

Regular Meeting
Thursday, October 26, 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
OCTOBER 26, 2023**

It is hereby certified that a notice of this meeting was posted on the 19th day of October 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 19th day of October 2023.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 156-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 17, 2023
SUBJECT: Personnel Action (Replacement): Financial Aid Advisor

The individual listed below has been recommended to fill the full-time Financial Aid Advisor position.

Candidate
Recommended: **Melissa Reeves**

Education: Alvin Community College
AA, General Studies

Experience: Alvin Community College
Student Records Specialist – Articulation April 2009 – Present
Student Records Specialist – Transcripts October 2006 – April 2009
Student Records Specialist – Admissions May 2002 – October 2006

Salary: \$47,725.86 Annual
Grade 108, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

| | | | |
|--------------------------|--|----------------------|------------|
| Job Title: | Financial Aid Advisor (PID 190) | | |
| Department: | Financial Aid | FLSA Status: | Non-Exempt |
| Reports to: | Director, Financial Aid | Grade Level: | 108 |
| Safety Sensitive: | Yes | Job Category: | TSCM |
| HR approved: | Human Resources/JE | Date: | 08.30.2023 |
| Last updated by: | Director, Financial Aid/GL | Date: | 08.30.2023 |

SUMMARY

The Financial Aid Advisor, counsels' prospective and current students on availability and eligibility requirements, for financial aid and prepares applications for processing. Duties include ensuring completion of Alvin Community College (ACC) admission requirements. The Financial Aid Advisor must stay current on federal and state regulations and policies to perform verification and exercise professional judgment for special circumstances. Communication, Satisfactory Academic Progress, and file tracking must also be maintained for the financial aid population. In addition to the above job duties, the Financial Aid Advisor performs other duties as assigned by the Director, Financial Aid. Some incumbents may support ACC's Texas Department of Criminal Justice program.

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

- Counsels students, parents, and other involved parties on the availability of aid, eligibility requirements, to maximize aid eligibility to achieve educational goals.
- Maintains accurate student records.
- Ensures proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), state law, community college system regulations, and College policies and procedures.
- Provides advice throughout the financial aid process to prospective, new, and current students and their families.
- Conducts verification of student and parent application data in compliance with federal, state, and Institutional criteria.
- Maintains knowledge of Internal Revenue Service, Department of Homeland Security, Selective Service, Social Security Administration, and other federal and state agencies' policies
- Performs verification of required data elements for selected students.
- Uses professional judgment to identify and document any special circumstances in the students' family situation.
- Evaluates academic history to determine initial Satisfactory Academic Progress eligibility, and review eligibility every semester. Works with Financial Aid Counselor on individual student appeals concerning eligibility.
- Counsels students on Satisfactory Academic Progress eligibility, and advises them on options when enrolling, dropping/withdrawing, and regaining eligibility.
- Keeps abreast of current federal and state regulations and guidelines; maintains close working relationship with staff and faculty to ensure compliance with the regulations.
- Identifies and assists in resolving inconsistencies with the Registrar's Office, Business Office, Academic Advising, and Academic Department and Division Chairpersons.

- Participates in the development of institutional financial aid policies and procedures that will positively impact efficiency and quality of service provided.
- On-going maintenance of initial, pending, inactive, and completed files.
Provides a high level of customer service skills to initiate, maintain, respond to, and document communication with internal and external customers; including personal and mass emails, US Postal mail, phone calls, and in-person counseling sessions.
- Creates and maintains paper documentation or letters for financial aid correspondence.
- Assists with special projects.
- Other related duties as assigned.

Incumbent(s) supporting Texas Department of Criminal Justice (TDCJ) will also include the following:

- Advises incarcerated non-traditional students at five (5) TDCJ units
- Serves as an advocate for TDCJ students by maintaining contact with TDCJ faculty and staff
- Attends biweekly meetings at all TDCJ units to assist students and process necessary paperwork to complete the FAFSA application.
- Maintains accurate student records to provide monthly and annual reporting to the Department of Education.
- Requires travel on a weekly basis to worksites and related locations using personal vehicle (Travel reimbursement may be provided).
- Driver's license and vehicle insurance must be current at all times.
- Candidate must pass clearance requirements of the TDCJ.

QUALIFICATIONS

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

EDUCATION

- Associate's degree required
- Bachelor's degree preferred

EXPERIENCE

- Six (6) months high level customer service skills
- Six (6) months office/clerical experience
- Experience in a higher education student services setting is preferred
- Experience at a community college is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess ability to interact with a diverse student population in an effective and appropriate manner.
- Requires well developed critical thinking skills for professional judgment.
- The position requires the ability to multi-task and prioritize.
- The position requires proficiency in the use of a computer and average ability with the use of a calculator to perform basic to intermediate financial calculations.
- Must be available to work evenings and weekends as needed.
- Must be able to pass a criminal and/or motor vehicle background check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.B. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2023

As of 9/30/2023

OCTOBER

| | Budgeted 2023-24 | OCTOBER 2023 | HR Vacancies |
|---|---------------------|-----------------|-----------------|
| Administrative | 14 | 12 | 2 |
| *Professional | 87 | 76 | 11 |
| Faculty | 124 | 117 | 7 |
| **Technical Support, Clerical & Maintenance (TSCM) | 117 | 106 | 11 |
| Total Full-Time (FT) Employees | 342 | 311 | 31 |

*Count includes 4 grant funded *professional* employees

**Count includes 2 grant funded *TSCM* employee

10.C. Resignation/Retirement Report

Resignation/Termination Report

| | Name | Position / Department | Last Day Worked | Reason |
|---|------------------|------------------------------------|-----------------|-------------|
| 1 | Kaycie Knox | Campus Police Officer | 9/18/2023 | Resignation |
| 2 | Dakstone Fleming | Videographer | 9/27/2023 | Termination |
| 3 | Sarah Currie | CE Director, Business / Technology | 9/29/2023 | Resignation |
| 4 | Gabriela Saucier | Pathways Success Coach | 9/29/2023 | Resignation |
| 5 | Jeffrey Parks | Dean / Prof-Tech-Human Performance | 10/31/2023 | Resignation |

11. **Consent Agenda**
 - 11.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
PUBLIC TAX HEARING
BOARD OF REGENTS
September 28, 2023**

The Board of Regents of Alvin Community College met in a public tax hearing session on the 28th day of September 2023 at 5:30 p.m., with the following members, administrative personnel, and guests present:

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

| | |
|----------------|---------------|
| Beth Nelson | John Tompkins |
| Tammy Giffrow | Dick Tyson |
| Kyle Marasckin | |

Call to Order

Chair Sanchez called the September 28, 2023, hearing to order at 5:30 p.m. and Dr. Exley certified the posting of notice.

- **Pledge**
- **Invocation**
Invocation by Mr. Starkey.

Public Hearing

The Alvin Community College District conducted a public hearing on September 28, 2023 on a proposal to increase the total tax revenues of the Alvin Community College District from properties on the tax roll in the preceding year by a calculated increase of 7.58 percent over the effective tax rate. Chair Sanchez noted the following information below.

The breakdown of tax rate would be as follows:

| | |
|------------|------------------|
| Debt Rate | \$.007866 |
| M&O Rate | <u>\$.143398</u> |
| Total Rate | \$.151264 |

The Tax rate will effectively be raised by 8.00 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$ -10.91.

The Board of Regents of Alvin Community College District is scheduled to vote on the tax rate that will result in a tax increase at a public meeting to be held on September 28, 2023 at the Nolan Ryan Center 2925 South Highway 35 By Pass in Alvin, Texas 77511 at 6:00 p.m.

There were no requests by the public to speak and the meeting was adjourned at 5:33 p.m.

'Bel Sanchez, Chair

Patty Hertenberger, Secretary



Robert J. Exley, PhD
President

Your College **Right Now**

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ACC ALVIN COMMUNITY COLLEGE

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|--------------------------|--|----------------------|------------|
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| Department: | Financial Aid | FLSA Status: | Non-Exempt |
| Reports to: | Director, Financial Aid | Grade Level: | 108 |
| Safety Sensitive: | Yes | Job Category: | TSCM |
| HR approved: | Human Resources/JE | Date: | 08.30.2023 |
| Last updated by: | Director, Financial Aid/GL | Date: | 08.30.2023 |

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- Maintains accurate student records to provide monthly and annual reporting to the Department of Education.
- Requires travel on a weekly basis to worksites and related locations using personal vehicle (Travel reimbursement may be provided).
- Driver's license and vehicle insurance must be current at all times.
- Candidate must pass clearance requirements of the TDCJ.

QUALIFICATIONS

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EDUCATION

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EXPERIENCE

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- Experience at a community college is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. **Personnel Action (Replacement): Director of Library and Academic Support**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 148-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 10, 2023
SUBJECT: Personnel Action (Replacement): Director of Library & Academic Support

The individual listed below has been recommended to fill the full-time Director Library & Academic Support.

Candidate

Recommended: Mark Love

Education: University of North Texas
MS, Information Science

Sam Houston State University
MA, History

Texas A&M University
BA, History

Experience: Nicholls State University
Assistant Librarian/Head of Government Information June 2018 – Present

University of Central Missouri
Associate Professor Library Services and Social Science Librarian July 2003 – May 2018

Salary: \$92,000 Annual
Grade 211 / 2023 – 2024 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

| | | |
|--------------------------|---|-----------------------------------|
| Job Title: | Director, Library & Academic Support (PID 777) | |
| Department: | General Education & Academic Support | FLSA Status: Exempt |
| Reports to: | Dean, General Education & Academic Support | Grade Level: 211 |
| Safety Sensitive: | Yes | Job Category: Professional |
| HR approved: | Human Resources/LG | Date: 06/29/2023 |
| Last updated by: | Dean, General Education & Academic Support/NN | Date: 06/29/2023 |

SUMMARY

The Director, Library and Academic Support is an experienced, forward thinking professional with in- depth knowledge in library and customer services, academic support programs, research, information literacy development, activities and functions associated with the areas reporting to this department, including but not limited to library services, tutoring center and academic interventions. The Director will provide leadership for operational aspects of the college library and learning center/learning lab, including tutoring and other academic support programs. This position is responsible for maintaining up to date trend awareness regarding innovative best practices for library and academic program support services; assessing learning and non-learning outcomes using evidence-based decision making for continued improvement. Provides input to and administers departmental budget development and management processes. The Director, Library and Academic Support administers all aspects of library resources and services in support of the academic programs, faculty teaching, and student learning. The Director provides collaborative leadership with staff, faculty, and College administrators, and serves as Records Management Officer. The Director, Library and Academic Support reports to the Dean of General Education and Academic Support.

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

- Provide vision and strategic direction for library and academic support services in alignment with Alvin Community College's (ACC) mission, vision and strategic plans.
- Plans, implements and administers all library resources and services for students, faculty and staff wherever classes are taught.
- Plans and supervises the assessment of all library and academic support resources and services for student learning and faculty effectiveness.
- Collaborates with faculty to assess, provide and improve the library collection and services to meet student and faculty needs.
- Collaborates and leads the initiatives and activities pertaining to academic support services.
- Meets/plans with other college departments and provides outreach to external partners.
- Reviews and assesses data regarding student success and coordinates available interventions.
- Develops an effective schedule for staff and services at multiple locations and ensures their accurate pay/hours. Participates in the accreditation process by informing the administration of the library's strengths and challenges in meeting the college's accreditation standards
- Compiles statistical data and write reports.
- Develops the collection of materials such as print, media and electronic resources in order to support course curricular.
- Provides proactive research assistance services to students and faculty utilizing innovative developments in the field.
- Plans and supervises public services such as circulation, interlibrary loan, materials maintenance and preservation of the collection.

- Plans and supervises technical services such as cataloging, periodicals, course reserves and processing and mending materials.
- Performs professional cataloging.
- Plans, implements and maintains all digital library services such as databases and the library website.
- Selects, administers and updates electronic services and the integrated library system.
- Coordinates software, hardware and technical support needs with internal technology department and third-party vendors.
- Plans, prepares, and provides oversight of the departmental budget.
- Provides all required operational, financial, program, and external reports.
- Supervises an annual inventory of all Library and Learning Center holdings.
- Plans for and encourages the professional development of employees.
- Supervises and implements purchasing of library and academic support resources, services and supplies; maintain related records.
- Supervises, trains, evaluates personnel, and assists in their hiring.
- Serves on College committees and represents the library and academic support services on statewide committees.
- Works flexible schedule including some evenings, remote work and occasional Saturdays.
- Appointed as Records Management Officer (Board Approved) with the following duties:
 - Administers the Records Management Program at ACC.
 - Conducts or oversees the inventory of all ACC record's retention schedules.
 - Protects confidential and vital records.
 - Manages records within ACC during active use.
 - Approves all requests to dispose of ACC records.
 - Attends training and information classes offered by the state and local Records Management Division.
 - Coordinates records management training for ACC staff as needed.
- Performs other duties as assigned.

QUALIFICATIONS

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

EDUCATION

- ALA accredited Master's Degree in Library Science and/or Library Information Science is required.

EXPERIENCE

- Minimum of three (3) years of experience in library operations, with at least one (1) year in a supervisory role.
- Preference will be given to candidates with academic or community college library and academic support experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated successful leadership, interpersonal and supervisory skills working with a diverse population.
- Strong public service orientation and ability to work effectively in a team environment.
- Effective problem solving, analytical and organizational skills.
- Effective written and verbal communication skills.
- Ability to manage multiple tasks in a rapidly changing environment.
- Ability to prepare and manage a budget.
- Knowledge of collection development, acquisitions, cataloging, database management, library instruction and information literacy, public and technical services, reference.

- Ability to perform and prioritize tasks with limited supervision.
- Proficient with Microsoft Office in a Windows environment.
- Energetic and creative, and committed to the mission of the 21st century community college library.
- Project management and/or technology management experience.
- Knowledge of new directions and technologies in libraries and academic support.
- People-oriented, out-going, sincere enthusiasm about library services and working with community college students.
- Make the library and the academic support center an integral part and essential component of the College.

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.

11.C. **Personnel Action (Replacement): Faculty, Computer Networking**

Your College **Right Now**

MEMORANDUM NO: 149-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 10, 2023

SUBJECT: Personnel Action (Replacement): Faculty, Computer Networking

The individual listed below has been recommended to fill the full-time Faculty, Computer Networking 12M position.

Candidate

Recommended: Daryl Williams

Education: Houston Baptist University
MS, Management, Computer and Systems

University of Houston-Downtown
BS, Applied Mathematical Sciences

Experience: Galveston College
Assistant Professor April 2017 – Present

MyComputerCareer.com
Lead IT Trainer July 2015 – April 2017

DeVry University
Associate Professor June 2004 – July 2015

Enron Networks
Lead Cisco (NOC) Engineer December 1999 – December 2001

UTH Health Science Center
Manager Information Systems April 1998 – December 1999

Salary: \$87,766.52 Annual
Grade 12MA/TECH/13, 2023–2024 / 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

| | | | |
|--------------------------|--|----------------------|-----------------------------------|
| Job Title: | Instructor, Computer Networking | | |
| Department: | Computer Networking | FLSA Status: | Exempt |
| Reports to: | Dean, Professional, Technical and Human Performance | Salary Step: | Based on Contract Length / Degree |
| Safety Sensitive: | No | Job Category: | Full-Time Faculty |
| HR approved: | Human Resources/LG | Date: | 5/15/2023 |
| Last updated by: | Dean, Professional, Technical and Human Performance/JP | Date: | 05/15/2023 |

SUMMARY

For this position, a demonstrable knowledge of networking is necessary. Such knowledge includes networking fundamentals, network architecture, network security and servers.

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

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

- Adheres to Alvin Community College's policies and procedures
- Provides classroom or lab-based instruction that teaches assigned students in a manner that aligns with the learning outcomes listed in the course syllabus and course catalogue as defined by WECM
- Maintains formal on-campus office hours; participates in department and division meetings
- Attends institutional meetings as required
- Other duties as assigned

QUALIFICATIONS

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

EXPERIENCE REQUIRED

- Minimum three (3) years of industry work experience in a networking-related field

EDUCATION PREFERRED:

- Associate degree in Networking, Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering, or computer-based information systems, or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Computer/network hardware, architecture, and network infrastructure
- Computer Administrative Skills
- Experience with Firewall and security devices

Preferred Skills:

- Experience with the use of Learning Management Systems (LMS), such as Blackboard or Pearson
- Previous experience teaching at a community college or university
- Prior online teaching experience and online/distance education

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. **Personnel Action (Replacement): IT Director, Operations**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 150-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 12, 2023
SUBJECT: Personnel Action (Replacement): IT Director, Operations

The individual listed below has been recommended to fill the full-time IT Director, Operations.

Candidate

Recommended: William "Billy" Allen

Education: Liberty University
M.A. Executive Leadership
B.S. Religion: Christian Studies and Business

Experience: Propel Coaching June 2022 – Present
Founder and Coach
Nelnet November 2016 – June 2022
IT Manager
Kiewit Corporation December 2005 – September 2014
OneIM Client Engagement Manager

Salary: \$105,000 Annual
Grade 214 / 2023 – 2024 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

| | | | |
|--------------------------|---|----------------------|--------------|
| Job Title: | IT Director, Operations | | |
| Department: | Information Technology | FLSA Status: | Exempt |
| Reports to: | Vice President, Information Technology | Grade Level: | 214 |
| Safety Sensitive: | Yes | Job Category: | Professional |
| HR approved: | Human Resources/LH | Date: | 4/27/2023 |
| Last updated by: | VP of Information Technology/KK | Date: | 4/27/2023 |

SUMMARY

The IT Director, Operations' primary responsibilities are to plan and provide streamlined, secure, and reliable infrastructure and endpoint support to the College's user community. The position provides strategic oversight of data center operations, cloud services, and employee and instructional endpoint support services for continuous improvement of the end-user experience. Ensures that systems hardware, operating and software systems, and related processes adhere to regulatory and operational standards. The Director collaborates with IT and executive leadership as well as instructional and functional areas to strategically align projects and goals with the business objectives of the College. This is a hands-on working director position. The Director's goal is to maximize operational efficiency and security of the College's network and client infrastructure that contribute to student and institutional success.

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

- Directs and participates in the network and server operations team, provides proactive planning, guidance to maintain secure continuity of services, and determines and implements network improvement and enhancement solutions.
- Directs and participates in the client support team, provides guidance and assistance to meet service level agreement and customer experience goals.
- Resolves escalated issues and gathers feedback from technical staff and end users to streamline resolution processes.
- Manages emerging risks to services and data.
- Develops and implements communication and reporting processes to manage issues, risks and timely delivery of project milestones.
- Directs, creates, and maintains controls, standards, and process documentation.
- Collaborates with the Information Security Officer to ensure compliance with Texas Administrative Code 202, FERPA, HIPAA, PCI, GLBA, and other regulatory bodies.
- Provides technical management of network and client endpoint operations, ensures that documented service levels are met, and corresponding processes are followed
- Provides technical expertise to enable the correct application of operational procedures. Uses network and system management tools to determine baseline loads and performance statistics. Contributes to the planning and implementation of installation and maintenance activities. Participates in change control discussions and procedures.
- Responsible for regular review, maintenance, and upgrade of mission critical components to continuously improve upon the College's business continuity and disaster recovery plans.
- Contributes to the development and implementation of strategic plans for acquiring and enabling efficient and cost-effective information processing and communication technologies.

- Defines and communicates project milestones and resource allocations to the College's administration, department leads, support staff, and end users.
- Benchmarks, analyzes, reports on, and makes recommendations for the improvement of the IT infrastructure and IT systems.
- Participates in negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements.
- Coordinates and facilitates consultation with stakeholders to define business and systems requirements for new technology initiatives.
- Keeps current with trends and issues in the IT industry, including current technologies, security concerns, and pricing structures. Advises the Vice President, Information Technology on competitive or financial impacts.
- 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

- Bachelor's degree in computer information systems or closely related field required.
- Professional certification (ITIL, PMP, CISSP, or similar) required.
- A combination of experience, education, and certification(s) may be considered in lieu of the degree and/or certification requirements.

EXPERIENCE

- Required:
 - Three (3) years of supervisory experience in an Information Technology department, supporting a complex and multi-faceted campus environment.
 - Five (5) years of progressively responsible work experience in multiple areas of information technology that include experience from three (3) or more of the following:
 - Enterprise-level network administration of a complex and multi-layered campus network
 - Enterprise-level systems application administration
 - Enterprise-level virtualization strategies for servers and desktops
 - Cloud-based infrastructure and services migration and administration
 - Process optimization involving Microsoft Active Directory and 365
 - Cross-system Application Programming Interface (API) integrations and automation
 - Client endpoint and service desk supervision
- Preferred:
 - Administrative experience with Azure AD, Microsoft 365, and Microsoft 365 Defender
 - Higher Education experience
 - Documentation and reporting experience to support IT operations and meet regulatory and security standards.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of IT management, budgeting, and higher education business operations
- Ability to direct operational activities with a security mindset
- Perform hands-on administrative tasks
- Proven experience in IT planning, organization, and development
- Excellent written and oral communication skills

- Excellent interpersonal skills
- Strong negotiating skills
- Ability to present ideas in business-friendly and user-friendly language
- Exceptionally self-motivated and directed
- Keen attention to detail
- Superior analytical, evaluative, and problem-solving abilities
- Ability to travel to off-campus locations, including high schools and Texas Department of Corrections sites, to perform network management and upgrades.
- Must be available for occasional work outside of normal business hours

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.

11.E. **Consider Approval of Partners for Reentry Opportunities in Workforce Development Grant**



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 158-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: October 18, 2023

SUBJECT: Texas Workforce Commission PROWD Grant Sub-recipient Award

Juliet Stipeche of the Gulf Coast Workforce Board, applied for and received a federal re-entry grant. She requested that ACC be a sub-recipient. The Houston-Galveston Area Council was awarded \$387,407 for this grant for a 12- month period. As a sub-recipient, ACC will receive approximately \$290,000.

The deliverable is to provide reentry services to 105 individuals with a federal prison background. Initially, services would begin with individuals in the GEO Reentry center. Reentry services would include workforce readiness classes and could encompass a digital literacy certification of some sort. These could be structured as CE courses. This grant team would likely need to be 100% remote, due the location of the reentry center.

RJE:tg

Texas Workforce Commission
PROWD (Partners for Reentry Opportunities in Workforce Development) Grant

The Gulf Coast Workforce Board applied for and received this grant and would like ACC to be a subrecipient.

PROWD Grant information:

- Funded through TWC from the U.S. Department of Labor First Step Act
- Aimed at individuals who have been in the federal prison system.
- Consists of 3 phases, grantees would select a minimum of two:
 - Phase 1 - Initiatives held for individuals during their incarceration in a federal prison.
 - Phase 2 - Initiatives held in residential reentry centers (RRCs)
 - Phase 3 - Initiatives for individuals once they are released into the community.

Gulf Coast Workforce Board Application Details:

- Requested \$350,000 for a 12-month performance period.
- Would create support for individuals in phase 2 and phase 3.
- Phase 2 has one reentry center location – GEO Reentry, 10950 Beaumont Highway, Houston, TX 77013 (Northeast Houston)

Potential Benefits for ACC:

- Subrecipient rather than primary applicant
- Staff and project expenses would be fully grant-funded.
- Staff would be 100% remote.
- Potential to generate CEWD or credit coursework.

ACC Grant Structure:

- Staff includes:
 - Project Manager
 - Project Assistant
 - Reentry Specialist
 - Career Advisor (potentially a Baker-Ripley employee)
- Budget allows for the following:
 - Salary/Fringe
 - Staff Travel
 - Supplies (including staff laptops and printers)
 - Student expenses – stipends, consumables, workforce readiness, textbooks

12. **President's Report**
13. **Faculty Senate Report**
14. **Title IX CEO Report**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 151-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 12, 2023
SUBJECT: Chief Executive Officer Reporting Requirements under
Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report (Appendix A) includes all of the required reporting information to the Alvin Community College Board of Regents for the 2022-2023 academic year, as of 8/31/2023. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the Alvin Community College website as per the public reporting requirements under TEC, Section 51.253(c).

As of August 31, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

RJE:tg

Chief Executive Officer Title IX Report

TO: ACC Board of Regents
FROM: Dr. Robert J. Exley, Chief Executive Officer
DATE: September 01, 2022-August 31, 2023
RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report¹ includes all of the required reporting information to the ACC Board of Regents for the time period of September 01, 2022 through August 31, 2023. The summary data report is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the institution's website as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.alvincollege.edu/student-information/Title-IX.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

¹ When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

CEO Summary Data Report

September 01, 2022 through August 31, 2023.

| Texas Education Code, Section 51.252 | |
|--|----------|
| Number of reports received under Section 51.252 | 1 |
| Number of confidential reports ² under Section 51.252 | 0 |
| Number of investigations conducted under Section 51.252 | 0 |
| Disposition ³ of any disciplinary processes for reports under Section 51.252: | |
| a. Concluded, No Finding of Policy Violation | 0 |
| b. Concluded, with Employee Disciplinary Sanction | 0 |
| c. Concluded, with Student Disciplinary Sanction | 0 |
| d. SUBTOTAL | 0 |
| Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process | 1 |

| Texas Education Code, Section 51.255 | |
|--|----------|
| Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a) | 0 |
| Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c): | |
| a. Employee termination | -- |
| b. Institutional intent to termination, in lieu of employee resignation | -- |

² "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

³ "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.

15. **Performance and Cost Analysis of Credit Based Programs Report**

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 13, 2023
SUBJECT: Performance and Cost Analysis Report

This report spans a three-year period including the academic years 2019-2020, 2020-2021, and 2021-2022 providing data on the following:

- duplicated headcount,
- unduplicated headcount,
- course success rates,
- contact hours and credits generated,
- credit breakdown by type of major,
- # of declared majors,
- # of degrees and certificates awarded,
- revenues,
- expenses, and
- gain/loss margins

for each budgeted program or closely related credit-based instructional programs offered at Alvin Community College.

As you may recall, beginning with the Spring Term of 2020, the COVID Pandemic impacted the world. These impacts become visible in the enrollment and performance of ACC programs starting with the Spring Term of 2020 continuing through the Summer of 2021. This impact then continues on to the Fall 2021 term which coincides with the official return to on-campus classes. The anticipated rebound of enrollment failed to materialize during the 2021-2022 year as the College experienced its lowest overall enrollment in the previous ten+ years. ACC was not unique in this experience as many of our peer institutions reported similar data. Recovery from the negative impact of the Pandemic began to gather some momentum during the immediate past academic year of 2022-2023.

Signing into law HB-8 ushered in a new and promising era for ACC. As noted earlier and in keeping with previous reports, the three-year reporting period in this current assessment (2019-2020 through 2021-2022) does not include our most current complete academic year of 2022-2023. Of importance to note, the outcomes produced in the years of 2020-2021, 2021-2022 and 2022-2023 resulted in a 25.5% increase in state appropriations for ACC over the previous budget.

Outcomes-based funding requires a significant modification in how the College gathers, analyzes and reports success which will in turn impact the financial analysis of individual programs of study. Multiple data elements will be redefined and used for year-to-year comparison purposes in the future. Please keep this in mind as you review this important report.

RJE:tg

16. **Emergency Declaration - Building N - Gun Range Facility**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 154-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 16, 2023
SUBJECT: Building N, Gun Range Facility, Emergency Declaration

As stated in Memo to the Board dated September 8, 2023 (included in the September Board Book), “In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff.” This action is based on Board Policy CF (Local) which grants the President the authority to declare this service as an emergency. The President was required to provide notification to the Board of Regents “at the next regular meeting any contract made under this authority.” This notification was provided on September 28, 2023.

At this time, removal of all contaminated items including ceiling grids and tiles, AC ductwork, carpeting, etc. is complete. The classrooms, offices, and restrooms in N-building have been tested and are now clear to begin the re-construction of these spaces. The Gun Range and attendant offices do remain closed as of this time.

The attached resolution states: Alvin Community College (“ACC”) has a substantial public interest to protect the health and safety of its students, staff and community, and in the event school facilities are damaged or undergo operational failures as a result of an unforeseen catastrophe or emergency, Section 44.031(h) of the Texas Education Code authorizes the Board of Trustees to determine that the delays posed by competitive procurement laws would prevent or substantially impair the conduct of classes or other essential school activities.

This is a request, verified and approved by General Counsel, the presence of lead, a hazardous material that could pose a threat to public health, has been discovered in the ACC Gun Range/Building N (“Facility N”) and the condition requires immediate remediation of the Facility; and the emergency purchase of remediation services is necessary to abate the Facility and protect the health and safety of ACC students and staff.

Staff and the President request that the Board of Regents of the Alvin Community College formally declare that (1) the discovery of lead contamination at the Facility constitutes an unforeseen emergency; (2) the delays posed by competitive procurement of contracts necessary

to remediate Facility will prevent or substantially impair the conduct of classes or other essential school activities; and (3) the President is authorized to procure, negotiate and execute contracts for goods and services that are necessary to mitigate, prevent, restore and repair the Facility for the protection of the health and safety of ACC students and staff; and (4) the President shall inform the Board of Trustees of all emergency purchases made hereunder at the next regular Board meeting following such purchases.

RJE:tg

17. **Consider Approval of Esports Program Equipment Update**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 132-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 19, 2023
SUBJECT: Esports Program Equipment Upgrade

Alvin Community College initiated its eSports program via engagement at the intramural level with competition against other NJCAA institutions. The first year was a success and although faced with some adversity the team is thriving this year. Dr. Huff Mann, Director of Distance Education and volunteer coach for the team remains steadfast in his commitment to this program

Throughout last year, the program utilized a commercial facility at the Pearland Town Center but it closed its doors over the summer. This prompted ACC to identify space on campus for the eSports gaming team. Space has been identified and agreed upon with the E-Building and Dr. Mann and Purchasing connected with TanChes, a regional expert and provider of the equipment and technology required for this type program.

TanChes offered a quote to provide unique technology at a cost not to exceed \$65,000.00. TanChes is a preferred provider on the national Omnia Cooperative and this purchase would satisfy both State of Texas and ACC Purchasing requirements. This provides a Gaming PC Package for ten (10) players, a Gaming Console Package, and Professional Installation and setup.

Funding for this expenditure will be provided via the eSports budget, student activities and facilities.

Staff recommends that the Board authorize the President to negotiate and enter into an agreement with TanChes for goods and services for the Esports program for an amount not to exceed \$65,000.00.

RJE:tg

18. **Consider Approval of Engineering and Training Services for Facilities and Physical Plant**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 147-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 13, 2023
SUBJECT: Engineering and Training Services for Facilities and Physical Plant

Since the official conclusion of the Bond Maintenance project, a few items have developed which staff believe require some outside assistance in managing. Examples include completion of parking lot resurfacing, ADA required striping; etc.

At the request of the President, purchasing staff created a Request for Qualifications-RFQ (ACC 24-036) for the provision of services by an individual or company to assist in both assuring the engineering of these projects and training and staff development of Facilities and Physical Plant staff. While the short-term goal is to get caught up and on top of the current work, the long-term goal would be to put something in place the College would use to become more proactive as facility and construction projects are developed. Another long-term goal would be to develop a construction department that will operate more efficiently. This RFQ was posted on the State of Texas Electronic State Business Daily (ESBD) site and personally forwarded to several known providers of same or similar services in the area.

Responses were received on October 13, 2023. ACC received two responses. Responses were provided to an evaluation team with an accompanying matrix to ensure fair evaluation. The evaluation concluded that Rizzo & Associates, LLC would deliver the best value to the College. Since cost is not part of the RFQ process, purchasing staff reached out to Rizzo & Associates, LLC for a summary of the scope of work they propose and a cost proposal.

Staff recommends the Board of Regents authorize the President to enter into a contract with Rizzo & Associates, LLC for an amount not to exceed \$75,000.

RJE:tg

19. **Consider Approval of Board Budget Amendment for 2022-2023**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 155-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 17, 2023
SUBJECT: 2022-2023 Fiscal Year Budget Amendment #1

The Board of Regents voted for a budget of \$40,071,049 on August 11, 2022. Attached is a budget amendment that provides for the following:

Budget Amendment:

Amends the original budget amount by transferring dollars between department accounts due to additional costs in certain departments.

Line 1: Increase of \$3,811.96 in the Welding Faculty due to an increase in enrollment

Line 2: Increase of \$3,910.21 in the Welding Supplies due to increase in the cost of bulk tank gas

Line 3: Increase of \$95,224.25 in English Faculty due to an increase in enrollment

Line 4: Increase of \$91,653.01 in History Faculty due to an increase in enrollment

Line 5: Increase of \$60,383.43 in Psychology Faculty due to an increase in enrollment

It is recommended that the Board of Regents approve the 2022-2023 Fiscal Year Budget Amendment #1 in the total amount of \$254,952.65.

RJE:tg

ALVIN COMMUNITY COLLEGE
 BUDGET REVISION REQUEST
 DATE: October 26, 2023

FROM: DR. ROBERT EXLEY TO: BOARD OF REGENTS
 THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2022-2023 FISCAL YEAR ARE REQUESTED.

| Budget Code | Account Name | Transfer Out | Budget Code | Account Name | Transfer In | Purpose |
|------------------|------------------------------------|---------------------|------------------|------------------------------|-------------------|--|
| 11-3-13000-61412 | Technical Programs - Fac Salary OL | (3,811.96) | 11-3-13920-61405 | Welding Faculty FT Salary | 3,811.96 | Additional cost in faculty due to increase in enrollment |
| 11-3-13000-82210 | Technical Programs - Supplies | (3,910.21) | 11-3-13920-82210 | Welding Supplies | 3,910.21 | Increase due to increase in bulk tank gas costs |
| 11-3-14000-61412 | Academic Programs - Fac Salary OL | (95,224.25) | 11-3-14280-61405 | English Faculty FT Salary | 95,224.25 | Additional cost in faculty due to increase in enrollment |
| 11-3-14000-61412 | Academic Programs - Fac Salary OL | (91,653.01) | 11-3-14480-61405 | History Faculty FT Salary | 91,653.01 | Additional cost in faculty due to increase in enrollment |
| 11-3-14000-61412 | Academic Programs - Fac Salary OL | (60,383.43) | 11-3-14720-61405 | Psychology Faculty FT Salary | 60,383.43 | Additional cost in faculty due to increase in enrollment |
| TOTAL | | (254,982.86) | | | 254,982.86 | |

APPROVED on the 26th day of October 2023

Director, Fiscal Affairs

Chairman of ACC Board of Regents

Vice President of Administrative Services

Secretary of ACC Board of Regents

President

20. **Financial Report**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 153-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 16, 2023
SUBJECT: Financial Report Ending September 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> | 7,056,349 | 3,284,702 | 46.55% | (3,771,647) |
| <i>Total Non-Operating Revenues</i> | 38,915,806 | (43,811) | (0.11%) | (38,959,617) |
| <i>Total Revenues</i> | 45,972,155 | 3,240,891 | 7.05% | (42,731,264) |

| <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> | 42,972,155 | 3,702,604 | 8.05% | 3,186,647 |

This represents one month of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:tg

Alvin Community College
Consolidated Statements of Net Assets

| | <u>September 30, 2023</u> | <u>September 30, 2022</u> | <u>Variance</u> | <u>Explanations/Descriptions</u> |
|---|---------------------------|---------------------------|--------------------|---|
| Current Assets | | | | |
| Cash and cash equivalents | 2,809,373 | 4,177,383 | (1,368,010) | |
| Short-term investments | 20,910,311 | 19,696,709 | 1,213,602 | |
| Accounts receivable, net | 1,176,840 | 1,548,541 | (371,701) | Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings |
| Prepays | 501,949 | 1,156 | 500,793 | Travel advances and prepaid expenses |
| Inventories | 457,093 | 153,641 | 303,452 | |
| Total Current Assets | <u>25,855,566</u> | <u>25,577,430</u> | <u>278,136</u> | |
| Noncurrent assets | | | | |
| Long-term investments | 1,000,000 | 1,000,000 | - | |
| Capital assets, net | 47,360,309 | 47,360,309 | - | |
| Total Assets | <u>74,215,875</u> | <u>73,937,739</u> | <u>278,136</u> | |
| Deferred Outflows of Resources | | | | |
| Deferred outflows - pensions | 2,742,173 | 2,742,173 | - | TRS pension |
| Deferred outflows - OPEB | 9,508,808 | 9,508,808 | - | OPEB |
| Total Deferred Outflows of Resources | <u>12,250,981</u> | <u>12,250,981</u> | <u>-</u> | |
| Liabilities | | | | |
| Accounts payable & accrued liabilities | 305,394 | 281,874 | 23,520 | |
| Net pension liability | 4,646,479 | 4,646,479 | - | |
| Net OPEB liability | 30,508,483 | 30,508,483 | - | |
| Funds held for others | 52,578 | 50,355 | 2,223 | Agency funds - groups, clubs, etc on campus |
| Deferred revenues | - | 257,228 | (257,228) | Grants paid in advance and fall registrations |
| Compensated absences | 536,436 | 506,807 | 29,629 | |
| Bonds payable, net of premiums | 3,120,000 | 4,665,000 | (1,545,000) | Annual payment |
| Tax note payable, net of premiums | 18,820,000 | 19,640,000 | (820,000) | Annual payment |
| Total Liabilities | <u>57,989,370</u> | <u>60,556,226</u> | <u>(2,566,856)</u> | |
| Deferred Inflows of Resources | | | | |
| Deferred inflows - pensions | 1,987,835 | 1,987,835 | - | TRS pension |
| Deferred inflow - OPEB | 7,293,974 | 7,293,974 | - | OPEB |
| Deferred inflow - premium on tax note | 2,332,712 | 2,332,712 | - | |
| Total Deferred Inflows of Resources | <u>11,614,521</u> | <u>11,614,521</u> | <u>-</u> | |
| Net Assets | | | | |
| Fund Balance - Equity | <u>16,862,965</u> | <u>14,017,973</u> | <u>2,844,992</u> | |
| Total Net Assets | <u>16,862,965</u> | <u>14,017,973</u> | <u>2,844,992</u> | |

Alvin Community College
Consolidated Statements of Revenue and Expense
September 30, 2023 and September 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 | 653,840 | 3,280,900 | 6,986,349 | (3,705,449) | 46.96% | 644,584 | 2,825,145 | 6,688,719 | (3,863,574) | 42.24% |
| Federal grants and contracts | (43,031) | - | - | - | 0.00% | 2,102,727 | - | - | - | 0.00% |
| State grants | 113,303 | - | - | - | 0.00% | 112,394 | - | - | - | 0.00% |
| Local grants | 110,704 | - | - | - | 0.00% | 96,718 | - | - | - | 0.00% |
| Auxiliary enterprises | 272,502 | - | - | - | 0.00% | 257,628 | - | - | - | 0.00% |
| Other operating revenues | 88,481 | 3,802 | 70,000 | (66,198) | 5.43% | 80,977 | 5,395 | 70,000 | (64,605) | 7.71% |
| Total operating revenues | 1,195,799 | 3,284,702 | 7,056,349 | (3,771,647) | 46.55% | 3,295,028 | 2,830,540 | 6,758,719 | (3,928,179) | 41.88% |
| Expenses | | | | | | | | | | |
| Operating expenses | | | | | | | | | | |
| Administrative | - | 1,079,038 | 11,654,194 | 10,575,156 | 9.26% | - | 1,256,820 | 8,960,337 | 7,703,517 | 14.03% |
| Institutional | - | 899,822 | 10,876,865 | 9,977,043 | 8.27% | - | 813,890 | 7,911,130 | 7,097,260 | 10.29% |
| Designated for Institutional Reserve | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| Technical Instruction | - | 521,513 | 7,017,594 | 6,486,081 | 7.57% | - | 521,889 | 6,546,064 | 6,024,175 | 7.97% |
| Academic Instruction | - | 662,640 | 8,990,048 | 8,327,408 | 7.37% | - | 616,688 | 8,363,715 | 7,746,027 | 7.37% |
| Student Services | - | 329,176 | 2,716,667 | 2,387,491 | 12.12% | - | 390,072 | 4,725,992 | 4,335,920 | 8.25% |
| Physical Plant | - | 200,415 | 4,716,787 | 4,516,372 | 4.25% | - | 153,511 | 3,564,791 | 3,411,280 | 4.31% |
| Unbudgeted Unrestricted (Fund 12) | 456,430 | - | - | - | 0.00% | 397,068 | - | - | - | 0.00% |
| Continuing Education | 57,322 | - | - | - | 0.00% | 51,852 | - | - | - | 0.00% |
| Auxiliary Enterprises | 136,847 | - | - | - | 0.00% | 152,804 | - | - | - | 0.00% |
| Local Grants | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| TPEG | 64,203 | - | - | - | 0.00% | 80,413 | - | - | - | 0.00% |
| Institutional Scholarships | 69,077 | - | - | - | 0.00% | 55,797 | - | - | - | 0.00% |
| State Grants | 161,530 | - | - | - | 0.00% | 168,805 | - | - | - | 0.00% |
| Federal Grants | 2,079,907 | - | - | - | 0.00% | 2,102,999 | - | - | - | 0.00% |
| Donor Scholarships | 120,178 | - | - | - | 0.00% | 132,666 | - | - | - | 0.00% |
| Unexpended Plant Fund | 826 | - | - | - | 0.00% | 23,047 | - | - | - | 0.00% |
| Depreciation | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| Debt Retirement | 205 | - | - | - | 0.00% | 500 | - | - | - | 0.00% |
| Gain on Sale of Property | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| Tax maintenance Note | (164,105) | - | - | - | 0.00% | 20,696 | - | - | - | 0.00% |
| Total operating expenses | 2,982,420 | 3,702,604 | 45,972,155 | 42,269,551 | 8.05% | 3,186,647 | 3,752,869 | 40,071,049 | 36,318,180 | 9.37% |
| Operating Gain/(Loss) | (1,786,621) | (417,902) | (38,915,806) | (46,041,198) | | 108,381 | (922,329) | (33,312,330) | (40,246,359) | |
| Nonoperating revenues | | | | | | | | | | |
| State appropriations* | - | - | 9,526,034 | (9,526,034) | 0.00% | - | 910,514 | 7,587,612 | (6,677,108) | 12.00% |
| Property tax revenue - Current | 1,162 | 17,537 | 28,889,752 | (28,872,215) | 0.06% | - | 15,787 | 25,599,708 | (25,583,921) | 0.06% |
| Property tax revenue/Instr Reserve | - | - | - | - | - | - | - | - | - | - |
| Property tax revenue - Delinquent | 214 | 5,816 | - | 5,816 | 0.00% | 1,128 | 5,824 | - | 5,824 | 0.00% |
| Property tax revenue - Interest & Penalties | 634 | 7,378 | - | 7,378 | 0.00% | 439 | - | - | - | 0.00% |
| Investment income | 4,637 | (74,768) | 500,000 | (574,768) | -14.95% | 2,225 | (26,865) | 125,000 | (151,865) | -21.49% |
| Other non-operating revenues | 28,198 | 226 | - | 226 | 0.00% | 33,836 | - | - | - | 0.00% |
| Total nonoperating revenues | 34,935 | (43,811) | 38,915,806 | (38,959,617) | -0.11% | 37,628 | 905,260 | 33,312,330 | (32,407,070) | 2.72% |
| Provided by the State | | | | | | | | | | |
| Revenue for Insurance and Retirement | - | 64,971 | - | 64,971 | 0.00% | - | 61,702 | - | 61,702 | 0.00% |
| State Insurance Match | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| State Retirement Match | - | (64,971) | - | (64,971) | 0.00% | - | (61,702) | - | (61,702) | 0.00% |
| State Retiree Insurance | - | - | - | - | 0.00% | - | - | - | - | 0.00% |
| Increase/(decrease) in net assets | (1,751,686) | (461,713) | - | (85,000,815) | | 146,009 | (17,070) | - | (72,653,429) | |

* State Approp portion generated by CE =

23,491

* Institutional Reserve 19,125,033

15,073,818

Alvin Community College
Consolidated Statements of Revenue and Expense
September 30, 2023 and September 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 | 1,195,799 | 3,284,702 | 7,056,349 | (3,771,647) | 46.55% | 3,295,028 | 2,830,540 | 6,758,719 | (3,928,179) | 41.88% |
| Nonoperating revenues | | | | | | | | | | |
| Total nonoperating revenues | 34,935 | (43,811) | 38,915,806 | (38,959,617) | -0.11% | 37,628 | 905,260 | 33,312,330 | (32,407,070) | 2.72% |
| Less Expenses | | | | | | | | | | |
| Operating expenses | | | | | | | | | | |
| Total operating expenses | (2,982,420) | (3,702,604) | (45,972,155) | (42,269,551) | 8.05% | (3,186,647) | (3,752,869) | (40,071,049) | (36,318,180) | 9.37% |
| Increase/(decrease) in net assets | (1,751,686) | (461,713) | - | (85,000,815) | | 146,009 | (17,070) | - | (72,653,429) | |

- State Approp portion generated by CE = - 23,491
- Institutional Reserve 19,125,033 15,073,818

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

| | Year-To-Date | | | | | Net Margin |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|---------------|
| | Actual Revenue | TPEG | Exemptions | Net Revenue | Actual Expense | |
| Administration | - | 452 | (7,531) | (7,079) | 30,963 | (38,041) |
| Dental Assistant | - | - | - | - | - | - |
| Phlebotomy | - | - | - | - | 140 | (140) |
| Health and Medical | - | - | - | - | - | - |
| Certified Nursing / Medication Aide | 23,110 | (1,387) | - | 21,723 | 4,000 | 17,723 |
| Welding | - | - | - | - | - | - |
| Truck Driving | 31,635 | (1,836) | - | 29,799 | 9,284 | 20,515 |
| Biotech | 1,246 | (75) | - | 1,171 | 1,530 | (359) |
| Education to Go | 78 | - | - | 78 | - | 78 |
| Occupational Health & Safety | 527 | - | - | 527 | 172 | 355 |
| Community Programs | 220 | - | - | 220 | 162 | 58 |
| Clinical Medical Assistant | 12,140 | (728) | - | 11,412 | 1,340 | 10,071 |
| Yoga | - | - | - | - | - | - |
| Machinist Program | 5,045 | (303) | - | 4,742 | 186 | 4,556 |
| TWC Pipefitter Program | - | - | - | - | - | - |
| STRIVE | 74,265 | (4,456) | - | 69,809 | 9,545 | 60,264 |
| TWC INEOS/TEAM | - | - | - | - | - | - |
| TWC Ascend | - | - | - | - | - | - |
| Options Program | - | - | - | - | - | - |
| Industrial Maintenance | - | - | - | - | - | - |
| TWC Building Construction Trades | - | - | - | - | - | - |
| Total | 148,265 | (8,332) | (7,531) | 132,402 | 57,322 | 75,080 |

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

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through September 30, 2023 and September 30, 2022

| | Parking | Student Activities | Bookstore | Vending | Childcare | Fitness Center | Total | Prior Year-To-Date |
|--|----------|--------------------|-----------|---------|-----------|----------------|-----------|--------------------|
| Revenue | | | | | | | | |
| Sales & services | 110,505 | | 37,759 | - | 35,733 | 1,663 | 185,660 | 167,689 |
| Student Fees | | 86,842 | | | | | 86,842 | 89,940 |
| | 110,505 | 86,842 | 37,759 | - | 35,733 | 1,663 | 272,502 | 257,628 |
| Expenses | | | | | | | | |
| Purchases & Returns | | | 30,740 | | | | 30,740 | 25,353 |
| Salaries | 5,027 | 4,076 | 19,943 | | 23,720 | 10,882 | 63,649 | 65,071 |
| Staff Benefits | 1,434 | 967 | 4,862 | | 8,908 | 1,362 | 17,033 | 16,420 |
| Supplies & Other Operating Expenses | 17,744 | 1,336 | 304 | | 2,514 | 125 | 22,024 | 30,118 |
| Equipment | | | | | | | - | 15,120 |
| Building Repairs | | | | | | | - | - |
| Bank Charges | | | 2,430 | | 970 | 1 | 3,401 | 622 |
| Contingency | | | | | | | - | - |
| Scholarships | | | | | | | - | - |
| | 21,205 | 6,380 | 58,280 | - | 35,612 | 12,370 | 136,847 | 152,804 |
| Excess revenue over expenses | 86,300 | 80,462 | (20,521) | - | 121 | (10,707) | 156,655 | 104,824 |
| Assets: | | | | | | | | |
| Cash & Petty Cash | | | 2,513 | | | | 2,513 | 2,513 |
| Accounts Receivable | | | 61,421 | | | | 61,421 | 7,753 |
| Interfund Receivables | (26,523) | 308,063 | 378,799 | 2,887 | (77,142) | (7,713) | 578,371 | 1,081,251 |
| Prepaid Expenses | | | | | | | - | - |
| Inventory | | | 457,093 | | | | 457,093 | 154,913 |
| Total Assets | (26,523) | 308,063 | 899,825 | 2,887 | (77,142) | (7,713) | 1,099,397 | 1,246,430 |
| Liabilities: | | | | | | | | |
| Accounts Payable/Gift Certificates | 4,214 | 1,585 | 29,129 | | 4,908 | 71 | 39,908 | 46,098 |
| Deferred Revenue | | | | | | | - | - |
| Deposits | | | | | | | - | - |
| Total Liabilities | 4,214 | 1,585 | 29,129 | | 4,908 | 71 | 39,908 | 46,098 |
| Restricted Fund Balance (includes inventories) | | | 457,093 | | | | 457,093 | 154,913 |
| Unrestricted Fund Balance | (30,737) | 306,478 | 413,603 | 2,887 | (82,050) | (7,784) | 602,396 | 1,045,419 |
| Total Liabilities & Fund Balance | (26,523) | 308,063 | 899,825 | 2,887 | (77,142) | (7,713) | 1,099,397 | 1,246,430 |

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

| | Parking | Student Activities | Bookstore | Vending | Childcare | Fitness Center | Total |
|--|---------|--------------------|-----------|---------|-----------|----------------|-----------|
| Revenue | | | | | | | |
| Sales & services | 89,296 | | 38,975 | - | 36,855 | 2,563 | 167,689 |
| Student Fees | | 89,940 | | | | | 89,940 |
| | 89,296 | 89,940 | 38,975 | - | 36,855 | 2,563 | 257,628 |
| Expenses | | | | | | | |
| Purchases & Returns | | | 25,353 | | | | 25,353 |
| Salaries | 8,247 | 11,418 | 18,022 | | 23,272 | 4,112 | 65,071 |
| Staff Benefits | 2,470 | 2,146 | 3,862 | | 7,724 | 218 | 16,420 |
| Supplies & Other Operating Expenses | 24,994 | 4,015 | 684 | | 353 | 72 | 30,118 |
| Equipment | | | 15,220 | | | | 15,220 |
| Building Repairs | | | | | | | - |
| Bank Charges | | | 622 | | | | 622 |
| Contingency | | | | | | | - |
| Scholarships | | | | | | | - |
| | 35,710 | 17,579 | 63,764 | - | 31,349 | 4,402 | 152,804 |
| Excess revenue over expenses | 53,585 | 72,361 | (24,789) | - | 5,506 | (1,839) | 104,824 |
| Assets: | | | | | | | |
| Cash & Petty Cash | | | 2,513 | | | | 2,513 |
| Accounts Receivable | | | 7,753 | | | | 7,753 |
| Interfund Receivables | 95,613 | 398,291 | 566,442 | 2,817 | (27,507) | 45,595 | 1,081,251 |
| Prepaid Expenses | | | | | | | - |
| Inventory | | | 154,913 | | | | 154,913 |
| Total Assets | 95,613 | 398,291 | 731,621 | 2,817 | (27,507) | 45,595 | 1,246,430 |
| Liabilities: | | | | | | | |
| Accounts Payable/Orfl Certificates | 8,092 | 1,642 | 30,863 | | 5,393 | 108 | 46,098 |
| Deferred Revenue | | | | | | | - |
| Deposits | | | | | | | - |
| Total Liabilities | 8,092 | 1,642 | 30,863 | - | 5,393 | 108 | 46,098 |
| Restricted Fund Balance (includes inventories) | | | 154,913 | | | | 154,913 |
| Unrestricted Fund Balance | 87,521 | 396,649 | 545,844 | 2,817 | (32,900) | 45,488 | 1,045,419 |
| Total Liabilities & Fund Balance | 95,613 | 398,291 | 731,621 | 2,817 | (27,507) | 45,595 | 1,246,430 |

21. **Consider Approval of Notice of Termination**
22. **Level 3 Hearing**
23. **Executive Session**
24. **Call to Order**
25. **Action on Level 3 Hearing**
26. **Adjournment**