

Regular Meeting
Thursday, April 25, 2024 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

Agenda

1. **Call to Order**
2. **Certification**

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
APRIL 25, 2024**

It is hereby certified that a notice of this meeting was posted on the 19th day of April 2024, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 19th day of April 2024.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 073-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 4, 2024
SUBJECT: Personnel Action (Replacement): Custodian

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

Candidate

Recommended: Guadalupe Chavarria

Education: Escuela Miguel Hidalgo
Diploma

Experience: Alvin Community College
Part-Time Custodian April 2023 - Present

AMISCO Company
Filter Maker February 2007 – January 2013

La Quinta Inn & Suites
Housekeeping January 2009 – March 2009

Salary: \$24,490.62
Grade 102, 2023– 2024 / TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Custodian (PID 261)		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Supervisor, Custodial	Grade Level:	102
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/JE	Date:	11/28/2023
Last updated by:	Custodial Supervisor/DG	Date:	11/28/2023

SUMMARY

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

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

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- High school education or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 074-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 4, 2024
SUBJECT: Personnel Action (Replacement): Campus Police Officer

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

Candidate

Recommended: Jaime Olivarez

Education: Alvin Community College
Law Enforcement Academy

Experience: Brazoria County Sheriff's Department
Civil Deputy January 1999 - Present

Salary: \$49,982.40 / \$24.03/hour
Grade P1 / 2023– 24 / Campus Police Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Police Officer (Full-Time or Part-Time)		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports to:	Chief of Police	Grade Level:	FT PD1 PT 19 hr F Step 1 PT 36 hr F Step 3
Safety Sensitive:	Yes	Job Category:	
HR approved:	Human Resources/JE	Date:	1/30/2023
Last updated by:	Campus Police Chief/RP	Date:	1/30/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

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

QUALIFICATIONS

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

EDUCATION

- High School diploma or equivalent

EXPERIENCE

- Law Enforcement experience preferred.

ADDITIONAL REQUIREMENTS

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

applicants will be required to pass the physical agility test as a requirement to move forward in the hiring process. The physicality agility test is described as follows:

PHYSICAL AGILITY TEST

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

EVENT AND REQUIRED LEVEL OF PERFORMANCE

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

INSTRUCTIONS TO APPLICANTS

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

any workout. Active participation in this event is optional. Applicants who elect not to warm up prior to participating in the remaining event will not receive a failing assessment for Event I.

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

Stair climb, hallway run, and Body Drag

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

BACKGROUND INVESTIGATION

- As a condition of employment candidates must pass a background investigation that includes the following:
- Personal and family history
- Credit history, including current creditors.
- Education, including all schools attended and degrees or certificates obtained.
- All residences for the past ten years.
- Comprehensive employment history.
- A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
- Traffic summonses and accidents.
- An inquiry of family, friends, and associates as to character and reputation.

- Pass an oral interview.
- Pass a physical examination, psychological screening, and a drug test.
- Any other standards set by law or by policy of the Texas Commission on Law Enforcement.
- Must qualify with duty firearms with Alvin Community College Police Department firearms instructor prior to first day in Field Training.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

POLICE APPLICANT PHYSICAL AGILITY

WAIVER OF LIABILITY

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

- a. **Acknowledgement of Risk**

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

- b. **Waiver of Liability and Release of All Claims**

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

c. Indemnity and Defense

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

Signature of Applicant _____

Print Name Legibly _____

Date _____

Alvin Community College Police Department use only: Received by: _____ Date Received: _____ Applicants TDL #: _____
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Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 083-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2024
SUBJECT: Personnel Action (Replacement): Campus Police Officer

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

Candidate Recommended: Gabrielle Chambers

Education: University of Houston - Downtown
Police Academy

Experience: University of Houston - Downtown
Police Officer February 2022 – October 2023
Harris County
Jailer February 2019 – October 2020

Salary: \$46,996.40 / \$22.58/hour
Grade P1, 2023– 24 Campus Police Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Police Officer (Full-Time or Part-Time)		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports to:	Chief of Police	Grade Level:	FT PD1 PT 19 hr F Step 1 PT 36 hr F Step 3
Safety Sensitive:	Yes	Job Category:	
HR approved:	Human Resources/JE	Date:	1/30/2023
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- Responsible for an active patrol presence on the College campus to maintain a safe environment for the faculty, staff, students, and community members.
- Conduct criminal investigations, motor assists, key assists, building checks and other duties as assigned.
- All other related duties as assigned by the Chief of Police

QUALIFICATIONS

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EDUCATION

- High School diploma or equivalent

EXPERIENCE

- Law Enforcement experience preferred.

ADDITIONAL REQUIREMENTS

- Minimum age 21
- Must possess a Texas Commission of Law Enforcement Peace Officer license and be current with Texas Commission on Law Enforcement mandated training/hours.
- Honorable discharge from the Military (If applicable).
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Stair climb, hallway run, and Body Drag

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- **Event III Cool Down 15 minutes**
- Cool down/recover for 15 minutes - Applicants must complete the cool down/recover.
- Applicants who do not complete the cool down/recover will be considered to have failed the physical Agility assessment testing.
- Should an applicant fail the physical agility test the applicant will have three (3) attempts with a fifteen (15) minute rest period between attempts

BACKGROUND INVESTIGATION

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- Comprehensive employment history.
- A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
- Traffic summonses and accidents.
- An inquiry of family, friends, and associates as to character and reputation.

- Pass an oral interview.
- Pass a physical examination, psychological screening, and a drug test.
- Any other standards set by law or by policy of the Texas Commission on Law Enforcement.
- Must qualify with duty firearms with Alvin Community College Police Department firearms instructor prior to first day in Field Training.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

POLICE APPLICANT PHYSICAL AGILITY

WAIVER OF LIABILITY

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

- a. **Acknowledgement of Risk**

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

- b. **Waiver of Liability and Release of All Claims**

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

c. Indemnity and Defense

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

Signature of Applicant _____

Print Name Legibly _____

Date _____

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 082-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2024
SUBJECT: Personnel Action (Replacement): Building Services Technician

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

Candidate Recommended: Cole Vest

Education: Alvin High School
Diploma

TX State Board of Plumbing Examiners
Journeyman Plumber License # 54934

Experience:	<u>T-Rex Plumbing</u> Journeyman Plumber	December 2021 – Present
	<u>Essie Belles Plumbing</u> Plumbing Apprentice	October 2017 – December 2021
	<u>Turner Industries</u> Laborer/Pipefitter Helper	August 2016 – February 2017
	<u>Morrison Plumbing Supply</u> Warehouse Associate/Lead	August 2015 – June 2016

Salary: \$50,000.00 Annual
Grade 111, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Building Services Technician (PID 259)	
Department:	Physical Plant	FLSA Status: Non-Exempt
Reports To:	Building Services Supervisor	Job Category: TSCM
Grade Level:	111	
HR approved:	Jessica Eddy (updated template)	Date: 4/9/2024
Last updated by:	Asst. Dir, PP/BH	Date: 9/20/2023

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

- 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.

REQUIRED QUALIFICATIONS

- A high school graduate or GED
- At least three (3) years of experience in the building trade and maintenance field.

PREFERRED QUALIFICATIONS

- None

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 working knowledge of restroom and kitchen accessories and equipment including hot water heaters
- Must have a valid driver's license and current automobile insurance.

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.

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

This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 081-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2024
SUBJECT: Personnel Action (Replacement): Digital Marketing Specialist

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

Candidate Recommended: Bailey Farmer

Education: Howard Payne University
MBA, Marketing and Sports Management
BS, Strategic Communication, Minor in Marketing and Spanish

Experience:

- Rice University
Marketing Assistant - Athletics May 2023 – Present
- Howard Payne University
Marketing/Game Administration Graduate Assistant June 2022 – May 2023
Communications and Informations Intern August 2019 – May 2022
- NCAA
Division III Associate Member January 2019 – January 2023
National Student-Athlete Advisory Committee
- Texas Bank
Marketing and Social Media Intern August 2021 – January 2022

Salary: \$50,023.50 Annual
Grade 202, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Digital Marketing Specialist (PID 435)		
Department:	Marketing & Media	FLSA Status:	Exempt
Reports To:	Director, Marketing & Media	Grade Level:	202
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Jessica Eddy	Date:	1/25/2024
Last updated by:	Director, Marketing/ST	Date:	1/25/2024

SUMMARY

The Digital Marketing Specialist is responsible for developing and executing a digital marketing plan encompassing the use of SEO/SEM, social media, and digital ad campaigns. The incumbent will work closely with the Marketing department staff including the Director, Marketing Specialist, Web Administrator, Web Developer, Videographer/Photographer and Graphic Artists to ensure consistency in messaging and branding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Leads the strategy, development, execution and optimization of paid digital efforts, including display advertising, mobile, SEM and SEO.
- Develops content strategy for distribution on website, blogs, social media sites, microsites and digital marketing campaigns.
- Initiates and refines keyword campaigns through Google Ads to promote brand awareness and target specific audiences.
- Maintains and grows engaged social media communities, both organically and when necessary finding and/or creating social media influencers to promote Alvin Community College.
- Creates and manages digital ad campaigns through Facebook, Instagram, Spotify, iHeart Radio, etc.
- Coordinate marketing campaigns with the Web Services teams to ensure the ACC website is current and up to date with marketing information and provide necessary SEO terminology.
- Plan, schedule and create various content from still images to short form videos
- Develops yearly plan/budget to market select college programs.
- Coordinates college-wide digital campaigns promoting registration, special events and brand awareness in cooperation with external marketing agencies.
- Attends and promotes on and off campus events through social media platforms.
- Participates in several online communities, including Twitter, Facebook, LinkedIn, Instagram, etc. on a daily basis.
- Serves as liaison for all college affiliated social media accounts and ensures they stay active.
- Maintains, updates and implements social media guidelines.
- Stays current with social media trends and practices.
- Conducts instructional workshops about the use of social media when requested.
- Monitors and reports on digital marketing efforts and progress on ROI and KPIs and provide monthly social media activity reports.
- Designs digital ads for use on social media sites.
- Navigates across multiple levels of the institution and effectively manage multiple projects at the same time.

- Performs duties and attends college or off campus events/meetings that may involve weekend and evening work.
- 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.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Marketing, Communications or related field or relevant work experience.
- Two (2) years of experience in a digital marketing or social media role

PREFERRED QUALIFICATIONS

- Two (2) years of experience in a digital marketing or social media role in higher education
- Business/work related experience creating content with AI generative tools (Chat GPT, Bard, etc.)

KNOWLEDGE, SKILLS, AND ABILITIES

- Outstanding oral and written communication skills.
- Proficiency with analytics platforms such as Google Ads social media scheduling platforms.
- Proficiency with social media technologies (Facebook, Twitter, Instagram, Reels etc.).
- Familiarity with Adobe Creative Suite, Canva and/or other means for the creation of production of advertising and marketing materials.
- Familiarity with video editing software (Premiere, Final Cut, CapCut, etc.)
- Proficiency with Microsoft Office software.
- Must be able to work effectively and congenially with faculty, students, staff, and the public.
- Demonstrate ability to analyze, organize and integrate large amounts of information into clear concise presentations and plans.
- Work well independently with minimal supervision and within group settings.
- Ability to stand for extended periods of time

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.

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

This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

MEMORANDUM NO: 080-2024

TO: Board of Regents

FROM: Robert J. Exley, President 
and
Stacy Ebert, Vice President of Workforce and Strategic Initiatives 

DATE: April 19, 2024

SUBJECT: ACC-West and CEWD Staffing

Now that we have completed the floorplans for our ACC-West location and the owner is initiating the build-out of our leased space, Dr. Ebert and I are eager to move forward with finalizing selections for staffing and managing the operations of the site. As an essential part of our initiative to enhance CEWD departmental effectiveness and ensure the success and growth of ACC West, Dr Ebert has utilized two existing director vacancies from Fund 13 to create an operations team. The following two memos provide information regarding two personnel actions to move our ACC-West and CEWD initiatives forward.

We are all well-aware that HB-8 has created outcomes-based funding for a variety of industry credentials attainable through non-credit education and training. This provides ACC with an unprecedented opportunity to enhance and expand our non-credit training. Our new reality is that we must operate with the goal of creating a life-time consumer that thinks of ACC as ‘The Place to Go’ for further education and training to equip them for the ever-changing workforce demands.

We are already engaged in expanding our relationships with business and industry via robust partnerships to meet workforce needs (e.g., reskilling and upskilling). The table below demonstrates the increase in activity within CEWD via total number of individuals served.

	2021-2022	2022-2023	2023-2024 Y-T-D
Q1	292	269	257
Q2	250	342	329
Q3	119	172	207
Q4	203	226	4
Total	864	1,009	797

This data is duplicated headcount.

RJE:tg



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 088-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 16, 2024
SUBJECT: Personnel Action: CEWD Business Operations Manager

The individual listed below has been recommended to fill the full-time CEWD Business Operations Manager position.

Candidate
Recommended: Tricia Groth

Education: University of Oklahoma
Bachelor of Science

Experience:

<u>Alvin Community College</u>	
Interim Executive Administrative Assistant	February 2024 – present
CEWD Senior Administrative Assistant	November 2021 – January 2024
Assistant CEWD Program Coordinator	March 2017 – November 2021
CEWD Grant Coordinator	September 2016 – February 2017
Assistant CEWD Program Coordinator	May 2014 – August 2016

<u>Angleton Chamber of Commerce</u>	
Director of Operations	November 2012 – May 2014

<u>Port Freeport</u>	
Marketing/Public Relations Representative	June 2005 – November 2012

Salary: \$75,925.34 Annual
Grade 208, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Manager, Business Operations – ACC West (PID 836)		
Department:	Workforce & Strategic Initiatives	FLSA Status:	Exempt
Reports To:	VP Workforce and Strategic Initiatives	Grade Level:	208
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG	Date:	3/28/2024
Last updated by:	VP-WSI/SE	Date:	3/28/2024

SUMMARY

The Manager of Business Operations ACC West reports directly to the Vice President, Workforce and Strategic Initiatives. This position plays a vital role in facilitating the operations and activities of the ACC West location. Responsibilities involve overseeing the day-to-day functions including scheduling, managing resources, assisting students, communicating with business and industry, and fostering a positive learning and collaborative environment. This position will be the direct contact to the main ACC campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and oversee administrative functions, including scheduling, registration, and student services at the satellite location.
- Collaborate with the main campus to ensure alignment with institutional policies, procedures, and academic standards.
- Address student inquiries, concerns, and complaints promptly and effectively.
- Foster a welcoming and collaborative environment that promotes student engagement, innovation, relationship building, and success.
- Manage the satellite location's facilities, ensuring a safe and conducive learning environment.
- Manage and prioritize maintenance requests, delegating tasks to the maintenance team.
- Develop and implement emergency response plans.
- Coordinate the allocation and utilization of resources, including classrooms, technology, and support services.
- Implement effective space utilization strategies to optimize campus facilities
- Communicate regularly with the main campus administration, faculty, and staff to ensure seamless coordination of operations.
- Collaborate on the development and implementation of programs, policies, and initiatives.
- Cultivate positive relationships with the local community, businesses, and organizations to enhance the college's presence and support outreach efforts.
- Identify opportunities for partnerships that benefit students and the community.
- Plan and coordinate events, workshops, and activities at the satellite location to enhance the student experience and foster a sense of community.
- Assist in the development and management of the ACC West budget, ensuring fiscal responsibility and compliance with institutional guidelines.
- Travel to main campus as necessary for meetings, coverage, events, etc.

- Develop, implement, and maintain SOPs for ACC West.
- Assist with ACC main campus activities and operations as needed.
- 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.

REQUIRED QUALIFICATIONS

- Bachelor's degree
- Minimum 3 years of experience in the field of workforce training and development
- Minimum 6 months of experience in operations and facilities management

PREFERRED QUALIFICATIONS

- Experience in Continuing Education Workforce Development (CEWD) in higher education

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively and independently.
- Familiarity with policies and procedures associated with an institution of higher education.
- Strong understanding of industry needs and trends, particularly in workforce development and corporate training.

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.

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This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 087-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 16, 2024
SUBJECT: Personnel Action: CEWD Business Training Consultant

The individual listed below has been recommended to fill the full-time CEWD Business Training Consultant position.

Candidate
Recommended: Alyssa Bullock

Education: Western Governors University
Bachelor of Science Business Administration

Oklahoma State University-Institute of Technology
Associate of Applied Science

Experience: Alvin Community College
Executive Administrative Assistant January 2021- present

Alvin Independent School District
Federal & Special Programs Clerk July 2020 – January 2021
Paraprofessional/Office Support February 2018 – July 2020
Substitute Office March 2016 – January 2018

Salary: \$64,702.74 Annual
Grade 207, 2023– 2024 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	CEWD Business Training Consultant (PID 835)		
Department:	CEWD	FLSA Status:	Exempt
Reports To:	CEWD Executive Director	Grade Level:	207
ORP Eligible:	Yes	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG	Date:	3/28/2024
Last updated by:	VP-WSI/SE	Date:	3/28/2024

SUMMARY

The Business Training Consultant role in CEWD is to find new opportunities for corporate college training, continuing education, and workforce development. This BTC will research and qualify leads/opportunities to present to the Executive Director of CEWD. This role involves labor market analysis and identifying potential partnerships and training opportunities with business and industry, facilitating curriculum development and implementation, developing pricing and proposals for client review, schedule builds, and staffing. This position requires cross-training in various areas in CEWD and flexibility with duties and responsibilities is essential to ensure the success of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Program Development:

- Develop and implement comprehensive continuing education and workforce development programs that align with industry needs and trends.
- Collaborate with instructional designers and subject matter experts to create innovative and relevant curriculum tailored to diverse learner needs.
- Perform labor market research and develop new initiatives to meet the changing demands of the workforce.

2. Business Relations:

- Identify new business leads and make initial contact.
- Build and maintain strong partnerships with local businesses, industries, and community organizations to understand their training needs.
- Act as a liaison between the college and corporate clients, ensuring effective communication and understanding of client requirements.
- Identify opportunities for customized training programs, workshops, and seminars tailored to specific business needs.

3. Corporate College Management:

- Assist with corporate college initiatives, managing relationships with corporate clients, and ensuring the successful execution of corporate training programs.
- Work closely with Director of CEWD to identify potential corporate clients and develop tailored proposals to meet their training requirements.
- Collaborate with instructors, curriculum developers, and advisory committees to deliver high-quality corporate training programs.
- Develop pricing and training proposals in accordance with ACC CEWD procedures.
- Conduct assessments and advisory meetings to identify the training needs of corporate clients and professionals.

4. Departmental Operations:

- Supervise, schedule and support instructors.
- Assist in the development and management of departmental budgets, ensuring efficient allocation of resources and financial sustainability.
- Monitor and analyze departmental performance metrics, prepare reports, make data-driven recommendations to enhance program effectiveness and efficiency.

5. Compliance and Quality Assurance:

- Ensure all programs meet regulatory requirements and industry standards. If applicable, work towards obtaining accreditation for the programs.
- Implement quality assurance measures, including assessments, evaluations, and feedback mechanisms, to continuously improve program quality.
- Stay abreast of industry best practices, emerging trends, and educational technologies to enhance the department's offerings.
- 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.

REQUIRED QUALIFICATIONS

- Bachelor's degree
- Minimum 3 months of experience in continuing education, workforce development, or corporate training.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of industry needs and trends, particularly in workforce development and corporate training.
- Excellent communication, organization, and interpersonal skills.
- Demonstrated leadership abilities, including team management and program development.
- Ability to work collaboratively with internal and external stakeholders.
- Reliable transportation as this position will require travel to industry locations.

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. At times the incumbent will work in an office environment and use a computer, telephone and other

office equipment as needed to perform duties. This position requires travel to various business locations.

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 and drive due to work outside the office.

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

This is a security sensitive position and requires a criminal history and/or motor vehicle records check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

10.B. **Employee Headcount**

	Budgeted 2023-24	APRIL 2024	HR Vacancies
Administrative	14	13	1
*Professional	87	78	9
Faculty	124	123	0
**Technical Support, Clerical & Maintenance (TSCM)	117	108	10
Total Full-Time (FT) Employees	342	322	20

*Count includes 4 grant funded *professional* employees

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

10.C. **Employee Resignation Report**

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Michael Pounds	Pathways Advisor / Interim Dir Student Success & Advising	4/12/2024	Resignation
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF MARCH 28, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 28th day of March 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
Mike Pyburn	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Robert Exley	President, Alvin Community College
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
Mary Jove	Alvin Community College
Lindsey Hindman	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

Beth Nelson	Bryan Hinshaw	Maribel Beasley
Clay Grover	Lilly Garcia	Juanito Buenstro
Tammy Giffrow	Patty Sanchez	Breah Knape
Kyle Marasckin	Taylor Bass	Barbara Merchant
John Tompkins	Robert Leal	Mario Rodriguez
Alyssa Bullock	Edwin Morgan	Mike Vincent
Nadia Nazarenko	Penny Garcia	Jason Payson
Debra Fontenot	Katrina Hinshaw	Carina Rivera
Linet George	LeighAnn Moore	Amanda Smithson
Harold Griffin	Rene Guierrez	Misty Abraham
Estevan Vasquez	Jennifer Gonzalez	Kayla Upton
Sunjay Bali	Edgar Gonzalez	Marleyna Ochoa
Patrick Sanger	Charley Bevill	
Alan Phillips	Anita Exley	

Call to Order

The meeting was called to order by Chair Sanchez at 6:05 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*.

Board Recognitions

Each year NASA selects a group of community college students to participate in its Aerospace Scholars program, which encourages students to continue their STEM education at a four-year university. This year ACC student Carina Rivera was chosen to be a part of the program which includes a four-day, in-person experience at a NASA center. She will also participate in a five-week online workshop with NASA experts and engage in mission design challenges. Recognized was Carina Rivera.

On March 22, ACC hosted its annual Discovery Day, its largest recruiting event. More than 700 college students from Alvin, Pearland and Santa Fe ISDs came to the campus to meet with staff members and fellow students to learn about the many different programs that the college has to offer. It took many people to coordinate this event to make it a success. Recognized were Director of Recruitment and Enrollment - Amanda Smithson, Recruiter - Misty Abraham, Event Coordinator - Kayla Upton, Administrative Assistant - Marleya Ochoa, Student Life/Athletic Director - Dr. Estevan Vasquez, Grounds Supervisor - Kenny Navarro, and Grounds Crew members, Taylor Bass, Robert Leal, Edwin Morgan and Penny Garcia and Housekeeping members, Maria Recendez, Dora Arevalo, Paula Leija, Cecilia Garcia, Lidia Juarez and Norma Martinez.

Executive Session

•For the purpose of a private consultation with its attorney when seeking the advice of its attorney, seeking 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 the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074.

The meeting was called back into session by Chair Sanchez at 7:04 p.m.

- **Pledge**

- **Invocation**
Invocation by Mr. Marvel.

Board Comments

The Regents discussed the various events they attended which included the visiting artist exhibit and reception, Discovery Day for area high schools, the BAHEP meeting, Manvel City Council meeting, Cybersecurity lab tour on campus, announcement of the upcoming Purse Bingo Foundation fund raiser. The Regents thanked the staff for their work in putting these events together and making each so successful and thanked the Baseball and Softball teams for their help with the Alvin Music festival.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the approval of Minutes of the Regular Meeting of February 22, 2024, Personnel Action (Replacement): Program Director Engineering (Darrell Mayon), Personnel Action (Replacement): Faculty, Polysomnography 12M/Clinical Coordinator (Kirsten LaChance), Personnel Action (Replacement): Director, Physical Plant (Bryan Hinshaw), the Grants Report, and the Annual Racial Profiling Report. Regent Marvel moved to approve the Consent Agenda. Seconded by Dr. Crumm. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Summer registration opens on April 2 and fall registration will start on April 22.

This past Friday the college hosted 700 local high school students for Discovery Day. Students had a chance to speak with many of our program directors and faculty to learn about what the college has to offer. Students from Alvin, Pearland and Danbury ISDs participated in the event.

Members of the Community College Partnership in Workforce met at ACC March 21 and toured the Welding facilities.

The Mu Upsilon chapter of Phi Theta Kappa held its spring induction ceremony on February 23 and I had the honor of being the guest speaker.

Math instructor Jennifer Brazil and former Polysomnography Director (now adjunct instructor) Jordan Rusk attended last week's League for Innovation Conference in Anaheim. Brazil and Rusk were recipients of the League for Innovation Excellence Awards at ACC.

Actor and poet Na'Tosha De'Von was part of a three-day Poetry and Solo Performance Workshop at ACC last week.

ACC CNC students toured the Tool-Flo facility in Houston on March 1. The company is one of many industry partners with the college's Continuing Education department.

Regent Shelton along with myself, Dr. Ebert and Kelly Klimpt visited the Ion District recently. The technology park and innovation district serves as a collaboration center for local businesses and industry.

The baseball team volunteered during the Alvin Music Festival this past weekend at Briscoe Park.

College hosting a law enforcement pathways recruiting event in the Student Center on March 5.

Performances of the Diary of Anne Frank begin on April 6.

The ACC Foundation will host the annual Big Band Concert on April 20 here in the Nolan Ryan Center. Funds raised from the event will benefit students in the music program.

This report was for information only.

Strategic Goal Report # 3

Vice Presidents Wendy Del Bello, Dr. Stacy Ebert and Mr. John Matula reported on Strategic Goal #3 which included community projects, organizations, accessibility and counseling partnerships, various recruiting events for 2023-24, expanding partnerships with business and industry and educational partners, involvement in work force and chamber boards, building opportunities in the community, marketing efforts with the Right Now magazine, commercials on TV and in theatres, Bachelor's degree marketing, the ACC website redesign, grants advisory council, and marketing ACC as a community resource. This report was for information only.

Naming of College Facility Request – Art Building

Ms. Charley Bevill, Faculty Senate President, presented a request for the naming of the Art building after Mr. Dennis LaValley, former Art Department Director and Instructor, who recently passed away. She had letters and signatures from former students and community members who are in support of the naming of the building. Regent Shelton requested further research regarding policy and procedure be completed for consideration by the Board. This report was for information only.

Consider Approval of Property and Casualty Insurance Proposed Bid and Renewal

Regent Shelton moved to approve the \$30,000,000 Loss Limit and a 5% named storm deductible – option number 3 as presented. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Cancellation of Election and Cancellation of Special Election on May 4, 2024

Vice Chair Droege moved to approve and sign the Cancellation of Election and Cancellation of the Special Election originally scheduled for May 4, 2024. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of Interlocal Agreement with Brazoria County Tax Collections

Secretary Hertenberger moved to approve an Interlocal Agreement with Brazoria County, TX, specifically the Brazoria County Tax Assessor-Collector. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Authorization for Marketing and Promotional Spend Agreements

Regent Reyes-Hall moved to authorize the President or his designee to engage with the listed providers for the period date through August 31, 2025, for an amount not to exceed \$ 150,000.00 over the 18-month period. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Authorization for Charter/Chauffeured Bus Services

Regent Shelton moved to authorize the President to engage with the listed provider for the period date through August 31, 2024, and for three (3) subsequent years in an IDIQ agreement for \$150,000.00 per annum. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Agreement for Natural Gas Contract

Regent Shelton requested pricing information be brought to the Board closer to the time of expiration for the current gas contract to determine the best cost savings. Regent Marvel moved to table the agreement for Natural Gas contract was made by Mr. Marvel. Seconded by Mr. Hoover. Motion passed unanimously.

Consider Approval of Refurbish of Parking Lots C and D

The motion to authorize the President to enter a contract with Ballew Construction, LLC for an amount not to exceed \$61,758.00 with a probable completion date of May 31, 2024 was made by Regent Reyes - Hall. Seconded by Dr. Crumm. Motion passed unanimously.

Financial Report Ending February 2024

Regent Shelton moved to approve the financial and investment report for February 2024. Seconded by Regent Marvel. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:33 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

11.B. **Personnel Action**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 075-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 4, 2024
SUBJECT: Personnel Action (Replacement): English Faculty

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

Candidate Recommended: Rosalinda Izguerra

Education: University of Houston - Clear Lake
Master of Arts Literature

University of Houston – Clear Lake
Bachelor of Arts Literature

Richard J. Daley College
Associate of Arts General Studies

Experience:	<u>Alvin Community College</u> Temporary Full Time Faculty, English	January 2024 – present
		October 2023 – December 2023
	<u>San Jacinto College</u> Professor of English	August 2018 – December 2023
	<u>Southern New Hampshire University</u> Part Time Professor	November 2022 – present
	<u>Ashford University</u> Associate Faculty	June 2015 – August 2018

Salary: \$58,482.26
Grade 9/MA/Step 9, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, English (PID: 52)		
Department:	English	FLSA Status:	Exempt
Reports To:	Dean of General Education & Academic Support	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Contractual Position:	Yes
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	12/7/2023
Last updated by:	Dean General Ed & AS/NN	Date:	12/7/2023

SUMMARY

The instructor will teach a variety of courses within the English Department including developmental, freshman, and sophomore level courses, and individual instruction in the specific area of expertise.

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

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

- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.
- Other duties may be assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree in English or a Master's degree with 18 graduate hours in English

PREFERRED QUALIFICATIONS

- Strongly prefer coursework in teaching Composition and/or Rhetoric
- Prior teaching experience at the college level
- Experience in teaching distance learning courses using Blackboard
- Strongly prefer dual credit or high school teaching experience
- Working knowledge of Blackboard course management system

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.C. **Grants**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 084-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 16, 2024
SUBJECT: Federal, State, and Private Grants Report

The attached is the ACC Grant Status Report as of April 2, 2024. 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 page list grants that ACC has either applied for and been declined funding or grants ACC considered but decided not to proceed to application submission. Pages two through four provide details on the grants and/or applications in each of three categories.

The College presently has \$2,788,097.37 in active funded grants. There is an additional \$5,733,816.62 in grant applications currently in the funder review process. And, we have \$642,727.00 in the grant applications development process.

This report is for information only.

RJE:tg

Alvin Community College Grants Update

April 2, 2024

ACC has the following in grant activity:

\$2,788,097.37	Active Funded Grants
\$5,733,816.62	Grant Applications in the Funder Review Process
\$ 942,727.00	Grant Applications in the Development Process

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 April 2, 2024

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
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 #2824WPB008 "New Beginnings" Year 3 Renewal	12/1/2023	11/30/2024	Inez thezue	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	\$ 174,426.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	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
Office of the Governor Body Armor Grant Program #4829901	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.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/15/2023	12/15/2024	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for starting a CEWD EMT program at ACC's West Campus.	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 2,761,647.37				

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 Delmoian, 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, Lily 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 Networking and	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	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	
Texas New Mexico Power Grant	TBD	8/1/2024	Stuart Jackson, Brittani Bewick	CEWD BioTechnology Program	Safety Cabinet	\$ 8,000.00	Primary	N/A	Provides funds to purchase a safety cabinet for students to learn safety protocols in materials handling.	Private / Foundation	
Lyondell-Basell Scholarships	1/31/2024	2/28/2024	Wendy Del Bello	ACC Foundation	Student Scholarships	\$ 2,500.00	Primary	N/A	Provides five \$500.00 scholarships for Process Technology Students.	Private / Foundation	
ACC FOUNDATION GRANTS SUBTOTAL						\$ 26,450.00					
TOTAL, ALL ACTIVE GRANTS						\$ 2,788,097.37					

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type	
U.S. Department of Labor QUEST Dislocated Workers Grant	10/1/2023	9/30/2026	TBD	TDCJ 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. <i>Application submitted August 4, 2023.</i>	Federal Discretionary Competitive	
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies and Equipment. <i>Application submitted September 8, 2023.</i>	State Discretionary Non-Competitive	
U.S. Department of Labor Strengthening Community Colleges 4	3/1/2024	2/28/2028	Shawn Kalinec, Sunjay Ball	CEWD CNC Machining	Instruction, Equipment, Employment Counseling	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region. <i>Application submitted November 14, 2023.</i>	Federal Discretionary Competitive	
Office of the Governor Criminal Justice Grant Program	10/1/2024	9/30/2025	Chief Ronny Phillips	ACC PD	Bulletproof Vests for ACC Police Department	\$ 38,048.00	Primary	N/A	Funds provide for purchasing 16 vests. <i>Application submitted February 7, 2024.</i>	State Discretionary Competitive	
CenterPoint Energy Foundation	8/24/2024	8/12/2025	Brittani Bewick	CEWD Biotechnology Program	Equipment	\$ 10,000.00	Primary	N/A	Funds provide virtual reality equipment for student use. <i>Application submitted February 15, 2024.</i>	Private / Foundation	
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	9/1/2024	8/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 650,031.23	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. <i>Application submitted 3/14/2024.</i>	State Discretionary Competitive	
Total, Grants in Funder Review						\$ 5,733,816.62					

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type	
Greater Texas Foundation	TBD	TBD	Wendy Del Bello	ACC Foundation	Emergency Student Aid	\$ 125,000.00	Primary	N/A	Funds provide emergency assistance for students and technical assistance for sustaining an emergency assistance program. <i>ACC Foundation was selected to proceed to the application phase. Application due 5/23/2024.</i>	Private / Foundation	
TWC IJET Grant (Jobs and Education for Texans) 2024	7/1/2024	6/1/2025	Don Parus	Process Technology	Equipment	\$ 350,000.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required. <i>Application due 4/24/2024.</i>	Federal Discretionary Competitive	
ECMC Foundation	TBD	TBD	John Matula	Student Services	Personnel, Supplies	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs. <i>Letter of Interest required, open application.</i>	Private / Foundation	
Texas Workforce Commission Skills Development Funds	TBD	12 months from start	Sunjay Ball	CEWD	Instruction and Training	\$ 300,000.00	Primary	TJL Industries, Seattle Shipyards	Skills training for employees of TJL in process technology and Seattle Shipyards for welding.	State Discretionary Competitive	
Total, Grants in Application Development						\$ 942,727.00					

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
Dell Foundation	5/31/2023	Y	Process Technology	\$ 50,000.00	Primary	N/A	Provides funds for 3 cutout models for Process Technology.	Private / Foundation	ACC was not selected.
U.S. Department of Education Developing Hispanic Institutions Title V Grant	6/13/2023	Y	Student Services	\$ 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.	Federal Discretionary Competitive	ACC was not selected.
U.S. Department of Justice Leahy Bulletproof Vest Program	6/26/2023	Y	ACC PD	\$ 11,634.00	Primary	N/A	Provides reimbursement of 50% of the cost of bullet proof vests, 1 per officer per year. <i>Application submitted June 21, 2023.</i>	Federal Formula Non-competitive	ACC was awarded \$552.18 and declined the award.
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$ 1,000,000.00	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.
Nuts, Bolts, & Thingamajigs (NBT) Camps	12/1/2023	N	Welding	\$ 5,000.00	Primary	N/A	Provides funds to host summer manufacturing camps for middle and high school students.	Private / Foundation	Department determined timing was not appropriate to pursue this grant.
Office of the Governor State Homeland Security Grant	2/8/2024	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	Grant did not provide for resources needed by ACC PD.
Lowes Foundation Gable Grant	3/31/2024	N	Welding	\$100,000-\$1,000,000	Primary	N/A	Support skilled trades workforce development initiatives.	Private / Foundation	ACC does not have a program supported by this grant (appliance repair, carpentry, electrical, HVAC, plumbing)
Texas Commission on Environmental Quality THIVE Grant	3/31/2024	N	CDL	TBD	Primary	N/A	Support the adoption of hydrogen vehicles	State Discretionary Competitive	Grant only funded the difference between the cost of a diesel truck and a hydrogen-powered truck.
U.S. Department of Education GEAR UP	5/7/2024	N	College Preparation	up to \$5,000,000	Primary	ISD & Community Partners	Materials, Staffing, Courses for College Exposure & Preparation	Federal Discretionary Competitive	ACC determined the timing was not appropriate to pursue this grant. We will research this grant for a potential application next year.
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	\$412,000	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive	Original budget was to be \$1,160,000 over the life of the grant ; funder revised the budget to \$412,000 over the life of the grant. This would only allow for 1.5 FTEs, so ACC declined.

12. **President's Report**
13. **Student Report**
14. **Faculty Senate Report**
15. **Strategic Plan Update - Goal #4**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 089-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 18, 2024
SUBJECT: Strategic Plan Update – Goal #4

Vice Presidents Dr. Mary Jove and Mr. Karl Stager will lead a collaborative presentation of members of the College Executive Leadership Team in providing the board with a status report on Goal #4 of *The Path Ahead: ACC's Strategic Plan 2022-2025*.

Goal 4 reads as follows:

Respond to growth within the region

Three Key Objectives are:

- 4.1 Expand student access across the service region.
- 4.2 Develop new and existing programs to align with student, community, and industry needs.
- 4.3 Secure and maintain sustainable fiscal, physical, and technology resources.

RJE:tg

16. **Consider Approval of Removal of the Table of the Selection of Natural Gas Provider**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 090-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 18, 2024
SUBJECT: Agreement for Natural Gas Contract

Below is an email from ACC's energy purchasing consultant, Mr. Bob Wooten of Tradition Energy. He assists the College in analyzing and securing bids which are compliant with Texas Purchasing Law. Tradition Energy's fee, per the Omnia cooperative purchasing contract, is \$4,736 yearly.

Mr. Wooten's email explains the attached "Supplier Fixed Price Comparison" which shows the current purchase of natural gas for an institutional buyer like the College (April XX, 2024).

At the recommendation of the Board of Regents, Mr. Wooten has provided updated pricing for one-, two-, and three-year options. At the Board of Regents Meeting dated March 28, 2024, the recommended rates for these terms were \$3.16/Dth for one-year, \$3.52/Dth for two-year, and \$3.70/Dth for three- year terms.

An updated "Supplier Fixed Price Comparison" is being provided to the Board at April 25, 2024, board meeting which will display these rates.

It is recommended that the Board of Regents approve the selection of Luminant the most favorable supplier for either a one-year, two-year, or three-year agreement at a rate not to exceed \$4.25/Dth and authorize the President to execute a contract to begin June 1, 2024.

Note: (Dekatherm - a unit of energy that is equal to one million British thermal units or ten therms)

RJE:tg

17. **Consider Approval of Revision to Local Policy FLA in Compliance with Executive Order GA-44**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 085-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 16, 2024
SUBJECT: Revision of Local Policy FLA – Students Rights and Responsibilities / Student Expression and Use of College Facilities

On Wednesday, March 27, 2024, Ray Martinez III, J.D., President and CEO of Texas Association of Community Colleges sent an email to the Presidents and Chancellors with a copy of Gov. Abbott's Executive Order No. GA-44 titled "*Relating to addressing acts of antisemitism in institutions of higher education.*" The governor's letter and Executive Order No. GA-44 are included with this memo.

I subsequently forwarded our Local Policy FLA and related documents to Mr. Kyle Stone for legal review. He responded as follows:

Regarding my research referenced below, we reviewed this matter thoroughly, including speaking with our colleagues at other institutions. Our research reveals that Governor Abbott doesn't have the authority to issue GA-44. However, given the Governor's tendency to aggressively enforce his executive orders and the fact that GA-44 can be legally implemented, we recommend voluntary compliance at this time.

Attached you will find both a redline copy of recommended changes to ACC Policy FLA (Local) and a clean copy.

I recommend that the Board of Regents approve ACC Policy FLA (Local) as presented.

RJE:tg



GOVERNOR GREG ABBOTT

March 27, 2024

FILED IN THE OFFICE OF THE
SECRETARY OF STATE

10:15 AM O'CLOCK

MAR 27 2024

Jane Nelson
Secretary of State

The Honorable Jane Nelson
Secretary of State
State Capitol, Room 1E.8
Austin, Texas 78701

Dear Secretary Nelson:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-44 relating to addressing acts of antisemitism in institutions of higher education.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

Gregory S. Davidson
Gregory S. Davidson
Executive Clerk to the Governor

GSD:gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
March 27, 2024

EXECUTIVE ORDER
GA 44

Relating to addressing acts of antisemitism in institutions of higher education.

WHEREAS, on October 7th of last year, the terrorist group Hamas committed unspeakable and heinous acts when they launched a surprise attack on Israel; and

WHEREAS, this attack killed over 1,200 innocent civilians including women, children, and approximately 30 American citizens, and Hamas took over 250 individuals hostage, including at least 10 Americans; and

WHEREAS, immediately after the October 7th attack, Governor Abbott reiterated his longstanding support for Israel and the Texas Jewish community and took initial steps to address acts of antisemitism in Texas, including authorizing \$4 million in additional grant funds to protect synagogues and Jewish schools, prohibiting state agencies from purchasing goods from the Gaza Strip or entities that support Hamas, and directing the Texas Education Agency and the Texas Holocaust, Genocide, and Antisemitism Advisory Commission to educate Texans about the Israel–Hamas War and antisemitism; and

WHEREAS, Texas will continue to stand with Israel and support our Jewish neighbors in Texas; and

WHEREAS, incidents of antisemitism have increased since Hamas' attack, and the proliferation of antisemitism at public universities is particularly concerning; and

WHEREAS, while many Texas universities have acted quickly to condemn antisemitism and foster appropriate discourse on the terrorist attacks against Israel and the ensuing Israel–Hamas War, some radical organizations have engaged in unacceptable actions on university campuses; and

WHEREAS, protected free speech areas on Texas university campuses, as well as the buildings and parking lots of Jewish student organizations, have been covered in antisemitic graffiti; and

WHEREAS, multiple protests and walkouts have been staged by universities' student organizations, with students chanting antisemitic phrases such as "from the river to the sea, Palestine will be free," which has long been used by Hamas supporters to call for the violent dismantling of the State of Israel and the destruction of the Jewish people who live there; and

WHEREAS, Texas supports free speech, especially on university campuses, but that freedom comes with responsibilities for both students and the institutions themselves; and

WHEREAS, such speech can never incite violence, encourage people to violate the law,

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15AM O'CLOCK

MAR 27 2024

harass other students or other Texans, or disrupt the core educational purpose of a university; and

WHEREAS, Section 51.9315(f) of the Texas Education Code requires all higher education institutions to adopt policies detailing students' responsibilities regarding free expression on campus; and

WHEREAS, Section 51.9315(c)(2) of the Texas Education Code provides that students should not participate in, and higher education institutions should not allow, expression that is unlawful or disrupts the operations of the institution; and

WHEREAS, antisemitism and the harassment of Jewish students have no place on Texas university campuses and will not be tolerated by my administration;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, hereby direct all Texas higher education institutions to do the following:

1. Review and update free speech policies to address the sharp rise in antisemitic speech and acts on university campuses and establish appropriate punishments, including expulsion from the institution.
2. Ensure that these policies are being enforced on campuses and that groups such as the Palestine Solidarity Committee and Students for Justice in Palestine are disciplined for violating these policies.
3. Include the definition of antisemitism, adopted by the State of Texas in Section 448.001 of the Texas Government Code, in university free speech policies to guide university personnel and students on what constitutes antisemitic speech.

Within 90 days of this executive order, the chair of the board of regents for each Texas public university system shall report to the Office of the Governor, Budget and Policy Division, that the above actions were taken by each institution of higher education overseen by that board of regents. The report shall include documentation verifying revisions made to free speech policies and evidence that those policies are being enforced.

This executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the
27th day of March, 2024.


GREG ABBOTT
Governor

ATTESTED BY:


JANE NELSON
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:15AM O'CLOCK

MAR 27 2024

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Note: For expression and use of College District facilities by employees and employee organizations, see DGC. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Expressive Activities “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term does not include commercial speech.

Unprotected Speech “Unprotected speech” means any speech or expressive conduct not protected by the First Amendment to the United States Constitution, Section 8, Article 1, Texas Constitution, or other applicable state or federal law, including but not limited to obscene speech, defamatory speech, speech that advocates for imminent lawless or disruptive action and is likely to incite or produce such action, and harassment.

Antisemitism “Antisemitism” means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance’s “Working Definition of Antisemitism” adopted on May 26, 2016. Antisemitic speech that qualifies as unprotected speech violates this policy and is grounds for discipline. [See Executive Order GA-44 and Tex. Gov’t Code 448.001]

Distribution of Literature Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Limitations on
Content

Materials shall not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene.
2. The materials contain defamatory statements about public figures or others.
3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
4. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB]
5. The materials constitute nonpermissible solicitation. [See FI]
6. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and
Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not disruptive; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president, administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organiza-

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

tion may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the student activities coordinator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the student activities coordinator, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Facilities Use

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests

To request permission to meet in College District facilities, interested students or registered student organizations shall file a written request with the student activities coordinator in accordance with administrative procedures.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president, student services or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Area
Exception*

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

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1. The person's conduct is unlawful;
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program; or
4. The use would result in damage to or defacement of property.

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative.

Violations of Policy

Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action, including but not limited to expulsion, in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

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6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

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Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

18. **Consider Approval of Welding Supplies and Equipment for use at TDCJ**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 078-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 11, 2024
SUBJECT: Welding Supplies and Equipment for use at TDCJ

In February 2022, the College submitted a funding request in the amount of \$876,000 (approved in October 2022) to establish and equip a Vocational Welding Certificate Program. Recently, the TDCJ program made significant enhancements to their Welding provisions to the TDCJ initiative. By virtue of a PSER Allocation, staff assessed the program's needs resulting in significant recommendations for upgrading opportunities for our TDCJ students.

Authorization is requested to purchase 1st year Certificate tools and gear for the welding program. The items will be purchased from three different providers from across the region who are all available through Purchasing Cooperatives:

- Outlaw Leather and AllTex Welding are available to us through the EPIC6 Regional Cooperative.
- Snap-On is available to us through the Sourcewell Cooperative.

As all providers are available through one or more cooperatives, all ACC and State of Texas Purchasing requirements have been met.

Staff recommends that the Board of Regents approve the purchase of a several pieces of equipment and accessories for the TDCJ welding program in the amount of \$ 86,513.52.

Note: The cost of these purchases will be refunded to the college through the PSER Allocation process.

RJE:tg

19. **Consider Approval of Holographic Patient Simulator**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 076-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2024
SUBJECT: Holographic Patient Simulator

Recently, the Alvin Community College EMS program, applied for and was awarded a TRUE Grant (Texas Reskilling and Upskilling through Education). Based on this grant award, authorization is requested to purchase a holographic patient simulator (using virtual and augmented reality). The equipment to be purchased includes a proprietary system, PerSim Pro and a variety of auxiliary and necessary items, including software. This equipment will enhance our EMS program.

This purchase meets State of Texas and Alvin Community College Purchasing requirements as it has been determined to be sole source and falls under Sec 2155.067 of the Texas Government Code (Proprietary Purchases).

Staff recommends that the Board of Regents approve the purchase of a holographic patient simulator, ancillary items and software from MedCognition, Inc. in the amount of \$ 62,495.00 and authorize the President to enter into a software agreement for same.

As stated in the opening paragraph, this purchase will be funded by a TRUE Grant.

RJE:tg

20. **Consider Approval of Contract for Magazine Publication and Mailing**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 077-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 16, 2024
SUBJECT: Contract for Magazine Publication and Mailing

Right Now magazine exists for the college to tell its story to the community and is mailed to over 100,000 homes and businesses in Alvin, Pearland, Manvel, Rosharon, Danbury, and Liverpool. There is also access to a digital version on the college website. This publication supports fulfilling our strategic goal to enhance engagement within the community by informing residents about our programs, people, events, achievements, value, and most importantly the success of its students.

The cost to print, mail, and ship the 28-page magazine is approximately **\$55,000** per issue. The proposed Spring 2024 issue aims to advertise and educate the community about many of our programs including the new bachelor's program, Drafting & Design, Engineering Technology, and Welding in addition to other student success stories and college initiatives.

We constantly track trends in traffic to targeted program webpages as one means for assessing if publication of the magazine coincides with a spike in electronic traffic.

This service was solicited through the Purchasing Department by means of an Invitation for Bid (IFB). IFB # 24-005 was posted to the State of Texas Electronic State Business Daily site and was specifically emailed to several potential and interested providers.

On April 3, 2024, responses were received from Solo Printing, LLC; Slate Group and Publication Printers of Denver, CO. Publication Printers submitted a bid for \$ 35,195.78 for 100,000 copies.

- \$35,195.78 – printing
- \$15,000 – mailing
- \$1,950.00 – freight/shipping
- Total = \$52,148.75

To secure cost savings without an unduly lengthy obligation, the College staff recommends that the Board authorize the President to enter in to a two-year (four issue) agreement with Publication Printers for an annual spend of not to exceed \$120,000.

RJE:tg

21. **Consider Approval of Perishable Food Providers**

MEMORANDUM NO: 079-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 11, 2024
SUBJECT: Perishable Food Providers

The Culinary Arts Program and the Child Care Lab School facility each require provision of perishable foods for successful operations. Campus Store / Coffee Shop also has perishable foods for re-sale.

Purchases are generally made from three sources, depending on availability and cost. The College uses Ben E. Keith and Gordon Food Services for delivered bulk perishable foods. The local Kroger store serves as the source for general and day-to-day food purchases. Two of the providers (Ben E. Keith and Gordon Food Services) are contracted with regional cooperatives. All purchases comply with the ACC and State of Texas purchasing policies:

- Ben E. Keith is available through the Sourcewell Cooperative.
- Gordon Food Services is available through the Harris County Department of Education (HCDE) Cooperative.
- Kroger Stores-Alvin is a local provider for day-to-day needs.

The previous two years has seen a significant rise in the funds expensed for this commodity. Many factors play into this including the increase food costs of food as well as significant increase in the volume of food purchases necessary for supporting the College's newly established TDCJ Culinary program plus increased enrollment in the on-campus culinary program located in the NRC.

The annual spend estimate with all providers is anticipated at approximately \$ 170,000. The College is basically reimbursed, or costs are offset for this spend through tuition and fees at the Child Care and Culinary Arts Program.

The following table provides food purchase expenses for the previous two years:

Vendor	FY 21-22 PO/BPO and P- card Amounts	FY 22-23 PO/BPOand P-Card Amounts	FY 23-24 PO/BPO Amounts (to April 10, 2024)	FY 23-24 Expenditure (to April 10, 2024)
Ben E Keith (VendID 0000569)	\$ -	\$ 5,000.00	\$ 45,000.00	\$ 34,188.05
Gordon Food Services (VendID 0331427)	\$ 24,087.84	\$ 64,600.00	\$ 20,183.20	\$ 20,337.43
Kroger (VendID 0000238)	\$ 18,500.00	\$ 25,500.00	\$ 15,500.00	\$ 645.00
Totals:	\$ 42,587.84	\$ 95,100.00	\$ 80,683.20	\$ 55,170.48

*requisitions entered to request \$10,000 more to be added to the BPOs for Ben E Keith for Culinary

Staff recommends that the Board authorize the President or his designee to enter into Purchasing Agreements with Ben E. Keith, Gordon Food Services and Kroger (mostly P-Card) for total amount not to exceed \$170,000 for the fiscal year ending August 31, 2024.

RJE:tg

22. **Financial Report Ending March 2024**

MEMORANDUM NO: 086-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: April 16, 2024
SUBJECT: Financial Report Ending March 31, 2024

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 2023-2024 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	6,070,211	86.02%	(986,138)
<i>Total Non-Operating Revenues</i>	38,915,806	34,127,908	87.70%	(4,787,898)
<i>Total Revenues</i>	45,972,155	40,198,119	87.44%	(5,774,036)

<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>	45,972,155	21,258,836	46.24%	24,713,319

This represents seven months (or approximately 58%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:tg

Alvin Community College
Consolidated Statements of Net Assets

	March 31, 2024	March 31, 2023	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	9,924,545	9,681,956	242,589	
Short-term investments	30,336,229	26,482,161	3,854,068	
Accounts receivable, net	1,249,454	850,532	398,922	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	524,745	13,119	511,626	Travel advances and prepaid expenses
Inventories	147,645	181,320	(33,675)	
Total Current Assets	42,182,618	37,209,088	4,973,530	
Noncurrent assets				
Long-term investments	2,000,000	1,000,000	1,000,000	
Capital assets, net	47,029,435	47,360,309	(330,874)	
Total Assets	91,212,053	85,569,397	5,642,656	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,175,990	2,742,173	433,817	TRS pension
Deferred outflows - OPEB	7,089,514	9,508,808	(2,419,294)	OPEB
Total Deferred Outflows of Resources	10,265,504	12,250,981	(1,985,477)	
Liabilities				
Accounts payable & accrued liabilities	103,726	278,873	(175,147)	
Net pension liability	10,460,057	4,646,479	5,813,578	
Net OPEB liability	22,655,135	30,508,483	(7,853,348)	
Funds held for others	49,816	53,577	(3,761)	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	524,144	(524,144)	Grants paid in advance and fall registrations
Compensated absences	536,436	506,807	29,629	
Bonds payable, net of premiums	1,565,000	3,120,000	(1,555,000)	Annual payment
Tax note payable, net of premiums	17,955,000	18,820,000	(865,000)	Annual payment
Total Liabilities	53,325,170	58,458,363	(5,133,193)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,773,321	1,987,835	(214,514)	TRS pension
Deferred inflow - OPEB	5,969,497	7,293,974	(1,324,477)	OPEB
Deferred inflow - premium on tax note	2,147,673	2,332,712	(185,039)	
Total Deferred Inflows of Resources	9,890,491	11,614,521	(1,724,030)	
Net Assets				
Fund Balance - Equity	38,261,896	27,747,494	10,514,402	
Total Net Assets	38,261,896	27,747,494	10,514,402	

Alvin Community College
Consolidated Statements of Revenue and Expense
March 31, 2024 and March 31, 2023

	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	1,643,216	6,023,541	6,986,349	(962,808)	86.22%	1,107,880	5,395,825	6,648,719	(1,292,894)	80.67%
Federal grants and contracts	5,521,157	-	-	-	0.00%	5,389,840	-	-	-	0.00%
State grants	728,493	-	-	-	0.00%	364,158	-	-	-	0.00%
Local grants	207,199	-	-	-	0.00%	186,659	-	-	-	0.00%
Auxiliary enterprises	1,426,733	-	-	-	0.00%	1,211,827	-	-	-	0.00%
Other operating revenues	122,909	46,670	70,000	(23,330)	66.67%	282,254	34,077	70,000	(35,923)	48.68%
Total operating revenues	9,649,707	6,070,211	7,056,349	(986,138)	86.02%	8,742,618	5,429,902	6,758,719	(1,328,817)	80.34%
Expenses										
Operating expenses										
Administrative	-	5,291,091	10,571,449	5,280,358	50.05%	-	4,819,176	8,960,337	4,141,161	53.78%
Institutional	-	3,224,954	9,791,197	6,566,243	32.94%	-	3,032,557	7,911,150	4,878,593	38.33%
Technical Instruction	-	3,644,871	7,017,593	3,372,722	51.94%	-	3,418,769	6,546,064	3,127,295	52.23%
Academic Instruction	-	4,883,053	8,990,048	4,106,995	54.32%	-	4,416,374	8,362,715	3,946,341	52.81%
Student Services	-	2,403,012	4,885,081	2,482,069	49.19%	-	2,364,811	4,725,992	2,361,181	50.04%
Physical Plant	-	1,811,855	4,716,787	2,904,932	38.41%	-	1,536,252	3,364,791	2,028,539	43.10%
Unbudgeted Unrestricted (Fund 12)	1,911,146	-	-	-	0.00%	741,455	-	-	-	0.00%
Continuing Education	382,861	-	-	-	0.00%	373,928	-	-	-	0.00%
Auxiliary Enterprises	1,700,604	-	-	-	0.00%	1,526,467	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	5,000	-	-	-	0.00%
TPEO	183,128	-	-	-	0.00%	188,504	-	-	-	0.00%
Institutional Scholarships	156,099	-	-	-	0.00%	148,499	-	-	-	0.00%
State Grants	751,110	-	-	-	0.00%	364,158	-	-	-	0.00%
Federal Grants	6,347,179	-	-	-	0.00%	5,392,634	-	-	-	0.00%
Donor Scholarships	244,268	-	-	-	0.00%	252,375	-	-	-	0.00%
Unexpended Plant Fund	303,719	-	-	-	0.00%	672,915	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	2,705	-	-	-	0.00%	23,893	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	1,060,302	-	-	-	0.00%	334,395	-	-	-	0.00%
Total operating expenses	13,046,980	21,258,836	45,972,155	24,713,319	46.24%	10,025,223	19,587,939	40,071,049	20,483,110	48.88%
Operating Gain/(Loss)	(3,397,273)	(15,188,625)	(38,915,806)	(25,699,457)		(1,282,605)	(14,158,037)	(33,312,330)	(21,811,927)	
Nonoperating revenues										
State appropriations*	-	7,144,541	9,526,054	(2,381,513)	75.00%	-	3,983,501	7,587,622	(3,604,121)	52.50%
Property tax revenue - Current	1,418,724	26,261,507	28,889,752	(2,628,245)	90.90%	1,481,674	23,266,790	25,599,708	(2,332,918)	90.89%
Property tax revenue - Delinquent	26,616	69,722	-	69,722	0.00%	4,794	65,182	-	65,182	0.00%
Property tax revenue - Interest & Penalties	5,283	81,264	-	81,264	0.00%	4,321	63,319	-	63,319	0.00%
Investment income	31,875	561,020	500,000	61,020	112.20%	27,279	435,606	125,000	310,606	348.48%
Other non-operating revenues	108,458	9,853	-	9,853	0.00%	195,725	11,239	-	11,239	0.00%
Total nonoperating revenues	1,590,958	34,127,908	38,915,806	(4,787,898)	87.70%	1,713,793	27,825,636	33,312,330	(5,486,694)	83.53%
Provided by the State										
Revenue for Insurance and Retirement	-	1,431,230	-	1,431,230	0.00%	-	753,994	-	753,994	0.00%
State Insurance Match	-	(596,250)	-	(596,250)	0.00%	-	(262,604)	-	(262,604)	0.00%
State Retirement Match	-	(492,428)	-	(492,428)	0.00%	-	(440,518)	-	(440,518)	0.00%
State Retiree Insurance	-	(342,552)	-	(342,552)	0.00%	-	(50,872)	-	(50,872)	0.00%
Increase/(decrease) in net assets	(1,806,315)	18,939,283	-	(30,487,356)		411,188	13,667,600	-	(27,298,621)	

* State Approp portion generated by CE =

184,329

102,774

* Institutional Reserve

22,757,958

19,129,257

Alvin Community College
Consolidated Statements of Revenue and Expense
March 31, 2024 and March 31, 2023

	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	9,649,707	6,070,211	7,056,349	(986,138)	86.02%	8,742,618	5,429,902	6,758,719	(1,328,817)	80.34%
Nonoperating revenues										
Total nonoperating revenues	1,590,958	34,127,908	38,915,806	(4,787,898)	87.70%	1,713,793	27,825,636	33,312,330	(5,486,694)	83.53%
Less Expenses										
Operating expenses										
Total operating expenses	(13,046,980)	(21,258,836)	(45,972,155)	(24,713,319)	46.24%	(10,025,223)	(19,587,939)	(40,071,049)	(20,483,110)	48.88%
Increase/(decrease) in net assets	(1,806,315)	18,939,283	-	(30,487,356)		431,188	13,667,600	-	(27,298,621)	

- State Approp portion generated by CE = 184,329 102,774
- Institutional Reserve 22,757,958 19,129,257

Alvin Community College
Continuing Education Statement of Revenue and Expense
March 31, 2024

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	184,329	1,065	(17,756)	167,638	156,781	10,858
Dental Assistant	12,840	(770)		12,070	3,604	8,465
Phlebotomy	-	-		-	319	(319)
Kids College	-	-		-	939	(939)
Certified Nursing / Medication Aide	63,720	(3,823)		59,897	20,883	39,013
Patient Care	10,535	(632)		9,903	3,592	6,311
Biotech	20,797	(1,248)		19,549	7,838	11,711
Truck Driving	144,096	(8,414)		135,682	87,630	48,052
Education to Go	319	-		319		319
Occupational Health & Safety	3,066	-		3,066	1,363	1,703
Community Programs	1,440	-		1,440	894	546
Clinical Medical Assistant	30,956	(1,857)		29,099	10,550	18,548
Yoga	-	-		-		-
Machinist Program	19,151	(1,149)		18,002	15,742	2,260
STRIVE	158,430	(9,506)		148,924	65,418	83,506
Corporate College	2,963	(57)		2,906	540	2,366
Welding	-	-		-	-	-
CE Options Program	4,500	-		4,500		
Testing	-	-		-	6,768	(6,768)
Total	657,141	(26,391)	(17,756)	612,994	382,861	225,632

*2.58% of the state appropriation for FY23/24 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through March 31, 2024 and March 31, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	225,821		778,485	6,891	224,167	13,311	1,248,674	1,033,336
Student Fees		178,059					178,059	178,491
	225,821	178,059	778,485	6,891	224,167	13,311	1,426,733	1,211,827
Expenses								
Purchases & Returns			895,214				895,314	671,543
Salaries	36,304	53,295	136,159		165,410	33,239	424,407	433,274
Staff Benefits	10,515	10,368	33,636		57,401	1,982	113,902	112,475
Supplies & Other Operating Expenses	119,079	36,559	10,898		16,978	14,987	198,501	286,057
Fordgements	51,571						51,571	13,174
Bank Charges			10,454		6,380	73	16,907	8,345
Contingency							-	-
Scholarships							-	1,400
	217,469	100,223	1,086,462	-	246,170	50,281	1,700,604	1,526,467
Excess revenue over expenses	8,352	77,837	(307,977)	6,891	(22,003)	(36,976)	(273,870)	(314,648)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			109,301				109,301	43,277
Interfund Receivables	(104,471)	305,438	351,514	9,778	(99,267)	(33,887)	429,106	597,468
Inventory			147,645				147,645	181,320
Total Assets	(104,471)	305,438	610,973	9,778	(99,267)	(33,887)	688,564	824,576
Liabilities:								
Accounts Payable/CHR Certificates	4,214	1,585	27,733		4,908	161	38,602	24,453
Deferred Revenue							-	9,257
Deposits							-	-
Total Liabilities	4,214	1,585	27,733	-	4,908	161	38,602	43,710
Restricted Fund Balance (includes inventories)			147,645				147,645	181,320
Unrestricted Fund Balance	(108,685)	303,853	435,595	9,778	(104,175)	(34,048)	502,318	599,547
Total Liabilities & Fund Balance	(104,471)	305,438	610,973	9,778	(99,267)	(33,887)	688,564	824,576

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	177,746		632,366	3,202	210,519	9,503	1,033,336
Student Fees		178,491					178,491
	177,746	178,491	632,366	3,202	210,519	9,503	1,211,827
Expenses							
Purchases & Returns			671,543				671,543
Salaries	46,170	83,097	124,137		153,686	26,184	433,274
Staff Benefits	14,153	15,070	27,325		53,648	2,279	112,475
Supplies & Other Operating Expenses	133,653	86,333	34,177	4,998	16,164	10,731	286,057
Equipment		13,174					13,174
Building Repairs							-
Bank Charges			7,235		1,310		8,545
Contingency							-
Scholarships		1,400					1,400
	193,976	199,075	864,417	4,998	224,807	39,194	1,526,467
Excess revenue over expenses	(16,230)	(20,585)	(232,051)	(1,796)	(14,288)	(29,691)	(314,640)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			43,277				43,277
Interfund Receivables	25,798	305,346	294,915	1,021	(47,302)	17,690	597,468
Inventory			181,320				181,320
Total Assets	25,798	305,346	522,025	1,021	(47,302)	17,690	824,576
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,642	19,272		5,393	55	34,453
Deferred Revenue			9,257				9,257
Deposits							-
Total Liabilities	8,092	1,642	28,529	-	5,393	55	43,710
Restricted Fund Balance (includes inventories)		-	181,320	-			181,320
Unrestricted Fund Balance	17,706	303,704	312,176	1,021	(52,695)	17,635	599,547
Total Liabilities & Fund Balance	25,798	305,346	522,025	1,021	(47,302)	17,690	824,576

23. **Adjournment**