workforce training system designed to help Americans get back to work; (\$25,000,000 total)	Federal Discretionary Competitive	ACC was notified on 8/3/2022 that the consortium application was not selected by the EDA.
NACCE Pitch for the Foundations	9/15/2022	N	Student Services	\$50,000	Primary	N/A	Provide a catalyst to move foundation endeavors from transactional to transformational.	Private / Foundation	Grant writing team determined resources were not sufficient at this time to pursue this opportunity.
TheECB Student Success Program Implementation Grant	10/17/2022	N	Student Services	\$180,000-250,000	Primary	N/A	Support students' persistence and completions of credentials of value leading to successful career and labor market outcome.	State Discretionary Competitive	Grant writing team determined resources were not sufficient at this time to pursue this opportunity.
National Science Foundation - Improving Undergraduate STEM Education (IUSE)	1/18/2023	N	STEM Education	\$200,000 over 2 years	Primary	N/A	Promote novel, creative, and transformative approaches to generating and using new knowledge about STEM teaching and learning to improve STEM education for undergraduate students.	Federal Discretionary Competitive	ACC determined there are not sufficient resources in place to prepare an application by the due date.
Office of the Governor, Public Safety Office, Criminal Justice Division Body-Worn Camera Grant	2/9/2023	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety	State Discretionary Competitive	ACC was not an eligible applicant.
National Science Foundation - Advanced Technological Education (NSF-ATE) Grant	10/5/2023	N	STEM Technical Programs	\$350,000 for 3 years	Primary	N/A	Supports partnerships between 2-year institutions, other academic institutions, and industry to improve the education of technicians in science and engineering.	Federal Discretionary Competitive	Funding is not commensurate with the administration required. Also, the research component could be difficult to successfully complete.
De # Foundation	5/31/2023	Y	Technology	\$50,000	Primary	N/A	Provides funds for 3 cutout models for Process Technology.	Private / Foundation	ACC was not selected.

11. **President's Report**
12. **Second Information Presentation of the Fiscal Analysis and Proposed 2023-204 Budget**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 089-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: July 13, 2023

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

Mr. Karl Stager presented the initial draft of the Fiscal Analysis and Proposed 2023-2024 Budget at the June 12, 2023 Board Workshop. The leadership team continues to review the budget. The Board will have additional opportunities to review the budget prior to a vote being taken at the August 17, 2023 Board meeting.

This item is for information and discussion only.

RJE:tg

13. **Personnel Action (Replacement): Dean of Legal and Health Sciences**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 080-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 6, 2023
SUBJECT: Personnel Action (Replacement): Dean Legal & Health Sciences

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

Candidate

Recommended: Debra Fontenot

Education: D.N.P., Nursing
Chatham University

M.S.N., Nursing
University of Texas Health Science Center/Houston

B.S.N., Nursing
University of Texas Health Science Center/Houston

A.A.S., Nursing
Alvin Community College

Experience: Alvin Community College Interim Dean Legal & Health Sciences September 2022 – Present
Alvin Community College Director, Nursing Programs March 2014 – August 2022
Alvin Community College Instructor, A.D.N. Program August 2001 – February 2014

Nurse Education Consultants

Instructor

May 2009 – December 2018

Baylor College of Medicine

Pediatric Nurse Practitioner, Pediatric Critical Care

March 2001 – July 2001

Texas Children's Hospital

Staff Nurse/Float Pool

September 1999 – March 2001

Liver Transplant Coordinator

May 1992 – August 1999

Outpatient Clinic Nurse

September 1990 – May 1992

Private Duty Nurse

April 1989 – September 1990

Unit Educator-4th North Unit

1987- 1989

Staff Nurse-4th North Unit

1985-1987

Salary:

\$125,149.58

Grade 215 / 2022 – 23 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Dean, Legal & Health Sciences (PID 11)		
Department:	Legal & Health Sciences	FLSA Status:	Exempt
Reports to:	Vice President, Instruction	Grade Level:	215
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/LG	Date:	5/5/2023
Last updated by:	Vice President Instruction/MB	Date:	5/5/2023

SUMMARY

The Dean, Legal & Health Sciences provides leadership in the planning, development, implementation, operation, supervision, and evaluation of assigned programs; supervises, mentors, and evaluates full-time faculty, Department Chairs, and staff according to College guidelines.

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

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

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

QUALIFICATIONS

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

EDUCATION

- Master's degree from a regionally accredited college or university required
- Doctorate degree in health science related field from a regionally accredited college or university preferred

EXPERIENCE

- A minimum of five (5) years of community college or university administrative experience required; must include direct supervision and management of faculty and staff.
- A minimum of three (3) years of progressive administrative experience at the community college or university level required.
- Knowledge and recent experience with accreditation processes for health science programs (ACEN, CoAEMPS, JRCDS, etc.) preferred
- Three years of increasing work responsibility in a health sciences area related to the division, preferably in an administrative or management position preferred

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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.

14. **Consider Approval of Board Policy Update 45, affecting Local Policies**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 090-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 13, 2023

SUBJECT: Board Policy Update 45, affecting Local Policies

We have received the Texas Association of School Board’s Policy Manual Update 45. As laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges. Per state law, I am providing the Board with the entire packet of information. The critical portion for your consideration is the that which addresses changes in Local policies initiated by TASB owing to changes in corresponding Legal policy.

The TASB Update 45 contains new or revised legal policies citing current legal requirements and new or revised local policy recommendations. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website. Update 45 includes thirty-one (31) Legal Board Policies updating/revising existing ones (the Board is not required to act on legal policies). In addition, the following ELEVEN (11) Local Board Policies do require Board action.

<i>Local Policy</i>	<i>Title</i>
CDB(LOCAL)	ACCOUNTING: INVENTORIES
CT(LOCAL)	INTELLECTUAL PROPERTY
DEA(LOCAL)	COMPENSATION AND BENEFITS: COMPENSATION PLAN
DEAA (LOCAL)	COMPENSATION PLAN: INCENTIVES AND STIPENDS
DEAB(LOCAL)	COMPENSATION PLAN: WAGE AND HOUR LAWS
DH(LOCAL)	EMPLOYEE STANDARDS OF CONDUCT
DIAA(LOCAL)	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLANCE
FD(LOCAL)	TUITION AND FEES

<i>FFDA(LOCAL)</i>	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION SEX AND SEXUAL VIOLANCE
<i>FFDB(LOCAL)</i>	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION OTHER PROTECTED CHARACTERISTICS
<i>FFE(LOCAL)</i>	STUDENT WELFARE: FREEDOM FROM BULLYING

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

- *Deletions* are shown in red strike-through font: ~~deleted-text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's designation from its origin: ~~moved-text~~ becomes **moved text**.
- Revision bars appear in the right margin to show sections with changes.
- TASB's recent changes to the policy to facilitate accessibility sometimes makes formatting changes appear tracked, even though the text remains the same.

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

"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 45."

RJE:tg

Explanatory Notes

Community College Localized Policy Manual Update 45

Alvin Community College

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 45 incorporate clarification of existing materials and new materials arising from changes to federal statutes and rules issued by the Texas Higher Education Coordinating Board and other state and federal agencies.

AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

Language at Required Information has been updated to reflect an amended federal regulation, effective July 1, 2023, addressing the availability of information related to a prison education program.

Existing federal regulation language has been added describing the required Notice to Enrolled Students of the availability of certain college information and the Disclosure Through Internet or Intranet Websites of that information to current and prospective students and employees.

In addition, the related definition of Prospective Employee has been added.

BI(LLEGAL) REPORTS

A reference in this index of college district reports to a financial report has been updated to reflect the current name of the report. The deadline for the annual security report has also been added.

In addition, the list has been expanded to reference reports addressing fees related to qualifying purchasing contracts, changes to course sequences, baccalaureate degrees, completion and transfer-out rates, tuition rates adjusted for excessive and repeat courses, and fire safety.

CDB(LOCAL) ACCOUNTING: INVENTORIES

This recommended new local policy includes financial reporting requirements and guidance from the state Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges and the Governmental Accounting Standards Board (GASB) Implementation Guide regarding the Capitalization Threshold for individual and group assets. The GASB guidance regarding group assets applies to reporting periods beginning after June 15, 2023.

If the college's capitalization threshold or the individual authorized to determine the capitalization threshold for a group of assets differs from that included in the policy, please contact your policy consultant.

CDC(LLEGAL) ACCOUNTING: AUDITS

The link to the Texas Higher Education Coordinating Board publication [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#) has been updated to the 2022 fiscal year version.

CF(LLEGAL) PURCHASING AND ACQUISITION

At Automated Information System, a citation has been updated to reflect the recent repeal and replacement of the relevant Administrative Code provision.

CH(LLEGAL) SITE MANAGEMENT

At Pools, a citation has been updated to reflect the recent repeal and replacement of the relevant Administrative Code provisions.

Explanatory Notes

Community College Localized Policy Manual Update 45

Alvin Community College

CI(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT

The link to the [Memorandum of Understanding between the Texas Department of Public Safety and the Texas Higher Education Coordinating Board](#) has been updated to reflect its new location on the Coordinating Board's website.

CKD(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

An Exception to the ability to exempt a group health plan from requirements to provide parity in mental health and substance use disorder benefits under the Health Insurance Portability and Accountability Act has been added to reflect a recently amended federal statute. Any existing election expiring on or after June 27, 2023, may not be renewed.

CT(LOCAL) INTELLECTUAL PROPERTY

Revisions are recommended throughout this local policy to better clarify the circumstances under which the college's intellectual property may be used. Other recommended revisions clarify College District Ownership and Employee Ownership of intellectual property created by employees and the limitations on the Use of Copyrighted Works.

Additional recommended changes have been made to conform to TASB style.

D(LLEGAL) PERSONNEL

This table of contents has been revised to reflect the reorganization of the DEA series:

- DEA has been renamed Compensation Plan.
- DEAA has been created to address Incentives and Stipends.
- DEAB has been created to address Wage and Hour Laws.

DAA(LLEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

Language on Accommodations Based on Pregnancy has been added to reflect the new federal Pregnant Workers Fairness Act, which is effective June 27, 2023.

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

Language at Participant in Address Confidentiality Program has been added to reflect the recently repealed and replaced Administrative Code provisions addressing the college's responsibilities related to participants in the program.

DEA(LLEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To accommodate the reorganization of the DEA series, all content addressing the Fair Labor Standards Act, an Employee with Multiple Appointments, and the Payday Law Exemption has been moved to DEAB.

In addition, existing Government Code provisions have been added at Teacher Retirement System (TRS) Contributions for New Hires and TRS Surcharge for Rehired Retirees.

DEA(LOCAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

To accommodate the reorganization of the DEA series:

- All content from the previous Stipend section has been moved to DEAA; and

Explanatory Notes

Community College Localized Policy Manual Update 45

Alvin Community College

- All content from the previous sections on Classification of Positions, Workweek Defined, and Compensatory Time has been moved to DEAB.

An Annualized Salary section has been recommended as a best practice, which addresses the payment of salaried employees over a 12-month period. If the language in this section does not match your preferred practice, please contact your policy consultant.

In addition, at Pay Increases, recommended language addresses pay increases that occur as part of the annual budget. Language has been recommended to clarify that the college president or chancellor may designate an individual to grant mid-year pay increases to Noncontract Employees.

As a reminder, we have a version of this policy that includes a section on Premium Pay During Disasters. If you are interested in that version, please contact your policy consultant. Note that, to apply to work during a disaster, the language must be adopted before the emergency begins.

DEAA(LOCAL) COMPENSATION PLAN: INCENTIVES AND STIPENDS

To accommodate the reorganization of the DEA series, a Stipend section from DEA has been moved to this new policy with minimal changes consistent with TASB style.

DEAB(LEGAL) COMPENSATION PLAN: WAGE AND HOUR LAWS

Previous content from DEA on Wage and Hour Laws has been moved, without changes, to this new policy to accommodate the reorganization of the DEA series.

DEAB(LOCAL) COMPENSATION PLAN: WAGE AND HOUR LAWS

To accommodate the reorganization of the DEA series, previous content from DEA, including Classification of Positions, Workweek Defined, and Compensatory Time, has been moved to this new policy with minimal changes consistent with TASB style.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

New language at Breaks for Nursing Mothers has been added to reflect the recent repeal and replacement of the federal statute with the PUMP for Nursing Mothers Act. Federal law now requires accommodations for all, not just nonexempt, employees to express breast milk like existing state law, though certain other parameters differ.

An additional change has been made to conform to TASB style.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions to this local policy have been made to clarify employee rules related to Alcohol and Drugs, including use, control, transmittal, sale, and associated Paraphernalia. The recommended revisions also clarify that the board, in addition to the college president or chancellor, may waive the college's alcohol prohibitions at specific events and expands the authorization to permit waiver with respect to specific locations on college property.

Additional recommended changes have been made to conform to TASB style.

EFB(LEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

Language has been added to reflect new Coordinating Board rules on Program Planning and Program Approval and related Definitions.

Explanatory Notes

Community College Localized Policy Manual Update 45

Alvin Community College

The rules apply to programs for which the college submits a required planning notification on or after June 1, 2023. For proposed programs that are not subject to the planning notification requirements, the rules apply to programs submitted on or after September 1, 2023.

In addition, at Program Phase-Out, language has been added to reflect new Administrative Code requirements to close a program on or after September 1, 2023.

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

Language has been added to reflect new Coordinating Board rules addressing the Approval Process for a new or revised academic associate degree program and the Program Phase-Out and the Approval Process for developing an Academic Certificate program. Related Definitions have been added, and Multidisciplinary Studies Associate Degree program provisions have been revised.

With the exception of the embedded associate degree provisions that are already in effect, the associate degree program provisions and the definitions apply to programs for which the college submits a required planning notification on or after June 1, 2023. For proposed programs that are not subject to the planning notification requirements, the rules apply to programs submitted on or after September 1, 2023. The academic certificate provisions apply to a certificate submitted for approval on or after September 1, 2023.

EFBB(LLEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

Language has been added to reflect new Coordinating Board rules addressing the Approval Process for a new or revised baccalaureate degree program and the Program Phase-Out process.

The rules apply to programs for which the college submits a required planning notification on or after June 1, 2023. For proposed programs that are not subject to the planning notification requirements, the rules apply to programs submitted on or after September 1, 2023.

EGC(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

Existing federal regulations have been added related to reporting the completion and transfer-out rates of Student Athletes.

Additional changes were made to update a citation, add a cross reference, and conform to TASB style.

EI(LLEGAL) TESTING PROGRAMS

Language has been added to reflect recently amended Coordinating Board rules related to the ACT scores that qualify students for a TSI assessment exemption.

FD(LLEGAL) TUITION AND FEES

Existing Education Code and Administrative Code language has been added to provide clarity on Adjusted Rates for tuition based on excessive hours or repeated courses.

FD(LOCAL) TUITION AND FEES

Recommended revisions to this local policy have been added addressing the board's decision whether to charge a higher tuition rate for Excessive Hours or Repeated Courses taken by a student.

FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

Language has been added to reflect Administrative Code rules on the Texas Application for State Financial Aid (TASFA), which are effective May 19, 2022.

Explanatory Notes

Community College Localized Policy Manual Update 45

Alvin Community College

In addition, at Timely Distribution of Funds, revisions have been made based on recent Administrative Code changes related to work-study programs.

FEB(LEGAL) FINANCING EDUCATION: WORK STUDY

Language on the distribution of work-study Funds has been replaced to reflect recent changes to the Administrative Code.

In addition, language at Mentorship Program Funds has been removed to reflect the recent repeal of the Coordinating Board rule.

FFAA(LEGAL) WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS

At Varicella Vaccine, the link to the [history of varicella form](#) has been updated to the new location on the Department of State Health Services website.

FFE(LOCAL) STUDENT WELFARE: FREEDOM FROM BULLYING

Recommended revisions to this local policy have been made to update cross references to FFDA and FFDB. Also, recommended language has been added at Prohibited Conduct addressing harassment and discrimination on the basis of sex, consistent with the terminology at FFDA.

Additional recommended changes have been made to conform to TASB style.

FG(LEGAL) STUDENT HOUSING

At Fire Safety, existing federal regulations have been added addressing the Annual Report to provide clarity on the requirements related to the publication and distribution of the report. Existing federal regulations have also been added addressing the Submission of Fire Statistics.

FI(LEGAL) STUDENT SOLICITATIONS

Existing statutory language has been added to provide clarity on Time and Frequency Restrictions related to Charitable Raffles.

FJ(LEGAL) STUDENT RECORDS

Language at Participant in Address Confidentiality Program has been added to reflect the recently repealed and replaced Administrative Code provisions addressing the college's responsibilities related to participants in the program.

FK(LEGAL) STUDENT ACTIVITIES

At Athletic Program Participation Rates and Financial Support Data, existing federal regulations have been added to provide clarity to the reporting requirements.

In addition, a cross reference has been added at Completion or Transfer-Out Rates for Student Athletes to the detailed information added at EGC.

FLD(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS

The link to the [Texas Higher Education Coordinating Board](#) website has been updated to the new location.

GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

At Participant in Address Confidentiality Program, new cross references to policies addressing the college's responsibilities related to participants in the program have been added.

Explanatory Notes
Community College Localized Policy Manual Update 45

Alvin Community College

GCC(LLEGAL) PUBLIC INFORMATION PROGRAM: ANNUAL SECURITY REPORT

At Annual Security Report, existing federal regulations have been added to provide clarity on the requirements related to the publication and distribution of the report. Existing federal regulations have also been added addressing the Submission of statistics on Reported Crimes.

GE(LLEGAL) ADVERTISING AND FUNDRAISING

Existing statutory language has been added to provide clarity on Time and Frequency Restrictions related to Charitable Raffles.

Additional changes have been made to conform to TASB style.

GL(LLEGAL) RELATIONS WITH BUSINESSES AND THE COMMUNITY

Language at Participant in Address Confidentiality Program has been added to reflect the recently repealed and replaced Administrative Code provisions addressing the college's responsibilities related to participants in the program.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

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

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

Intellectual Property Rights

All copyrights, trademarks, and other intellectual property rights ~~be-~~ **longing to the College District** shall remain with the College District at all times. ~~Except as provided by law, College District policy, or written authorization from the College President or designee, use of College District intellectual property shall be limited to College District-related purposes.~~

Students

A student shall retain all rights to **the student's** work created as part of instruction or using College District technology resources.

Employees

College District Ownership

As an agent of the College District, an employee, including a student employee, shall not have rights to work ~~he or she creates~~ **created** on College District time or using College District technology resources. The College District shall own any work or work product created by a College District employee in the course and scope of ~~his or her~~ **College District** employment, including the right to obtain copyrights.

Employee Ownership

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to the College District for use of the patented work. ~~A College District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.~~

Employee Ownership Permission

A College District employee ~~may apply~~ **shall own any work or work product produced during personal time and with personal equipment and materials, including the right to** ~~the College President~~ **obtain patents or copyrights.**

The College President or designee shall have the authority to permit use of College District materials and equipment in ~~his or her~~ **creative** ~~developing the employee's own~~ projects, provided the employee agrees ~~either~~ **in writing** to grant to the College District a non-exclusive, non-transferable, perpetual, royalty-free, College District-wide license to use the work, or permits the College District to be listed as co-author or co-inventor if the College District contribution to the work is substantial. College District materials do not include student work, all rights to which are retained by the student.

Works for Hire

Independent Contractors

The College District may hire an independent contractor for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the College District shall own the work product created under the agreement, as permitted by copyright law. Independent contractors shall comply with copyright law in all works commissioned.

INTELLECTUAL PROPERTY

CT
(LOCAL)

Return of
Intellectual Property

Upon the termination of any person's association with the College District, all permission to possess, receive, or modify the College District's intellectual property shall also immediately terminate. All such persons shall return to the College District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

~~Copyright~~Use of
Copyrighted Works

Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the ~~College President~~College President or designee, the College District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented to be in the public domain.

Technology Use

~~All persons are prohibited from using~~Use of College District technology in violation of any law, including copyright law, shall be prohibited. Only appropriately licensed images, applications, programs, or other software may be used with College District technology resources. ~~No person shall use the~~The College District's technology resources shall not be used to post, publicize, or duplicate information in violation of copyright law. The ~~Board shall direct the College President~~College President or designee shall employ all reasonable measures to prevent the use of College District technology resources in violation of the law. ~~All persons~~Any person using College District technology resources in violation of law shall lose user privileges in addition to other sanctions. [See BBI and CR]

~~Electronic Media~~
~~Unless a license or permission is obtained, electronic media in the classroom~~Performances and Displays

The performance and display of copyrighted material, including motion pictures and other audiovisual, dramatic works, must be used in musical performances, or other audio and visual works, may only occur for education purposes and in accordance with the following:

1. As a regular part of instruction and directly related to the ~~course of~~curriculum;
2. During face-to-face teaching activities ~~as defined by law~~;
3. When viewed in a classroom or designated place of instruction; and
4. With a lawfully made copy or via an authorized account.

Designated Agent

The College District shall designate an agent to receive notification of alleged online copyright infringement and shall notify the U.S.

Copyright Office of the designated agent's identity. The College District shall include on its ~~Web site~~website information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology resources have been used to infringe upon a copyright, the owner may notify the designated agent.

Trademark

**Use of College
District Trademarks**

**College District-
Related Use**

The College District protects all College District and campus trademarks, including names, logos, mascots, and symbols, from unauthorized use.

The College District grants permission to students, student organizations, parent organizations, and other College District-affiliated college-support organizations to use, without charge, College District and campus trademarks to promote a group of students, an activity or event, a campus, or the College District, if the use is in furtherance of College District-related business or activity. ~~The College President~~The College President or designee shall determine what constitutes use in furtherance of College District-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Public Use

Members of the ~~general~~public, outside organizations, vendors, commercial manufacturers, wholesalers, and retailers shall not use College District trademarks without ~~the~~written ~~permission of~~authorization from the ~~College President~~College President or designee. Any production of merchandise with College District trademarks for sale or distribution must be pursuant to a trademark licensing agreement and may be subject to the payment of royalties.

Any individual, organization, or business that uses College District ~~or campus~~trademarks without appropriate authorization shall be subject to legal action.

COMPENSATION AND BENEFITS
~~SALARIES AND WAGES~~ COMPENSATION PLAN

DEA
(LOCAL)

	<p>The College PresidentThe College President shall recommend an annual compensation plan for all College District employees. [See also DEAA] The compensation plan may include wage and salary structures, stipends, benefits, and incentives. The recommended plan shall support College District goals for hiring and retaining highly qualified employees. The Board shall review and approve the compensation plan to be used by the College District. The Board shall also determine the total compensation package for the College PresidentCollege President. [See BF series]</p>
Pay Administration	<p>The College PresidentThe College President shall implement the compensation plan and establish procedures for plan administration consistent with the budget. The College PresidentThe College President or designee shall classify each job title within the compensation plan based on the qualifications, duties, and market value of the position.</p>
Stipend Annualized Salary	<p>The College PresidentCollege District shall recommend a stipend pay schedule as part of all salaried employees over 12 months in equal monthly or semimonthly installments, regardless of the annual compensation plan of number of months employed during the College District.</p>
Supplemental Duties	<p>The College President or designee may assign noncontractual supplemental duties to personnel exempt underacademic year. Salaried employees hired during the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employeeacademic year shall be compensated for these assignments according to the compensation plan of the College Districtpaid in accordance with administrative regulations.</p>
Pay Increases	<p>The College PresidentThe College President shall recommend to the Board an amount for employee pay increases as part of the annual budget. The College President or designee shall determine pay adjustments for individual employees, within the approved budget following established procedures.</p>
Mid-Year Pay Increases Contract Employees	<p>A contract employee's pay may be increased after performance on the contract has begun only if authorized by the compensation plan of the College District or there is a change in the employee's job assignment or duties during the term of the contract that warrants additional compensation. Any such changes in pay that do not conform with the compensation plan shall require Board approval. [See DEA(LEGAL) for provisions on pay increases and public hearing requirements]</p>
Noncontract Employees	<p>The College PresidentThe College President or designee may grant a pay increase to a noncontract employee after duties have</p>

COMPENSATION AND BENEFITS
~~SALARIES AND WAGES~~ COMPENSATION PLAN

DEA
(LOCAL)

	<p>begun because of a change in the employee's job assignment or to address pay equity.</p>
Pay During Closing	<p>If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.</p>
Classification of Positions	<p>The College President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the FLSA.</p>
Exempt	<p>The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.</p> <p>An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.</p>
Nonexempt	<p>Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. An employee who is paid on a salary basis shall be paid for up to and including a 40-hour workweek.</p> <p>A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.</p>
Workweek Defined	<p>For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.</p>
Compensatory Time	<p>At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.</p>
Accrual	<p>Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the College District shall require the employee to use the compensatory time, or at</p>

COMPENSATION AND BENEFITS
~~SALARIES AND WAGES~~ COMPENSATION PLAN

DEA
(LOCAL)

Use

~~the College District's option, the College District shall pay the employee for the compensatory time.~~

~~An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the College District shall pay the employee for the compensatory time.~~

~~Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.~~

**Gifts, Grants, and
Donations for Salary
Supplements**

The College District shall not accept gifts, grants, donations, or other consideration designated for use as salary supplements.

COMPENSATION PLAN
INCENTIVES AND STIPENDS

DEAA
(LOCAL)

Stipend

The College President shall recommend a stipend pay schedule as part of the annual compensation plan of the College District. [See DEA]

Supplemental
Duties

The College President or designee may assign noncontractual supplemental duties to personnel exempt under the Fair Labor Standards Act (FLSA), as needed. [See DJ(LOCAL)] The employee shall be compensated for these assignments according to the compensation plan of the College District.

COMPENSATION PLAN
WAGE AND HOUR LAWS

DEAB
(LOCAL)

Classification of Positions

The College President or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt

The College District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the College District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from the employee's salary in violation of this policy should bring the matter to the College District's attention, through the College District's complaint policy. [See DGBA] If improper deductions are confirmed, the College District shall reimburse the employee and take steps to ensure future compliance with the FLSA.

Nonexempt

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. An employee who is paid on a salary basis shall be paid for up to and including a 40-hour workweek.

A nonexempt employee shall have the approval of the employee's supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Workweek Defined

For purposes of FLSA compliance, the workweek for College District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Compensatory Time

At the College District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Accrual

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the College District shall require the employee to use the compensatory time, or at the College District's option, the College District shall pay the employee for the compensatory time.

Use

An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the College District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. [See DEC(LOCAL)] The College District may require an employee to use compensatory time when in the best interest of the College District.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern or complaints shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards expressed in the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Taking Attendance

Each faculty member shall require students to attend class regularly and shall keep a record of attendance from the first day of classes or the first day a student's name appears on the class roster through the final examination period.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

**Tobacco and
E-cigarettes**

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the ~~College President or designee.~~ College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall ~~not manufacture, distribute, dispense, possess, use~~ be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or ~~be~~ being under the influence of any of the following substances ~~during working hours while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities,~~ whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
- 4.6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

~~The College President is authorized by the Board to permit the serving and consumption of alcohol at appropriate College District functions.~~

With the prior consent of the Board or the College President, the alcohol provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify ~~his or her~~the employee's immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships

Consensual relationships between employees in positions of authority and their subordinates, between faculty and their students, or between employees in positions of authority or influence over students and those students shall not be permitted by the College District.

Any employee in a position of authority and any faculty member need to be sensitive to the potential for sexual harassment, as well as conflicts of interest in personal relationships with subordinate faculty and staff members or with students.

Consensual Relationships That Result in Sexual Harassment

The type of relationship addressed in this policy is one of an amorous or sexual nature. When disparities in authority are present between two individuals involved in a consensual relationship, questions about professional responsibility and sexual harassment may arise. What might appear to be consensual, even to one of the parties involved, may in fact not be so. A faculty member exercises power over ~~his or her~~ students, and an individual in a management/supervisory position exercises power over ~~his or her~~ subordinates and students through praise or criticism, performance evaluations or grades, recommendations for further studies or future employment, or conferral of other benefits; therefore, diminishing ~~his or her~~the student's or subordinate's actual freedom of choice.

Examples of consensual relationships that might be construed as sexual harassment may include, but are not limited to, situations where:

1. The subordinate party or student in the consensual relationship feels unwanted pressure to become involved in and/or to continue the relationship;
2. The subordinate party or student in the consensual relationship feels compelled to change behavior and/or job duties because of the consensual relationship; and
3. The consensual relationship has the purpose or effect of creating a work or academic environment in which others are negatively affected by the existence of that relationship.

In each of the above instances, the consensual relationships may be deemed sexual harassment. Consensual relationships that involve allegations of sexual harassment shall be handled according

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

to the provisions of the sexual harassment policy. [See DIA series for employees and FFD series for students]

**Other Inappropriate
Consensual
Relationships**

A consensual relationship between a faculty member or staff member in a position of authority and ~~his or her~~ subordinates or students is inappropriate and shall be considered a violation of College District policy, whether or not such relationships result in sexual harassment. Such consensual relationships may not contain clear elements of sexual harassment. Nonetheless, such relationships can create problems including conflicts of interest, favoritism, and low morale. These relationships often carry the potential for sexual harassment. Such relationships shall be considered sanctionable behavior. Sanctions for inappropriate consensual relationships that do not contain clear elements of sexual harassment may include:

1. Instruction to the parties to terminate the relationship;
2. Transfer of one of the parties to a new department or job responsibility; or
3. Other disciplinary actions, including demotion or termination in severe cases.

Reports of inappropriate consensual relationships that do not contain clear elements of sexual harassment shall follow College District policies and procedures normally used in dealing with misconduct of faculty and staff.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <http://www.tccta.org/wp-content/uploads/2016/01/TCCTA-Ethics.pdf>

TUITION AND FEES

FD
(LOCAL)

Upon recommendation by the ~~College President~~ College President, tuition and fees shall be set annually by the Board and shall be published in the College District catalog and other appropriate publications.

Excessive Hours or Repeated Courses

The Board shall determine annually if the College District shall charge a resident a higher tuition rate for excessive hours or repeated courses in accordance with law. If the Board adopts a higher rate, the Board shall describe any applicable exemptions. The rates, exemptions, and required notice shall be published in the College District catalog and other appropriate publications.

Waivers

The College District shall publish in the College District catalog and other appropriate publications:

1. The tuition and fee waivers the College District is required by law to grant; and
2. Any legally authorized tuition and fee waiver adopted by the Board.

Collection of Tuition and Fees

Installment
Payments

The Board may adopt an installment payment plan in accordance with state law.

Collection
Procedures

The ~~College President~~ College President is authorized to develop procedures for the collection of tuition and fees.

Refund Policy

The College District shall refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College District catalog and in any other appropriate College District publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

Note: This policy addresses bullying targeting College District students. For provisions regarding discrimination and harassment targeting College District students, see [FFDFFDA](#) and [FFDB](#).

Bullying Prohibited

The College District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on College District property, at a College District-sponsored or College District-related activity, or in a vehicle operated by the College District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is so sufficiently severe, persistent, and pervasive that the action or threat limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism.

Retaliation

The College District prohibits retaliation by a student or College District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding bullying or retaliation as defined by this policy shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying or retaliation shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Reporting
Procedures**

Student Report

To obtain assistance and intervention, any student who believes that ~~he or she~~the student has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or retaliation shall immediately notify the vice president, student services.

Report Format

A report may be made orally or in writing. ~~The vice president, student services~~The vice president, student services or designee shall reduce any oral reports to written form.

Prohibited Conduct

The ~~vice president, student services~~vice president, student services or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFDA or FFDB, including harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, disability, or age. If so, the College District shall proceed under policy FFDA or FFDB, as appropriate, instead. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFDA or FFDB, as appropriate, shall include a determination on each type of conduct.

**Investigation of the
Report**

The ~~vice president, student services~~vice president, student services or designee shall conduct an appropriate investigation based on the allegations in the report. ~~The vice president, student services~~The vice president, student services or designee shall promptly take interim action calculated to prevent bullying or retaliation, as defined by this policy, during the course of an investigation, if appropriate.

**Concluding the
Investigation**

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the initial report alleging bullying or retaliation, as defined by this policy; however, the ~~vice president, student services~~vice president, student services or designee shall take additional time if necessary to complete a thorough investigation.

The ~~vice president, student services~~vice president, student services or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying or retaliation, as defined by this policy, occurred. A copy of the report shall be sent to the ~~College President~~College President or designee.

**College District
Action**

If the results of an investigation indicate that bullying or retaliation as defined by this policy occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Corrective Action

Examples of corrective action may include ~~implementing~~:

- ~~Implementing~~ a training program for the individuals involved in the complaint, ~~implementing~~;
- ~~Implementing~~ a comprehensive education program for the College District community, ~~conducting~~;
- ~~Conducting~~ follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, ~~involving~~;
- ~~Involving~~ students in efforts to identify problems and improve the College District climate, ~~increasing~~;
- ~~Increasing~~ staff monitoring of areas where bullying or retaliation has occurred,; and ~~reaffirming~~
- ~~Reaffirming~~ the College District's policy against bullying and retaliation.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of bullying or retaliation as defined by this policy, the College District may take disciplinary or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy and
Procedures**

Information regarding this policy and accompanying procedures shall annually be made available to College District employees and students and shall be published on the College District's website. Copies of the policy and procedures shall be readily available at the College District's administrative offices.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: ~~Dr. Jade Berne, Vice President, Student Services~~
[Ms. Lilly Guu, Director of Accessibility and Counseling Services](#)

Address: 3110 Mustang Rd., Alvin, TX 77511

Telephone: (281) 756-3533

Email: [Title IX Coordinator email¹](#)

Webpage: [Title IX/Sexual Misconduct webpage²](#)

Responsible Employees	All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.
Timely Reporting	A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.
Consolidate Reports	When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.
Advisor	Each party to a complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.
Conflict of Interest Prohibited	No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.
Training	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Extension of Timelines	Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined

institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Employee
Subject to
Confidentiality
Rules

Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Peace Officer

A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX
Coordinator: ~~Dr. Jade Borne, Vice President, Student Services~~

[Ms. Lilly Guu, Director of Accessibility and
Counseling Services](#)

Address: 3110 Mustang Rd., Alvin, TX 77511

Telephone: (281) 756-3533

Email: [Title IX Coordinator email¹](#)

Webpage: [Title IX/Sexual Misconduct webpage²](#)

**Responsible
Employees**

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Brett Haduch Lilly Guu</p> <p>Position: Coordinator of Disability Services Director of Accessibility and Counseling Services</p> <p>Address: 3110 Mustang Rd., Alvin, TX 77511</p> <p>Telephone: (281) 756-3533 (281) 756-3571</p>
Other Anti- discrimination Laws	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
Alternative Reporting Procedures	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Investigation of the Report	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p>

15. **Consider Approval of Purchases for TDCJ Funding for Welding and Culinary**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 093-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: July 18, 2023

SUBJECT: Purchases from TDCJ Funding for Welding and Culinary

In the current fiscal year, the College was awarded \$448,000.00 by TDCJ for the purposes of upgrading our welding and culinary programs. The TDCJ contract was for \$238,000. We received an additional \$210,000 in February. \$100,000 for Automotive Technology and \$100,000 for Welding Technology which staff switched to Culinary Arts during an October 5, 2022 meeting with Penny Kempt from TDCJ when staff and leadership toured the Wayne Scott (Jester 4) Unit. The additional \$10,000 was for operational supplies. Total \$448,000.00 Over the year, several purchases have been made to both AllTex Welding Supply, Inc. Welding Supply, Inc. and Snap-on Industrial for a significant amount of money. None of the purchases were singularly over the \$50,000. threshold for approval by the Board of Regents. However, combined, the purchases are aggregately greater than this threshold.

With regard to the TDCJ funding, less than \$50,000 was spent originally for equipment for the campus welding program. However, subsequent purchases have been made to the same vendor from departments across the College that caused spend over \$50,000, with both AllTex Welding Supply, Inc. and Snap-on Tools. As recently as June 22, 2023, senior staff were advised that \$144,000.00 was still available and must be spent from the TDCJ funding prior to the end of the current fiscal year. Staff determined that the best use for this money was to purchase the same equipment for the prison units as had been purchased by the College last Fall. This would create a welding infrastructure that would be consistent for maintenance, operations and training.

AllTex Welding Supply, Inc. is an approved provider on the Texas Region Six (6) Education Service Center cooperative and doing business with AllTex Welding Supply, Inc. satisfies all State and ACC Purchasing Policies. Snap-on Industrial is an approved provider on the national Sourcewell Cooperative and also satisfies all State and ACC Purchasing Policies.

Staff requests the Board consider authorizing 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.

RJE:tg

16. **Consider Approval of ACC Bank Depository Services**

MEMORANDUM NO: 084-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 10, 2023
SUBJECT: ACC Bank Depository Services

Fiscally, Alvin Community College (the College) depends on certain outside services to ensure the safety and security of the funds entrusted to us by our community and our State. In August 2017, the Board of Regents approved a three year/plus three additional year agreement with the First State Bank of Alvin for the purpose of Bank Depository Services. This agreement will expire on August 31, 2023.

The Purchasing Department issued an Invitation for Bids (IFB), # 23-073, in accordance with Texas Education Code §51.003(a) to procure bank depository services for the College. The IFB was posted in the local newspaper; on the State of Texas Electronic State Business Daily (ESBD) site; the Purchasing Website and emailed to representative at the banks in Alvin.

One response was received by First National Bank of Alvin. Their bid was determined to be responsive to the needs of the college and the bidder was determined to be responsible. The initial term of the contract will be three years with three additional one-year renewal options.

First National Bank of Alvin will not charge the College any fees for various services including wire transfers, ACH payments, receiving deposits, processing stop-payments on checks, recording direct deposits, and receiving positive pay records for every check run.

I recommend that the Board of Regents 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.

RJE:tg

17. Financial Report



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 087-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 12, 2023
SUBJECT: Financial Report Ending June 30, 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	6,532,564	96.65%	(226,155)
<i>Total Non-Operating Revenues</i>	33,312,330	32,116,359	96.41%	(1,195,971)
<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	28,335,606	70.71%	11,735,443

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

RJE:tg

Alvin Community College
Consolidated Statements of Net Assets

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	6,957,562	3,905,910	3,051,652	
Short-term investments	24,695,430	23,991,766	703,664	
Accounts receivable, net	2,105,661	2,789,924	(684,263)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	602,824	553,068	49,756	Travel advances and prepaid expenses
Inventories	160,619	120,887	39,732	
Total Current Assets	<u>34,522,096</u>	<u>31,361,555</u>	<u>3,160,541</u>	
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	<u>82,882,405</u>	<u>77,938,460</u>	<u>4,943,945</u>	
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	<u>12,250,981</u>	<u>13,406,937</u>	<u>(1,155,956)</u>	
Liabilities				
Accounts payable & accrued liabilities	121,963	39,184	82,779	
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	52,973	50,950	2,023	Agency funds - groups, clubs, etc on campus
Deferred revenues	1,851,964	1,374,660	477,304	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	<u>59,628,669</u>	<u>64,776,478</u>	<u>(5,147,809)</u>	
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	<u>11,614,521</u>	<u>11,478,944</u>	<u>135,578</u>	
Net Assets				
Fund Balance - Equity	<u>23,890,196</u>	<u>15,089,975</u>	<u>8,800,221</u>	
Total Net Assets	<u>23,890,196</u>	<u>15,089,975</u>	<u>8,800,221</u>	

Alvin Community College
Consolidated Statements of Revenue and Expense
 June 30, 2023 and June 30, 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	1,623,460	6,456,272	6,688,719	(232,447)	96.52%	1,781,440	6,862,912	6,688,719	174,193	102.60%
Federal grants and contracts	6,351,543	-	-	-	0.00%	11,050,248	-	245,993	(745,993)	0.00%
State grants	529,874	-	-	-	0.00%	640,721	-	-	-	0.00%
Local grants	223,693	-	-	-	0.00%	241,006	-	-	-	0.00%
Auxiliary enterprises	1,733,502	-	-	-	0.00%	1,604,864	-	-	-	0.00%
Other operating revenues	404,370	76,292	70,000	6,292	108.99%	361,400	56,315	75,000	(18,685)	75.09%
Total operating revenues	10,866,442	6,532,564	6,758,719	(226,155)	96.65%	15,679,679	6,919,227	7,009,712	(90,485)	98.71%
Expenses										
Operating expenses										
Administrative	-	6,740,712	8,962,837	2,222,125	75.21%	-	5,913,895	7,869,087	1,955,192	75.15%
Institutional	-	4,559,586	7,872,150	3,312,564	57.92%	-	4,081,533	7,588,392	3,506,859	53.79%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Technical Instruction	-	4,888,245	6,545,639	1,657,394	74.68%	-	4,427,665	6,329,305	1,901,640	69.95%
Academic Instruction	-	6,414,545	8,163,715	1,749,170	76.69%	-	6,247,989	8,296,763	2,048,774	75.31%
Student Services	-	3,421,136	4,726,992	1,305,856	72.37%	-	3,492,369	5,043,330	1,550,961	69.25%
Physical Plant	-	2,311,382	3,599,291	1,287,909	64.22%	-	2,249,849	3,301,962	1,052,113	68.14%
Unbudgeted Unrestricted (Fund 12)	1,062,965	-	-	-	0.00%	848,405	-	-	-	0.00%
Continuing Education	562,638	-	-	-	0.00%	689,133	-	-	-	0.00%
Auxiliary Enterprises	2,106,380	-	-	-	0.00%	2,017,244	-	-	-	0.00%
Local Grants	6,016	-	-	-	0.00%	19,828	-	-	-	0.00%
TPEG	223,749	-	-	-	0.00%	227,449	-	-	-	0.00%
Institutional Scholarships	157,173	-	-	-	0.00%	122,556	-	-	-	0.00%
State Grants	529,874	-	-	-	0.00%	640,721	-	-	-	0.00%
Federal Grants	6,351,543	-	-	-	0.00%	11,057,475	-	-	-	0.00%
Donor Scholarships	286,433	-	-	-	0.00%	300,021	-	-	-	0.00%
Unexpended Plant Fund	1,040,395	-	-	-	0.00%	1,002,407	-	-	-	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	452,010	-	-	-	0.00%	2,422,019	-	-	-	0.00%
Total operating expenses	12,803,069	28,335,606	40,070,624	11,735,018	70.71%	19,508,358	26,413,300	38,428,839	12,015,539	68.73%
Operating Gain/(Loss)	(1,936,627)	(21,803,042)	(33,311,905)	(11,961,173)		(3,828,679)	(19,494,073)	(31,419,127)	(12,106,024)	
Nonoperating revenues										
State appropriations*	-	6,145,933	7,587,622	(1,441,649)	81.00%	-	6,330,988	7,587,622	(1,256,634)	83.44%
Property tax revenue - Current	1,588,388	2,998,002	25,599,283	(601,281)	97.65%	1,598,688	23,215,203	23,612,061	(396,858)	98.32%
Property tax revenue/Insitu Reserve	-	-	-	-	-	-	144,444	144,444	-	-
Property tax revenue - Delinquent	7,323	99,449	-	99,449	0.00%	30,537	117,150	-	117,150	0.00%
Property tax revenue - Interest & Penalties	10,225	107,781	-	107,781	0.00%	7,600	87,770	-	87,770	0.00%
Investment income	41,407	736,935	125,000	611,935	589.55%	3,551	71,920	75,000	(3,080)	95.89%
Other non-operating revenues	215,625	28,219	-	28,219	0.00%	269,936	17,910	-	17,910	0.00%
Total nonoperating revenues	1,862,968	32,116,359	33,311,905	(1,195,546)	96.41%	1,890,312	29,985,383	31,419,127	(1,433,742)	95.44%
Provided by the State										
Revenue for Insurance and Retirement	-	1,420,873	-	1,420,873	0.00%	-	1,859,364	-	1,859,364	0.00%
State Insurance Match	-	(549,771)	-	(549,771)	0.00%	-	(809,056)	-	(809,056)	0.00%
State Retirement Match	-	(637,184)	-	(637,184)	0.00%	-	(605,460)	-	(605,460)	0.00%
State Retiree Insurance	-	(233,918)	-	(233,918)	0.00%	-	(444,848)	-	(444,848)	0.00%
Increase/(decrease) in net assets	(73,659)	10,313,317	-	(11,156,719)		(1,938,367)	10,491,312	-	(13,539,766)	

* State Apportionment generated by CE =

158,566

163,339

* Institutional Reserve

14,929,374

10,868,668

Alvin Community College
Consolidated Statements of Revenue and Expense
June 30, 2023 and June 30, 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	10,866,442	6,532,564	6,758,719	(226,155)	96.65%	15,679,679	6,919,227	7,009,712	(90,485)	98.71%
Nonoperating revenues										
Total nonoperating revenues	1,862,968	32,116,359	33,311,905	(1,195,546)	96.41%	1,890,312	29,985,385	31,419,127	(1,433,742)	95.44%
Less Expenses										
Operating expenses										
Total operating expenses	(12,803,069)	(28,335,606)	(40,070,624)	(11,735,018)	70.71%	(19,508,358)	(26,413,300)	(38,428,839)	(12,015,539)	68.73%
Increase/(decrease) in net assets	(73,659)	10,313,317	-	(13,156,719)		(1,938,367)	10,491,312	-	(13,339,766)	

- State Approp portion generated by CE = 158,566 163,339
- Institutional Reserve 14,929,374 10,868,668

Alvin Community College
Continuing Education Statement of Revenue and Expense
June 30, 2023

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	158,566	1,292	(21,527)	138,330	252,999	(114,669)
Motorcycle	-	-	-	-	(1,153)	1,153
Real Estate	307	-	-	307	95	213
Dental Assistant	59,540	(3,572)	-	55,968	53,957	2,011
Phlebotomy	16,255	(975)	-	15,280	6,379	8,900
Health and Medical	2,405	(144)	-	2,261	588	1,673
Certified Nursing / Medication Aide	40,680	(2,441)	-	38,239	13,722	24,517
Welding	1,128	(68)	-	1,060	2,667	(1,606)
Truck Driving	207,525	(11,867)	-	195,659	118,633	77,026
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	3,490	-	-	3,490	-	3,490
Concealed Handguns	1,390	-	-	1,390	-	1,390
Occupational Health & Safety	3,775	-	-	3,775	1,192	2,583
Community Programs	1,463	-	-	1,463	1,795	(333)
Clinical Medical Assistant	38,295	(2,298)	-	35,997	15,487	20,510
Yoga	2,665	-	-	2,665	1,600	1,065
Machinist Program	12,721	(763)	-	11,958	11,474	484
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	103,928	(6,118)	-	97,810	76,974	20,836
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	663,432	(26,954)	(21,527)	614,951	562,638	52,313

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

Ahvia Community College
Auxiliary Profit(Loss) Statement Year-To-Date Through June 30, 2023 and June 30, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	229,869		987,320	5,068	268,739	12,973	1,503,968	1,377,969
Student Fees		229,534					229,534	226,895
	229,869	229,534	987,320	5,068	268,739	12,973	1,733,502	1,604,864
Expenses								
Purchases & Returns			879,379				879,379	867,739
Salaries	59,856	120,681	178,660		192,541	39,447	591,185	575,396
Staff Benefits	18,500	21,514	40,728		78,187	2,560	161,489	157,647
Supplies & Other Operating Expenses	202,165	140,193	25,992	4,998	21,410	10,826	405,584	288,618
Equipment	7,770	13,174	34,945				55,889	114,162
Building Repairs							-	-
Bank Charges			9,618		1,787	49	11,454	9,782
Contingency							-	-
Scholarships		1,400					1,400	3,900
	288,291	296,962	1,169,322	4,998	293,925	52,881	2,106,380	2,017,244
Excess revenue over expenses	(58,422)	(67,428)	(182,803)	70	(25,186)	(39,909)	(372,878)	(411,380)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			50,975				50,975	-
Interfund Receivables	27,960	293,177	359,917	2,887	(58,200)	7,959	633,699	1,134,029
Prepaid Expenses							-	-
Inventory			160,619				160,619	120,887
Total Assets	27,960	293,177	574,024	2,887	(58,200)	7,959	847,805	1,257,429
Liabilities:								
Accounts Payable/Off Certificates	8,092	1,642	21,223		5,393	101	36,451	49,863
Deferred Revenue	44,354	34,740	9,257			440	88,790	74,080
Deposits							-	-
Total Liabilities	52,446	36,382	30,480		5,393	541	125,241	123,943
Restricted Fund Balance (includes inventories)			160,619				160,619	120,887
Unrestricted Fund Balance	(24,486)	256,794	382,923	2,887	(63,593)	7,418	561,945	1,012,599
Total Liabilities & Fund Balance	27,960	293,177	574,024	2,887	(58,200)	7,959	847,805	1,257,429

Alvin Community College
Auxiliary Profit(Loss) Statement - Year-To Date Through June 30, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	228,223		879,891	2,339	262,158	5,358	1,377,969
Student Fees		226,895					226,895
	228,223	226,895	879,891	2,339	262,158	5,358	1,604,864
Expenses							
Purchases & Returns			867,443	296			867,739
Salaries	86,175	81,324	160,442		230,149	17,307	575,396
Staff Benefits	24,716	15,300	40,792		76,299	541	157,647
Supplies & Other Operating Expenses	163,277	76,783	23,055	4,578	20,663	262	288,618
Equipment	89,224		14,788			10,150	114,162
Building Repairs							-
Bank Charges			6,480		3,282	20	9,782
Contingency							-
Scholarships		3,900					3,900
	363,391	177,307	1,113,000	4,875	330,393	28,279	2,017,244
Excess revenue over expenses	(135,168)	49,588	(233,109)	(2,536)	(68,335)	(22,921)	(412,380)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable							-
Interfund Receivables	169,870	479,588	453,975	753	(23,989)	53,832	1,134,029
Prepaid Expenses							-
Inventory			120,887				120,887
Total Assets	169,870	479,588	577,374	753	(23,989)	53,832	1,257,429
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	35,625		7,459	77	49,863
Deferred Revenue	36,720	36,720				640	74,080
Deposits							-
Total Liabilities	42,783	37,358	35,625	-	7,459	717	123,943
Restricted Fund Balance (excludes inventories)			120,887				120,887
Unrestricted Fund Balance	127,087	442,230	420,862	753	(31,448)	53,115	1,012,599
Total Liabilities & Fund Balance	169,870	479,588	577,374	753	(23,989)	53,832	1,257,429

18. **Executive Session**
19. **Consider Approval of Amendments to President's Contract**



Robert J. Exley, PhD
President

Your College > **Right Now**

MEMORANDUM NO: 086-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 10, 2023
SUBJECT: Amendment to President's Contract

Dr. Exley began his tenure as the seventh president of Alvin Community College on July 1, 2021 and was provided a three-year contract through June 30, 2024. His contract was amended during the July 28, 2022 Board of Regents meeting to extend the contract and additional year through June 30, 2025. He completed his second year as Alvin Community College President on June 30, 2023.

It is recommended that the Board of Regents consider the amendment to the president's contract as discussed during executive session.

RJE:tg

20. **Adjournment**