

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

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

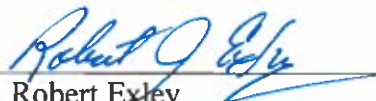
Agenda

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

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

It is hereby certified that a notice of this meeting was posted on the 18th day of July 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 18th day of July 2024.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 124-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 16, 2024

SUBJECT: Personnel Action (Replacement): CEWD Senior Administrative Assistant

The individual listed below has been recommended to fill the full-time CEWD Senior Administrative Assistant position.

Candidate

Recommended: Mercedes Owens

Education: University of Houston
Bachelor of Science

Experience:	<u>Amoco Federal Credit Union</u> Lending Support Specialist II	June 2021 – Present
	<u>McRee Ford</u> Administrative Clerk	December 2019 – June 2021
	<u>Galveston County Tax Office</u> Customer Service Rep	June 2018 – December 2019
	<u>Cubalmart</u> General Manager	June 2015 – June 2018

Salary: \$40,835.56 Annual
Grade 112, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Senior Administrative Assistant (PID:264)	
Department:	CEWD	FLSA Status: Non-Exempt
Reports To:	Executive Director, CEWD	Job Category: TSCM
Grade Level:	112	
HR approved:	Human Resources/LG	Date: 4/19/2024
Last updated by:	CEWD Exec.Dir./SB	Date: 4/18/2024

SUMMARY

The Senior Administrative Assistant of Continuing Education Workforce Development provides administrative support to the Executive Director and the CEWD division. This position provides oversight of the CEWD front office ensuring efficient workflow, customer service, and timely completion of tasks. The Senior Administrative Assistant prepares compliance reports, data collection, schedule development, as well as other responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support to the Executive Director of Continuing Education Workforce Development including call/visitor screening, calendar maintenance, travel arrangements, etc.
- Performs daily accounting tasks, preparing billings, preparing and coding refunds for Business Office to issue.
- Manages Account Receivables for all Continuing Education accounts and programs.
- Prepares and processes CEWD requisitions and purchase orders.
- Prepares monthly and quarterly financial reports. Assists the Business Office with annual state audit as requested.
- Assists Executive Director with oversight of CEWD budget accounts. Responsible for ordering CE supplies and maintaining adequate inventory.
- Responsible for answering phones and resolving registration and scheduling issues as needed.
- Provides information regarding CEWD programs and ACC policies and procedures to students and the community.
- Counsels prospective continuing education applicants on availability and eligibility requirements for financial assistance. Assists students with admission and registration.
- Collaborates with Financial Aid to assist students with various financial aid programs, including funds from: Continuing Education (TPEG), and ACC Foundation CEWD Scholarships.
- Responsible for monthly CE credit card reconciliation.
- Assists department with development and preparation of contract training for Workforce Development.
- Oversees course schedule for Workforce Development courses, maintains course files, schedule rooms, secures equipment, and performs follow-up procedures.
- Plans and coordinates special functions, teleconferences, luncheons, seminars, workshops, etc. for Continuing Education Workforce Development, and other departments and groups who work with Continuing Education.

- Will be requested to periodically travel to ACC West to support programs and personnel at the discretion of the Executive Director CEWD.
- Participate in the recruitment and selection process for new employees, including but not limited to coordinating interviews, conducting candidate screenings, and providing support to hiring managers.
- Assists the Executive Director in the coordination of advertising and promotion for CEWD programs at Main Campus and at ACC WEST.
- Assists the Executive Director in the scheduling and coordination of the CEWD support team to ensure that adequate support coverage is maintained for the CEWD office during normal operating hours.
- 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

- High school diploma or equivalent
- At least (5) years of experience in a similar related position

PREFERRED QUALIFICATIONS

- Associate degree
- Previous experience in a college environment

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires excellent communication skills, written and oral.
- Requires effective detail oriented and able to deal with multiple tasks efficiently.
- A working knowledge of computers, calculators, copy machines, and other standard office equipment
- Proficiency required in: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher), Adobe Reader, PDF conversion, Internet navigation, electronically receiving and transmitting data, and accounting functions
- Problem solving abilities are imperative
- Be able to efficiently handle several responsibilities at once while maintaining proper office etiquette

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.



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 127-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 17, 2024
SUBJECT: Personnel Recommendation (New): Human Resources Administrative Assistant

The individual listed below has been recommended to fill the full-time Human Resources Administrative Assistant position.

Candidate

Recommended: Maida Collier

Education: Alvin Community College
Associate of Applied Science, Office Administration

Angleton High School
Diploma

Experience: HCA Clearlake Registrar August 2023 - Present
MD Anderson Patient Service Coordinator August 2022 – March 2023
America’s Best Contacts and Eyeglasses Optician / Receptionist February 2020 – August 2022
Dollar General Lead Key Holder/Lead Sales Associate August 2015 – May 2020

Salary: \$36,968.35
Grade 110, 2023– 2024 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Human Resources Administrative Assistant (PID: 854)		
Department:	Human Resources	FLSA Status:	Non-Exempt
Reports To:	Vice President, Human Resources	Job Category:	TSCM
Grade Level:	110		
HR approved:	Dr. Kelley Peatross	Date:	5/29/2024
Last updated by:	Lindsey Hindman	Date:	5/29/2024

SUMMARY

The Human Resources (HR) Administrative Assistant is crucial in supporting various HR functions and relevant administrative tasks. The ideal candidate will have excellent organizational and communication skills, attention to detail, and the ability to handle multiple tasks efficiently in a busy environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support:

- **Filing and Data Entry:** Maintain and organize employee files, both physical and electronic. Ensure accurate and timely data entry into HR systems and databases.
- **Front Desk Duties:** Greet and assist guests and employees at the HR front desk. Answer phones, monitor the HR email inbox, respond to routine inquiries and direct/escalate questions or issues to the appropriate staff, when required.
- **General Clerical Assistance:** Provide general clerical support for the HR team and Vice President including but not limited to scheduling meetings, preparing correspondence, coordinating travel arrangements, and mail distribution.

HR Support:

- **Benefits and New Employee Folders:** Create and maintain comprehensive benefits and new employee folders. Ensure all necessary documentation is included and up-to-date.
- **Employee Onboarding Assistance:** Assist with the onboarding process for new hires, ensuring all new hires complete the electronic onboarding forms, preparing packets for data entry and scheduling appointments for I-9 certification.
- **Event Setup and Coordination:** Assist in the planning and execution of HR-related events, such as New Employee Orientation, training sessions and employee recognition events. Help coordinate logistics, setup, and teardown for these events, as needed.
- **Special Projects:** Provide support for special projects as assigned.
- 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

- High school diploma or equivalent.
- Minimum of 2 years of administrative experience.

PREFERRED QUALIFICATIONS

- Associate's degree or higher in Human Resources or related field.
- Administrative experience in a human resources environment or similar setting.
- Current Human Resources certification, such as PHR, SPHR, SHRM-CP, or SHRM-SCP.
- Bilingual English/Spanish skills.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to maintain confidentiality and handle sensitive information with a high level of professionalism and discretion.
- Strong attention to detail and accuracy.
- Should have a welcoming and professional demeanor with a focus on providing excellent customer service to employees and visitors.
- Demonstrates respect, cooperation, and works collaboratively with the HR team, ACC campus community, and external communities and partners.
- Proactive approach to tasks and problem-solving.

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

SUPERVISOR'S PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Headcount Report

	Budgeted 2023-24	JULY 2024	HR Vacancies
Administrative	14	12	2
*Professional	87	82	4
Faculty	124	122	1
**Technical Support, Clerical & Maintenance (TSCM)	117	105	11
Total Full-Time (FT) Employees	342	321	18

*Count includes 4 grant funded *professional* employees

**Count includes 2 grant funded *TSCM* employee

11.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Marisol Rodriguez	Custodian	6/19/2024	Resignation
2	Roberto Leal	Grounds Equipment Operator	6/19/2024	Resignation
3	Rose Pentecost	Instructor, English	7/15/2024	Resignation
4	Craig Fos	Instructor, Criminal Justice	8/15/2024	Retirement
5	Dwight Rhodes	Instructor, Biology	8/15/2024	Retirement
6	Nadia Nazarenko	Dean, General Education / Academic Support	8/31/2024	Retirement
7	Tammy Giffrow	Sr Exec Admin Assistant/Board Mgr	8/31/2024	Retirement
8				
9				
10				

12. **Consent Agenda**
 - 12.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JUNE 27, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 27th day of June at 6:00 p.m., with the following members, administrative personnel, and guests present:

Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Breah Knape	Regent
Michael Hoover	Regent
Mike Pyburn	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
Mary Jove	Alvin Community College
Kelley Peatross	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

Beth Nelson	Patrick Sanger	Lindsey Hindman
Kyle Stone	Alan Phillips	Cara Hogan
Tammy Giffrow	Julie Pyburn	Gaby Leon
Kyle Marasckin	Brenda Schibi	Phillip O'Brien
John Tompkins	Shirley Brothers	Bryan Hinshaw
Lindsey Hindman	Deloris McKenzie	Lilly Garcia
Debra Fontenot	Danielle Thomas	Patty Sanchez
Linet George	Sheila Woods	LaVonna Miller
Harold Griffin	Lily Galindo	
Estevan Vasquez	Jessica Eddy	
Jessica Ranero-Ramirez	Stephen Reynolds	

Call to Order

The meeting was called to order by Vice Chair Droege at 6:00 p.m.

Certification of Posting of Notice

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

Executive Session

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

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

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

Citizen Inquiries

Ms. Kimberly Hunt spoke on the topic of the Juneteenth holiday and ACC implementing the holiday.

Board Comments

The Regents talked about attending the Trustees seminar and the good information received, thanked Mr. Bryan Hinshaw for the facilities presentation and his staff for the improvements made around campus, thanked the ACC foundation for their work showcased during annual presentation, and thanked Dr. Exley for attending the meeting via Teams and sent prayers for his family.

Approval of the Consent Agenda

Vice Chair Droege said that she would entertain a motion of approval of the Consent Agenda that included the approval of the approval of Minutes Regular Board Meeting of May 14, 2024 and Board Workshop of June 10, 2024 and approval of the Grants Report. Regent Crumm moved to approve the consent agenda as presented. Seconded by Regent Hoover. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Fall registration is now open, along with the second summer minisemester. Classes start on July 15.

SACSCOC changed our accreditation from a Level 1 institution to Level 2 which allows us to offer Bachelor's Degrees.

Last week the college hosted the South East Texas Association of Collegiate Registrars and Admissions Officers regional conference. Learning and Organizational Development specialist Stephen Reynolds gave a presentation on Conflict in the Workplace.

The Culinary Arts Department hosted its summer camp earlier this month. There will be a one-week BioForce Summer Camp that will begin on July 8.

The Fitness Center is offering Indoor Pickleball Monday through Wednesday, 8:30 a.m. to 11:30 a.m.

In June, the Art Department hosted the Gnome and Fairy Pottery exhibit featuring the works of Kit Davis and Michael Polkinghorne. The display is part of the department's Visiting Artist Series.

The Summer Children's Theatre Festival continues in July with performances of The BFG (Big Friendly Giant). Performances will run from July 22-25. There will be an evening Performance on July 25.

The Marketing Department recently finished its latest edition of Right Now Magazine.

On June 7, Upward Bound students participated in a pottery workshop as part of their summer program.

The Community Band will host its annual Independence Day concert on July 4. The Alvin city fireworks display will follow the performance.

Former ACC pitcher Nick Hernandez made his debut with the Houston Astros on June 5 tossing a scoreless inning in relief.

This report was for information only.

Consider Approval of the Board of Regents Meeting Schedule for 2024-25

Regent Reyes-Hall moved to approve the Board of Regents meeting schedule for 2024-2025. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Personnel Action (Replacement): IT Director, Enterprise Applications

Regent Crumm moved to approve Michelle Shadrake as the full time IT Director, Enterprise Applications. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Contract Recommendations for 2024-25

Regent Reyes-Hall moved to approve the employment contract recommendations for the 2024-2025 fiscal year. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of TASB Local Board Policy Update 47

Secretary Hertenberger moved that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 47. Seconded by Regent Pyburn. Motion passed unanimously.

Consider Approval of Roof Repairs and Sealant for Buildings A, B, C, and D

Regent Crumm moved to authorize the President to enter into a Minor Facilities Contract with Brazos Commercial Roofing for an amount \$368,975.00 with a limited contingency variance not to exceed 5%. Due to the end of the fiscal year restraints, the vendor will ensure substantial completion of this project by August 30, 2024. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of Reconstruction of ACC Walking Trail

Regent Knape moved to authorize the President to enter into a contract with Bellow Construction Co for the purchase of the walking trail reconstruction for not to exceed \$287,920,00 with a 5% contingency. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of Replacement of Boiler for S-Building

Secretary Hertenberger moved to authorize the President to enter into a contract with MLN Service Company for the purchase of this boiler system at a cost of \$ 76,986.00. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of Operational Dashboard and Reporting Software, Evisions Argos

Secretary Hertenberger moved to authorize the President to enter a 36-month contract with Evisions for the purchase of the Argos reporting solution at a cost of \$206,392.02. Seconded by Regent Hoover. Motion passed unanimously.

Financial Report Ending May 2024

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

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:08 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BOARD WORKSHOP OF JULY 15, 2024
ROOM C227**

OFFICIAL MINUTES

The Board of Regents of Alvin Community College met in a Board Workshop on the 15th day of July 2024 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Breah Knape	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent

Robert Exley	President, Alvin Community College
Mary Jove	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Kelley Peatross	Alvin Community College

Tammy Giffrow
Kyle Marasckin
Scott Turnbough
John Tompkins
Beth Nelson

Karl Stager
Bryan Hinshaw
LaVonna Miller
Lindsey Hindman
Linet George

Harold Griffin
Jessica Ranero-Ramirez
Debra Fontenot

Call to Order

The meeting was called to order by Chair Sanchez at 12:25 p.m.

- **Pledge**
- **Invocation**
Invocation by Secretary Hertenberger.

Certification of Posting of Notice

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

Citizens Inquiry

There were no Citizens Inquiries.

Facilities Update

Chief Ronny Phillips and Mr. Bryan Hinshaw gave the status of the campus facilities on the aftermath of issues from Hurricane Beryl. Chief Phillips talked about how his staff monitored the campus during and after the storm. Mr. Hinshaw noted the diligent cleanup efforts by his staff of the debris and leaks on campus, the hiring of Cotton Holdings, Inc. to help with the structural assessment of Building J, and that the main chiller is being assessed to determine the amount of damage sustained and how to move forward with any needed repairs. Mrs. Beth Nelson stated that she and Mr. Karl Stager are in discussions with our insurance group regarding damages and deductions. Mr. Bryan Hinshaw will assist in getting estimates of repair or replacement costs.

Second Presentation of the Budget for 2024-2023

Dr. Exley and Mrs. Beth Nelson provided an overview of changes and updates to the 2024-2025 budget year. The Regents recommended that the music room update be added as a priority, review prioritized positions requested, recommended a 3% pay raise with the need to raise the compensation for lowest paid employees. This information was provided to guide in preparation for the next Board Workshop on August 5, 2024. This was for information only.

Executive Session

There was no Executive Session.

Adjournment

There being no further business before the Board, the meeting was adjourned at 1:23 p.m.

Patty Hertenberger, Secretary

Bel Sanchez, Chair

12.B. **Consider Approval of Personnel Action (New): English Faculty**

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 17, 2024
SUBJECT: Personnel Recommendation (New): English Faculty

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

Candidate

Recommended: Pooja Bhatai Narang

Education: Indiana University of Pennsylvania
Doctor of Philosophy

University of York
Master of Arts
Bachelor of Arts

Experience: Imam Abdul Rahman BFU
English Language Instructor January 2010 – May 2019

British School of Language-India
English Language Trainer April 2006 – December 2006

Lokdeep Public School-India
English Teacher January 2005– March 2006

S.R. Model School-India
English Teacher April 2003 – December 2005

Salary: \$70,735.87
Grade 9/PHD/Step 10, 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:		Job Category:	Full-Time Faculty
	Yes		
Contractual Position:	Yes		
HR approved:	Human Resources /LG	Date:	4/22/2024
Last updated by:	Dean General Ed&AS/ NN	Date:	4/19/2024

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 discipline 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.

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.

12.C. **Consider Approval of Personnel Action (New): EMS Faculty**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 126-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 17, 2024
SUBJECT: Personnel Recommendation (New): EMS Faculty

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

Candidate

Recommended: Jared Dornak

Education: Texas A&M University-Galveston
Bachelor of Science

Galveston College
Associated of Applied Science

Experience:	<u>Alvin Community College</u> PT EMS Lab Assistant	August 2023 - current
	<u>UTMB</u> Research Laboratory Technician	April 2022 – September 2023
	<u>Galveston Area Ambulance Authority</u> Paramedic	January 2022 – July 2023
	<u>Galveston Beach Patrol</u> Lifeguard (Seasonal)	March 2015 - current

Salary: \$71,362.21
Grade 12/TECH/Step 6, 2023– 2024 / 12 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, Emergency Medical Services (PID:849)		
Department:	Emergency Medical Services	FLSA Status:	Exempt
Reports To:	Dean of Legal and Health Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	5/2/2024
Last updated by:	Dean of L&HS/DF	Date:	5/2/2024

SUMMARY

The instructor will teach EMT Basic, EMT Advanced, and Paramedic courses. This position will also teach CEWD courses as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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

- Associate's degree in Emergency Medical Services
- Must be certified or registered as a paramedic in Texas

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Two (2) years full-time experience in emergency medical services
- Teaching Experience
- Working knowledge of Blackboard course management system

KNOWLEDGE, SKILLS, AND ABILITIES

- Texas EMS instructor certification or eligible to obtain within 6 months
- 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.

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.

12.D. **Consider Approval of Personnel Action (New): Math Faculty**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 128-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 17, 2024
SUBJECT: Personnel Action (New): Math Faculty

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

Candidate

Recommended: Mason Myers

Education: Texas A&M University-Corpus Christi
Master of Science

Texas A&M University-Corpus Christi
Bachelor of Science

Alvin Community College
Associate of Arts

Experience: Alvin Community College
Adjunct Math

June 2024 - present

Alvin ISD
Long-Term Substitute Teacher

March 2024 – May 2024

Texas A&M University-Corpus Christi
Teaching Assistant

September 2021– May 2022

Texas A&M University-Corpus Christi
First-Year Council Director

May 2019 – May 2020

Texas A&M University-Corpus Christi

Student Worker

November 2018 – May 2019

Alvin ISD

AVID Tutor

August 2017 – May 2018

Salary: \$47,551.43
Grade 9/MA/Step 2, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Mathematics (PID:54)		
Department:	Mathematics	FLSA Status:	Exempt
Reports To:	Dean, General Education & Academic Support	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	No		
HR approved:	Human Resources/LG	Date:	4/22/2024
Last updated by:	Dean, General Education & Academic Support/NN	Date:	4/19/2024

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.

PREFERRED QUALIFICATIONS

- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university
- Prior teaching experience at the college or university level and/or teaching developmental math courses

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

The incumbent typically works in 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.

12.E. **Consider Approval of Personnel Action (New): History Faculty**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 129-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 17, 2024
SUBJECT: Personnel Action (New): History Faculty

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

Candidate

Recommended: John Brundrett

Education: University of Houston
Master of Arts

University of Houston
Bachelor of Arts

Alvin Community College
General Studies

Experience: Alvin Community College
History Temporary Full-Time September 2023 - present

Alvin Community College
Adjunct, History August 2019 – August 2023

Salary: \$49,947.83
Grade 9/MA/Step 4, 2023– 2024 / 9 Month Faculty Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Faculty, History (PID:28)		
Department:	History, Geography, Humanities, Philosophy	FLSA Status:	Exempt
Reports To:	Dean Arts & Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	4/26/2024
Last updated by:	Dean A&S/LG	Date:	4/26/2024

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level
- 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.

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.


12.F. **Grants Report**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 130-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: July 17, 2024
SUBJECT: Federal, State, and Private Grants Report

The attached is the ACC Grant Status Report as of July 3, 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 \$3,228,016.37 in active funded grants. There is an additional \$938,247.35 in grant applications currently in the funder review process.

RJE:tg

Alvin Community College Grants Update

July 3, 2024

ACC has the following in grant activity:

\$3,228,016.37	Active Funded Grants
\$ 938,247.35	Grant Applications in the Funder Review Process
\$ TBD	Grant Applications in the Development Process

New grant awards received:

2024 High Demand Job Training Grant to provide supplies, equipment, and student assistance for CEWD Biotechnology.

2024-2025 Perkins Basic Grant to support CTE programs.

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 July 3, 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 Ihezue	TDCJ	Instruction/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Third and final year renewal.	State Discretionary Competitive
THECB 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 #00271	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
Texas Workforce Commission Skills Development Funds #28245DF004	5/22/2024	5/30/2024	Sara Bouse	CEWD	Instruction and Training	\$ 187,149.00	Primary	TJL Industries	Skills training for employees of TJL in Process Technology. ACC may add companies up to 90 days after the initial contract was signed.	State 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, Equipment and Student Assistance.	State Discretionary Non-Competitive
THECB Perkins Basic Grant Contract Award #TBD	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 167,770.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 3,191,566.37				

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 Dalmolin, Jennifer Shimek	Personnel	Professional Development	\$ 2,000.00		N/A	Pathway to Positivity Professional Development for Faculty and Staff	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Holly Williams, Lily Guu, Anna-Usa 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 Cybersecurity	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		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	Polysonnography	Instruction	\$ 1,500.00		N/A	Board Prep Course for Polysonnography 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
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.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 36,450.00				
TOTAL, ALL ACTIVE GRANTS						\$ 3,228,016.37				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
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
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	\$ 550,199.35	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. <i>Application submitted March 14, 2024.</i>	State Discretionary Competitive
TWC JET 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 submitted April 19, 2024.</i>	Federal Discretionary Competitive
Metallica Scholars Initiative, Cohort 6	7/1/2024	6/30/2025	TBD	CEWD Patient Care Technician, CNC Machining	Scholarships, Administration, Supplies	\$ 75,000.00	Primary	N/A	Provides scholarships and support for students in Career and Technical Education programs. <i>Application submitted June 6, 2024.</i>	Private / Foundation
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
Total, Grants in Funder Review						\$ 938,247.35				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation Improving Undergraduate STEM Education (IUSE) Hispanic Serving Institutions	TBD	TBD	John Mohr	Geology	Research	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences	Federal Discretionary Competitive
Total, Grants in Application Development						TBD				

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
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. Application submitted June 21, 2023.	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.
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	N	CEWD	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive	Employer partner is not ready to move forward at this time.
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)
TCEQ 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	\$ 412,000.00	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.
U.S. Department of Labor Strengthening Community Colleges 4	11/14/2023	Y	CEWD CNC Machining	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region.	Federal Discretionary Competitive	ACC was not selected.
Office of the Governor, Texas Talent Connection Wagner-Peyser 7(b) Grant	4/30/2024	N	TBD	\$ 350,000.00	Primary	N/A	workforce development and support workforce training projects that lead to job placement.	State Discretionary Competitive	ACC determined that there was not sufficient time to build a successful application.
U.S. Department of Energy Industrial Assessment Centers Expansion	5/16/2024	N	TBD	\$ 800,000.00	Sub-recipient	University of Texas - El Paso	Provides curriculum and training in green energy principles for manufacturing programs	Federal Discretionary Competitive	Primary applicant, UTEP, chose not to move forward with an application.
Greater Texas Foundation Emergency Aid Grant	5/23/2024	N	Student Services	\$ 150,000.00	Primary	N/A	Provides direct emergency aid for students and technical assistance for ACC staff administering the program.	Private / Foundation	ACC determined the implementation time commitment would not be commensurate with the award.
U.S. Department of Labor QUEST Dislocated Workers Grant	8/4/2023	Y	TDCJ re-entry	\$ 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.	Federal Discretionary Competitive	The primary applicant, GC Workforce Board, did not receive a response from the funder.
Blue Cross Blue Shield of Texas Healthy Campus Grant	9/1/2024	N	Fitness Court	\$ 50,000.00	Primary	N/A	Provide funds toward the cost of constructing a fitness court.	Private / Foundation	The remaining cost of building the court is not currently a budget priority.
DeWalt Grow the Trades Foundation	6/30/2024	N	CTE/CEWD	\$ 100,000.00	Primary	N/A	Provides funds to assist students pursuing skills in the trades.	Private / Foundation	Time insufficient to submit an application

13. **President's Report**
14. **Performance and Cost Analysis**
15. **Consider Approval of Resolution of Emergency Closure - Hurricane Beryl**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 122-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 15, 2024
SUBJECT: Resolution of Payment for Personnel during Closure due to Hurricane Beryl

Alvin Community College Board Policy DEA (LOCAL) states:

“If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure;”

Due to Hurricane Beryl, the college administration closed the campus beginning at 6:00p.m. CST on Sunday July 7, 2024, through 7:00a.m. on Monday July 15, 2024.

The College remained closed Monday July 8, 2024; Tuesday July 9, 2024; Wednesday July 10, 2024; Thursday July 11, 2024; Friday July 12, 2024; Saturday July 13, 2024; and Sunday July 14, 2024. All classes and services were cancelled for the duration from 6:00p.m. on July 7, 2024, through the 7:00 a.m. on July 15, 2024.

The College re-opened for classes and services at 7:00a.m. Monday July,15 2024.

The resolution that follows authorizes the payment of employees for this period. Additionally, the resolution calls for premium pay for police and other TSCM employees who worked during the period of college closure.

It is recommended that the Board of Regents approve the following resolution.

RJE:tg

**RESOLUTION OF THE BOARD OF REGENTS
OF ALVIN COMMUNITY COLLEGE RELATED TO EMERGENCY CLOSURE**

WHEREAS, Alvin Community College (ACC) has a substantial public interest in protecting the health and safety of its students and staff;

WHEREAS, on Sunday, July 7, 2024, Hurricane Beryl threatened the Texas Gulf Coast, dangerous driving conditions were predicted by local weather stations and by local officials including those in Brazoria County, and Acting Governor Dan Patrick issued a disaster declaration related to same;

WHEREAS, the Hurricane Beryl struck the Texas Gulf Coast Monday morning, July 8, 2024, causing wide-spread dangerous travel conditions to coastal and inland communities including significant power outages;

WHEREAS, ACC closed its facilities at 6:00 p.m. on the evening of Sunday, July 7, 2024 and remained closed through 7:00 a.m. on Monday, July 15, 2024;

WHEREAS, ACC's Childcare Services closed from Monday, July 8, 2024, 7:00 a.m. through Thursday, July 11, 2024 at 5:30 p.m.;

WHEREAS, ACC police officers worked throughout the closure to safeguard ACC facilities;

WHEREAS, ACC environmental and custodial staff and other TSCM employees worked periodically throughout the closure to maintain and clean ACC facilities;

WHEREAS, all College operations resumed on Monday, July 15, 2024;

WHEREAS, ACC Board Policy DEA (Local) provides, "If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure";

WHEREAS, ACC's Board of Regents is committed to (1) ensuring the safety of staff, (2) retaining staff, (3) facilitating efficient educational activities, and (4) assisting with emergency and shelter operations;

WHEREAS, ACC's Board of Regents finds that compensating staff for workdays that they were unable to work because of closures to ACC facilities necessitated by the threat of inclement weather serves an important public purpose in the morale and retention of staff and ensuring efficient operations and community activities;

NOW, THEREFORE, BE IT RESOLVED that

1. The Board delegates authority to President Exley to:
 - a. compensate all full-time and part-time staff (excluding substitutes and independent contractors) for workdays and hours they were unable to work due to the above-described emergency closure at their regular hourly or daily rate of pay, according to regular duty schedules they would have otherwise worked if not for the closure beginning on Sunday, July 7, 2024, or other schedule(s) as determined by the College President; and
 - b. administer additional compensation for non-exempt employees as he deems appropriate related to the closure beginning on Sunday, July 7, 2024, provided, however, that under no circumstance shall a non-exempt employee's total hourly rate of pay exceed 1.5 times their normal hourly rate.

ADOPTED THIS 25th DAY OF JULY 2024.

ALVIN COMMUNITY COLLEGE

By: _____
'Bel Sanchez, Board Chair
Board of Regents

Attest: _____
Dr. Patty Hertenberger, Secretary
Board of Trustees

16. **Proposed Budget 2024-2025 Information**
17. **Consider Approval of Contract Extension with HonorLock**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 120-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 8, 2024
SUBJECT: Contract Extension with Honorlock

In the summer of 2020, the College executed a three-year agreement for the provision of auto-online proctoring services with Honorlock. As with all exams, assuring academic integrity and honesty is a critical component of the higher education experience. Honorlock provides proven automated proctoring services for online tests within the Distance Education courses provided by the College. The Director of Distance Education, faculty, and staff continuously assess this technology to assure its utility and value.

Owing to the growing number of vendors able to provide this type of service, the College faculty and staff believe it is prudent to extend this agreement for just one year at a cost of \$ 85,124.00. During this upcoming year, research will be completed to identify various options that may prove to be more efficient, effective, and affordable.

This included agreement satisfies both State of Texas and Alvin Community College Purchasing Requirements as Honorlock is a certified online proctoring provider on the national OMNIA Purchasing Cooperative.

Staff recommends that the Board of Regents authorize the President to execute a one-year agreement with Honorlock for the purposes of online proctoring for \$ 85,124.00.

RJE:tg

18. **Consider Approval of Ellucian Contract Extension**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 123-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 15, 2024
SUBJECT: Ellucian Contract Renewal

Alvin Community College has relied on Colleague as its enterprise resource planning and student information system (ERP/SIS) for twenty-five years to serve our students, employees, and community. In 2017, Request for Proposals, 17-09 was issued for higher-education specific ERP/SIS services in accordance with Texas Education Code 44.031. Ellucian Colleague was approved by the Board of Regents to continue providing this service. The contract is scheduled for renewal on August 30, 2024.

The ACC IT Enterprise Applications team has reviewed the current contract and current utilization levels to ensure alignment with ACC business processes and understand impacts related to deprecated Colleague modules. Table 1 shows a breakdown of costs for the current five-year contract. Table 2 provides the specifics for the five-year proposed renewal. And Table 3 lists the renewed, canceled, and deprecated items.

Table 1. Terms of Current Five-Year Contract – September 2019 – August 2024

	Year 1 9/19-8/20	Year 2 9/20-8/21	Year 3 9/21-8/22	Year 4 9/22-8/23	Year 5 9/23-8/24
Ellucian Colleague Subscription	\$362,604	\$373,482	\$384,687	\$396,227	\$408,114
Perpetual Software Renewals	\$56,195	\$57,881	\$59,617	\$61,406	\$63,248
Total	\$418,799	\$431,363	\$444,304	\$457,633	\$471,362
Five Year Total					\$2,223,461

Table 2. Five-Year Proposed Renewal

	Year 1 9/24-8/25	Year 2 9/25-8/26	Year 3 9/26-8/27	Year 4 9/27-8/28	Year 5 9/28-8/29
Ellucian Colleague Bundled Items	\$397,540	\$417,417	\$438,288	\$460,288	\$483,212
Perpetual Software Renewals	\$43,668	\$46,725	\$49,995	\$53,495	\$57,240
Total	\$441,208	\$464,142	\$488,283	\$513,783	\$540,452
Five Year Total					\$2,447,868

Table 3. Ellucian Colleague Renewals and Deprecated Items

Bundled Renewals	
Colleague Enterprise & System Management	Core application services
Colleague Student and Financial Aid	Course/section management, student information, planning and registration, financial aid, student self-service
Colleague Finance	Accounts Payable, Purchasing, Budget Management, Accounts Receivable
Colleague Human Resources	Employee information, Position management, Payroll
Colleague Data Orchestrator	Data Extraction for reporting services
Ellucian Intelligent Learning Platform	Blackboard Learning Management System integration
OnDemand Training	Access to Ellucian’s Training and Knowledge Base
Ellucian Workflow	Automated approvals and workflows
Added Bundled Items	
Ellucian Experience Platform	Ellucian-required module. Experience is designed to replace the Ellucian Portal, known as “The POD.”
Perpetual Software Renewals	
Texas Student Reports	Maintenance to support Texas Coordinating Board student reporting requirements
Texas HR Reports	Maintenance to support Texas Coordinating Board HR reporting requirements
Removed Items	Description
Ellucian Mobile Platform	Not utilized and deprecated as of June 30, 2024.
Ellucian Analytics	Did not meet ACC needs and deprecated as of June 30, 2024.
Ellucian OneCard VIP	Integrates Colleague and TouchNet OneCard. Does not meet ACC needs.
Ellucian Portal	ACC’s “The POD”, deprecated as of June 30, 2024. Still in service at ACC but no longer supported.

The proposed solution includes a mix of on-premises hardware and software and cloud-based components. On-premises data is protected by the College’s backup system and replicated to the College’s Cohesity cloud instance.

Ellucian Experience is a required component of the Ellucian bundle and is designed to replace the deprecated Ellucian Portal product, known as “The POD.” Ellucian has provided a scope of work for initial implementation and training totaling \$39,820. ACC IT Enterprise Applications has placed Experience on the 2024-2025 roadmap but have not yet set an exact date for implementation.

It is recommended that the Board of Regents authorize the President to enter into two contracts: 1) a five-year contract with Ellucian Company, LP for \$2,447,868 and 2) a contract for the implementation and training regarding Ellucian Experience for \$39,820.

RJE:tg

19. **Consideration of President's Contract**
20. **Financial Report**

MEMORANDUM NO: 121-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: July 10, 2024
SUBJECT: Financial Report Ending June 30, 2024

Ms. Elizabeth Nelson 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	7,276,290	103.12%	219,941
<i>Total Non-Operating Revenues</i>	38,915,806	37,661,452	96.78%	(1,254,354)
<i>Total Revenues</i>	45,972,155	44,937,742	97.75%	(1,034,413)

<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	33,132,422	72.07%	12,839,733

This represents ten months (or approximately 83%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:tg

TO: Board of Regents
FROM: Elizabeth (Beth) Nelson
DATE: July 18, 2024
SUBJECT: Investment Transactions Report

Investment Position:

As of May 31, 2024, Alvin Community College had \$ 29,749,141 invested in 21 certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

Beginning market value	3/1/2024	\$ 33,349,141
a. Sale of CDs		(11,400,000)
b. Purchase of CDs		7,800,000
c. TexSTAR		249,879
Ending market value	5/31/2024	<u>\$ 29,999,020</u>
Fully accrued interest		\$ 120,866
Interest earned on Bond Note funds		\$ 8,985

Pooled Funds:

\$ 29,999,020	currently invested was taken from the following major fund groups:
\$ 29,749,141	General Fund 11
\$ 249,879	2018 Maintenance Tax Note 66

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


 Elizabeth Nelson, CPA

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

ALVIN COMMUNITY COLLEGE
Investment Schedule
March 1, 2024 -May 31, 2024

Alvin Community College's investments for the quarter ended May 31, 2024 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 17, 2023 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000			250,000 b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000			250,000 a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141			249,141 c
200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000			1,000,000
200000722	07/27/23	07/25/24	5.445%	364	91	1,000,000			1,000,000
200000749	10/23/23	03/05/24	3.625%	134	5	2,000,000			2,000,000
200000750	10/25/23	03/25/24	3.625%	152	25	1,800,000			1,800,000
200000755	12/04/23	04/04/24	3.375%	122	35	2,000,000			2,000,000
200000761	01/02/24	04/25/24	2.750%	114	56	1,800,000			1,800,000
200000762	01/02/24	05/06/24	2.750%	125	67	2,000,000			2,000,000
200000763	01/04/24	06/04/24	2.750%	152	91	2,000,000			2,000,000
200000764	01/04/24	05/24/24	2.750%	141	85	1,800,000			1,800,000
200000770	01/12/24	01/12/25	2.750%	366	91	1,000,000			1,000,000
200000771	01/12/24	07/12/25	2.750%	547	91	1,000,000			1,000,000
200000774	01/22/24	06/24/24	2.750%	154	91	1,800,000			1,800,000
200000775	01/26/24	01/26/27	3.000%	1096	91	1,000,000			1,000,000
200000776	01/26/24	07/09/24	3.000%	165	91	2,000,000			2,000,000
200000777	01/26/24	07/26/24	3.000%	182	91	1,800,000			1,800,000
200000779	01/30/24	08/05/24	3.000%	188	91	2,000,000			2,000,000
200000780	01/30/24	08/26/24	3.000%	209	91	1,800,000			1,800,000
200000781	01/30/24	07/14/26	3.000%	896	91	1,000,000			1,000,000
200000782	02/05/24	09/03/24	2.988%	211	91	2,000,000			2,000,000
200000784	02/23/24	09/23/24	3.337%	213	91	1,800,000			1,800,000
Subtotal for CD Investments for Beginning of the Period						\$ 33,349,141	\$ -	\$ -	\$ 33,349,141
SALES:									
200000749	10/23/23	03/05/24	3.625%	134	5	2,000,000			2,000,000
200000750	10/25/23	03/25/24	3.625%	152	25	1,800,000			1,800,000
200000755	12/04/23	04/04/24	3.375%	122	35	2,000,000			2,000,000
200000761	01/02/24	04/25/24	2.750%	114	56	1,800,000			1,800,000
200000762	01/02/24	05/06/24	2.750%	125	67	2,000,000			2,000,000
200000764	01/04/24	05/24/24	2.750%	141	85	1,800,000			1,800,000
Total Sales						11,400,000	-	-	11,400,000
PURCHASES:									
200000788	03/06/24	10/03/24	3.119%	211	86	2,000,000			2,000,000
200000790	03/25/24	10/25/24	3.187%	214	67	1,800,000			1,800,000
200000794	04/04/24	11/04/24	3.331%	214	57	2,000,000			2,000,000
200000798	05/08/24	12/04/24	3.625%	210	23	2,000,000			2,000,000
Total Purchases						7,800,000	-	-	7,800,000
ENDING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000		1,870	251,870 b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000		1,060	251,060 a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141		2,702	251,843 c

200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000	10,469	1,010,469
200000722	07/27/23	07/25/24	5.445%	364	91	1,000,000	13,575	1,013,575
200000763	01/04/24	06/04/24	2.750%	152	56	2,000,000	8,438	2,008,438
200000770	01/12/24	01/12/25	2.750%	366	48	1,000,000	3,616	1,003,616
200000771	01/12/24	07/12/25	2.750%	547	48	1,000,000	3,616	1,003,616
200000774	01/22/24	06/24/24	2.750%	154	38	1,800,000	5,153	1,805,153
200000775	01/26/24	01/26/27	3.000%	1096	34	1,000,000	2,795	1,002,795
200000776	01/26/24	07/09/24	3.000%	165	34	2,000,000	5,589	2,005,589
200000777	01/26/24	07/26/24	3.000%	182	34	1,800,000	5,030	1,805,030
200000779	01/30/24	08/05/24	3.000%	188	30	2,000,000	4,932	2,004,932
200000780	01/30/24	08/26/24	3.000%	209	30	1,800,000	4,438	1,804,438
200000781	01/30/24	07/14/26	3.000%	896	30	1,000,000	2,466	1,002,466
200000782	02/05/24	09/03/24	2.988%	211	24	2,000,000	3,929	2,003,929
200000784	02/23/24	09/23/24	3.337%	213	6	1,800,000	987	1,800,987
200000788	03/06/24	10/03/24	3.119%	211	86	2,000,000	14,698	2,014,698
200000790	03/25/24	10/25/24	3.187%	214	67	1,800,000	10,530	1,810,530
200000794	04/04/24	11/04/24	3.331%	214	57	2,000,000	10,404	2,010,404
200000798	05/08/24	12/04/24	3.625%	210	23	2,000,000	4,568	2,004,568

Total for End of Period for CD Investments

\$ 29,749,141 \$ - \$ 120,866 \$ 29,870,007

INVESTMENT POOL

TexSTAR

\$ 240,895 \$ 8,985 \$ - \$ 249,879

a Texas Advantage Bank

b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)

c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule
March 1, 2024 - May 31, 2024

Below is a list of Alvin Community College Foundation's investments for the quarter ended May 31, 2024
All securities have been purchased according to the investment policy approved by the ACC Foundation
Board of Directors at the March 21, 2023 board meeting.

BEGINNING INVESTMENTS	\$	4,962,979
Deposits		-
Sales Proceeds/Redemptions		-
Dividends		23,510
Interest		417
Capital Gains		23,838
Fees		(11,320)
Withdrawals		(76,156)
Change in value of priced securities		<u>61,092</u>
ENDING INVESTMENTS	\$	<u>4,984,361</u>

Alvin Community College
Consolidated Statements of Net Assets

	June 30, 2024	June 30, 2023	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	6,814,616	5,957,562	857,054	
Short-term investments	28,000,110	24,695,430	3,304,680	
Accounts receivable, net	2,288,306	2,105,661	182,645	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CF billings
Prepays	519,434	602,824	(83,390)	Travel advances and prepaid expenses
Inventories	144,265	160,619	(16,354)	
Total Current Assets	37,766,731	33,522,096	4,244,635	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000		
Capital assets, net	47,029,435	47,360,309	(330,874)	
Total Assets	86,796,166	82,882,405	3,913,761	
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	504,240	121,086	383,154	
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	49,521	52,973	(3,452)	Agency funds - groups, clubs, etc on campus
Deferred revenues	1,464,855	1,851,964	(387,109)	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	55,190,244	59,627,792	(4,437,548)	
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	31,980,935	23,891,073	8,089,862	
Total Net Assets	31,980,935	23,891,073	8,089,862	

Alvin Community College
Consolidated Statements of Revenue and Expense
 June 30, 2024 and June 30, 2023

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	Amended		Remaining Budget	% of Budget	All Other Funds Actual	Amended		Remaining Budget	% of Budget
		M&O Actual	M&O Budget				M&O Actual	M&O Budget		
Revenues										
Operating revenues										
Tuition and fees	2,116,748	7,207,921	6,986,349	221,572	103.17%	1,623,460	6,456,272	6,608,719	(232,447)	96.52%
Federal grants and contracts	6,641,770	-	-	-	0.00%	6,351,543	-	-	-	0.00%
State grants	859,481	-	-	-	0.00%	529,874	-	-	-	0.00%
Local grants	241,133	-	-	-	0.00%	223,693	-	-	-	0.00%
Auxiliary enterprises	2,114,802	-	-	-	0.00%	1,733,502	-	-	-	0.00%
Other operating revenues	169,270	68,369	70,000	(1,631)	97.67%	404,370	76,292	70,000	6,292	100.99%
Total operating revenues	12,143,204	7,276,290	7,056,349	219,941	103.12%	10,866,442	6,532,564	6,758,719	(226,155)	96.65%
Expenses										
Operating expenses										
Administrative	-	7,746,812	10,571,449	2,824,637	73.28%	-	6,740,712	8,960,337	2,219,625	75.23%
Institutional	-	7,175,285	9,791,197	2,615,912	73.28%	-	4,559,586	7,911,150	3,351,564	57.63%
Technical Instruction	-	5,208,221	7,017,593	1,809,372	74.22%	-	4,888,245	6,546,064	1,657,819	74.67%
Academic Instruction	-	6,887,603	8,990,048	2,102,445	76.61%	-	6,414,545	8,362,715	1,948,170	76.70%
Student Services	-	3,432,464	4,885,081	1,452,617	70.27%	-	3,421,136	4,725,992	1,304,856	72.39%
Physical Plant	-	2,681,638	4,716,787	2,035,149	56.85%	-	2,311,382	3,564,791	1,253,409	64.84%
Unbudgeted Unrestricted (Fund 12)	2,011,584	-	-	-	0.00%	1,062,089	-	-	-	0.00%
Continuing Education	615,160	-	-	-	0.00%	562,638	-	-	-	0.00%
Auxiliary Enterprises	2,361,136	-	-	-	0.00%	2,106,380	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	6,016	-	-	-	0.00%
TRFG	230,042	-	-	-	0.00%	223,749	-	-	-	0.00%
Institutional Scholarships	205,845	-	-	-	0.00%	157,173	-	-	-	0.00%
State Grants	1,954,049	-	-	-	0.00%	529,874	-	-	-	0.00%
Federal Grants	7,398,659	-	-	-	0.00%	6,351,543	-	-	-	0.00%
Donor Scholarships	171,554	-	-	-	0.00%	286,433	-	-	-	0.00%
Unexpended Plant Fund	440,491	-	-	-	0.00%	1,040,395	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	17,841	-	-	-	0.00%	23,893	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	11,901,166	-	-	-	0.00%	452,010	-	-	-	0.00%
Total operating expenses	15,550,386	33,132,422	45,972,155	12,839,733	72.07%	12,802,193	28,335,606	40,071,049	11,735,443	70.71%
Operating Gain(Loss)	(3,407,182)	(25,856,132)	(38,915,806)	(12,619,792)		(1,935,751)	(21,803,042)	(33,312,330)	(11,961,598)	
Nonoperating revenues										
State appropriations*	-	9,526,054	9,526,054	-	100.00%	-	6,145,973	7,587,622	(1,441,649)	81.00%
State appropriations - FAST Funding	-	285,835	-	285,835	0.00%	-	-	-	-	0.00%
Property tax revenue - Current	1,459,524	26,831,586	28,889,752	(2,058,166)	92.88%	1,506,388	24,998,002	25,599,708	(601,706)	97.65%
Property tax revenue - Delinquent	29,055	111,122	-	111,122	0.00%	7,323	99,449	-	99,449	0.00%
Property tax revenue - Interest & Penalties	8,160	134,541	-	134,541	0.00%	10,225	107,781	-	107,781	0.00%
Investment income	37,527	746,161	500,000	246,161	149.23%	41,407	736,935	125,000	611,935	589.55%
Other non-operating revenues	122,758	26,153	-	26,153	0.00%	215,625	28,219	-	28,219	0.00%
Total nonoperating revenues	1,648,024	37,661,452	38,915,806	(1,254,354)	96.78%	1,862,968	32,116,359	33,312,330	(1,195,971)	96.41%
Provided by the State										
Revenue for Insurance and Retirement	-	2,120,857	-	2,120,857	0.00%	-	1,420,873	-	1,420,873	0.00%
State Insurance Match	-	(890,771)	-	(890,771)	0.00%	-	(549,771)	-	(549,771)	0.00%
State Retirement Match	-	(712,654)	-	(712,654)	0.00%	-	(637,184)	-	(637,184)	0.00%
State Retiree Insurance	-	(517,432)	-	(517,432)	0.00%	-	(233,918)	-	(233,918)	0.00%
Increase/(decrease) in net assets	(1,759,158)	11,805,320	-	(13,874,146)		(72,783)	10,313,317	-	(13,157,469)	
* State Appropriation generated by CE =	245,772					158,566				
* Institutional Reserve	22,757,958					19,129,257				

Alvin Community College
Continuing Education Statement of Revenue and Expense
June 30, 2024

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	245,772	1,149	(19,155)	227,766	250,062	(22,295)
Dental Assistant	15,640	(938)		14,702	5,157	9,544
Emergency Medical Tech	28,270	(1,696)		26,574	5,654	20,920
Phlebotomy	2,715	(163)		2,552	319	2,233
Certified Nursing / Medication Aide	65,674	(3,940)		61,734	30,206	31,527
Patient Care	20,722	(1,243)		19,479	9,614	9,864
Biotech	23,459	(1,408)		22,051	14,195	7,856
Truck Driving	185,702	(10,910)		174,792	158,665	16,126
Kids College	5,038	-		5,038	4,540	498
Education to Go	326	-		326		326
Occupational Health & Safety	5,266	-		5,266	1,660	3,606
Community Programs	1,560	-		1,560	1,320	240
Clinical Medical Assistant	42,093	(2,526)		39,567	14,572	24,996
Yoga	-	-		-		-
Machinist Program	27,650	(1,659)		25,991	21,441	4,550
STRIVE	163,925	(9,558)		154,367	90,446	63,921
Corporate College	2,963	(57)		2,906	540	2,366
CE Options Program	8,400	-		8,400		8,400
Testing	-	-		-	6,768	(6,768)
Total	845,174	(32,949)	(19,155)	793,070	615,160	177,909

*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 June 30, 2024 and June 30, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	293,545		1,238,467	8,746	325,128	18,069	1,883,955	1,503,968
Student Fees		230,847					230,847	229,534
	293,545	230,847	1,238,467	8,746	325,128	18,069	2,114,802	1,733,502
Expenses								
Purchases & Returns			1,181,345				1,181,345	879,379
Salaries	51,278	87,080	199,730		239,140	50,407	627,634	591,185
Staff Benefits	15,022	14,751	48,191		80,745	2,404	161,113	161,489
Supplies & Other Operating Expenses	164,739	58,628	43,242	5,645	25,629	15,111	316,995	405,584
Equipment	52,536						52,536	55,889
Bank Charges			12,428		9,001	83	21,511	11,454
Scholarships							-	1,400
	287,575	160,459	1,484,936	5,645	354,515	68,006	2,361,136	2,106,380
Excess revenue over expenses	5,970	70,388	(246,469)	3,101	(29,387)	(49,937)	(246,334)	(372,878)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			127,642				127,642	50,975
Interfund Receivables	(54,664)	338,909	401,990	5,988	(106,651)	(46,468)	539,105	633,699
Inventory			144,265				144,265	160,619
Total Assets	(54,664)	338,909	676,409	5,988	(106,651)	(46,468)	813,523	847,805
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	31,661		4,908	547	42,915	36,452
Deferred Revenue	52,188	40,920					93,108	88,791
Total Liabilities	56,402	42,505	31,661	-	4,908	547	136,023	125,243
Restricted Fund Balance (includes inventories)			144,265				144,265	160,619
Unrestricted Fund Balance	(111,067)	296,404	500,483	5,988	(111,559)	(47,015)	533,235	561,944
Total Liabilities & Fund Balance	(54,664)	338,909	676,409	5,988	(106,651)	(46,468)	813,523	847,805

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	229,869		987,320	5,068	268,739	12,973	1,503,968
Student Fees		229,534					229,534
	229,869	229,534	987,320	5,068	268,739	12,973	1,733,502
Expenses							
Purchases & Returns			879,379				879,379
Salaries	59,856	120,681	178,660		192,541	39,447	591,185
Staff Benefits	18,500	21,514	40,728		78,187	2,560	161,489
Supplies & Other Operating Expenses	202,165	140,193	25,992	4,998	21,110	10,826	405,584
Equipment	7,770	13,174	34,945				55,889
Building Repairs							-
Bank Charges			9,618		1,787	49	11,454
Scholarships		1,400					1,400
	288,291	296,962	1,169,322	4,998	293,925	52,881	2,106,380
Excess revenue over expenses	(58,422)	(67,428)	(182,002)	70	(25,184)	(39,909)	(572,878)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			50,975				50,975
Interfund Receivables	27,960	293,177	359,917	2,887	(58,200)	7,959	633,699
Inventory			160,619				160,619
Total Assets	27,960	293,177	574,024	2,887	(58,200)	7,959	847,805
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,642	21,223		5,393	101	36,452
Deferred Revenue	44,354	34,740	9,257			440	88,791
Total Liabilities	52,446	36,382	30,480	-	5,393	541	125,242
Restricted Fund Balance (includes inventories)			160,619				160,619
Unrestricted Fund Balance	(24,486)	256,794	342,925	2,887	(63,593)	7,418	561,944
Total Liabilities & Fund Balance	27,960	293,177	574,024	2,887	(58,200)	7,959	847,805

21. **Adjournment**