

Regular Meeting
Thursday, September 28, 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
SEPTEMBER 28, 2023**

It is hereby certified that a notice of this meeting was posted on the 22nd day of September 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 22nd day of September 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: 141-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Action (Replacement): Career Services Coordinator

The individual listed below has been recommended to fill the full-time Coordinator, Career Services position.

Candidate

Recommended: Cherilyn Brooks

Education: Centenary College
MA, School Counseling
BA, Psychology/History

Experience: Brazoria County Head Start Early Learning July 2014 - Present
Director of Family Engagement
Shekinah Radiance Academy August 2012 – July 2014
School Counselor/CTE Teacher/CTE Coordinator
Jefferson Township Board of Education August 2008 – June 2010
School Counselor
Centenary College November 2004 – August 2008
Community Service Director

Salary: \$53,056.25 Annual
Grade 201 / 2022 – 23 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Coordinator, Career Services		
Department:	Career Services	FLSA Status:	Exempt
Reports to:	Director, Recruitment and Enrollment	Grade Level:	201
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	01/09/2023
Last updated by:	VP Student Services/JM	Date:	01/04/2023

SUMMARY

Under the supervision of the Director of Recruitment and Enrollment, the coordinator will direct college career services designed to help students make informed decisions in their educational and career choices. This is accomplished through the provision of career identification, job planning, job search consultation, outreach programs, career workshops and job development services for students and alumni.

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

- Provides career advisement and referrals to assist students with the career development process, including clarifying objectives and obtaining occupational information, using Career Coach and other software offerings.
- Provides career planning assistance through appointments with individuals, online assistance, and regularly scheduled workshops with groups.
- Delivers presentations on career planning to college classes.
- Establishes and maintains effective and cooperative working relationships with students, alumni, faculty, employers, and the general public.
- Assists students with career development and planning process, including obtaining information on companies, current opportunities for employment and hiring practices, and making the transition from school to career.
- Plans and implements job fairs and on-campus recruiting events.
- Posts vacancies and distribute information on available based on career paths jobs.
- Provides and updates computer software, such as NeoEd, Career Coach, etc.
- Verifies student worker employment eligibility for employment each semester.
- Maintains online webpages and works closely with webmaster to maintain/update career services web site.
- Promotes office to students, alumni, and employers through a variety of marketing efforts.
- Establishes office policies and procedures, prepares regular program review reports, and collects and analyzes research data relevant to the career planning and placement of students and alumni.
- Initiate and develops new contacts with external organizations and employers for the purpose of expanding employment opportunities for students and alumni, such as, off campus employment, internships, co-op, etc.
- Assists with the review of the on-campus recruitment and interviewing processes as well as resume referral and job-listing services for current students as well as alumni.
- Assists in the development of a budget, reviews expenditures, and maintains fiscal responsibility.

- Works with the Institutional Effectiveness and Research (IER) department to conduct graduate employment surveys.
- Works with supervisors of interns and work study students to evaluate student performance.
- Position is an integral part of the college Welcome Center and serves as back-up as needed.
- Supports and abides by all policies and procedures of the college and serves as an appropriate role model for students at all times.
- Fulfills other duties as assigned by the Director of Recruitment and Enrollment.
- Other related duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in Business, Education or related field, required.

EXPERIENCE

- Minimum of one (1) year in career or employer services, career planning, career counseling or related experience.
- One (1) year of experience working in student services at a community college or university is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Interviewing and psychological/developmental evaluation skills.
- Database management skills.
- Knowledge of career counseling principles and practices.
- Case management skills.
- Ability to develop and maintain confidential files and records.
- Ability to develop and present educational programs and/or workshops.
- Bilingual - Spanish preferred.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift fifty (50) pounds or more.

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: 137-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Recommendation (Replacement): Admissions Specialist, Transcripts

The individual listed below has been recommended to fill the full-time Admissions Specialist, Transcripts position.

Candidate Recommended: **Amanda Brilliant**

Education: San Jacinto College
AA, Business

Experience: San Jacinto College
 Administrative Assistant February 2023 - Present
 Administrative Assistant - Contract February 2022 – August 2022

Born Alegaxy Apparel
 Marketing Intern December 2021 – January 2022

HEB Grocery Store
 Customer Service Assistant/Associate April 2017 – January 2020

Family Private Senior Care
 Administrative Assistant/Coordinator February 2017 – April 2017

Old Navy Stores
 Sales Associate January 2017 – February 2017

Salary: \$33,056.16
Grade 109 / 2022 – 23 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Admissions Specialist – Transcripts (PID 193)		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Registrar	Grade Level:	109
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	6/26/2023
Last updated by:	Dana Pence	Date:	6/19/2023

SUMMARY

The Admissions Specialist - Transcripts provides general student services for prospective and current credit students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Serves as primary backup to the Admissions Analyst – Applications.
- Screens for processing of course withdrawals.
- Acts as an information source to students and personnel of Alvin Community College (ACC).
- Releases departmental holds.
- Triage students' needs and makes referrals for academic advising, career and personal counseling.
- Guides and directs students on the use of the Apply Texas application.
- Acts as primary back up for Change of Major Program requests.
- Accepts documentation and forms needed for admission and registration.
- Serves as a general information source for the campus constituency and students with regard to ACC services and activities.
- Serves as the central distribution and collection point for departmental mail and e-mail.
- Opens and routes all incoming departmental correspondence.
- Answers general information inquiries directed to the main Registrar's Office extension.
- Determines specific needs of the caller and makes referrals as necessary.
- Must maintain knowledge of THECB policies that affect students, and federal privacy laws.
- Processes all college transcripts received and all outgoing transcripts in electronic format (loads receipt, TSI information, credentials, and core curriculum completion, etc.) and paper format when necessary.
- Maintains and posts information from FERPA forms.
- Processes grade changes to student academic records submitted by faculty.
- Sends notification to student and instructor of record of grade change completion.
- Conducts record cleanup for the No-Show applicants (group project at every term census date).
- Maintains all departmental forms.
- Backup to Admissions Specialist - Applications in processing paper format transcripts.
- Other related duties as assigned by the Registrar.

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 required.
- Associate degree or higher preferred.

EXPERIENCE

- One (1) year of related customer service experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Microsoft Office applications required .
- Typing, filing and general office skills are required.
- Requires demonstrated customer service skills.
- Requires accuracy and attention to detail.
- Requires stamina during peak periods.
- Must be able to problem solve and think creatively.
- Must have excellent interpersonal and communication skills.
- Ability to follow general procedures, yet make decisions on an individual basis.
- Must have the dexterity required to operate keyboard-based equipment such as computers.
- Ability to work extended office hours during peak periods of registration and during the peak application season.

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: 138-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Recommendation (Replacement): Administrative Assistant II, Upward Bound

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

Candidate

Recommended: Tina Lindsey

Education: Clear Creek High School
High School Diploma

Experience:	<u>HPC Ind powered by Clean Harbor</u> Admin	July 2022 – November 2022
	<u>Training Development Systems</u> Document Coordinator	July 2011 – June 2022
	<u>Budge Blinds of Friendswood</u> Sr. Design Coordinator	December 2020 – June 2021
	<u>Marathon Petroleum Corporation</u> Administrative Assistant to the Engineering Projects Group Director	February 2013 – November 2020
	<u>BP Products North America, Inc</u> Sr. Administrative Assistant	December 2009 – February 2013
	<u>Taylor and Hill, Inc.</u> Administrative Assistant	January 2007 - January 2009
	<u>Austin and Associates Veterinary Hospital</u> Hospital Practice Manager	September 1995 – December 2007

Salary: \$40,000.00
Grade 108 / 2022 – 23 TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Administrative Assistant II (PID: 198)		
Department:	Upward Bound	FLSA Status:	Non-Exempt
Reports to:	Director, Upward Bound	Grade Level:	108
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	2/28/2023
Last updated by:	Interim VP, SS/JM	Date:	2/23/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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

- May require travel to our main campus in Alvin, may require travel for overnight conferences or trips outside the Alvin/Houston Metroplex, various offsite locations including but not limited to local high schools in Alvin, Danbury, Manvel and Pearland and to Texas Department of Criminal Justice facilities in Richmond, Rosharon or Lake Jackson.
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- High school diploma or GED
- Associate's Degree with concentration in Office Administration preferred

EXPERIENCE

- One (1) year experience working in a professional office environment
- Strong Microsoft Office computer skills including Word, Excel, and Outlook
- Exceptional customer service skills with the ability to anticipate, assess, and respond effectively to the diverse needs of customers.
- Strong written and oral communications skills
- Educational and/or economic background similar to the target population

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently and take initiative.
- Demonstrated sensitivity to the needs of economically and educationally disadvantaged youth.
- Demonstrated proficiency in various computer software programs required.
- Ability to travel when needed.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 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: 140-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Recommendation (Replacement): Building Services Technician

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

Candidate Recommended: JAMES WILMOT

Education: High School Diploma

Experience:

Alvin Community College
Grounds Equipment Operator April 2023 - Present

St. Edwards University
Grounds April 2003 – September 2013

Salary: \$39,156.18
Grade 111, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Building Services Technician		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Building Services Supervisor	Grade Level:	111
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	03/27/2023
Last updated by:	Director, Physical Plant/HM	Date:	03/22/2023

SUMMARY

Performs duties requiring functional skills in carpentry, painting, plumbing, brick and concrete masonry, metal work, plastics, vinyl wall and floor coverings, dry wall and plaster, acoustical ceiling and wall treatments necessary in the maintenance of all buildings. All other duties as assigned.

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

- Performs carpentry duties including construction and remodeling of facilities when deemed necessary. The Building Services Technician must be able to construct concrete forms and rough frame as well as perform architectural woodwork and cabinet skills.
- Performs preventive maintenance on all doors including hollow metal doors and frames, aluminum entrance doors and frames, sound retardant doors, plastic face doors, rolling doors, solid and hollow core wooden doors, sliding metal fire doors, overhead doors and darkroom doors.
- Maintains and services all hydraulic door closers and door hardware.
- Performs maintenance on fixed and movable aluminum windows, weather strips, and maintains thresholds. Glazes and must have a working knowledge of glass cutting.
- Maintains interior and exterior finishes.
- The Building Services Technician must possess a working knowledge of paints and painting accessories, and be qualified to apply paints and primers to all surfaces including woods, metals, and concrete in a professional manner.
- Assembles and installs equipment and fixtures including, but not limited to, plastic toilet partitions, chalk, tack and bulletin boards, access flooring, metal and wood lockers, mesh partitions, accordion partitions, prefab wood shelving and toilet accessories.
- Maintains restrooms and kitchens with respect to all plumbing repairs. A working knowledge of the local plumbing codes is mandatory.
- Assist in maintaining campus signage, parking lots, irrigation, walking trail and grounds.
- Operates and maintains equipment used in the performance of all assigned tasks including, but not limited to, power saws, table saws, routers, jointer, planers, drills and drill presses.
- Keeps lumber, paints, tiles, adhesives, and other working materials in a neat and orderly fashion.
- Maintains a ten-lane computerized pistol range.
- Overtime may be 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.

EDUCATION

- A high school graduate or GED required.

EXPERIENCE

- Must possess at least three (3) years of experience in the building trade and maintenance field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess a working knowledge of all materials used in the maintenance of buildings and their appropriate applications.
- Must possess the ability to read blueprints and construction drawings.
- Must be knowledgeable in all phases of concrete work.
- Must have a working knowledge of automatic line marking machine.
- Must have working knowledge of restroom and kitchen accessories and equipment including hot water heaters and steam fixtures.
- Must have a valid driver's license and current automobile insurance.
- Must have and pass a complete physical.

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. From time to time he/she will be exposed to materials found in the building industry: loud noise, dust, dirt, sawdust, and other foreign materials.

PHYSICAL DEMANDS

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

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

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR PRINTED NAME

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 8/31/2023

SEPTEMBER

	***Budgeted 2022-23	AUGUST 2024	HR Vacancies
Administrative	14	12	0
*Professional	88	76	8
Faculty	121	115	5
**Technical Support, Clerical & Maintenance (TSCM)	117	109	9
Total Full-Time (FT) Employees	340	312	22

*Count includes 4 grant funded *professional* employees

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

10.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1		No resignations for the month of September		
2				
3				
4				
5				
6				
7				
8				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF AUGUST 17, 2023
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 17th day of August 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
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
Clay Grover
Tammy Giffrow
Kyle Marasckin
John Tompkins

Alyssa Bullock
Michael Lovaglio
Nadia Nazarenko
Jeff Parks
Debra Fontenot

Alexander Marriott
Anita Exley
Bryan Hinshaw
Jessica Ranero-Ramirez
Dick Tyson

Call to Order

The meeting was called to order by Chair Sanchez at 6:02 p.m.

Certification of Posting of Notice

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

Executive Session

- *For the purpose of a private consultation with its attorney when seeking the advice of its attorney about pending or contemplating litigation, in accordance with Tex. Gov't Code Section 551.071; For the purpose of deliberating the purchase, exchange, lease, or value of real property, in accordance with Tex. Gov't Code Section 551.072; Deliberate, but not limited to, the College President's goals as related to President's evaluation; appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, in accordance with Tex. Gov't Code Section 551.074; deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation, in accordance with Tex. Gov't Code Section 551.0821.*

The meeting was called back into session by Chair Sanchez at 7:19 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Shelton.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

Chair Sanchez noted how great convocation was and good to see all the folks back on campus.

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 Board Meeting of July 27, 2023, minutes of the Board Workshop of August 7, 2023, Personnel Action (Replacement): Counselor, Personnel Action (Replacement): Faculty, History, Personnel Action (Replacement): Faculty, History, Personnel Action (Replacement): Faculty, History, Personnel Action (Replacement): Cybersecurity Faculty. A motion to approve the Consent Agenda was made by Secretary Hertenberger. Seconded by Mr. Hoover. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

The Fall semester is on the horizon. Registration is still open and classes begin on Monday!

Welcome Week will kick off with the Fall semester on Monday. There will be several events including a grab and go breakfast on Monday, free giveaways, a pop-up thrift store and the Party on the Patio on Wednesday.

Monday was our Fall convocation. Guest speaker this year is entrepreneur and Gringo's Owner Russell Ybarra who talked about the importance of learning from failure. Throughout this week staff members have been attending breakout sessions and departmental meetings. The breakout session topics included artificial intelligence, student success and engagement, promoting equitable well-being, emergency response, college data as well as a legislative update.

One of our speakers in our breakout sessions was Lorena Galvan, who is from the UHCL Autism and Developmental Disabilities Center. She talked about strategies to support college students who have autism.

ACC homeschool and Dual Enrollment graduate Alyssa Burns recently graduated from the U.S. Coast Guard academy. She will soon be patrolling the seas aboard the USCGC Rollin Fritch out of Cape May, New Jersey.

The college hosted its first Back to Campus Friday on August 11. Students were able to come onto campus and take care of any last minute items to get ready for the Fall semester.

The college hosted Cybersecurity Night on August 8 here on campus. Two of our students were part of a discussion panel to discuss issues facing the industry.

This report was for information only.

ConexEd Implementation Report

Mr. John Matula presented an update on the ConexED that included the following information: usage data on various items, staff member data, continuous update of information, nursing applications and milestones, Welcome Center live chats, student support ribbon on the website and The POD, distribution of ConexED cards, student satisfaction data surveys with feedback, student ratings of ConexED and employee satisfaction information. This report was for information only.

Possible Action on Student Grievance

Mrs. Reyes-Hall moved to uphold the Level 3 Appeal decision to deny the student appeal. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of President's Goals for 2023-2024

The motion to approve the President's Goals for 2023-2024 as presented in Executive Session was made by Secretary Hertenberger. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Contract for Updated Master Plan

The motion to approve a to authorize the President to negotiate and possibly enter into a contract with Stantec for amount not to exceed \$ 250,000 was made by Mr. Hoover. Seconded by Dr. Crumm. Motion passed unanimously. Also noted was that in the unlikely event that the amount will need to be increased staff will request such an increase in advance.

Consider Approval of Budget Amendment 2022-23 Request-Physical Plant

The motion to approve the Budget Amendment 2022-2023 – Physical Plant as presented and effective as of August 18, 2023, was made by Secretary Hertenberger. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Approval of Childcare Tuition Increase

The motion to approve the requested Child Care tuition increase as presented was made by Mr. Marvel. Seconded by Mr. Hoover. Motion passed unanimously.

Consider Approval of Personnel Action (Replacement): Vice President of Student Services

The motion to approve John Matula as Vice President, Student Services was made by Mr. Marvel. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Personnel Action (New): Faculty, Faculty

There was no action for this item.

Consider Approval of Personnel Action (New): Faculty, Psychology

The motion to approve Shana Sutcliffe as Psychology Faculty, pending budget approval, was made by Mr. Starkey. Seconded by Secretary Hertenberger. Motion passed unanimously.

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

The motion to approve Amanda Moore as Polysomnography/Clinical Coordinator, pending budget approval, was made by Mr. Shelton. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Personnel Action (New – Full Time Temporary): Faculty, Economics and Faculty, History

There was no action for these items.

Consider Approval of Contract for Anthology/Blackboard

The motion to authorize the President to execute a three-year agreement with Anthology/Blackboard for \$267,526.19 to be effective September 1, 2023, pending budget approval was made by Secretary Hertenberger. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Consider Approval of Contract Extension with Honorlock

The motion to authorize the President to execute a one-year agreement with Honorlock for the purposes of online proctoring for \$96,000.00, pending budget approval was made by Mr. Starkey. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Consider Approval of Fiscal Year 2023-2024 Cooperative Purchasing Programs

The motion to approve the utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2023-2024 funds, pending budget approval was made by Mr. Hoover. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Fiscal Year 2023-2024 Annual Purchasing Requests In excess of \$50,000

The motion to approve the listed purchase requests which include annual contract renewals and anticipated expenditures in excess of \$50,000.00 during the 2023-2024 fiscal year, pending budget approval was made by Vice Chair Droege. Seconded by Mr. Hoover. Motion passed unanimously.

Consider Adoption of the 2023-2024 Fiscal Year Budget

The motion to approve the budget Scenario # 2 as presented and adopt a 4% pay increase for eligible employees, including those who were hired on or before March 1, 2023, for the college President as agreed upon in Executive Session, and to include and confirm all previous action items noted as “approved pending budget approval” was made by Secretary Hertenberger. Seconded by Vice Chair Droege. Motion passed unanimously.

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

The motion to approve that the Board take a record vote to propose a meeting on September 28, 2023, to consider the proposal of adopting a Voter Approval Rate for fiscal year 2023-2024 with a stated proposed rate of \$.151264 was made by Vice Chair Droege. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Chair Sanchez also read the following statement: “A public hearing will be held on September 28, 2023, at 5:30 p.m. in the Nolan Ryan Center, Alvin Community College, for consideration of this tax rate.”

Consider Approval of Investment Policy

The motion to adopt the Investment Policy for 2023-24 with noted amendments was made by Mr. Hoover. Seconded by Mr. Marvel. Motion passed unanimously.

Financial Report Ending July 2023

The motion to approve the financial and investment report for July 2023 was made by Secretary Hertenberger. Seconded by Mr. Marvel. 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

Minutes of Special Meeting
of the
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
and
ALVIN INDEPENDENT SCHOOL DISTRICT
August 23, 2023
6:00 P.M.

The Board of Regents of Alvin Community College met in a regular session on 6:00 o'clock, p.m., with the following members, administrative personnel, and guests present:

Robert Exley	President, Alvin Community College
'Bel Sanchez	Board Chair
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
Karl Stager	Vice President, Administrative Services
Stacy Ebert	Vice President, Strategic Initiatives/Interim Vice President, Instruction
Wendy Del Bello	Vice President, Development and Outreach
Jessica Ranero Ramirez	Dean, College Access & Partnerships
Tammy Giffrow	Sr. Executive Assistant/Board Manager

Alvin ISD

Carol Nelson	Superintendent, AISD
Earl Humbird	Board President
Regan Metoyer	Vice President
AJ Johnson	Secretary
Cheryl Harris	Trustee
Cory Scott	Trustee
David Selsky	Trustee
Gabe Garza	Trustee
Rena Rives	Executive Director, Communications
Rory Gesch	Deputy Superintendent, Operations
Jennifer Valdez	Deputy Superintendent, Academics
Bobby Martinez	Superintendent, Secondary Education
Daniel Combs	Associate Superintendent, CFO
Mary Anne McWhirter	Secretary to the Superintendent of Schools

Call to Order and Certification of Posting of Notice

The meeting was called to order by Chair Sanchez at 6:03 p.m.

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.

President Humbird also called the meeting to order and certified the posting of notice for Alvin Independent School District.

Pledge

Invocation

Invocation by Mr. Marvel.

Dual Enrollment – Impact of House Bill 8

Dr. Exley opened the meeting with an introduction to House Bill 8 that was recently passed by the Texas Legislation. Dr. Jessica Ranero-Ramirez and Dr. Bobby Martinez talked about the impacts of House Bill 8 on Dual Enrollment students, both opportunities and challenges. The items discussed included the adoption of the F.A.S.T. and the financial impact of the program, potential staffing needs for Dual Enrollment courses at both institutions, shared resources, future Career Tech programs with certifications, and other types of course offerings.

ACC and Alvin ISD Partnerships

Dr. Exley, Chair Sanchez, Superintendent Nelson and President Humbird all talked about the partnership of the college and AISD going forward, supporting each other, bringing the elementary classes for ACC tours, looking toward more joint meetings, conversations, co-branding and the show of unity to the community.

Adjournment

President Humbird called for the motion to adjourn, motion was seconded, and the meeting was called adjourned at 7:24 p.m.

There being no further discussion, the meeting was adjourned by Chair Sanchez at 7:24 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

11.B. **Consider Approval of Personnel Action (Replacement): Marketing Director**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 136-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Recommendation (Replacement): Marketing Director

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

Candidate

Recommended: Scott Turnbough

Education: University of Houston
BA, Communications

Experience: College of the Mainland
Multimedia Designer September 2010 – Present
CAPT Graphic Artist July 2004 – September 2010

Salary: \$88,995.59 Annual
Grade 211 / 2022 – 23 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director, Marketing (PID 154)	
Department:	Marketing	FLSA Status: Exempt
Reports to:	Vice President, Development & Outreach	Grade Level: 211
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources / LH	Date: 06/13/2023
Last updated by:	Wendy Del Bello	Date: 06/13/2023

SUMMARY

The Director of Marketing will lead, oversee and execute the development and implementation of comprehensive marketing and communication strategies that promote and advance Alvin Community College's mission and goals. The Director is responsible for managing a consistent brand and message that positions the College as a recognizable leader with students, businesses, alumni and in the community.

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

- Responsible for developing the annual marketing plan for the College including strategic marketing planning, market research, digital strategies, budget development, and assessment of return on investment based on measurable outcomes.
- Oversees the creation and dissemination of all digital and print marketing materials to strategically and effectively communicate information to internal and external audiences.
- Creates relevant messaging representative of the overall brand strategy that serves to inform and engage target audiences.
- Hires, supervises and manages performance of all marketing and media staff and contractors including marketing, graphics, social media, web, print, recruiting, videography and photography.
- Develops and monitors Project Management system to ensure work requests are completed on time and according to college standards.
- Establishes and enforces departmental policies and procedures.
- Continually monitor, implement and evaluate ACC branding style guide and monitors marketing materials campus-wide to ensure brand integrity is not compromised.
- Provide leadership, expertise and creativity in all marketing pieces that promotes enrollment and student/faculty success.
- Works in collaboration with Continuing Education Workforce Development (CEWD) division to develop and evaluate all marketing efforts.
- Provide leadership for the support of college initiatives that partner with colleges, business and industry, and government agencies regionally or nationally.
- Collaborates and works closely with members of the college community to ensure consistent and integrated messaging in all marketing pieces and website.
- Tracks and manages changing technologies and trends in marketing, publishing and communications practices in order to better develop and maintain appropriate procedures and processes related to efficient communication materials production.
- Continually monitor and evaluate system for maintaining all graphics, photography, and video files.
- Represent the college and attend off campus events. This may involve weekend and evening work.
- Other related duties as assigned.

QUALIFICATIONS

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

EDUCATION

- Bachelor's degree in marketing, journalism, communications, public relations or other closely related field required.
- Master's degree preferred.

EXPERIENCE

Required:

- Minimum of five (5) years of directly related experience in marketing, communications or public relations.
- Minimum of one (1) year of supervisory experience.

Preferred

- Minimum of (3) years of supervisory experience.
- Experience in higher education.
- English/Spanish bilingual

KNOWLEDGE, SKILLS and ABILITIES

- Experience in leading creative and innovate projects to enhance image and success.
- Knowledge of web development tools and content management skills.
- Familiar with Adobe Creative Suite.
- Experience in managing a budget.
- Demonstrated experience in project management, including planning, development and implementation.
- Experience in marketing, photography, graphic design, printing technology, integrated marketing, web design, web development and management, social media, and videography.
- Excellent written and oral communication skills.

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. ***This position may allow for partial remote work.***

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. Consider Approval of Personnel Action (Replacement): Faculty/Program
Director for Diagnostic Cardio Vascular Sonography**

MEMORANDUM NO: 139-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 18, 2023
SUBJECT: Personnel Recommendation (Replacement): Faculty/Program Director
Diagnostic Cardiovascular Sonography

The individual listed below has been recommended to fill the full-time Faculty/Program Director Diagnostic Cardiovascular Sonography.

Candidate

Recommended: **Danielle Kemendo**

Education: **Texas Tech University**
MS, Healthcare Administration

Texas Tech University
BS, Healthcare Management

Alvin Community College
AAS, DCVS Pediatrics
AAS, Respiratory Care

Experience: **College of the Mainland**
CE Allied Health Coordinator October 2022 – Present

Ben Taub
Cardiac Sonographer March 2022 – August 2022

Alvin Community College
Adjunct Clinical DCSV May 2021 – January 2022

Sunbelt Staffing
Respiratory Therapist December 2020 – May 2021

UTMB
Cardiac Sonography/Respiratory Therapist January 2019 – December 2020

Woman's Hospital of Texas

Respiratory Therapist

May 2018 – January 2019

Bay Area Regional Medical Center

Lead Pediatric Technician

February 2017 – May 2018

Memorial Hermann

Cardiac Sonographer/Respiratory Therapist

January 2016 – February 2017

Memorial Hermann TIRR

Respiratory Therapist

April 2014 – January 2016

Memorial Hermann Northeast

Respiratory Therapist

July 2012 – April 2014

Memorial Herman Southeast

Respiratory Therapist

September 2011 – July 2012

Salary: \$79,523.56 Annual (\$72,896.60 Prorated)
Grade 12/TECH/Step10, 2022 – 2023 12 Month Faculty Salary Schedule

RJE:tg



ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Program Director/Instructor Diagnostic Cardiovascular	Reports to:	Dean, Legal and Health Sciences
Department:	Sonography (PID 119)	Job Category:	Full-Time
Grade Level:	Faculty	FLSA Status:	Exempt
Salary Range:	Faculty Salary Schedule		
HR Approved:	Human Resources/LG	Date:	06/20/2023
Last Updated by:	Dean L&HS/DF	Date:	06/20/2023

SUMMARY

The Program Director/Instructor has the primary responsibility for the hiring, supervision, training, and evaluation of instructional staff, administration and development of curriculum, scheduling faculty and courses, and text selection. The chairperson serves as a primary contact for student issues including recruitment, retention, discipline, commendation and graduation requirements. The chairperson will perform administrative duties for the program on a continual basis and teach didactic, clinical and laboratory courses as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- The program director is responsible for the structure as well as the daily operation of the program, including organization, administration, periodic review and evaluation, continued development, and general effectiveness of program curricula. The program director must ensure that the effectiveness of all clinical affiliates/clinical education centers is maintained. The responsibilities of the program director must not be adversely affected by educationally unrelated functions.
- 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
- Other duties as assigned

Major Duties:

- Develops the management goals and objectives for the program.
- Develops implements, enforces, and updates program policies, procedures, accreditation requirements, and guidelines.
- Disseminates and enforces policies and procedures of Alvin Community College, updating as appropriate.
- Coordinates operation of program, allocating work assignments and responsibilities to faculty and staff.
- Develops budget for program, in coordination with the Dean of Legal and Health Sciences.
- Meets with the Dean of Legal and Health Sciences and other college officials as required concerning program matters and related activities.
- Serves as liaison, school representative, or presenter for outside agencies, institutions, professional and lay groups. Schedule, plan, and maintain Advisory Committee meetings and minutes.
- Complies, analyzes data, and prepares reports required by Dean, Legal and Health Sciences and/or administrative staff.
- Prepares oral and written communication and reviews and approves communications of program faculty and staff.
- Interviews and recommends for hiring to Dean, Legal and Health Sciences, personnel appropriate to program.
- Evaluates program faculty and staff on a regular basis for adequacy of job performance.
- Serves on college standing committee.
- Prepares and approves curriculum of program in conjunction with accreditation and state requirements when applicable, with program faculty when appropriate, and with clinical faculty as necessary.
- Prepares and oversees preparation of self-study and annual report for accrediting agency, when appropriate.
- Teaches courses and assigns grades to students as required.
- Sets degree or curriculum plans for students as required.
- Counsels students as required.
- Coordinates recruitment activity of program.
- Performs other regular faculty duties such as revision and maintenance of course syllabi, requisition of supplies and equipment. Monitor the use and safety of students and equipment in laboratory.
- Performs other duties as requested by the Dean, Legal and Health Sciences.
- The chairperson is expected to maintain and continue professional development through research, individual study, professional conferences, etc.

Supervision:

- Recruit, interview, and recommend employment of adjunct faculty who meet SACSCOC and other required qualifications. Provide departmental orientation session(s) with all new adjunct faculty (to include information about syllabus, attendance, reports, etc).
- Review adjunct faculty compensation calculation sheets for accuracy and Dean's approval.
- Conduct annual evaluations of adjunct faculty to include a review of student course evaluations and classroom observation(s)
- Maintain records for adjunct faculty (CV, syllabus, attendance reports, grade sheets, final exam, etc.)

Compliance:

1. Review WECM website regularly for course and syllabi updates and submit updates as needed.
2. Analyze catalog and other discipline/program publications to assess accuracy of information.
3. Assist the Dean and Vice President of Instruction in coordinating the articulation of courses and programs with secondary and other post-secondary institutions through established institutional procedures.

Teaching/Student Engagement:

- Perform all duties as outlined in the Faculty job description.
- Teach classes with the assigned load being consistent with the leadership duties of the particular position. Faculty workload assigned may vary based on the size and scope of leadership responsibility required and the size of the department.
- Maintain an open and responsive communication policy with students to aid in counseling, advising, and course placement of students.
- Coordinate the promotion and administration of student scholarships; continue to develop new student scholarship opportunities.
- Actively promote the College and departmental programs to increase student recruitment.
- Mediate and resolve conflicts among adjunct faculty and students.
- Coordinate and participate in program advisory committee meetings, if applicable.

QUALIFICATIONS

The program director must:

- 1) Hold a current registry from ARDMS or CCI: RDMS, RCS, RVT, or RCS
- 2) Two years full-time experience in cardiovascular sonography
- 3) One-year shall be experience on the faculty of a program accredited by CAAHEP preferred
- 4) Current CME's for registry and CPR certification

EDUCATION

- 1) Bachelor's degree or higher in Sonography OR Associate AS in Sonography with Bachelor's degree in an associated field. A master's degree is preferred.
- 2) Current credential(s) specific to one or more of the concentration(s) offered

EXPERIENCE

- 1) Minimum two years of clinical experience as a registered sonographer in the professional sonography field
- 2) Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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


11.D. **Grants Report**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 130-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: September 5, 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 September 1, 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 \$ 3,157,432.26 in active funded grants. There is an additional \$ 6,526,422.50 in grant applications currently in the funder review process. And, grant applications in development total \$ 502,500.00.

The College has received three new grants:

- 2023-2024 Perkins Basic Grant in the amount of \$ 140,097.00.
- 2023-2025 Nursing Innovation Grant Program in the amount of \$ 192,266.00.
- 2023-2024 Texas Talent Connection Wagner-Peyser 7(b) "New Beginnings" Grant – Year 3 Renewal in the amount of \$ 350,000.00.

This report is for information only.

RJE:tg

Alvin Community College Grants Update

September 1, 2023

ACC has the following in grant activity:

\$3,157,432.26	Active Funded Grants
\$6,526,422.50	Grant Applications in the Funder Review Process
\$ 502,500.00	Grant Applications in the Development Process

New grant awards received:

2023-2024 Perkins Basic Grant

2023-2025 Nursing Innovation Grant Program

2023-2024 Texas Talent Connection Wagner-Peyser 7(b) "New Beginnings" Grant Year 3 Renewal

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

Alvin Community College Grant Status Report as of September 1, 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 #P047A220229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, staffing, travel, courses for college exposure & preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund #2823WP8005 "New Beginnings" Renewal	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
TWC JET Grant (Jobs and Education for Texans) 2022 #2822JET001	8/31/2022	12/31/2023	Mike Smith	Credit Cybersecurity	Equipment	\$ 346,046.00	Primary	N/A	Provide equipment for cybersecurity server lab. 5% institutional match required.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund Year 3 Renewal	12/1/2023	11/30/2024	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. Third and final year renewal.	State Discretionary Competitive
THCB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 140,097.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/1/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty training, part-time personnel, program development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 3,141,482.26				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Alex Ordonez	Art	Artwork	\$ 2,000.00		N/A	Mural Celebrating ACC History and Diversity	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Brian Berger, Haley Lovell, Sarah Currie	Personnel	Awards	\$1,500.00		N/A	Provide Excellence Awards to Adjunct Faculty	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Cindy Dalmolin, Jennifer Shimek	Personnel	Professional Development	\$ 2,000.00		N/A	Pathway to Positivity Professional Development for Faculty and Staff	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Holly Williams, Lilly Guu, Anna-Lisa Hernandez, Amanda Smithson	Personnel	Professional Development	\$ 1,100.00		N/A	Books and Speaker for the Savvy Ally Training and Book Discussion	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Justin Morgan	Interdisciplinary	Instruction	\$ 2,000.00		N/A	Consumables & Actors for Interdisciplinary Collaborative Event	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Mikel Chamblee	Networking and Cybersecurity	Instruction	\$ 2,000.00		N/A	PI for all (Raspberry Pi Microcomputers for hands-on work)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dwight Rhodes, Sarah Currie	Science	Equipment & Supplies	\$ 2,000.00		N/A	Community Horticulture Development Initiative – The Art and Science of Home Gardening and Urban Farming (master gardener speaker series, community workshops)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dr. Stacy Ebert	CEWD BioTechnology Program	Supplies	\$ 600.00		N/A	Water Bath for BioTech program	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Jordan Rusk	Polysomnography	Instruction	\$ 1,500.00		N/A	Board Prep Course for Polysomnography Students	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 15,950.00				
TOTAL, ALL ACTIVE GRANTS						\$ 3,157,432.26				

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 JET 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
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
U.S. Department of Justice 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
Texas New Mexico Power Grant	TBD	8/1/2024	Stuart Jackson, Brittani Bewick	CEWD BioTechnology Program	Safety Cabinet	\$ 9,311.00	Primary	N/A	Provides funds to purchase a safety cabinet for students to learn safety protocols in materials handling. Application submitted August 31, 2023.	Private / Foundation
U.S. Department of Labor QUEST Dislocated Workers Grant	10/1/2023	9/30/2026	TBD	TOC re-entry	Training and Employment	\$ 3,210,737.39	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
Total, Grants in Funder Review						\$ 6,526,422.50				

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 Bouse Sunjay Bali	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
Lyondell-Basell	1/31/2024	2/28/2024	Wendy Del Bello	ACC Foundation	Student Scholarships	\$2,500	Primary	N/A	Provide 5 \$500.00 scholarships for Process Technology Students. Application due September 7, 2023.	Private / Foundation
Total, Grants in Application Development						\$ 502,500.00				

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
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.
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.
THECB 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.
Dell Foundation	5/31/2023	Y	Process Technology	\$50,000	Primary	N/A	Provides funds for 3 cutout models for Process Technology.	Private / Foundation	ACC was not selected.
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$1,000,000	Primary	N/A	Provides support for developing inclusive experiential learning opportunities for students with skills needed to succeed in emerging technology fields.	Federal Discretionary Competitive	ACC determined the target program was not the right fit for the grant type.

11.E. **Consider Approval of Perkins Basic Grant**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 133-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 13, 2023
SUBJECT: Perkins Basic Grant

ACC was awarded the Carl D. Perkins Career and Technical Education Basic Grant from the Texas Higher Education Coordinating Board.

This grant is in the amount of \$140,097.00 with a grant period of September 1, 2023 – August 31, 2024.

ACC will be using this grant to purchase instructional equipment, upgrade curriculum, and for professional development.

Grant Program Title: Carl D. Perkins Career and Technical Education Basic Grant
Grant Provider: Texas Higher Education Coordinating Board
Award Amount: \$140,097.00
Expected Date of Funding: Upon receiving fully executed contract (September 2023)
Proposed Grant Period: 9/1/2023 – 8/31/2024
Matching Funds Required: None
ACC Proposed Use of Funds:

The grant will provide the following:

- Equipment for Process Technology, EMS, and ADN
- Upgrading curriculum and associated instructional supplies for Welding, Respiratory Care, Polysomnography, Vocational Nursing, and Process Technology
- Professional Development for faculty and staff

RJE:tg

11.F. **Consider Approval of Nursing Innovation Grant Program**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 134-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 13, 2023
SUBJECT: Nursing Innovation Grant Program

ACC was awarded the Nursing Innovation Grant Program grant from the Texas Higher Education Coordinating Board.

This grant is in the amount of \$183,556.00 with a grant period of August 17, 2023 – July 31, 2025.

Grant funds will provide part-time student support personnel, professional development for faculty and staff, and equipment.

Grant Program Title: Nursing Innovation Grant Program
Grant Provider: Texas Higher Education Coordinating Board
Award Amount: \$183,556.00
Expected Date of Funding: August 17, 2023
Proposed Grant Period: 8/17/2023 – 7/31/2025
Matching Funds Required: None
ACC Proposed Use of Funds:

The grant will provide the following:

- Part-time Retention Specialist and part-time Program Developers
- Equipment for ADN program
- Professional Development for faculty and staff

RJE:tg

11.G. Consider Approval of Texas Talent Connection Wagner-Peyser 7(b) - New Beginnings Grant



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 135-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 13, 2023

SUBJECT: Texas Talent Connection Wagner-Peyser 7(b) “New Beginnings” Grant

ACC was awarded the third and final renewal of the Governor’s Texas Talent Connection Wagner-Peyser 7(b) Fund grant from the Texas Workforce Commission.

This grant is in the amount of \$350,000.00 with a grant period of December 1, 2023 – November 30, 2024.

Grant funds support the “New Beginnings” Reentry program.

Grant Program Title:	Governor’s Texas Talent Connection Wagner-Peyser 7(b) Fund
Grant Provider:	Texas Workforce Commission
Award Amount:	\$350,000.00
Expected Date of Funding:	December 1, 2023
Proposed Grant Period:	12/1/2023 – 11/30/2024
Matching Funds Required:	None
ACC Proposed Use of Funds:	

The grant will provide the following:

- Continuation of ACC’s “New Beginnings” program which assists formerly incarcerated individuals with reentry
- Participants may receive the following assistance:
 - Workforce Readiness Training
 - Scholarship assistance to complete a certificate or degree in specified programs
 - Job Placement Assistance

RJE:tg

12. **President's Report**
13. **Fall 2023 Census Day Internal Enrollment by Location Report**



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 129-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 5, 2023

SUBJECT: Fall 2023 Census Day Report and Internal Enrollment by Location Report

The Fall 2023 Census Day Internal Enrollment by Location Report will be presented by Mr. Patrick Sanger, Dean/Executive Director of Institutional Effectiveness and Research. This report represents our 2023 Census Day enrollment which will be reviewed and certified by the Texas Higher Education Coordinating Board. The Certified Report numbers may be slightly different from the numbers reported today.

As you are aware, we are being funded based on 'outcomes' rather than contact hours. We will develop separate reports as the year progresses to provide our best estimates for FY25 outcome-based state funding.

This report is for information only.

RJE:tg

14. **Dual Enrollment Program Report**
15. **Consider Approval of Participation in the Financial Aid for Swift Transfer (F.A.S.T.) Program Beginning Spring 2024**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 146-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 22, 2023
SUBJECT: Approval of Participation in the Financial Aid for Swift Transfer (F.A.S.T.)
Program Beginning Spring 2024

Per HB8 Legislation, the statute requires that an eligible student incur no cost related to their dual credit enrollment. The College estimates a potential cost of \$120,000 based on enrollment projections. The College Instructional division is exploring multiple options to reduce this cost via open educational resources (OER) and possibly sponsorship from vendors.

We also continue engage in conversations with our local school districts to determine if they can assist with this cost. The Texas Association of Community College Presidents are coordinating concerns regarding unintended consequences to share with the Texas Higher Education Coordinating Board Commissioner Harrison Keller as the statute provides him with latitude to address such concerns.

The following is from the THECB. The FAST program is an optional program for public institutions of higher education, as defined under TEC, Section 61.003(8). Institutions will be required to complete a program participation agreement (PPA) to either opt-in or opt-out of the FAST program. For more information, see the memo sent Aug. 31, 2023, or refer to the FAST FAQ #20 for more details related to participation for FY 2024. The deadline to submit a PPA is Sept. 29, 2023.

We have the form completed and signed and with your official approval we will submit it.

RJE:tg

16. **Notification of Execution of Contract for N Building Remediation Utilizing Board Policy CF Local - Emergency Exception**

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 11, 2023

SUBJECT: Notification of Execution of Contract for N Building Remediation utilizing Board Policy CF Local – Emergency Exception

Over the past several weeks, the College has, through a Professional Services Agreement, engaged the firm TABI, L.L.C. to assist in the assessment of potential issues with regard to the gun range and surrounding spaces in N Building. Following extensive testing of the facility (N Building including the Gun Range), TABI recommended an extensive emergency remediation and clean-up of the building. Mr. RJ Boatman, President of TABI negotiated the remediation, clean-up and waste disposal with Metal Treatment Technologies, LLC (MT2).

After conferring with ACC's General Counsel, specifically Clay Grover and Michelle Morris, it was determined that based on Board Policy CF (Local), the President has authority to declare this service as an emergency.

Specifically:

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.

As such, the President is required to report to the Board of Regents "at the next regular meeting any contract made under this authority." The Chairman of the Board of Regents was notified and advised prior to the execution of this agreement.

On September 8, 2023, Dr. Robert Exley executed an agreement with Metal Treatment Technologies, LLC (MT2) for the provision of services related to the gun range and adjacent spaces in N Building for the remediation, clean-up and waste disposal of affected spaces. The cost of this agreement is \$ 362,296.00.

This purchase meets all State of Texas and ACC purchasing requirements as Metal Treatment Technologies, LLC is a cooperative member of Purchasing Cooperative of America (PCA). As required in Board Policy (CF) Local, this memorandum hereby notifies the Board of Regents, that a contract for \$ 362,296.00 was executed with Metal Treatment Technologies, LLC for the aforementioned services.

RJE:tg

17. **Consider Approval of EBSCO Library Services**

MEMORANDUM NO: 125-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 5, 2023
SUBJECT: EBSCO Library Services

Alvin Community College relies heavily on its continued Library operations for our students. A universal standard for subscriptions services throughout the country are services from EBSCO Information Systems.

EBSCO is a digital database vendor that that has provided our students and faculty high-quality database access for their academic research. Without access to the EBSCO database products our students and faculty would lose access to a significant number of academic resources that would negatively impact the quality of their academic success.

Recently the Texas State Library declined to continue their contract with EBSCO beginning September 1st which will leave us without critical access we've had for many years. In order to keep providing such access we will need to purchase separately the replacement package that EBSCO has created for us. It is \$35,260.

Additionally, we subscribe to other EBSCO products not included in the replacement package; a nursing database called CINAHL needed for nursing program accreditation, 2 eBook databases for nursing and general education and a faculty database for open educational resources. These combine for \$18,500.

Staff recommends that the Board authorize the President to enter into agreements with EBSCO for services detailed above for \$54,036.00 for Fiscal Year 2024.

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 

DATE: September 22, 2023

SUBJECT: Engineering and Training Services for Facilities and Physical Plant

Conversation has occurred with Rizzo and Associates, specifically Frank Rizzo, P.E. to work with senior administration and staff to ensure that our Facilities personnel are well versed in efficiencies and assure that proper engineering administration is present in our current projects.

The primary goal is to enhance and improve all aspects of facilities management. The College will secure a high-quality firm to provide the following. One, provide hands on, applied training and staffing augmentation (no more than 4 months) for our facilities personnel to gain skills and competencies in facilities management. Two, work with our personnel to develop and/or update protocols, processes and maintaining comprehensive documentation of facilities work. Three, specifically work with employee(s) we select to train them in project management.

The duration of the work with Rizzo and Associates is for not less than four (4) months on a regular and routine basis and report back to the President with results. The compensation for this engagement is not to exceed \$ 75,000.

Staff recommends that the Board authorize the President to complete negotiations and enter into a Professional Services Agreement with Rizzo and Associates not to exceed \$ 75,000.

RJE:tg

19. **Brazoria County Appraisal District - Resolution to Nominate Candidate**



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 126-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: September 5, 2023

SUBJECT: Brazoria County Appraisal District – Resolution to Nominate Candidate (s)

Background:

The Brazoria County Appraisal District's Board of Directors is composed of five members who serve two-year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. Alvin Community College may participate in the selection of the Board of Directors by adopting a resolution to nominate one to five candidates by formal board action. If the Board of Regents wishes to nominate one to five candidates, the Board Chair must submit the nominee's names and addresses to the Chief Appraiser before October 15, 2023.

Names of all nominees will be compiled and submitted to each taxing unit in the county and before December 15, 2023, each taxing unit may cast votes for any of the candidates on the ballot. This must occur by written resolution of the Board of Regents. Votes can be cast to one candidate or votes may be distributed amongst any number of candidates.

If the ACC Board of Regents wishes to participate in the nomination of Brazoria County Appraisal District's Board of Directors, action must occur during the September 28, 2023 Board meeting in order to meet the October 15, 2023 nomination deadline.

Recommendation:

It is recommended that the Board act on this request by nominating one or up to five candidates for consideration to serve on the Brazoria County Appraisal District's Board of Directors.

RJE:tg

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Bobby Brown
Kristin Bulanek
Tommy King
Gail Robinson
George Sandars
Susan Spoor

CHIEF APPRAISER

Marcel Pierel III
500 N. Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

September 1, 2023

Dr. Robert Exley
President
Alvin Community College
3110 Mustang Rd.
Alvin, TX 77511

Dear Dr. Exley,

In reference to the selection of the Appraisal District Board of Directors, each voting taxing unit in Brazoria County nominates **by resolution**, up to five candidate(s) to fill the five (5) positions of the Board of Directors. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2023**. (See Step 1 on Calendar)

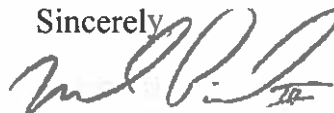
Enclosed is a list of the current board members with space to add different nominees if your board chooses to. (Nominate up to a total of five candidates)

Your 2022 total tax levy was **\$ 27,037,881**. This tax levy has entitled your taxing unit to **129** votes for the five (5) directors to be appointed to the Brazoria County Appraisal District.

The voting process will begin before October 30, 2023 once all nominations have been received.

Please address all submissions to Marcel Pierel, Chief Appraiser, at the above address, or you may email submissions to mpierel@brazoriacad.org or fax to 979-849-7984.

Sincerely,



Marcel Pierel III
Chief Appraiser

MP/td
Enclosure

BRAZORIA COUNTY APPRAISAL DISTRICT

MEMBERS OF THE BOARD

Bobby Brown
Kristin Bulanek
Tommy King
Gail Robinson
George Sandars
Susan Spoor

CHIEF APPRAISER

Marcel Pierel III
500 North Chenango
Angleton, Texas 77515
979-849-7792
Fax 979-849-7984

M E M O

To: All Voting Taxing Units
From: Marcel Pierel III, Chief Appraiser
Subject: 2023 Board of Directors Election For
Years 2024 – 2025
Date: September 1, 2023

Your taxing unit participates in selecting members of the Brazoria County Appraisal District's Board of Directors.

The board is composed of five members who serve two-year terms, all of which expire December 31, 2023.

If the county assessor-collector is not appointed to the board, the county assessor-collector serves as a non-voting director.

This memorandum sets out the process of selecting directors for the two-year term that begins January 1, 2024.

Section 6.03, Property Tax Code, establishes the selection process for Appraisal District Directors.

Selection Procedures

The procedures for selecting members of the board of directors for the two-year term beginning on January 1, 2024 are as follows:

Step 1 --- Nomination

Before **October 15, 2023**, the voting units must **adopt a resolution nominating** up to five candidate(s) by formal action. The presiding officer of the voting unit must submit the nominees **name(s) and addresses** to the Chief Appraiser.

September 1, 2023

Step 2 -- Election

Before **October 30, 2023**, the Chief Appraiser will prepare and mail a ballot listing the nominees in alphabetical order by last name.

Before **December 15, 2023** each voting unit must cast its votes by **written resolution** naming the person or persons and the number of votes for whom it cast and submit a certified copy to the Chief Appraiser.

Ballots received by the Chief Appraiser after December 15, 2023 may not be counted.

The Chief Appraiser will count the votes, declare the results, and notify the five candidates who received the largest vote totals before December 31, 2023. The Chief Appraiser also notifies all taxing units and all nominated candidates of the outcome. If a tie occurs, the Chief Appraiser must solve it through any method of chance.

To assist you in this process, I have enclosed the following:

1. A calendar that lays out the procedures and dates for conducting the 2023 election.
2. Letter showing the number of votes your entity is entitled to cast in the ballot after candidate nominations are received. (**See October 30 on the election calendar**).
3. A suggested form of resolution for the **nomination(s) of a candidate(s)** to the board of directors of the Brazoria County Appraisal District.

I would like to thank you in advance for your help in carrying out this important task and I invite your questions or comments on the board selection process. Please do not hesitate to call me.

Enclosures (3)



**BRAZORIA COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
FOR YEAR 2023**

Mr. Bobby Brown
West Columbia, TX

Ms. Kristin Bulanek
Tax Assessor-Collector

Mr. Tommy King, Chairperson
Alvin

Ms. Gail Robinson
Lake Jackson

Mr. George Sandars, Secretary
Pearland

Ms. Susan Spoor, Vice-Chairperson
Angleton

BRAZORIA COUNTY APPRAISAL DISTRICT
2023 BOARD OF DIRECTORS ELECTION CALENDAR

Before Oct. 1
(Sep. 1, 2023)

The chief appraiser notifies each voting taxing unit of the process for the election of the Board of Directors and the number of votes it is entitled to cast.

Each voting unit may nominate one candidate for each position to be filled. Since the board of directors consists of five members, **the unit may nominate up to five candidates.**

Before Oct. 15

The presiding officer of the unit submits the **names and addresses** of the nominees **by written resolution** to the chief appraiser.

Before Oct. 30

The chief appraiser prepares and submits to each voting taxing unit a ballot listing the nominees alphabetically by each candidate's last name and provides the number of votes it may cast, with a resolution sample.

Before Dec. 15

Each voting unit cast votes for any of the candidates on the ballot and submits to the chief appraiser **by written resolution**. The unit may cast all its votes for one candidate or may distribute the votes among any number of candidates.

Before Dec. 31

The chief appraiser counts the votes and certifies the five candidates who received the largest vote totals. The chief appraiser notifies all taxing units (voting and non-voting) and all nominated candidates of the outcome.

If a tie occurs, the Chief Appraiser must resolve it through any method of chance.

RESOLUTION NO. _____

A RESOLUTION OF THE _____

OF THE _____

NOMINATING CANDIDATE(S) FOR A POSITION ON THE BOARD OF DIRECTORS OF THE BRAZORIA COUNTY APPRAISAL DISTRICT

WHEREAS, those eligible taxing units participating in the Brazoria County Appraisal District have the right and responsibility to nominate up to five candidate(s) to fill the five (5) positions of the Board of Directors of the Brazoria County Appraisal District for a term of office commencing on January 1, 2024 and extending through December 31, 2025; and

WHEREAS, this governing body desires to exercise its right to nominate the said candidate(s) for such position on said board of directors; now, therefore

BE IT RESOLVED BY THE _____
OF THE _____ :

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District for a two-year term of office commencing on January 1, 2024.

- Name & Address: _____
- Name & Address: _____
- Name & Address: _____
- Name & Address: _____
- Name & Address: _____

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 14, 2023.

PASSED, ADOPTED AND APPROVED this _____ day of _____, 2023.

Presiding Officer

ATTEST:

Secretary

20. **Consider Approval of Interlocal Agreement Between Alvin Community College and Brazoria County Health Department**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 127-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 5, 2023

SUBJECT: Interlocal Agreement between Alvin Community College and the Brazoria County Health Department

The Brazoria County Health Department wishes to engage in an agreement with Alvin Community College in the event of a public health emergency that results in the need to mass immunize or treat area residents. The College and the County have signed similar agreements in the past and it is time to consider renewal of the agreement.

It is recommended that the Board of Regents approve the interlocal agreement between Alvin Community College and the Brazoria County Health Department.

RJE:tg

**INTERLOCAL AGREEMENT BETWEEN ALVIN COMMUNITY COLLEGE
AND THE BRAZORIA COUNTY HEALTH DEPARTMENT**

This Interlocal Agreement (“Agreement”) is entered into between Alvin Community College (“Community College”), and the Brazoria County Health Department (“Department”). The Department is a Local Health Department under Chapter 121 of the Health and Safety Code. The Interlocal Cooperation Act, Government Code Chapter 791, governs this Agreement. *This agreement has been approved by an existing order of the Brazoria County Commissioners Court Being Order No. _____, dated _____, _____ and the Alvin Community College Board of Regents dated September 28, 2023.*

I. Purpose

Under a grant from the Texas Department of Health, the Department is required to plan and prepare for a public health emergency which may result from natural or man-made causes. During such an emergency, it may be necessary to immunize or treat all or large numbers of people in the area served by the Community College and Department. Prior public health experience with mass immunizations has shown that Community Colleges are well suited to this activity because: 1) their location is known to large numbers of individuals within the community; 2) they have large assembly areas; 3) they have other necessary facilities such as refrigeration and restrooms.

The Department has concluded that the Community College possesses facilities that are qualified to serve if mass immunization or treatment is necessary. The Community College desires to be as helpful as possible in the event of a public health emergency, and agrees to make its facilities available for the purposes of mass immunization or treatment, under the terms set out below. The Community College and the Department have concluded that this contemplated use of the facilities is a “governmental function” as defined in the Interlocal Agreement Act, *Texas Government Code §791.003(D)*.

II. Public Health Emergency

This agreement will go into effect ONLY if:

- 1) The Commissioner of Health or the Local Health Authority declare that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease; and
- 2) Classes at the facility are either not scheduled, or are canceled.

The parties shall agree to the location of the facility or facilities to be utilized pursuant to this agreement and the extent to which each such facility shall be utilized concurrently or prior to any control measure declaration being made.

III. Obligations of Department

- 1) The Department will supply or arrange for all equipment, vaccine, medicine and personnel necessary to administer the vaccine or medication.
- 2) The Department will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as describe in section IV below.
- 3) The Department will be responsible for disposal of medical waste and disinfection at the facility following its use for the emergency. The health authority will provide written assurance of its safety for use as a school facility following its use.
- 4) The Department will be responsible for any damage to property belonging to the Community College as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be “an amount that fairly compensates the performing party” as stated in the Interlocal Cooperation Act. The amounts to be paid to the Community College will be paid from current revenues available to the Department.

- 5) The Department is responsible for the acts and negligence of its employees or volunteers, under state and federal law; provided, however, that pursuant to section 421.062(b)(1) of the Texas Government Code the Department is not responsible for any civil liability that arises from the furnishing of a service under this Interlocal contract.

IV. Obligations of the Community College

- 1) The Community College will receive an allotment of oral medication and will be responsible for the dispensing of said medication to their faculty, students, contractors, and families by means of a Closed POD operation on site.
- 2) The Community College is responsible for allowing the use of the facility and all utilities (gas, electric, water, and telecommunications) normally associated with its use as a school facility. For the period of the public health emergency, the Community College grants to the department and its officers, employees and agents a license to use and occupy the facility's premises for purposes of mass immunization and treatment.
- 3) The Community College is responsible for providing use of all rooms, fixtures, and equipment existing at the facility that the Department regards as necessary for on-site use during the period of the emergency.
- 4) The Community College will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
- 5) The Community College is responsible for the acts and negligence of its employees or volunteers, under the state federal law.

V. Term

This agreement becomes effective when approved by the governing body of the Community College and Department. It may be canceled by either party by giving thirty days' notice to the other party, otherwise it remains in effect for five years and may be renewed by mutual agreement.

The site identified is: 3110 Mustang, Alvin TX 77511, Police Department

Other sites may be used as agreed upon by the Community College and Department.

Brazoria County Health Department Contact Information:

Cathy Sbrusch, RN, BSN, CIC
Director of Public Health Services
Brazoria County Health Department
434 E. Mulberry
Angleton, TX 77515
Office: 979-864-1484
CathyS@brazoriacountytx.gov

Meghan Martin
Public Health Emergency Preparedness Program Manager
1524 E. Mulberry, Ste. 185
Angleton, TX 77515
Office: 979-864-1938
Cell: 979-235-0257
Fax: 979-864-3694
MeghanM@brazoriacountytx.gov

Alvin Community College Contact Information:

PRIMARY CONTACT:

Name: Jessica Alvarado-Trevino

Title: Sergeant

Phone Number: 1) 281-756-3700

Email: 1) jtrevino@alvincollege.edu
2) accpolicedepartment@alvincollege.edu

SECONDARY CONTACT:

Name: Ronny Phillips

Title: Chief of Police

Phone Numbers: 1) 281-756-3700

Email: rphillips@alvincollege.edu

Bel Sanchez Board Chair
Alvin Community College

Date

Robert J. Exley, PhD
Alvin Community College

Date

L.M. "Matt" Sebesta, County Judge

Date

Cathy Sbrusch, Director, Brazoria County
Health Department

Date

21. **Consider Approval of the Tax Rate for 2023-2024**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 128-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 5, 2023
SUBJECT: Tax Rate for 2023-2024 Fiscal Year

During the August 17, 2023 Board meeting, Regents approved the FY 2023 budget of \$45,972,155. At the same meeting, Regents proposed to adopt a total tax rate of .151264 (includes: M&O rate .143398; debt service tax rate .007866 to equal a total tax rate of .151264).

The "Notice of Meeting to Vote on Tax Rate" on the following page has been posted on the College website and is included here for the Board of Regents' reference. This year's proposed tax rate exceeds the no-new-revenue rate. The vote on the ordinance, resolution, or order setting the tax rate must a record vote and 60% of the governing body must vote in favor of the adoption of the tax rate.

Recommendation:

IT IS RECOMMENDED THAT THE BOARD ADOPT THE TOTAL TAX RATE OF .151264 FOR THE 2023-24 FISCAL YEAR. THIS YEAR'S PROPOSED TAX RATE DOES EXCEED THE NO NEW REVENUE TAX RATE.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

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.

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

RJE:tg

22. **Consider Approval of Commercial Lease with Bulldog Funding, LLC**

MEMORANDUM NO: 145-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 22, 2023

SUBJECT: Approval of a Commercial Lease with Bulldog Funding, LLC

Following a comprehensive search, the College has identified space available for lease to expand services to the western partition of the college service area. The Board Sub-committee on Facilities provided exceptional assistance to Dr. Robert Exley, President and Dr. Stacy Ebert, Vice Present for Strategic Initiatives and Workforce Development. Comprehensive details will be presented at the board meeting. An overview of our start-up budget is as follows.

Westside Expansion – \$750,000

These funds are dedicated to establishing a physical presence to expand the College’s services to the western portion of the service area. The decision to lease space rather than purchase property and construction of building(s) is the most prudent approach financially for this expansion. A location has been identified where the College can secure a lease for approximately 14,500 square feet. The following details provide for the establishment and operations of ACC’s westside expansion – effectively 2023-24 start-up budget. The term of this lease is Five (5) years, commencing: When Tenant receives a certificate of occupancy, and ending Sixty (60) months after the Commencement Date (“Expiration Date”).

Item Explanation	Amount
Commercial Lease - includes nine (9) months of expenses at \$26,668.96 per month. This is a one-month deposit plus (8) months of rent.	\$240,120
Furniture – furniture and equipment including specific instructional spaces as well as general furnishings.	\$150,000
Build-out Costs – The Landlord will oversee the enhancement of the space, encompassing the following elements: <ul style="list-style-type: none"> • Implementation of fire suppression systems and fire alarms in adherence to property codes. • Refinement of existing walls and ceilings through sheetrocking, texturing, and painting. 	\$155,000

<ul style="list-style-type: none"> • The potential construction of supplementary walls and rooms, with associated costs borne by the Tenant. • Adherence to code standards by insulating exterior walls and ceilings. The insulation of interior walls, if desired, can be arranged at the Tenant's expense. • Installation of requested plumbing fixtures, subject to availability of drainage points, with expenses covered by the Tenant. • Strategic placement of electrical outlets on walls, spaced at eight-foot intervals as mutually agreed. Furthermore, provision of 2x4 LED ceiling-mounted lights near room exit doors, complete with switches. • Installation of specialized outlets upon Tenant's request, with associated expenses to be covered by the Tenant. • Regarding flooring, the Landlord presents the option of carpeting similar to other suites in the building. Alternatively, the Tenant can opt for an alternate flooring solution, with the Landlord providing a \$3.00 per sqft allowance to offset costs. • The Tenant shall enjoy access to a designated server/electrical room for the installation of server racks and/or internet/computer equipment. Notably, this space is delineated in Exhibit A as part of the Tenant's area. However, the square footage of this room is excluded from the total square footage calculation. • The Landlord will undertake the construction of common area restrooms at their own expense. The specific number of stalls will be determined by city regulations based on occupancy requirements. 	
<p>Marketing – funds specific to messaging and brand launch</p>	<p>\$50,000</p>
<p>Insurance – includes (1) public liability insurance in an amount not less than \$1,000,000.00 on an occurrence basis naming Landlord as an additional insured; and (2) personal property damage insurance for Tenant's business operations being conducted in the leased premises and contents on the leased premises in an amount sufficient to replace such contents after a casualty loss; and (3) Worker's Compensation Insurance in the statutory amount (and Employers Liability Insurance) covering all employees of Tenant employed or performing services at the Premises, in order to provide the statutory benefits required by the laws of the state in which the Premises are located.</p>	<p>\$50,000</p>
<p>Phone / Communications – includes cost for internet connectivity as well as telecommunications.</p>	<p>\$50,000</p>

Utilities – The party designated below will pay for the following utility charges to the leased premises and any connection charges for the utilities.				\$50,000
	Landlord	Tenant	N/A	
(1) Water	x	<input type="checkbox"/>	<input type="checkbox"/>	
(2) Sewer	x	<input type="checkbox"/>	<input type="checkbox"/>	
(3) Electric	<input type="checkbox"/>	x	<input type="checkbox"/>	
(5) Telephone	<input type="checkbox"/>	x	<input type="checkbox"/>	
(6) Trash	x	<input type="checkbox"/>	<input type="checkbox"/>	
(7) Cable	<input type="checkbox"/>	x	<input type="checkbox"/>	
(8) All other utilities	<input type="checkbox"/>	x	<input type="checkbox"/>	
Repairs / Maintenance – as defined in Section 15 of the commercial lease documents.				\$4,880

RJE:tg

23. **Consider Approval of Budget Amendments for 2023-2024**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 144-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 21, 2023
SUBJECT: 2023-2024 Fiscal Year Budget Amendments

The Board of Regents voted for a budget of \$45,972,155 on August 17, 2023. This was a budget that exceeded the original proposed budget of \$43,825,338. Attached are 2 budget amendments that provide the following;

Budget Amendment #1:

Amends the original budget amount by transferring dollars between department accounts due to new information discovered after the August 17, 2023 meeting and due to a small correction.

- Line 1: Increase of \$5,500 in the Human Resources Department budget for recruitment
- Line 2: Increase of \$53,000 in the Library Database Subscription line to cover the cost of Database subscriptions left out of the original proposed budget amount.
- Line 3: A reclassification of \$50,000 for EMT- Lab Assistants to correctly record the budget to Lab Assistants from the Part-time/Overload budget line item.
- Line 4: Increase in the Faculty Chair/Lead Pay for Neurodiagnostic Technology for an amount left out of the original Budget.

Budget Amendment #2:

Amends the original budget amount up to the adopted budget amount by distributing the \$2,146,817 difference.

RJE:tg

**ALVIN COMMUNITY COLLEGE
BUDGET REVISION REQUEST
DATE: September 28, 2023**

FROM: DR. ROBERT EXLEY

TO: BOARD OF REGENTS

THE FOLLOWING CHANGES TO THE APPROVED BUDGET FOR THE 2023-2024 FISCAL YEAR ARE REQUESTED.

FROM:

TO:

Budget Code	Account Name	Transfer Out	Budget Code	Account Name	Transfer In	Purpose
11-7-11102-82299	General Institutional/Fin & Admin - Contingency	(5,500.00)	11-7-11101-82260	General Institutional/HR - Personnel Actions	5,500.00	HR Recruitment
11-7-11102-82299	General Institutional/Fin & Admin - Contingency	(53,000.00)	11-5-15500-82278	Library Database Subscriptions	53,000.00	Additional Subscriptions (Left out of original budget)
11-3-13000-61411	Technical Programs - Fac Salary - Part Time	(50,000.00)	11-3-13400-61525	EMT - Lab Assistants	50,000.00	Reclassify Lab Assistants pay from Part Time Faculty to EMT Lab Assistants
11-7-11102-82299	General Institutional/Fin & Admin - Contingency	(6,300.00)	11-3-13730-61403	Neurodiagnostic Tech - Fac Chair/Lead Pay	6,300.00	Faculty Chair for Neurodiagnostic Tech (Left out of original budget)
TOTAL		(114,800.00)			114,800.00	

APPROVED on the 28th day of September 2023

Director, Fiscal Affairs

Chairman of ACC Board of Regents

Vice President of Administrative Services

Secretary of ACC Board of Regents

President

**Budget Narrative for Amendment #2
ACC 2023-2024 Budget**

Total Amount of Amendment: \$2,146,817

Westside Expansion – \$750,000

These funds are dedicated to establishing a physical presence to expand the College’s services to the western portion of the service area. The decision to lease space rather than purchase property and construction of building(s) is the most prudent approach financially for this expansion. A location has been identified where the College can secure a lease for approximately 14,500 square feet. The following details provide for the establishment and operations of ACC’s westside expansion – effectively 2023-24 start-up budget. The term of this lease is Five (5) years, commencing: When Tenant receives a certificate of occupancy, and ending Sixty (60) months after the Commencement Date (“Expiration Date”).

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<p>Build-out Costs – The Landlord will oversee the enhancement of the space, encompassing the following elements:</p> <ul style="list-style-type: none"> • Implementation of fire suppression systems and fire alarms in adherence to property codes. • Refinement of existing walls and ceilings through sheetrocking, texturing, and painting. • The potential construction of supplementary walls and rooms, with associated costs borne by the Tenant. • Adherence to code standards by insulating exterior walls and ceilings. The insulation of interior walls, if desired, can be arranged at the Tenant's expense. • Installation of requested plumbing fixtures, subject to availability of drainage points, with expenses covered by the Tenant. • Strategic placement of electrical outlets on walls, spaced at eight-foot intervals as mutually agreed. Furthermore, provision of 2x4 LED ceiling-mounted lights near room exit doors, complete with switches. • Installation of specialized outlets upon Tenant's request, with associated expenses to be covered by the Tenant. • Regarding flooring, the Landlord presents the option of carpeting similar to other suites in the building. Alternatively, the Tenant can opt 	\$155,000

<p>for an alternate flooring solution, with the Landlord providing a \$3.00 per sqft allowance to offset costs.</p> <ul style="list-style-type: none"> • The Tenant shall enjoy access to a designated server/electrical room for the installation of server racks and/or internet/computer equipment. Notably, this space is delineated in Exhibit A as part of the Tenant's area. However, the square footage of this room is excluded from the total square footage calculation. • The Landlord will undertake the construction of common area restrooms at their own expense. The specific number of stalls will be determined by city regulations based on occupancy requirements. 																																	
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	Landlord	Tenant	N/A																														
(1) Water	x	□	□																														
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(3) Electric	□	x	□																														
(5) Telephone	□	x	□																														
(6) Trash	x	□	□																														
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(8) All other utilities	□	x	□																														
Repairs / Maintenance – as defined in Section 15 of the commercial lease documents.	\$4,880																																

N Building including Gun Range – \$800,000

These are estimated funds for the complete remediation of N Building including the Gun Range.

Pay Adjustments Contingency – \$251,817

This is a contingency fund for adjustments that may be necessary owing to market demands of various positions.

FAST Program Books - \$120,000

Per HB8 Legislation, the statute requires that an eligible student incur no cost related to their dual credit enrollment. The College estimates this potential cost based on enrollment projections. The College Instructional division is exploring multiple options to reduce this cost via open educational resources (OER) and possibly sponsorship from vendors.

Project Management Consultation & Training for Facilities - \$75,000

The primary goal is to enhance and improve all aspects of facilities management. The College will secure a high-quality firm to provide the following. One, provide hands on, applied training and staffing augmentation (no more than 4 months) for our facilities personnel to gain skills and competencies in facilities management. Two, work with our personnel to develop and/or update protocols, processes and maintaining comprehensive documentation of facilities work. Three, specifically work with employee(s) we select to train them in project management.

Legal Fees – \$100,000

These funds are to cover anticipated increase in legal expenses.

eSports – \$50,000

These funds are to create an eSports gaming space on campus and purchase necessary, unique computer gaming hardware and furniture.

Alvin Community College
Distribution of \$2.1M Over Original Budget Proposed on 8/17/2023 Board Meeting
Budget Amendment for Fiscal Year 2023-2024

Total Budgeted Excess Revenue \$ 2,146,817

Description	Amount	Budget Code	Account Name	Budget Book
West Side Expansion				
Lease	240,120	11-7-10185-82286	West Center - Facility Rental	
Furniture	150,000	11-7-10185-71102	West Center - Furnishings	
Build Out	155,000	11-7-10185-71210	West Center - Capital Improvements	
Marketing	50,000	11-1-10185-82232	West Center - Advertisement / Recruiting	
Insurance	50,000	11-7-10185-82255	West Center - Institutional Insurance	
Phone / Communications	50,000	11-7-10185-82220	West Center - Telephone	
Utilities	50,000	11-7-10185-82281	West Center - Electricity	
Repairs / Maintenance	4,880	11-7-10185-71220	West Center - Building Repairs	
Total West Side Expansion	750,000			
Gun Range / N Building	800,000	11-8-16000-71210	Physical Plant - Capital Improvements	

24. **Financial Report**

MEMORANDUM NO: 142-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 19, 2023
SUBJECT: Financial Report Ending August 31, 2023 - Unaudited

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	6,584,931	97.43%	(173,788)
<i>Total Non-Operating Revenues</i>	33,312,330	34,048,184	102.21%	735,854
<i>Total Revenues</i>	40,071,049	40,633,115	101.40%	562,066

<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	35,731,352	89.17%	4,339,697

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

RJE:tg

TO: Board of Regents
FROM: Elizabeth (Beth) Nelson
DATE: September 13, 2023
SUBJECT: Investment Transactions Report

Investment Position:

As of August 31, 2023, Alvin Community College had \$ 22,749,141 invested in 13 certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

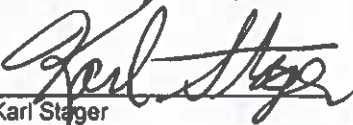
Summary:

Beginning market value	6/1/2023	\$ 23,549,141
a. Sale of CDs		(11,400,000)
b. Purchase of CDs		10,600,000
c. TexSTAR		1,156,447
Ending market value	8/31/2023	<u>\$ 23,905,588</u>
Fully accrued interest		\$ 215,771
Interest earned on Bond Note funds		\$ 14,921


Pooled Funds:

\$ 23,905,588	currently invested was taken from the following major fund groups:
\$ 22,749,141	General Fund 11
\$ 1,156,447	2018 Maintenance Tax Note 66

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


 Karl Stager


 Elizabeth Nelson


 Laurel Joseph

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

ALVIN COMMUNITY COLLEGE
Investment Schedule
June 1, 2023 -August 31, 2023

Alvin Community College's investments for the quarter ended August 31, 2023 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 17, 2023 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total	
BEGINNING INVESTMENTS:										
1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000			250,000	b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000			250,000	a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141			249,141	c
200000679	01/03/23	06/05/23	4.670%	153	5	2,000,000			2,000,000	
200000685	01/13/23	06/22/23	4.725%	160	22	1,800,000			1,800,000	
200000692	02/14/23	07/06/23	4.871%	142	36	2,000,000			2,000,000	
200000688	01/25/23	07/22/23	4.864%	178	52	1,800,000			1,800,000	
200000693	02/14/23	08/03/23	5.024%	170	64	2,000,000			2,000,000	
200000690	01/26/23	08/22/23	4.729%	208	83	1,800,000			1,800,000	
200000697	03/03/23	09/05/23	5.188%	186	92	2,000,000			2,000,000	
200000694	02/21/23	09/25/23	5.068%	216	92	1,800,000			1,800,000	
200000701	04/04/23	10/03/23	4.683%	182	92	2,000,000			2,000,000	
200000698	03/24/23	10/25/23	4.748%	215	92	1,800,000			1,800,000	
200000706	04/25/23	11/21/23	4.022%	210	92	1,800,000			1,800,000	
200000689	01/26/23	01/25/24	4.842%	364	92	1,000,000			1,000,000	
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000			1,000,000	
Subtotal for CD Investments for Beginning of the Period						\$ 23,549,141	\$ -	\$ -	\$ 23,549,141	
SALES:										
200000679	01/03/23	06/05/23	4.670%	153	5	2,000,000			2,000,000	
200000685	01/13/23	06/22/23	4.725%	160	22	1,800,000			1,800,000	
200000692	02/14/23	07/06/23	4.871%	142	36	2,000,000			2,000,000	
200000688	01/25/23	07/22/23	4.864%	178	52	1,800,000			1,800,000	
200000693	02/14/23	08/03/23	5.024%	170	64	2,000,000			2,000,000	
200000690	01/26/23	08/22/23	4.729%	208	83	1,800,000			1,800,000	
Total Sales						11,400,000	-	-	11,400,000	
PURCHASES:										
200000715	06/06/23	11/03/23	5.400%	150	86	2,000,000			2,000,000	
200000718	06/22/23	12/11/23	5.287%	172	70	1,800,000			1,800,000	
200000721	07/11/23	12/04/23	5.367%	146	51	2,000,000			2,000,000	
200000722	07/27/23	07/25/24	5.445%	364	35	1,000,000			1,000,000	
200000723	08/03/23	01/04/24	5.457%	154	28	2,000,000			2,000,000	
200000725	08/22/23	01/22/24	5.535%	153	9	1,800,000			1,800,000	
Total Purchases						10,600,000	-	-	10,600,000	
ENDING INVESTMENTS:										
1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000		1,890	251,890	b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000		1,071	251,071	a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141		2,732	251,873	c
200000697	03/03/23	09/05/23	5.188%	186	92	2,000,000		26,154	2,026,154	
200000694	02/21/23	09/25/23	5.068%	216	92	1,800,000		22,993	1,822,993	
200000701	04/04/23	10/03/23	4.683%	182	92	2,000,000		23,607	2,023,607	
200000698	03/24/23	10/25/23	4.748%	215	92	1,800,000		21,542	1,821,542	
200000715	06/06/23	11/03/23	5.400%	150	86	2,000,000		25,447	2,025,447	
200000706	04/25/23	11/21/23	4.022%	210	92	1,800,000		18,248	1,818,248	
200000721	07/11/23	12/04/23	5.367%	146	51	2,000,000		14,998	2,014,998	
200000718	06/22/23	12/11/23	5.287%	172	70	1,800,000		18,251	1,818,251	
200000723	08/03/23	01/04/24	5.457%	154	28	2,000,000		8,372	2,008,372	
200000725	08/22/23	01/22/24	5.535%	153	9	1,800,000		2,457	1,802,457	
200000689	01/26/23	01/25/24	4.842%	364	92	1,000,000		12,204	1,012,204	
200000722	07/27/23	07/25/24	5.445%	364	35	1,000,000		5,221	1,005,221	
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000		10,584	1,010,584	
Total for End of Period for CD Investments						\$ 22,749,141	\$ -	\$ 215,771	\$ 22,964,912	
INVESTMENT POOL										
TexSTAR						\$ 1,141,526	\$ 14,921	\$ -	\$ 1,156,447	

a Texas Advantage Bank
b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)
c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule
June 1, 2023 - August 31, 2023

Below is a list of Alvin Community College Foundation's investments for the quarter ended August 31, 2023
All securities have been purchased according to the investment policy approved by the ACC Foundation
Board of Directors at the February 17, 2015 board meeting.

BEGINNING INVESTMENTS	\$	4,192,079
Deposits		-
Sales Proceeds/Redemptions		-
Dividends		21,350
Interest		435
Capital Gains		-
Fees		(9,878)
Withdrawals		(38,464)
Change in value of priced securities		<u>212,523</u>
ENDING INVESTMENTS AS OF 08/31/23	\$	<u>4,378,046</u>

Alvin Community College
Unaudited Consolidated Statements of Net Assets

	August 31, 2023	August 31, 2022	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	5,830,903	3,995,493	1,835,410	
Short-term investments	22,905,588	21,783,857	1,121,731	
Accounts receivable, net	3,214,585	2,897,840	316,745	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	1,089,014	998,943	90,071	Travel advances and prepaid expenses
Inventories	162,496	159,708	2,788	
Total Current Assets	33,202,586	29,835,841	3,366,745	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	47,360,309	-	
Total Assets	81,562,895	78,196,150	3,366,745	
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	12,250,981	12,250,981	-	
Liabilities				
Accounts payable & accrued liabilities	245,876	1,283,936	(1,038,060)	
Net pension liability	4,646,479	4,646,479	-	
Net OPEB liability	30,508,483	30,508,483	-	
Funds held for others	53,190	48,733	4,457	Agency funds - groups, clubs, etc on campus
Deferred revenues	4,816,214	3,884,514	931,700	Grants paid in advance and fall registrations
Compensated absences	506,807	506,807	-	
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	62,717,049	65,183,952	(2,466,903)	
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	11,614,521	11,614,521	-	
Net Assets				
Fund Balance - Equity	19,482,306	13,648,658	5,833,648	
Total Net Assets	19,482,306	13,648,658	5,833,648	

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,616,871	6,481,007	6,688,719	(207,712)	96.89%	1,802,061	6,860,774	6,688,719	172,055	102.57%
Federal grants and contracts	6,692,160	-	-	-	0.00%	11,430,976	-	245,993	(245,993)	0.00%
State grants	699,760	-	-	-	0.00%	780,645	-	-	-	0.00%
Local grants	224,867	-	-	-	0.00%	240,712	-	-	-	0.00%
Auxiliary enterprises	2,367,844	-	-	-	0.00%	2,131,637	-	-	-	0.00%
Other operating revenues	458,874	103,924	70,000	33,924	148.46%	305,553	86,180	75,000	11,180	114.91%
Total operating revenues	12,060,376	6,584,931	6,758,719	(173,788)	97.43%	16,691,584	6,946,954	7,009,712	(62,758)	99.10%
Expenses										
Operating expenses										
Administrative	-	7,890,795	8,962,837	1,072,042	88.04%	-	6,999,796	7,869,087	869,291	88.95%
Institutional	-	7,083,004	7,872,150	789,146	89.98%	-	3,554,037	7,588,392	4,034,355	46.84%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Technical Instruction	-	5,897,732	6,545,639	647,907	90.10%	-	5,406,671	6,329,305	922,634	85.42%
Academic Instruction	-	7,849,677	8,363,715	514,038	93.85%	-	7,583,237	8,296,763	713,526	91.40%
Student Services	-	4,057,634	4,726,992	669,358	85.84%	-	4,241,853	5,043,330	801,477	84.11%
Physical Plant	-	2,952,510	3,599,291	646,781	82.03%	-	3,255,115	3,301,962	46,847	98.58%
Unbudgeted Unrestricted (Fund 12)	1,212,040	-	-	-	0.00%	972,057	-	-	-	0.00%
Continuing Education	684,390	-	-	-	0.00%	811,330	-	-	-	0.00%
Auxiliary Enterprises	2,583,918	-	-	-	0.00%	2,582,062	-	-	-	0.00%
Local Grants	6,016	-	-	-	0.00%	27,787	-	-	-	0.00%
TPEG	238,303	-	-	-	0.00%	239,963	-	-	-	0.00%
Institutional Scholarships	171,980	-	-	-	0.00%	-	-	-	-	0.00%
State Grants	699,760	-	-	-	0.00%	780,645	-	-	-	0.00%
Federal Grants	6,692,160	-	-	-	0.00%	11,437,998	-	-	-	0.00%
Donor Scholarships	297,806	-	-	-	0.00%	299,184	-	-	-	0.00%
Unexpended Plant Fund	1,262,122	-	-	-	0.00%	1,022,320	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	(1,616,252)	-	-	-	0.00%
Debt Retirement	36,529	-	-	-	0.00%	136,216	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	(778,911)	-	-	-	0.00%	3,074,858	-	-	-	0.00%
Total operating expenses	12,106,113	35,731,352	40,070,624	4,339,272	89.17%	19,768,168	31,040,709	38,428,839	7,388,130	80.77%
Operating Gain/(Loss)	(1,045,737)	(29,146,421)	(33,311,905)	(4,513,060)		(3,076,583)	(24,093,755)	(31,419,127)	(7,450,888)	
Nonoperating revenues										
State appropriations*	-	7,587,622	7,587,622	-	100.00%	-	7,772,636	7,587,622	185,014	102.44%
Property tax revenue - Current	1,601,400	25,191,701	25,599,283	(407,582)	98.41%	1,614,231	23,334,920	23,612,061	(277,141)	98.83%
Property tax revenue/Instal Reserve	-	-	-	-	-	-	144,444	144,444	-	-
Property tax revenue - Delinquent	10,473	133,265	-	133,265	0.00%	21,050	250,719	-	250,719	0.00%
Property tax revenue - Interest & Penalties	13,626	147,411	-	147,411	0.00%	9,825	127,926	-	127,926	0.00%
Investment income	51,790	962,648	125,000	837,648	770.12%	7,587	170,928	75,000	95,928	227.90%
Other non-operating revenues	297,954	25,538	-	25,538	0.00%	726,937	105,490	-	105,490	0.00%
Total nonoperating revenues	1,975,243	34,048,184	33,311,905	736,279	102.21%	2,379,630	31,907,063	31,419,127	487,936	101.55%
Provided by the State										
Revenue for Insurance and Retirement	-	1,868,658	-	1,868,658	0.00%	-	3,978,983	-	3,978,983	0.00%
State Insurance Match	-	(756,505)	-	(756,505)	0.00%	-	(1,010,354)	-	(1,010,354)	0.00%
State Retirement Match	-	(771,493)	-	(771,493)	0.00%	-	(730,872)	-	(730,872)	0.00%
State Retiree Insurance	-	(340,660)	-	(340,660)	0.00%	-	(2,237,757)	-	(2,237,757)	0.00%
Increase/(decrease) in net assets	929,506	4,901,763	-	(3,776,781)		(696,953)	7,813,308	-	(6,962,952)	

* State Approp portion generated by CE =

195,761

200,534

* Institutional Reserve

19,125,033

15,073,818

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	12,060,376	6,584,931	6,758,719	(173,788)	97.43%	16,691,584	6,946,954	7,009,712	(62,758)	99.10%
Nonoperating revenues										
Total nonoperating revenues	1,975,243	34,048,184	33,311,905	736,279	102.21%	2,379,630	31,907,063	31,419,127	487,936	101.55%
Less Expenses										
Operating expenses										
Total operating expenses	(13,106,113)	(35,731,352)	(40,070,624)	(4,339,272)	89.17%	(19,768,168)	(31,040,709)	(38,428,839)	(7,388,130)	80.77%
Increase/(decrease) in net assets	929,506	4,901,763	-	(3,776,781)		(696,953)	7,813,308	-	(6,962,952)	

- State Approp portion generated by CE = 195,761 200,534
- Institutional Reserve 19,125,033 15,073,818

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

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	195,761	1,292	(21,527)	175,525	316,550	(141,025)
Motorcycle	-	-		-	(1,153)	1,153
Real Estate	307	-		307	95	213
Dental Assistant	57,670	(3,460)		54,210	56,402	(2,192)
Phlebotomy	16,255	(975)		15,280	8,791	6,489
Health and Medical	2,405	(144)		2,261	588	1,673
Certified Nursing / Medication Aide	40,680	(2,441)		38,239	15,921	22,318
Welding	1,128	(68)		1,060	2,793	(1,733)
Truck Driving	207,525	(11,867)		195,659	146,185	49,474
Biotech	10,969	(658)		10,311	1,411	8,900
Education to Go	3,864	-		3,864		3,864
Concealed Handguns	1,390	-		1,390		1,390
Occupational Health & Safety	4,233	-		4,233	1,535	2,698
Community Programs	3,365	-		3,365	1,941	1,424
Clinical Medical Assistant	38,295	(2,298)		35,997	17,676	18,321
Yoga	2,665	-		2,665	1,600	1,065
Machinist Program	12,721	(763)		11,958	16,310	(4,352)
TWC Pipefitter Program	-	-		-		-
STRIVE	104,584	(6,118)		98,466	90,424	8,042
TWC INEOS/TEAM	-	-		-		-
TWC Ascend	-	-		-	6,262	(6,262)
Options Program	9,300	-		9,300	1,060	8,240
Industrial Maintenance	-	-		-		-
TWC Building Construction Trades	-	-		-		-
Total	713,117	(27,500)	(21,527)	664,090	684,390	(20,299)

*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
Unaudited Auxiliary Profit/(Loss) Statement Year-To-Date Through August 31, 2023 and August 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	230,316		1,532,110	5,068	351,587	16,400	2,135,482	1,902,678
Student Fees		232,362					232,362	228,959
	230,316	232,362	1,532,110	5,068	351,587	16,400	2,367,844	2,131,637
Expenses								
Purchases & Returns			1,072,614				1,072,614	1,089,592
Salaries	69,255	130,381	219,115		266,348	47,605	732,705	698,541
Staff Benefits	21,425	23,452	50,278		95,121	2,733	193,008	185,115
Supplies & Other Operating Expenses	186,895	151,850	35,383	4,998	30,022	11,201	420,349	477,862
Equipment	111,551	13,752	23,553				148,856	117,206
Building Repairs							-	-
Bank Charges			11,360		3,560	67	14,987	11,986
Contingency							-	-
Scholarships		1,400					1,400	1,800
	389,126	320,835	1,482,302	4,998	395,050	61,606	2,583,918	2,582,063
Excess revenue over expenses	(158,810)	(88,473)	119,808	70	(43,463)	(45,206)	(216,875)	(480,424)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			125,355				125,355	-
Interfund Receivables	(7,152)	323,327	607,796	2,887	(76,476)	3,382	853,763	1,176,469
Prepaid Expenses							-	-
Inventory			162,496				162,496	159,708
Total Assets	(7,152)	323,327	898,160	2,887	(76,476)	3,382	1,144,127	1,338,689
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	52,805		5,393	102	68,035	65,352
Deferred Revenue	109,630	85,935				1,159	196,725	177,895
Deposits							-	-
Total Liabilities	117,722	87,578	52,805		5,393	1,261	264,760	243,247
Restricted Fund Balance (includes inventories)			162,496				162,496	159,708
Unrestricted Fund Balance	(124,874)	235,749	682,859	2,887	(81,869)	2,121	716,871	935,734
Total Liabilities & Fund Balance	(7,152)	323,327	898,160	2,887	(76,476)	3,382	1,144,127	1,338,689

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	230,399		1,341,096	4,403	318,961	7,820	1,902,678
Student Fees	-	228,959	-	-	-	-	228,959
	<u>230,399</u>	<u>228,959</u>	<u>1,341,096</u>	<u>4,403</u>	<u>318,961</u>	<u>7,820</u>	<u>2,131,637</u>
Expenses							
Purchases & Returns			1,089,295	296			1,089,592
Salaries	403,105	99,205	195,322		275,545	25,324	698,501
Staff Benefits	31,666	20,411	44,520		87,763	756	185,115
Supplies & Other Operating Expenses	234,723	175,962	35,597	4,578	26,739	262	477,862
Equipment	89,224		17,832			10,150	117,206
Building Repairs							-
Bank Charges			7,842		4,107	38	11,986
Contingency							-
Scholarships		1,800					1,800
	<u>458,718</u>	<u>297,378</u>	<u>1,390,408</u>	<u>4,875</u>	<u>394,154</u>	<u>36,530</u>	<u>2,582,062</u>
Excess revenue over expenses	<u>(228,319)</u>	<u>(68,418)</u>	<u>(49,312)</u>	<u>(472)</u>	<u>(75,194)</u>	<u>(28,709)</u>	<u>(458,424)</u>
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable							-
Interfund Receivables	130,457	413,910	613,453	2,817	(33,013)	48,845	1,176,469
Prepaid Expenses							-
Inventory			159,708				159,708
Total Assets	<u>130,457</u>	<u>413,910</u>	<u>775,673</u>	<u>2,817</u>	<u>(33,013)</u>	<u>48,845</u>	<u>1,338,689</u>
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,642	50,127	-	5,393	98	65,352
Deferred Revenue	88,430	88,045				1,420	177,895
Deposits							-
Total Liabilities	<u>96,522</u>	<u>89,687</u>	<u>50,127</u>	<u>-</u>	<u>5,393</u>	<u>1,518</u>	<u>243,247</u>
Restricted Fund Balance (includes inventories)			159,708				159,708
Unrestricted Fund Balance	33,936	324,224	565,838	2,817	(38,407)	47,327	935,734
Total Liabilities & Fund Balance	<u>130,457</u>	<u>413,910</u>	<u>775,673</u>	<u>2,817</u>	<u>(33,013)</u>	<u>48,845</u>	<u>1,338,689</u>

25. **Consider Approval of Amendments to President's Contract**
26. **Consider Approval of Notice of Termination**
27. **Adjournment**