

Regular Meeting  
Thursday, June 27, 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  
JUNE 27, 2024**

It is hereby certified that a notice of this meeting was posted on the 20<sup>th</sup> day of June 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 20<sup>th</sup> day of June 2024.



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Dr. Robert Exley  
President

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 105-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 10, 2024  
**SUBJECT:** Personnel Action (Replacement): Administrative Assistant II, Upward Bound

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

**Candidate**

**Recommended:** Crysta Andersen

**Education:** Alvin High School  
Diploma

**Experience:** Alvin ISD  
Payroll Clerk / Accounts Payable Secretary June 2019 – Present

General Growth Properties  
Property Management Associate June 2013 – October 2018

National MS Society  
Office Manager April 2010 – June 2013

Specialty Rental Tools  
Administrative Assistant September 2005 – March 2009

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**Salary:** \$35,681.50 Annual  
Grade 108, 2023– 2024 Staff Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant II (PID: 198)		
<b>Department:</b>	Upward Bound	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director, Upward Bound	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	108		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	1/26/2024
<b>Last updated by:</b>	Robert Sanchez	<b>Date:</b>	1/26/2024

### SUMMARY

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

### **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- High school diploma or GED
- One (1) year experience working in a professional office environment

### **PREFERRED QUALIFICATIONS**

- Associate's Degree with concentration in Office Administration
- Bi-lingual English/Spanish

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong Microsoft Office computer skills including Word, Excel, and Outlook
- Exceptional customer service skills with the ability to anticipate, assess, and respond effectively to the diverse needs of customers
- Strong written and oral communications skills
- Educational and/or economic background similar to the target population
- Ability to work independently and take initiative
- Demonstrated sensitivity to the needs of economically and educationally disadvantaged youth
- Demonstrated proficiency in various computer software programs required
- Ability to travel when needed

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 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: 107-2024

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: June 10, 2024

SUBJECT: Personnel Action (Replacement): Accounts Payable Specialist

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

**Candidate**  
**Recommended:** Kara Evans

**Education:** University of St. Thomas  
Master of Business Administration - Accounting

Johnson and Wales University  
Bachelor of Science – Accounting

**Experience:** City of Alvin  
Controller October 2023 – Present

Texas Medical Center – Hospital Laundry  
Staff Accountant/Controller November 2013 – June 2023

Compass Group  
Treasury Analyst February 2013 – November 2013

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**Salary:** \$34,154.43 Annual  
Grade 108, 2023– 2024 Staff Salary Schedule

RJE:tg



# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Accounts Payable Specialist (PID: 213)</b>		
<b>Department:</b>	Fiscal Affairs	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director, Fiscal Affairs	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	108		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	2/9/2024
<b>Last updated by:</b>	Director, Fiscal Affairs/BN	<b>Date:</b>	2/9/2024

### SUMMARY

This position performs all aspects associated with the Accounts Payable activity of Alvin Community College; specifically processing employee travel requests, employee mileage reimbursements, financial aid disbursement checks, student refund checks; payroll liabilities payments, child support payments, payment for College-issued credit card statements and payment of some invoices and purchase orders. This position also provides support for the Business Office Administrative Assistant and provides cashiering support during lunches, breaks, vacations and specifically during main registration periods.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates vouchers using the Colleague system to pay invoiced purchase orders, travel requests, mileage and supplies reimbursements, payroll liabilities, child support payments, credit card statements and other items indicative with a properly documented directive.
- Creates Recurring Vouchers using the Colleague system to pay any regular, recurring expense (i.e., retired employee quarterly dental reimbursements, athletic monthly lodging payments, athletic monthly meal stipends, etc).
- Prints checks or process e-checks when applicable using the Colleague system and process the checks for mailing with invoice/payment coupon if required.
- Processes EFT Prenotes (electronic payment requests) from vendors. The process includes sending the banking information for both students and vendors electronically (via FTP) to the bank.
- Processes wire transfer payments to vendors as necessary.
- Maintains current listing of all checks printed with signatures when checks are picked up versus being mailed.
- Maintains current vendor files to be used on purchase orders.
- Processes stop payments of checks and voiding checks and vouchers as needed. This includes direct contact with the bank to verify that the checks have not been previously cashed.
- Processes student refund and financial aid disbursement checks when instructed to do so. This includes verifying that the money indicated is in the student account and that the student is not on hold for any monetary matter.
- Monitors all procurement card/credit card transactions for appropriate expenditures; ensure proper documentation is provided and that required approvals have been obtained.
- Allocation of Citi Bank (p-card) charges monthly through process of downloading the transactions from the Citi Bank website, creation of general ledger flat file and posting the charges through Colleague (Ellucian) upload screens.
- Processes tax exemption forms and credit applications as necessary.

- Tracks budget balances and provides assistance to budget managers as requested or as needed. This includes running the GLTB detail report listing for budget managers and their secretaries.
- Tracks open purchase orders throughout the year so that at year end they can be closed properly and in a timely manner.
- Prepares necessary journal entry forms required to correct budget errors on paid expenses as requested or as needed. This also includes clearing out the pre-paid budget accounts used to pay purchase advances, travel advances and other items as necessary.
- Communicates with vendors as needed to clarify billing or shipping questions on purchase orders.
- Responsible for checking out College credit cards to ACC personnel for making purchases.
- Ensures all pertinent information on checks issued has been submitted to the Bank through the Positive Pay process for security purposes.
- Processes 1099-MISC tax forms on an annual basis. This includes tracking person vendors paid over \$600 in the fiscal year (Jan-Dec), filing tax forms with the IRS and maintaining complete files for 5 years.
- Periodically reviews outstanding check list for un-cashed checks. Attempts to contact payee by phone, email, or letter in order to reissue check. If payee cannot be located, amount of check will be included in report and payment sent to the State of Texas Unclaimed Property Division each year (check issue dates begin July 1 – June 30 three years immediately preceding reporting date).
- Responsible for ordering office supplies through Office Depot's online website upon receipt for all departments submitting purchase orders through the Business Office.
- Supervises a student worker in the proper procedures for correctly filing paid purchase orders with check duplicates, maintaining vendor files correctly and data entry functions as needed.
- Streamlines/updates AP processes to stay current with available resources.
- Provides backup to the cashier during breaks, lunch, or vacations (includes complete cashiering duties during prime registration periods and sometimes late registration).
- Provides backup duties to the department administrative assistant during peak periods and absences (vacation, illness, etc) by processing incoming mail and processing incoming purchase orders (i.e., approving the vendor, verifying budget account availability, verifying all appropriate signatures are in place, and inputting the data into the Colleague system to obtain a purchase order number).
- Provides backup assistance to Accounts Payable Specialist as needed.
- Assists in answering office phones for people out of the office.
- Assists the accountants as requested or needed.
- Audits payroll timesheets to payroll voucher detail after payroll has been run on a Business Office rotation schedule.
- Other related duties as assigned.

## **QUALIFICATIONS**

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

## **REQUIRED QUALIFICATIONS**

- High school graduate or equivalent.
- Two (2) years prior experience in accounts payable.

## **PREFERRED QUALIFICATIONS**

- Associate's degree in business or accounting
- Experience with Colleague or TouchNet
- Experience in higher education

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Position requires the ability to maintain a high degree of accuracy while functioning in an environment that is very often hectic. Trace, analyze and adjust, if necessary, student transactions beginning with registration, financial aid award, bookstore purchase and refunds.
- Ability to analyze error messages and determine what steps need to be taken to make corrections.
- Ability to operate 10-key adding machine by touch.
- Skills in operating required office equipment such as: copier, computer, printer, & multi-line phone system
- Ability to safeguard sensitive or confidential information.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

MEMORANDUM NO: 108-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 10, 2024  
**SUBJECT:** Personnel Action (Replacement): Counselor

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

**Candidate**

**Recommended:** Carrie Shephard

**Education:** University of Arkansas  
Master of Social Work

University of Texas at Austin  
Bachelor of Social Work  
Bachelor of Arts, Government

**Experience:**

Fresenius Medical Center  
Facility LMSW

December 2022 – Present

Arms Wide Adoption Services  
Supervisor of Training and Recruitment  
Trainer and Recruiter

December 2021 – November 2022  
October 2018 – December 2021

The Harris Center for Mental Health and IDD  
Crisis Line Counselor

October 2015 – January 2017

Independent Contractor  
Self-Employed

May 2010 – October 2018

TNP  
Sr. Advisor – Teacher Quality  
Sr. Advisor – Selection  
Site Advisor – Selection  
Site Manager

September 2009 – May 2010  
January 2008 – September 2009  
July 2006 – January 2008  
December 2004 – July 2006

**Austin ISD**

Teacher

August 2001 – December 2004

**Lifeworks Street Outreach**

Street Outreach Coordinator/Outreach Worker

June 1999 – August 2001

**People's Community Clinic**

Adolescent Health Educator/Outreach Coordinator

April 1997 – June 1999

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**Salary:** \$69,805.24 Annual  
Grade 206, 2023– 2024 Staff Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Counselor (PID 182)</b>		
<b>Department:</b>	Student Accessibility & Counseling Services	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director, Student Accessibility & Counseling Services	<b>Grade Level:</b>	206
<b>ORP Eligible:</b>	No		
<b>Contractual Position</b>	No		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	12/6/2023
<b>Last updated by:</b>	Director, Student Access & Counseling/LG	<b>Date:</b>	11/30/2023

### SUMMARY

The Counselor provides counseling services for students, crisis intervention, career exploration, academic enhancement, faculty consultation, academic and transfer advisement, mental health and other training for faculty and staff, and short-term personal counseling. This position maintains contact with faculty and staff and provides consultation as requested

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides crisis counseling and serves on the Assessment and Care Team.
- Provides short-term counseling services to students and make appropriate referrals.
- Provides test interpretation for academic, career exploration, or mental-health purposes.
- Participates in registration activities.
- Performs "risk-assessments" as part of student conduct or Care-team activities.
- Assists with the development and evaluation of the college including Student Services publications and events.
- Serves as a liaison to area high schools. Participate in career fairs and college information programs.
- Plans and conducts student success workshops for the college, in person and online.
- Plans and conducts a comprehensive suicide prevention and Drug and Alcohol program.
- Develops and conducts mental health training for students, faculty, and staff.
- Periodically reviews and updates the College web page, especially in accessibility and counseling services.
- Assists in the coordination of New Student Orientation programming, presentation and materials, in person and online.
- Conducts evaluation and analysis of departmental programming, orientation, career program, and study skills programs.
- Provides small group support services for students by departmental request.
- Maintains legal, ethical and professional standards as regulated by the college, state, federal and entities.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Work location and hours vary.

- This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Other related duties as assigned.

## **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- Master's degree or higher in counseling, social-work, counseling/clinical psychology or other related mental health field, where a clinical or counseling practicum or internship experience was a degree requirement.
- Completion of a Master's degree in one of the areas listed above and a pre-degree practicum or internship experience.
- Texas State licensure as a Licensed Professional Counselor (LPC), Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Licensed Psychology Associate (LPA), or Licensed Marriage and Family Therapist (LMFT)
  - LPC Associates and other Mental Health associates will be considered if applicant is able to gain licensure within two years of employment.
- Candidates who fail to obtain a Texas Mental Health License may not be eligible for continued employment at Alvin Community College.

### **PREFERRED QUALIFICATIONS**

- Two (2) years of experience in a student services setting.
- One (1) year of experience in a similar role at a community college.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to diverse student populations;
- Ability to effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.
- Ability and willingness to perform academic advising duties as needed.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.
- Professional counseling experience in an accredited educational institution.
- A background in counseling culturally diverse and nontraditional students in an educational setting.
- Knowledge of career exploration and career counseling.
- Ability to review documentation of disabilities or medical conditions.
- Basic knowledge of accommodations in an educational setting.

### **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**

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

X

\_\_\_\_\_  
EMPLOYEE PRINTED NAME

X

\_\_\_\_\_  
SUPERVISORS PRINTED NAME

X

\_\_\_\_\_  
EMPLOYEE SIGNATURE AND DATE

X

\_\_\_\_\_  
SUPERVISOR SIGNATURE AND DATE

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



10.B. Headcount Report

	Budgeted 2023-24	JUNE 2024	HR Vacancies
<b>Administrative</b>	14	12	2
<b>*Professional</b>	87	84	3
<b>Faculty</b>	124	122	2
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	117	107	10
<b>Total Full-Time (FT) Employees</b>	<b>342</b>	<b>325</b>	<b>17</b>

\*Count includes 4 grant funded *professional* employees

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

10.C. Resignation/Retirement Report

## Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Sunjay Bali	Executive Director, CEWD	5/30/2024	Resignation
2	Cindi Robinson	Coordinator, Pathways & Articulation	6/14/2024	Resignation
3	Kevin Rogers	Instructor Law Enforcement	6/7/2024	Resignation
4				
5				
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11. **Consent Agenda**
  - 11.A. **Minutes**

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF MAY 14, 2024  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 14<sup>th</sup> day of May at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
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
Karl Stager	Alvin Community College
Stacy Ebert	Alvin Community College
Mary Jove	Alvin Community College
Lindsey Hindman	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College

Beth Nelson  
Clay Grover  
Tammy Giffrow  
Kyle Marasckin  
John Tompkins  
Alyssa Bullock  
Nadia Nazarenko

Debra Fontenot  
Linet George  
Harold Griffin  
Estevan Vasquez  
Sunjay Bali  
Patrick Sanger  
Alan Phillips

Bryan Hinshaw  
Lilly Garcia  
Patty Sanchez  
Anita Exley  
Dick Tyson  
Jessica Eddy  
Julie Pyburn

**Call to Order**

The meeting was called to order by Chair Sanchez 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*.

**Pledge**

**Invocation**

Invocation by Mr. Pyburn.

**Order Canvassing Returns, Declaring Results of Regents Election and Oath of Office**

Vice Chair Droege moved that the Board of Regents approve the Order Declaring Results of Regent Election and Canvass of Regent election held on May 4, 2024. Seconded by Regent Hoover. Motion passed unanimously.

The Oath of Office was administered to Regents Ms. 'Bel Sanchez, Position 1; Dr. Jim Crumm, Position 2; Ms. Breah Knape, Position, 3 and Mr. Mike Pyburn Position 6 (remaining 2 years of Position 6) by Judge Mike Merkel.

**Executive Session**

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

The meeting was called back into session by Chair Sanchez at 6:59 p.m.

**Election of Officers – Chair, Vice Chair and Secretary**

Regent Shelton made the motion that the current slate of officers remain the same. Seconded by Regent Crumm. Motion passed unanimously. Chair Sanchez declared that the slate will remain the same and the officers are: Chair, Bel Sanchez; Vice Chair, Jody Droege and Secretary, Patty Hertenberger.

**Board Comments**

The Regents thanked the staff and faculty for an awesome and impressive commencement ceremony, pinning ceremony and 75<sup>th</sup> Anniversary celebration. Dr. Crumm thanked the Music Department for their guidance with Mr. Nathan Hames in composing another outstanding piece for the college.

**Approval of the Consent Agenda**

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the approval of Minutes of April 25, 2024, Personnel Action (Replacement): Vice President, Human Resources (Dr. Kelley Peatross) and Grant report. Regent Crumm moved to approve the consent agenda as presented. Seconded by Regent Reyes-Hall. Motion passed unanimously.

**President's Report – State of the College**

Dr. Exley gave a summary that included the following highlights:

The importance of connecting with students, the 4 Strategic Plan goals and the achievements under each, the financial health and upcoming state funding, budget update, strategic issues for academic year 2024-2025, new programs under consideration, Talent Strong Texas Pathways focus, 75<sup>th</sup> Anniversary celebration, student achievement, ACC West update, Building N firing range progress and the good report on the IT Cybersecurity audit. This report was for information only.

**Financial Report Ending April 2024**

Regent Pyburn moved to approve the financial and investment report for April 30, 2024. Seconded by Regent Shelton. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:01 p.m.

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Dr. Patty Hertenberger, Secretary

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Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF JUNE 10, 2024  
NOLAN RYAN CENTER**

**OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 10<sup>th</sup> day of June, 2024 at 12:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Breah Knape	Regent
Michael Hoover	Regent
Mike Pyburn	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
Lindsey Hindman	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Beth Nelson	Alvin Community College

Tammy Giffrow	Kyle Marasckin	Gaby Leon
Clay Grover	Huff Mann	Tricia Groth
Karl Stager	Debra Fontenot	Beth Nelson
Linet George	Estevan Vasquez	LaVonna Miller
Harold Griffin	Nadia Nazarenko	
Jessica Ranero-Ramirez	Patrick Sanger	

**Call to Order**

The meeting was called to order by Chair Sanchez at 12:05 p.m.

- **Pledge**
- **Invocation**  
Invocation by Dr. Crumm.

**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.



**Initial Presentation of the Budget for 2024-2023**

Dr. Exley and the Executive Leadership Team provided an overview of changes and requested needs for the 2024-2025 budget year. The Regents asked for the list of new personnel/faculty to be prioritized and presented to them. This information was provided to guide the Board in preparation for the upcoming approval of the 2024-2025 budget.

Dr. Exley, Ms. Beth Nelson and Mr. Karl Stager talked about the current various revenue sources, state outcomes funding model impact, reserves, tuition and fees, local taxes, projected revenue and other possible revenue sources. This presentation was for information only.

**ACC West Update**

Dr. Stacy Ebert provided a status report of the ACC West buildout which included a timeline, final layout of the floor plan, elevation rendering, equipment, technology and pictures of collaboration space ideas.

Dr. Ebert also talked about an upcoming contract with TDCJ for trainings and other future opportunities with local hospitals for needed programs. This report was for information only.

**Facilities Update**

Mr. Bryan Hinshaw gave an update on the major projects in need of upgrading and repair or replacement, some of which included roof repairs, stairwell replacement due to deterioration, walking track and others. The suggestion was made to use remaining funds in the current budget to complete any possible projects by August 31, 2024 and to consider a Tax Maintenance Note to address the overall list of critical projects as prices will continue to increase the longer these projects are delayed. The Regents asked for the list of projects to be prioritized and presented to them.

Chair Sanchez announced the appointment of a Budget Finance Committee which will work with staff to better understand the budget and then report back to the Board. The committee will be comprised of: Mr. Darren Shelton, Vice Chair Jody Droeger and Mr. Mike Pyburn. The first meeting is to be determined.

**Executive Session**

There was no Executive Session.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 3:24 p.m.

11.B. **Grants Report**



Robert J. Exley, PhD  
President

Your College > Right Now

MEMORANDUM NO: 116-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 13, 2024  
**SUBJECT:** Federal, State, and Private Grants Report

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The attached is the ACC Grant Status Report as of June 4, 2024. The first page is a summary of ACC's grant activity. Following that is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page list grants that ACC has either applied for and been declined funding or grants ACC considered but decided not to proceed to application submission. Pages two through four provide details on the grants and/or applications in each of three categories.

The College presently has \$2,985,246.37 in active funded grants. There is an additional \$1,113,079.23 in grant applications currently in the funder review process. And, we have \$342,777.00 in the grant applications development process.

RJE:tg

## Alvin Community College Grants Update

June 4, 2024

ACC has the following in grant activity:

\$2,985,246.37	Active Funded Grants
\$1,113,079.23	Grant Applications in the Funder Review Process
\$ 342,770.00	Grant Applications in the Development Process

New grant awards received:

2024 Skills Development Fund Grant to provide training to employees of TJL Industries.

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 June 4, 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 #28B49	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
<b>STATE/FEDERAL GRANTS SUBTOTAL</b>						<b>\$ 2,948,796.37</b>				

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-Lisa Hernandez, Amanda Smithson	Personnel	Professional Development	\$ 1,100.00		N/A	Books and Speaker for the Savvy Ally Training and Book Discussion	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Justin Morgan	Interdisciplinary	Instruction	\$ 2,000.00		N/A	Consumables & Actors for Interdisciplinary Collaborative Event	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Mikei Chambliee	Networking and Cybersecurity	Instruction	\$ 2,000.00		N/A	PI for all (Raspberry Pi Microcomputers for hands-on work)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dwight Rhodes, Sarah Currie	Science	Equipment & Supplies	\$ 2,000.00		N/A	Community Horticulture Development initiative - The Art and Science of Home Gardening and Urban Farming (master gardener speaker series, community workshops)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dr. Stacy Ebert	CEWD Biotechnology Program	Supplies	\$ 600.00		N/A	Water Bath for BioTech program	Private / Foundation

2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Jordan Rusk	Polysomnography	Instruction	\$ 1,500.00		N/A	Board Prep Course for Polysomnography Students	Private / Foundation
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 De 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
<b>ACC FOUNDATION GRANTS SUBTOTAL</b>						<b>\$ 36,450.00</b>				
<b>TOTAL, ALL ACTIVE GRANTS</b>						<b>\$ 2,985,246.37</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies and Equipment. <i>Application submitted September 8, 2023.</i>	State Discretionary Non-Competitive
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	\$ 650,031.23	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
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 \$ 1,113,079.23**

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
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 due June 6, 2024.</i>	Private / Foundation
DeWalt Grow the Trades Foundation	9/1/2024	8/31/2024	TBD	CTE/CEWD	Scholarships, Student Support	\$ 100,000.00	Primary	N/A	Provides funds to assist students pursuing skills in the trades.	Private / Foundation
THECB Perkins Basic Grant Contract Award	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

**Total, Grants in Application Development \$ 342,770.00**

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
Dell Foundation	5/31/2023	Y	Process Technology	\$ 50,000.00	Primary	N/A	Provides funds for 3 cutout models for Process Technology.	Private / Foundation	ACC was not selected.
U.S. Department of Education Developing Hispanic Institutions Title V Grant	6/13/2023	Y	Student Services	\$ 3,000,000.00	Primary	N/A	Provides funds to create a Student Resource Center and an intervention program for "First Time at Alvin CC" students. The center would house wrap-around support services and project staff.	Federal Discretionary Competitive	ACC was not selected.
U.S. Department of Justice Leahy Bulletproof Vest Program	6/26/2023	Y	ACC PD	\$ 11,634.00	Primary	N/A	Provides reimbursement of 50% of the cost of bullet proof vests, 1 per officer per year. <i>Application submitted June 21, 2023.</i>	Federal Formula Non-competitive	ACC was awarded \$552.18 and declined the award.
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$ 1,000,000.00	Primary	N/A	Provides support for developing inclusive experiential learning opportunities for students with skills needed to succeed in emerging technology fields.	Federal Discretionary Competitive	ACC determined the target program was not the right fit for the grant type.
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	Provides funds that support innovation in 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.

12. **President's Report**
13. **Consider Approval of the Board of Regents Meeting Schedule for 2024-25**





Robert J. Exley, PhD  
President

**Your College**  **Right Now**

**MEMORANDUM NO: 110-2024**

**TO:** Board of Regents

**FROM:** Robert J. Exley, PhD *RJE*

**DATE:** June 12, 2024

**SUBJECT:** Consider Approval of the Board of Regents Meeting Schedule for 2024-2025

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The proposed meeting schedule for 2024-2025 requires official board action for adoption.

Thank you.

RJE:tg

# ALVIN COMMUNITY COLLEGE

## BOARD of REGENTS

### MEETING SCHEDULE with REGULAR MEETINGS and WORKSHOPS

September 2025 - August 2025

#### Fall 2025

Thursday	September 26, 2024	Regular Board Meeting	6:00 p.m.
Thursday	October 24, 2024	Regular Board Meeting	6:00 p.m.
Thursday	November 21, 2024	Regular Board Meeting	6:00 p.m.

#### Spring 2025

Thursday	January 9, 2025	Regular Board Meeting	6:00 p.m.
Thursday/Friday	January 17-18, 2025	Annual Board Retreat	TBD
Thursday	February 27, 2025	Regular Board Meeting	6:00 p.m.
Thursday	March 27, 2025	Regular Board Meeting	6:00 p.m.
Monday	April 14, 2025	Board Workshop	NOON – 3:30 p.m.
Thursday	April 24, 2025	Regular Board Meeting	6:00 p.m.
Thursday	May 22, 2025	Regular Board Meeting	6:00 p.m.

#### Summer 2025

Monday	June 9, 2025	Budget Workshop	NOON – 3:30 p.m.
Thursday	June 26, 2025	Regular Board Meeting	6:00 p.m.
Monday	July 14, 2025	Board Workshop	NOON – 3:30 p.m.
Thursday	July 24, 2025	Regular Board Meeting	6:00 p.m.
Monday	August 4, 2025	Budget/Goal Setting Workshop	NOON – 3:30 p.m.
Thursday	August 21, 2025	Regular Board Meeting	6:00 p.m.

14. **Foundation Report and Audit Results**
15. **Budget Development Update**
16. **Consider Approval of Personnel Action (Replacement): IT Director, Enterprise Applications**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 106-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: June 10, 2024

SUBJECT: Personnel Action (Replacement): IT Director, Enterprise Applications

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

**Candidate**

**Recommended: Michelle Shadrake**

**Education:** Cleveland State University  
Master of Education – Curriculum and Instruction  
Bachelor of Arts - Communication

**Experience:** MS Consulting  
Principal Consultant January 2016 – Present

California Community Colleges Tech Center  
SIS Consultant July 2016 – October 2018

Ellucian  
Services Delivery Manager June 2011 – January 2016

SunGard Higher Education  
Datatel Practice Manager February 2010 – June 2011

SunGard Higher Education/Collegis  
Sr. Systems Consultant October 2002 – February 2010

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**Salary:** \$115,000.00 Annual  
Grade 214, 2023– 2024 Staff Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	IT Director, Enterprise Applications (PID: 853 )		
<b>Department:</b>	Information Technology	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Vice President, Information Technology	<b>Grade Level:</b>	214
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Professional
<b>Contractual Position</b>	Yes		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	5/29/2024
<b>Last updated by:</b>	VP, IT/KK	<b>Date:</b>	5/29/2024

### SUMMARY

The IT Director, Enterprise Applications serves as Alvin Community College's (ACC) Data Management Officer to fulfill the responsibilities defined by Texas Administrative Code 202 (TAC 202), and Senate Bill 475. The position's primary responsibilities are to plan and provide streamlined, secure, reliable, and efficient enterprise-ready applications that support the needs of ACC and distributed business units. The position provides strategic planning and oversight of ACC's primary enterprise business application and management and inclusion of integrated solutions. The Director collaborates with ITS and executive leadership as well as functional areas to strategically align projects and goals with the objectives of ACC. This is a hands-on working position. The Director's goal is to maximize operational efficiency and security of ACC's shared business applications, improve the control and security of collected information, and contribute to student and institutional success.

\*\*\* This position is eligible for full-time remote work. Ongoing remote work may be re-evaluated based on the needs of the College and/or department \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and participates in the enterprise solutions and business analysis team, provides proactive planning and guidance to promote efficiency and adoption of ACC's business systems
- Directs efforts to analyze business unit processes, performs gap analysis between processes and existing software functionalities, and works with business unit teams to implement changes to increase efficiency
- Develops and maintains code when appropriate to enhance ACC's business systems to meet the evolving needs of students and employees
- Manages the software development life cycle in for customizations to business software applications
- Resolves escalated issues and manages emerging risk to enterprise services
- Develops and implements communication and reporting processes to manage issues, risks, and timely delivery of project milestones
- Directs, creates, and maintains controls, standards, and process documentation
- Collaborates with the Information Security Officer to ensure compliance with Texas Administrative Code 202, FERPA, HIPAA, PCI, GLBA, and other regulatory bodies
- Provides technical expertise to enable correct, efficient, and secure coding of customized solutions with the ERP
- Contributes to the planning and implementation of installation and maintenance activities

- Participates in change control discussions and procedures
- Responsible for regular review, maintenance, and upgrade of mission critical components to continuously improve upon ACC's business continuity and disaster recovery plans
- Contributes to the development and implementation of strategic plans for acquiring and maintaining efficient and cost-effective software that integrates with ACC's business systems
- Defines and communicate project milestones, and resource allocation to ACC's administration, department leads, support staff, and end users
- Participates in negotiation and administration of vendor, outsourcer, and consultant contracts and service agreements
- Coordinates and facilitates consultation with stakeholders to define business and systems requirements for new technology initiatives
- Keeps current with trends and issues in the IT industry, including current technologies and prices.
- Advises, counsels, and educates management on their competitive or financial impact
- Other related duties may be assigned

### **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in the field of Computer Science, Management Information Systems, Information Technology, or related field
- Five (5) years of progressive experience working in an Information Technology department
- Two (2) years of supervisory experience in an Information Technology department
- Five (5) years experience in higher-education

### **PREFERRED QUALIFICATIONS**

- Support of multiple higher-education functional areas
- Experience with documenting standards and processes, especially in support of regulatory compliance
- Ellucian Colleague experience

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of management, budgeting, and business operations
- Proven experience in software and process planning, organization, and development
- Must be available for scheduled and/or occasional work outside of normal business hours
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Strong negotiating skills
- Ability to present ideas in business and user-friendly language
- Exceptionally self-motivated and directed
- Keen attention to detail
- Superior analytical, evaluative, and problem-solving abilities
- Hands on working manager

### **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.**

17. **Consider Approval of Contract Recommendations for 2024-25**






Robert J. Exley, PhD  
President

Your College  Right Now

**MEMORANDUM NO: 109-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** June 12, 2024  
**SUBJECT:** Contract Recommendations 2024-25

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For your consideration, please find attached a listing of employment contract recommendations for the 2024-2025 fiscal year.

All recommendations may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

It should be noted that the faculty members recommended for tenure are currently performing under an annual appointment and have met the established tenure criteria.

RJE:tg

**CONTRACT RECOMMENDATIONS FY 2024-2025**

**ADMINISTRATIVE**

1	Wendy Del Bello	VP, Development & Outreach
2	Stacy Ebert	VP, Workforce & Strategic Initiatives
3	Kelly Klimpt	VP, Information Technology
4	John Maluta	VP Student Services
5	Kelley Peatross	VP, Human Resources
6	Debra Fontenot	Dean, Legal & Health Sciences
7	Linnet George	Dean, Arts & Sciences
8	Harold Griffin	Dean Career & Technical Programs
9	Nadia Nazarenko	Dean, General Education & Academic Support
10	Jessica Ranero-Ramirez	Dean, College Access & Partnerships
11	Patrick Sanger	Dean / Executive Director, IER

**PROFESSIONAL**

1	William "Billy" Allen	Director, I.T. Operations
2	Lilly Garcia	Director, Grants
4	Lola "Lily" Guu	Director, Student Accessibility & Counseling
5	Lindsey Hindman	Director, HR
6	Cara Hogan	Director, Institutional Research
7	Chakoa Jefferson	Director, TDCJ
8	Gabriela Leon	Director, Financial Aid
9	Mark Love	Director, Library & Academic Support
10	Bryan Hinshaw	Director, Physical Plant
11	Huff Mann	Director, Distance Education
12	Elizabeth Nelson	Director, Fiscal Affairs
13	Philip O'Brien	Director, Institutional Effectiveness
14	Elizabeth Saucedo	Director, Nursing Programs
15	Michelle Shadrake	Director, Enterprise Applications
16	Amanda Smithson	Director, Recruitment / Enrollment
17	Karen Tofte	Director, Child Development Lab School
18	Luis G "William" Trevino	Director, Testing
19	Scott Tumbough	Director, Marketing & Media
20	Juan Estevan Vasquez	Director, Athletics

## ANNUAL FACULTY CONTRACTS

1 Amy Acord	Government	33 Elayni Kinsey	Mathematics
2 Brian Ayres	Emergency Medical Technology	34 Kirsten LaChance	Polysomnography
3 Denise Bates	Communications	35 Karina Lovas	Government
4 Britani Bewick	Biology	36 Erin MacKenzie	Biology
5 Kenneth Brigman	Welding	37 Darrell Mayon	Engineering
6 Visetta Brown	Health Information Management	38 Jennifer McClish	Art
7 Marcia Callegari Bates	Associate Degree Nursing	39 Jessica Means	Industrial Drafting/Engineering Design
8 Juliana Castello	Associate Degree Nursing	40 Monica Mehalshick	Mental Health
9 Amy Childs	Associate Degree Nursing	41 Michael Mejia	Welding
10 Allen Cox	Mathematics	42 Kimberlyn Mitchell	Speech
11 Laurie English	Mathematics	43 John Mohr	Geology
12 David Faul	Mathematics	44 Amanda Moore	Polysomnography
13 Michael Fernandez	Logistics Materials	45 John Murray	Paralegal
14 Nancy Fitzgerald	Biology	46 David Mustain	Automotive Technology - TDCJ
15 Ashley Gill	Diagnostic Cardiovascular Sonography	47 Nadide Olcay Guner	Economics
16 Kelly Griffith	Speech	48 Rose Pentecost	English
17 Samantha Harrison	Associate Degree Nursing	49 Crystal Robinson	Law Enforcement Academy
18 Shane Hand	History	50 Maria Ruiz	Vocational Nursing
19 Sean Halverson	History	51 Bridget Ruth	Health Information Management
20 Carrie Hatfield	English	52 Jason Schreiber	Sports/Human Performance
21 Brandie Hinderliter	Biology	53 Madeline Diane Shaw	Process Technology
22 Nathan Hosey	Government	54 Jennifer Shimek	Psychology
23 Malcolm Howard	Cybersecurity	55 Nicole Farnham Smith	Emergency Medical Technology
24 Mozammel Hussain	Physics	56 Ronald Smith	Sociology
25 Brady Hutchison	History	57 Matty Sullivan	Digital Communications
26 Manuela Imthurn	Mathematics	58 Shana Sutcliffe	Psychology
27 Rosalinda Izguerra	English	59 Christopher Tennison	Drama
28 Tonya Jefferson	Business Management	60 Jerr Torres-Farmer	Sports/Human Performance
29 Loretta Kauffman	Associate Degree Nursing	61 Laura Trigo	Culinary Arts
30 Danielle Kemendo	Diagnostic Cardiovascular Sonography	62 Steven Valerio	Culinary Arts
31 Robyn Ketchum	Neurodiagnostic Technology	63 David Westmoreland	Process Technology
32 Muhammad Khan	Cybersecurity	64 Daryl Williams	Computer Networking

## RECOMMENDED FOR TENURE

1 Joshua Cowen	English
2 Justin Morgan	A.D.N. / Simulation Coordinator

## TENURED FACULTY

1 Brian Berger	Chemistry	26 Tori McTaggart	Vocational Nursing
2 Charley Bevil	English	27 Kevin Moody	Music
3 McKonnen Biru	Associate Degree Nursing	28 Leigh Ann Moore	English
4 Jennifer Brazil	Mathematics	29 Jason Nichols	Radio/TV Broadcasting
5 Rhonda Boone	Pharmacy Technology	30 Saul Olivares	Foreign Languages
6 Thomas Burke	Mathematics	31 Carlos Ordonez	Art
7 Earnest Burnett	Speech	32 Thomas Parker	English
8 Andrea Busch	Office Administration	33 Don Parus	Process Technology
9 Chris Chance	History	34 Albert Pasaoa	Government
10 Haley Collins Lovell	English	35 Sosina Peterson	Mathematics
11 Tonya Creel	Psychology	36 Jean Raniseski	Sociology / Psychology
12 Cindy Dalmolin	Psychology	37 Tim Reynolds	Economics
13 Deanna Dick	Mathematics	38 Itzel Richarte	Foreign Languages
14 Traci Elliott	Psychology	39 Michael Smith	Business / Management
15 David Griffith	Music / Band Director	40 Maria Starling	Speech
16 Kevin Jefferies	Government	41 Alexander Swigar	English
17 Esther Kempen	Chemistry	42 Laura Tapp	Mathematics
18 Charles Kilgore	Mathematics	43 Amy Terbrock	Foreign Languages
19 Thirty Lacy	Vocational Nursing	44 Keith Vyvial	English
20 Norma LaHart	Respiratory Care	45 Ashley White	Associate Degree Nursing
21 James Langley	Industrial Drafting/Engineering Design	46 Jeanine Wilburn	Early Care & Development
22 Cathy LeBouef	Computer Info Technology	47 Jocelyn Wiltz	Associate Degree Nursing
23 Heather Lewis	Biology	48 Courtney Wolfe	Associate Degree Nursing
24 Alexander Marriot	History	49 Shella Woods	Accounting
25 Marby McKinney	Respiratory Care		

18. **Consider Approval of TASB Local Board Policy Update 47**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 118-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 19, 2024  
**SUBJECT:** Board Policy Update 47, affecting Local Polices (see attached list)

We have received the Texas Association of School Board’s Policy Manual Update 47. As laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges. Per state law, I am providing the Board with the entire packet of information. The critical portion for your consideration is the that which addresses changes in Local policies initiated by TASB owing to changes in corresponding Legal policy.

TASB Update 47 contains new or revised legal policies citing current legal requirements and new or revised local policy recommendations. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

Updates to Legal Board Policies that reference relevant law and contain citations to the statutes, rules, and case law governing a particular topic may be found on the college district website.

Update 47 includes thirteen (24) Legal Board Policies replacing existing policies and one (1) new Legal Board Policy to add to the policy manual for a total of twenty-five (25) legal policies (the Board is not required to act on legal policies). In addition, the following eleven (11) Local Board Policies do require Board action.

*Local Policy Title*

<i>CC(LOCAL)</i>	ANNUAL OPERATING BUDGET
<i>CHA(LOCAL)</i>	SITE MANAGEMENT: SECURITY
<i>CS(LOCAL)</i>	INFORMATION SECURITY
<i>DBA(LOCAL)</i>	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS
<i>DBB(LOCAL)</i>	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES
<i>DC(LOCAL)</i>	EMPLOYMENT PRACTICES
<i>DH(LOCAL)</i>	EMPLOYEE STANDARDS OF CONDUCT

<i>DK(LOCAL)</i>	PROFESSIONAL DEVELOPMENT
<i>DMC(LOCAL)</i>	TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE
<i>EBA(LOCAL)</i>	ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION
<i>GK(LOCAL)</i>	RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

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

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

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

"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 47."

RJE:tg

# Instruction Sheet

## Community College Localized Policy Manual Update 47

### Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
AFA	(LEGAL)	Replace policy	Revised policy
BI	(LEGAL)	Replace policy	Revised policy
CAAA	(LEGAL)	Replace policy	Revised policy
CC	(LOCAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDC	(LEGAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CHA	(LOCAL)	Replace policy	Revised policy
CIA	(LEGAL)	Replace policy	Revised policy
CLA	(LEGAL)	Replace policy	Revised policy
CS	(LEGAL)	Replace policy	Revised policy
CS	(LOCAL)	Replace policy	Revised policy
DBA	(LEGAL)	Replace policy	Revised policy
DBA	(LOCAL)	Replace policy	Revised policy
DBB	(LEGAL)	Replace policy	Revised policy
DBB	(LOCAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DEAB	(LEGAL)	Replace policy	Revised policy
DH	(LEGAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DK	(LOCAL)	Replace policy	Revised policy
DMC	(LOCAL)	Replace policy	Revised policy
EBA	(LEGAL)	Replace policy	Revised policy
EBA	(LOCAL)	Replace policy	Revised policy
ECC	(LEGAL)	Replace policy	Revised policy
EFBA	(LEGAL)	Replace policy	Revised policy
EFBB	(LEGAL)	Replace policy	Revised policy
EFBD	(LEGAL)	Replace policy	Revised policy
FC	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
GCA	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy

## Instruction Sheet

### Community College Localized Policy Manual Update 47

#### Alvin Community College

<b>Code</b>	<b>Type</b>	<b>Action To Be Taken</b>	<b>Note</b>
GK	(LEGAL)	ADD policy	See explanatory note
GK	(LOCAL)	Replace policy	Revised policy



## Explanatory Notes

### Community College Localized Policy Manual Update 47

#### Alvin Community College

##### **ATTN(NOTE)                      GENERAL INFORMATION ABOUT THIS UPDATE**

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 88th Regular Legislative Session as well as amendments to federal rules along with rule changes from the Texas Higher Education Coordinating Board and other state agencies.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 88th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

##### **AFA(LLEGAL)                      INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS**

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, the comprehensive college finance bill, to require each community college to report the academic data needed to calculate state funding, provide timely data and analyses to inform decisions by the college's board, administer or evaluate the effectiveness of the college's educational program, or audit a program.

At Required Information, language has been edited to reflect amended federal regulations. Newly adopted federal regulations addressing Financial Value Transparency have also been added.

In addition, changes have been made to conform to TASB style.

##### **BI(LLEGAL)                      REPORTS**

The list has been updated to reference new and amended academic and financial reports in response to HB 8. It has also been expanded to reflect amended regulations addressing financial value transparency.

In addition, changes have been made to conform to TASB style.

##### **CAAA(LLEGAL)                      STATE AND FEDERAL REVENUE SOURCES: STATE**

Language has been revised throughout this legal framework to reflect new Coordinating Board rules adopted in response to HB 8 related to Appropriations and the Texas community college finance program.

##### **CC(LOCAL)                      ANNUAL OPERATING BUDGET**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college's accreditor is named in GK(LOCAL).

##### **CDA(LLEGAL)                      ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

At Financial Accounting and Reporting, revisions have been made to reflect new Coordinating Board rules adopted in response to HB 8. Links have also been added to the Coordinating Board's [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#), the [Report of Fundable Operating Expenses \(RFOE\)](#), and the [Integrated Fiscal Reporting System \(IFRS\): Handbook for Reporting Officials, September 2023](#).

##### **CDC(LLEGAL)                      ACCOUNTING: AUDITS**

At Annual Audit Report, revisions have been made consistent with the 2023 fiscal year version of the Coordinating Board publication [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#). The link to the publication was also updated.

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### **Alvin Community College**

Revisions have been made to reflect new Coordinating Board rules, adopted in response to HB 8, addressing Compliance Monitoring and Audits by the Coordinating Board.

In addition, changes have been made throughout for clarity.

#### **CH(LLEGAL)                      SITE MANAGEMENT**

A new Administrative Code requirement to post a Reporting Workplace Violence Notice has been added. The language includes a [link](#) to a version of the poster published by the Texas Workforce Commission.

#### **CHA(LOCAL)                      SITE MANAGEMENT: SECURITY**

Recommended revisions to this local policy address the application of SB 1445 to the Employment of Peace Officers and Telecommunicators, Medical and Psychological Examinations, Misconduct Investigations, and Personnel Files.

#### **CIA(LLEGAL)                      EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT**

At Records That May Be Destroyed, language has been updated to reflect amendments to the Administrative Code.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CLA(LLEGAL)                      FACILITIES PLANNING: FACILITIES STANDARDS**

Language at State Law has been added to reflect the recently repealed and replaced Administrative Code provisions addressing Accessibility for Individuals with Disabilities at community college buildings and facilities.

In addition, changes have been made to conform to TASB style.

#### **CS(LLEGAL)                      INFORMATION SECURITY**

At Information Security Assessment, Data Maturity Assessment, and Reporting, language has been updated to reflect amended Administrative Code provisions.

At Risk and Authorization Management Program for Cloud Computing Services, a citation has been updated to reflect amended and newly adopted Administrative Code provisions addressing the Texas Risk and Authorization Management Program (TX-RAMP).

At Financial Information Security Program, language from recently amended federal regulations requiring notification be sent the Federal Trade Commission regarding the unauthorized acquisition of unencrypted customer information has been added.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **CS(LOCAL)                      INFORMATION SECURITY**

At Reports, recommended revisions to this local policy have been made due to Administrative Code changes that add an Information Security Assessment and remove a Monthly Reports requirement.

Additional changes have been made to conform to TASB style.

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

At Personnel Files of Persons Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by the Texas Commission on Law Enforcement

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### **Alvin Community College**

(TCOLE) or a substantively similar policy on a license holder's personnel file. The bill also addresses Requests for Information regarding a license holder's personnel file.

#### **DBA(LOCAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS**

New recommended local policy language addresses the application of SB 1445 to Law Enforcement Personnel Files.

#### **DBB(LEGAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

At Medical Examination of a Person Licensed or an Applicant for a License Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy prescribing standards and procedures for the medical and psychological examination of a license holder or person for whom a license is sought by the law enforcement agency.

#### **DBB(LOCAL)                      EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES**

New recommended local policy language addresses the application of SB 1445 to the Medical and Psychological Examination of a Peace Officer or Telecommunicator. A fill-in for the applicable licensed positions to which this policy applies has been added.

#### **DC(LEGAL)                      EMPLOYMENT PRACTICES**

Language has been updated at Verification of Employment Eligibility to reflect recently amended federal regulations.

At Persons Licensed Under Occupations Code Chapter 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for hiring a license holder. The bill requires a law enforcement agency as part of its Preemployment Procedures to review information in TCOLE's Licensing Status Database and Law Enforcement Database once established. Existing language amended by SB 1445 has also been added at Notification of Hire.

In addition, changes have been made throughout for clarity and to conform to TASB style.

#### **DC(LOCAL)                      EMPLOYMENT PRACTICES**

New recommended local policy language addresses the application of SB 1445 to the Employment of Certain Law Enforcement Personnel.

#### **DEAB(LEGAL)                      COMPENSATION PLAN: WAGE AND HOUR LAWS**

At Independent Contractor, language has been added to reflect new federal regulations adopted to address the determination of whether a person is an employee or independent contractor for purposes of the Fair Labor Standards Act (FLSA).

#### **DH(LEGAL)                      EMPLOYEE STANDARDS OF CONDUCT**

At Misconduct by a Person Licensed Under Occupations Code 1701, SB 1445 requires a law enforcement agency to adopt a model policy to be issued by TCOLE or a substantively similar policy establishing procedures for a law enforcement agency investigating misconduct by a license holder.

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### **Alvin Community College**

#### **DH(LOCAL)                      EMPLOYEE STANDARDS OF CONDUCT**

Recommended revisions to this local policy have been made to include an employee Code of Ethics derived from the Texas Community College Teacher's Association (TCCTA) code of ethics.

Also, new recommended local policy language addresses the application of SB 1445 to investigations of Misconduct by Certain Law Enforcement Personnel.

#### **DK(LOCAL)                      PROFESSIONAL DEVELOPMENT**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

#### **DMC(LOCAL)                      TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

Additional changes have been made to conform to TASB style.

#### **EBA(LLEGAL)                      ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

At Distance Education Degree or Certificate Program, revisions have been made to reflect recently amended Coordinating Board rules on hybrid programs.

#### **EBA(LOCAL)                      ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION**

Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

#### **ECC(LLEGAL)                      INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES**

At Limitation on the Number of Dropped Courses, citations have been updated to reflect amendments to Coordinating Board Rules.

In addition, changes have been made to conform to TASB style.

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

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of associate degree programs.

In addition, changes have been made to citations and to conform to TASB style.

#### **EFBB(LLEGAL)                      DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES**

The open to this legal framework was updated to reflect amendments to Coordinating Board rules clarifying that a community college accredited by SACSCOC may change its accreditor to an agency now listed in GK.

Changes have been made throughout this legal framework to reflect the repeal of superseded Coordinating Board rules addressing the approval of baccalaureate degree programs.

In addition, changes have been made to citations and to conform to TASB style.

# Explanatory Notes

## Community College Localized Policy Manual Update 47

### **Alvin Community College**

#### **EFBD(LLEGAL)**

#### **DEGREES AND CERTIFICATES: DEGREE PLANS**

The Coordinating Board repealed and replaced rules addressing degree plans filed by a student enrolled in a Multidisciplinary Studies Associate Degree Program, resulting in a language and citation change.

#### **FC(LLEGAL)**

#### **ATTENDANCE**

At Academic Reporting, language has been added to reflect new Coordinating Board rules adopted in response to HB 8, which require colleges to submit enrollment and other data to the Coordinating Board.

#### **FD(LLEGAL)**

#### **TUITION AND FEES**

At Adjusted Rates, language has been revised to reflect amendments to Coordinating Board rules made in response to HB 8, the comprehensive college finance bill, which provides that semester credit hours earned by a student before receiving an associate degree previously awarded to a student are not counted toward the calculation of excess hours for funding purposes.

At Reporting, a citation and cross-reference have been added to reflect a new Coordinating Board rule adopted in response to HB 8 to address tuition and fee data that must be reported to the Coordinating Board for funding calculations.

In addition, changes have been made to conform to TASB style.

#### **GCA(LLEGAL)**

#### **PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION**

At Persons Licensed or an Applicant for a License Under Occupations Code Chapter 1701, SB 1445 addresses the release of information regarding the person's Personnel File or Medical and Psychological Examination and information in the Licensing Status Database.

Existing Government Code language addressing the release of a community college's Biennial Information Security Plan or an Information Security Assessment and related documentation has also been added.

#### **GH(LLEGAL)**

#### **RELATIONS WITH SCHOOLS AND DISTRICTS**

New Coordinating Board rules addressing College Connect Courses have been added.

Language has been added to reflect new Coordinating Board rules adopted in response to HB 8 to address the Financial Aid for Swift Transfer (FAST) Program.

In addition, changes have been made to conform to TASB style.

#### **GK(LLEGAL)**

#### **RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

This legal framework has been added to reflect a new Coordinating Board rule that provides a list of state-recognized accrediting agencies. The rules were adopted in response to the U.S. Department of Education's decision to permit regional accrediting organizations to accredit institutions of higher education located anywhere in the United States. Previously, Texas only recognized SACSCOC. A related existing statute has also been added.

#### **GK(LOCAL)**

#### **RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES**

Recommended revisions to this local policy have been made in response to Administrative Code changes that permit the college to select an accreditor other than SACSCOC. A fill-in for the name of the college's accreditor has been added so that, if in the future, your college changes accreditors, the policy may be

## Explanatory Notes

### Community College Localized Policy Manual Update 47

#### **Alvin Community College**

easily updated. The policy issued to the college retains the reference to the college's current accreditor, SACSCOC. A list of approved accreditors is in GK(LEGAL).

Because this policy does not contain substantive changes, unless the college initiates its own changes, the policy does not need to be adopted by the board. When your board has adopted Update 47 and you make your submission on Policy Online®, choose "Accept as Recommended" for this policy. The issue date for these policies will change, so when you complete the submission, if you want the original adoption date added to these policies, enter it into the proper field in Policy Online. Use the [Policy Online User Guide](#) for more specific directions on how to submit numbered updates.

SITE MANAGEMENT  
SECURITY

CHA  
(LOCAL)

**College District  
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

**Jurisdiction**

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

**Police Authority**

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the ~~College President~~ College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the ~~College President~~ College President.
8. Carry out all other duties as directed by the chief of police or ~~College President~~ College President.

SITE MANAGEMENT  
SECURITY

CHA  
(LOCAL)

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
<b>Employment of Peace Officers and Telecommunicators</b>	For additional provisions regarding the employment of peace officers and telecommunicators, see DC.
<b>Limitations on Outside Employment</b>	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and <del>College President</del> College President or designee.
<b>Relationship with Outside Agencies</b>	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the <del>College President</del> College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
<b>Use of Force</b>	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
<b>High-Speed Pursuit</b>	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
<b>Video Monitoring</b>	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
<b>Officer Training</b>	All College District officers shall receive at least the minimum amount of education and training required by law.
<b>Peace Officer Medical and Psychological Examinations</b>	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.



**Leave**

For provisions regarding mental health leave [for peace officers and telecommunicators](#) and quarantine leave for peace officers, see DEC.

**Complaints**

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

**Misconduct Investigations**

For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.

**Personnel Files**

For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.

**Department Regulations Manual**

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the ~~College President~~ [College President](#) or designee shall review the manual annually and make any appropriate revisions.

**Racial Profiling**

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

**~~Complaints~~**

~~Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]~~

~~Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.~~

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

**Information Security Officer**

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

**Information Security Program**

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

**College District Website and Mobile Application Security**

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Covered Social Media Applications**

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

**Exception**

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

	use of the covered application and the documentation of those measures.
<b>Reports</b>	
<del>Information Security Plan</del>	<del>The College District shall submit a biennial information security plan to DIR in accordance with law.</del>
Effectiveness of Policies <del>and</del> , Procedures, and Practices	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
<u>Biennial Information Security Plan</u>	<u>The College District shall submit a biennial information security plan to DIR in accordance with law.</u>
Information Security Assessment	In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
<b>Security Incidents</b>	
<i>By the College District</i>	The College District shall assess the significance of a security incident and report <del>urgent incidents</del> to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally	
Security Breach Notification	Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.
	The College District shall give notice by using one or more of the following methods:
	<ol style="list-style-type: none"><li>1. Written notice.</li><li>2. Electronic mail, if the College District has electronic mail addresses for the affected persons.</li><li>3. Conspicuous posting on the College District's website.</li><li>4. Publication through broadcast media.</li></ol>
<del>Monthly Reports</del>	<del>The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.</del>
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

**Social Security  
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

**Law Enforcement  
Personnel Files**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunicators.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

**Examinations During  
Employment**

The College President or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The College District may designate the physician to perform the examination. If the College District designates the physician, the College District shall pay the cost of the examination. The College District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the College President or designee shall determine whether the employee has an impairment. If so, the College President or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the College President or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the College President or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

**Pandemics**

If needed, the College District shall take actions and set standards for protecting the campus community by enacting protective measures designed to limit exposure to life-threatening pandemics such as influenza and COVID-like pandemics. In all cases, the College District will seek guidance from the U.S. Center for Disease Control (CDC) and local and state departments of health. Measures may include total or partial transition to online classes, on-campus social distancing procedures, and in-person or virtual health screenings. Health screenings and social distancing measures may include mandatory daily health screening surveys,

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

DBB  
(LOCAL)

temperature screenings, and mandatory face mask coverings. Employees who fail to fully comply with enacted safety measures may be subject to disciplinary action, up to and including dismissal from the College District.

**Other Requirements**

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. [See DBA]

**Medical and  
Psychological  
Examination of a  
Peace Officer or  
Telecommunicator**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the fitness-for-duty examination of a peace officer or telecommunicator who is licensed, or a person for whom the College District police department seeks a license, under Occupations Code Chapter 1701. The regulations must address:

1. The criteria for requiring an examination;
2. The provision of notice to the license holder or applicant that includes the reasons for the examination;
3. The examination procedures;
4. The determination of the license holder's or applicant's duty status during and following the examination;
5. Appeals of the application or interpretation of the regulations; and
6. The submission of a report to the Texas Commission on Law Enforcement (TCOLE):
  - a. If the license holder or applicant refuses to submit to the examination; or
  - b. Absent the successful completion of a treatment program, if the license holder or applicant fails the examination.

EMPLOYMENT PRACTICES

DC  
(LOCAL)

<b>Posting Vacancies</b>	<p><del>The College President</del>The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.</p>
<b>Applications</b>	<p>All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.</p>
<b>Employment of Contractual Personnel</b>	<p>The <del>College President</del>College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel. [See DCA]</p>
<b>Employment of Noncontractual Personnel</b>	<p>The Board delegates to the <del>College President</del>College President final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]</p>
<b>Employment of Certain Law Enforcement Personnel</b>	<p>The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:</p> <ol style="list-style-type: none"><li>1. The investigation of the applicant's background;</li><li>2. Medical and psychological examination and drug screening of the applicant;</li><li>3. The applicant's qualification to carry a firearm, if applicable;</li><li>4. A provisional hiring period applicable upon employment; and</li><li>5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).</li></ol>
<b>Volunteers</b>	<p>An individual intending to volunteer for the College District shall be required to complete a volunteer application and submit to a criminal background check before being permitted to serve as a volunteer.</p>

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

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

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

**Ethical Standards**

The College District holds all employees to the ethical standards ~~expressed~~ set out in this policy.

**As a Citizen**

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

**As an Educator**

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

**As a Colleague**

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.



EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

- As a Member of the College District
- An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.
  - An employee shall make the most judicious and effective use of the College District's time and resources.
  - An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.
  - An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.
  - An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.
  - An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
  - An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).<sup>1</sup>

**Violations**

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

**Misconduct by Certain Law Enforcement Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

**Electronic Media**

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

EMPLOYEE STANDARDS OF CONDUCT

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<b>Record Retention</b>	An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]
<b>Personal Use</b>	Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
<b>Taking Attendance</b>	Each faculty member shall require students to attend class regularly and shall keep a record of attendance from the first day of classes or the first day a student's name appears on the class roster through the final examination period.
<b>Safety Requirements</b>	All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
<b>Tobacco and E-cigarettes</b>	<p>An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
<b>Alcohol and Drugs</b>	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any performance-enhancing substance, including steroids.</li></ol>

EMPLOYEE STANDARDS OF CONDUCT

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5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

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

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

**Exceptions**

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

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

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

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

**Paraphernalia**

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

**Notice**

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

**Arrests, Indictments, Convictions, and Other Adjudications**

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

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

**Moral Turpitude**

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

**Consensual Relationships**

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

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

**Consensual Relationships That Result in Sexual Harassment**

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

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

1. The subordinate party or student in the consensual relationship feels unwanted pressure to become involved in and/or to continue the relationship;

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

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

In each of the above instances, the consensual relationships may be deemed sexual harassment. Consensual relationships that involve allegations of sexual harassment shall be handled according to the provisions of the sexual harassment policy. [See DIA series for employees and FFD series for students]

**Other Inappropriate  
Consensual  
Relationships**

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

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

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

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<sup>1</sup> Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KogIR/view>

**Cybersecurity  
Training**

Each employee shall meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

Each employee shall seek approval prior to pursuing professional development in accordance with administrative regulations.

The ~~College President~~ College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The College President~~ The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. ~~The College President~~ The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

~~The College President~~ The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
(LOCAL)

**Definitions**

Definitions used in this policy are as follows:

1. "Reduction in force (RIF)" means the dismissal of an instructor, professor, administrator, or other professional employee before the end of a contract term for reasons of financial exigency or program change. Nonrenewal of an employee's term contract is not a "reduction in force" as used in this policy.
2. "Financial exigency" means any decline in the Board's financial resources brought about by decline in enrollment, cuts in funding, decline in tax revenues, or any other actions or events that create a need for the College District to reduce financial expenditures for personnel.
3. "Program change" means any elimination, curtailment, or reorganization of a curriculum offering, program, or College District operation because of a lack of student response to particular course offerings, legislative revisions to program funding, or a reorganization or consolidation of two or more divisions or departments.

**General Grounds for Dismissal**

All contracts and tenure documents shall, unless excepted by the Board, contain a provision that a reduction in force may take place when the Board determines that a financial exigency or program change requires that the contract or tenure of one or more instructors, administrators, or other professional employees be terminated. Such a determination constitutes the necessary cause for dismissal.

**Employment Areas**

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Associate degree programs.
3. Certificate degree programs.
4. Remedial and other programs.
5. Academic support programs, such as library or computer programs.
6. Counseling and support programs.
7. Other noninstructional professional staff.

**Criteria for Decisions**

Using the following criteria, the ~~College President~~ College President shall determine which particular employees shall be RIFed and shall submit the recommendation to the Board:

TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
(LOCAL)

1. Certification: Appropriate degree certificate and/or endorsement for current assignment required by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] or the Coordinating Board.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other appraisal documentation.
3. Seniority: Years of service in the College District.
4. Professional Background: Professional education and work experience related to the current assignment.

These criteria are listed in order of importance. ~~The College President~~The College President shall apply them sequentially to the selected employment areas until the number of staff reductions necessary have been identified, i.e., if all necessary reductions can be accomplished by applying the certification criteria, it is not necessary to apply the performance or subsequent criteria.

**Board Action**

After considering the ~~College President~~College President's recommendation, the Board shall determine which employees shall be dismissed. Each employee shall be given a statement of the reasons and conditions requiring such dismissal and shall, upon request, be given a hearing in accordance with the policy for termination during his or her contract. [See DMAA and DMB]

**Appeals**

Appeals of a dismissal due to a reduction in force shall be handled through the hearing afforded under DMAA or DMB, as appropriate, rather than the grievance policy.

**Exception**

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference shall be handled through the hearing afforded under DC. [See DC]

**Rights of Employees Subject to RIF**

An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

**Reemployment**

Upon written request, an employee dismissed pursuant to this policy shall be notified in writing of any subsequent availability of the position for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified must respond to the Board in writing within ~~ten~~10 calendar days of receipt of such notification if the person wishes to be considered for the position. Any



TERMINATION OF EMPLOYMENT  
REDUCTION IN FORCE

DMC  
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individual who responds shall be considered for employment on  
the same basis as all other applicants.

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~; and ~~College District's accreditor [see GK];~~ and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

The College District shall maintain accreditation with the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The College District shall maintain other national and state accreditations as required for specific programs.

In compliance with the published SACSCOC substantive change policy, the College District shall submit institutional changes in a timely fashion and seek approval prior to the initiation of changes. The College District's appointed SACSCOC Accreditation Liaison shall be responsible for notifying SACSCOC of all substantive changes.

Substantive changes that are related to new program development, revisions, expansion, or closure shall require the approval of the College District Curriculum Committee, Board, and the Coordinating Board prior to the SACSCOC substantive change submission. Once SACSCOC action has occurred, the College District's Accreditation Liaison shall notify the College Curriculum Committee of the outcome.



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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 111-2024

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: June 19, 2024

SUBJECT: Roof Repairs and Sealant for Building A, B, C and D

As we have discussed previously, preventive / predictive maintenance of college facilities requires diligence and forethought. Thus, our facilities staff with concurrence of the Executive Leadership Team recommends repair and re-sealant of the roofs on buildings A, B, C and D. This maintenance is past due. Estimates indicate these roofs are at least five (5) years past the necessary maintenance work and without attention will continue to deteriorate.

Purchasing and Physical Plant leadership identified three firms that are available through cooperative contracts. Each firm was contacted (Tremco, Brazos Commercial Roofing and Skyline Roofing LTD). Each firm was provided access to the buildings, with ACC staff, for a walkthrough and roof evaluation. Skyline Roofing LTD chose not to participate in the project as they neither contacted staff nor attend a walk-through.

The independent assessments of each of the other firms agreed that the liability of not repairing and sealing these roofs may jeopardize building integrity. An additional note regarding completing the work now is that performing this work may produce a positive upgrade and potential decrease in costs with insurance next year.

The College received quotes from two firms with the following results:

Tremco	\$ 708,976.92
Brazos Commercial Roofing	\$ 368,975.00
Skyline Roofing LTD	No Show

Tremco's bid is through the BOR approved cooperative, E&I Cooperative Services and Brazos Commercial Roofing's bid is through the Buyboard cooperative. This purchase satisfies both State of Texas Local Government Code 271.102 and Alvin Community College Purchasing requirements.

The delta in the bids is due to Tremco offering a new and unique sealant whereas Brazos Commercial Roofing is offering a silicone sealant that is most often used in the southern Texas humid and hot environment.

Staff recommends that the Board of Regents 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. This purchase will be funded via 11-8-16000-71210.

RJE:tg

20. **Consider Approval of Reconstruction of ACC Walking Trail**

**MEMORANDUM NO: 115-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 13, 2024  
**SUBJECT:** Reconstruction of ACC Walking Trail

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An extremely popular feature of Alvin Community College is the ACC Walking Trail. This trail is utilized daily by many community members and ACC employees and students. It has been a well-known feature of the campus for many years. The combination of multiple years of service and high usage has taken a toll on the trail resulting in concerns for both safety and aesthetics. The board did approve a small project to address the most significant concerns earlier this past year. This emergency repair work was limited to just a little of 8,000 square feet and the results were positive – numerous expressions from individuals on the improvements. The goal of this request is to proactively address the remaining trail in its entirety to deal with continuing safety issues owing to increasingly larger cracks and failing infrastructure.

Physical Plant contacted Bellow Construction Co. to request a quote. They have provided significant, quality work in the reconditioning, resealing, and restriping of many ACC parking lots over the past year. Ballew responded by providing a quote under the Buyboard Consortium of \$287,920 for the complete reconstruction of the entire walking trail.

As noted, Bellow Construction Co is an approved vendor on the TASB Buy Board Cooperative # 720-23 and meets both State of Texas and Alvin Community College Purchasing requirements. Staff recommends that the Board of Regents 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 with a 5% contingency.

RJE:tg



21. **Consider Approval of Replacement of Boiler for S-Building**

MEMORANDUM NO: 114-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 13, 2024  
**SUBJECT:** Replacement of Boiler for S-Building

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Last Spring, the Board approved the purchase and installation of a replacement boiler (new) for a failed boiler at the S-Building. At that the time it became apparent that the second existing boiler needed replacement also. The 2023-2024 budget includes a funding for securing a new boiler in this fiscal year.

Physical Plant contacted Gulf Coast Boilers and MLN Service Company – both providers are familiar with the campus and the boilers at the S-Building – to request estimates. MLN Service Company offered a complete furnish, set-in-place and installation of a new boiler to replace the down boiler at a cost of \$74,986.00 with an estimated 8-9-week lead time once the contract is signed and a Purchase Order issued. Gulf Coast Boiler was not able to meet our requirement for substantially complete installation before the end of the fiscal year.

MLN Service Company is an approved vendor on the TASB Buy Board Cooperative #720-23 and meets both State of Texas and Alvin Community College Purchasing requirements.

Staff recommends that the Board of Regents 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.

RJE:tg

22. **Consider Approval of Operational Dashboard and Reporting Software, Evisions Argos**



Your College **Right Now**

Robert J. Exley, PhD  
President

MEMORANDUM NO: 113-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 19, 2024  
**SUBJECT:** Operational Dashboard and Reporting Software, Evisions Argos

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Vice President Klimpt working with Purchasing Agent Alan Phillips provides the following information and rationale regarding this action item. I support this recommendation.

In continuous improvement efforts to provide timely and actionable data access, create insightful and efficient dashboards, and support the maximization of House Bill 8 outcomes-based funding, the College staff assessed current reporting software capabilities and reviewed potential alternatives. Teams from Information Technology and business areas evaluated Ellucian Insights and Evisions, Argos as well as existing tools Zogotech and Informer.

Evisions Argos has been identified as a sophisticated reporting and analytics tool to meet the College's reporting and data needs. The system transforms raw data from multiple sources into actionable insights. Argos allows technical staff to create data blocks from Colleague and other relevant sources that can then be used by business units to write meaningful reports and dashboards. Individual team members can customize individualized versions of those reports to best meet their needs. The system visualizes data and informs those that can directly affect positive outcomes. Financial and Instructional data may coexist within a data block, giving stakeholders the ability to quickly understand course, section, and budgetary impacts. The automation features can email scheduled reports to staff and notify students when they reach a GPA or credit hour threshold, providing them with timely and critical contact information. Argos is targeted to replace disparate reporting services from Informer and Colleague Analytics, to deliver consistent results while ensuring data reliability and integrity.

Evisions Argos is used by multiple Texas institutions including three Community Colleges that use the Ellucian Colleague student information system. Positive references have been received emphasizing satisfaction with functionality, ease of integration, support resources, and end-user adoption. This purchase meets all the State of Texas and Alvin Community College Purchasing requirements as it has been determined to be sole source and falls under Sec 2155.067 of the Texas Government Code (Proprietary Purchases).

Evisions has delivered a three-year contract and scope of work that includes implementation, on-site training, and an additional 100 hours of professional services to further empower end-users and enable adoption. Table 1 shows a breakdown of the three-year costs.

**Table 1: Three-year costs**

	Year 1	Year 2	Year 3
<b>Argos with SQL</b>	51,061	53,103.44	55,227.58
<b>One Time Costs</b>			
Remote Implementation	3,000		
On-Site Training	22,000		
Professional Services (Add'l 100 hours)	22,000		
<b>Annual Totals</b>			
*Reflects applied discounts totaling \$8,000	\$ 98,061.00*	\$ 53,103.44	\$ 55,227.58
<b>3 Year Total</b>			<b>\$ 206,392.02</b>

It is recommended that the Board of Regents 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.

RJE:tg

23. **Financial Report**

**MEMORANDUM NO: 112-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** June 13, 2024  
**SUBJECT:** Financial Report Ending May 31, 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&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	7,308,715	103.58%	252,366
<i>Total Non-Operating Revenues</i>	38,915,806	34,966,048	89.85%	(3,949,758)
<i>Total Revenues</i>	45,972,155	42,274,763	91.96%	(3,697,392)

<i>Expenses</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	45,972,155	29,869,634	64.97%	16,102,521

This represents nine months (or approximately 75%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:tg

**Alvin Community College**  
**Consolidated Statements of Net Assets**

	<u>May 31, 2024</u>	<u>May 31, 2023</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
<b>Current Assets</b>				
Cash and cash equivalents	7,334,692	8,282,502	(947,810)	
Short-term investments	27,999,020	22,690,667	5,308,353	
Accounts receivable, net	2,535,648	2,250,234	285,414	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	515,835	593,062	(77,227)	Travel advances and prepaid expenses
Inventories	144,265	160,679	(16,414)	
<b>Total Current Assets</b>	<b>38,529,460</b>	<b>33,977,144</b>	<b>4,552,316</b>	
<b>Noncurrent assets</b>				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	47,029,435	47,360,309	(330,874)	
<b>Total Assets</b>	<b>87,558,895</b>	<b>83,337,453</b>	<b>4,221,442</b>	
<b>Deferred Outflows of Resources</b>				
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
<b>Total Deferred Outflows of Resources</b>	<b>10,265,504</b>	<b>12,250,981</b>	<b>(1,985,477)</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	183,289	230,932	(47,643)	
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	49,665	52,972	(3,307)	Agency funds - groups, clubs, etc on campus
Deferred revenues	1,033,550	1,347,791	(314,241)	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
<b>Total Liabilities</b>	<b>54,438,132</b>	<b>59,233,464</b>	<b>(4,795,332)</b>	
<b>Deferred Inflows of Resources</b>				
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)	
<b>Total Deferred Inflows of Resources</b>	<b>9,890,491</b>	<b>11,614,521</b>	<b>(1,724,030)</b>	
<b>Net Assets</b>				
Fund Balance - Equity	33,495,776	24,740,449	8,755,327	
<b>Total Net Assets</b>	<b>33,495,776</b>	<b>24,740,449</b>	<b>8,755,327</b>	



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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
Operating revenues										
Tuition and fees	2,091,471	7,246,835	6,986,349	260,486	103.73%	1,618,393	6,474,406	6,688,719	(214,313)	96.80%
Federal grants and contracts	6,538,687	-	-	-	0.00%	5,686,889	-	-	-	0.00%
State grants	762,577	-	-	-	0.00%	479,619	-	-	-	0.00%
Local grants	229,736	-	-	-	0.00%	224,118	-	-	-	0.00%
Auxiliary enterprise fees	2,002,326	-	-	-	0.00%	1,680,253	-	-	-	0.00%
Other operating revenues	159,095	61,880	70,000	(8,120)	88.40%	366,892	62,898	70,000	(7,102)	89.85%
<b>Total operating revenues</b>	<b>11,784,092</b>	<b>7,308,715</b>	<b>7,056,349</b>	<b>252,366</b>	<b>103.58%</b>	<b>10,056,166</b>	<b>6,537,304</b>	<b>6,758,719</b>	<b>(221,415)</b>	<b>96.72%</b>
<b>Expenses</b>										
Operating expenses										
Administrative	-	7,017,623	10,571,449	3,553,826	66.38%	-	6,149,457	8,960,337	2,810,880	68.63%
Institutional	-	6,457,142	9,791,197	3,334,055	65.95%	-	4,172,357	7,911,150	3,738,793	52.74%
Technical Instruction	-	4,730,994	7,017,593	2,286,599	67.42%	-	4,430,741	6,546,064	2,115,323	67.69%
Academic Instruction	-	6,193,328	8,990,048	2,796,720	68.89%	-	5,770,294	8,362,715	2,592,421	69.00%
Student Services	-	3,109,694	4,885,081	1,775,387	63.66%	-	3,038,192	4,725,992	1,687,800	64.29%
Physical Plant	-	2,360,852	4,716,787	2,355,935	50.05%	-	2,038,946	3,564,791	1,525,845	57.20%
Unbudgeted Unrestricted (Fund 12)	1,967,801	-	-	-	0.00%	1,016,711	-	-	-	0.00%
Continuing Education	543,056	-	-	-	0.00%	496,791	-	-	-	0.00%
Auxiliary Enterprises	2,143,192	-	-	-	0.00%	1,982,882	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	6,016	-	-	-	0.00%
TPEG	208,114	-	-	-	0.00%	195,143	-	-	-	0.00%
Institutional Scholarships	176,657	-	-	-	0.00%	154,848	-	-	-	0.00%
State Grants	873,933	-	-	-	0.00%	479,619	-	-	-	0.00%
Federal Grants	6,623,840	-	-	-	0.00%	5,687,633	-	-	-	0.00%
Donor Scholarships	251,182	-	-	-	0.00%	256,938	-	-	-	0.00%
Unexpended Plant Fund	389,291	-	-	-	0.00%	769,942	-	-	-	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	1,050,166	-	-	-	0.00%	358,665	-	-	-	0.00%
<b>Total operating expenses</b>	<b>14,248,932</b>	<b>29,869,634</b>	<b>45,972,155</b>	<b>16,102,521</b>	<b>64.97%</b>	<b>11,429,081</b>	<b>25,599,987</b>	<b>40,071,049</b>	<b>14,471,062</b>	<b>63.89%</b>
<b>Operating Gain/(Loss)</b>	<b>(2,464,840)</b>	<b>(22,560,919)</b>	<b>(38,915,806)</b>	<b>(15,850,155)</b>		<b>(1,372,915)</b>	<b>(19,062,683)</b>	<b>(33,312,330)</b>	<b>(14,692,477)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	7,144,541	9,526,054	(2,381,513)	75.00%	-	5,425,149	7,587,622	(2,162,473)	71.50%
State appropriations - FAST Fund(s)	-	285,835	-	285,835	0.00%	-	-	-	-	0.00%
Property tax revenue - Current	1,438,476	26,615,749	28,889,752	(2,274,003)	92.13%	1,495,978	23,552,532	25,599,708	(2,047,176)	92.00%
Property tax revenue - Delinquent	28,713	98,751	-	98,751	0.00%	6,301	78,376	-	78,376	0.00%
Property tax revenue - Interest & Penalties	7,329	120,333	-	120,333	0.00%	9,022	81,942	-	81,942	0.00%
Investment income	36,436	682,591	500,000	182,591	136.52%	36,644	627,662	123,000	502,662	502.13%
Other nonoperating revenues	114,758	18,248	-	18,248	0.00%	200,339	11,562	-	11,562	0.00%
<b>Total nonoperating revenues</b>	<b>1,625,712</b>	<b>34,966,048</b>	<b>38,915,806</b>	<b>(3,949,758)</b>	<b>89.85%</b>	<b>1,748,284</b>	<b>29,777,223</b>	<b>33,312,330</b>	<b>(3,535,107)</b>	<b>89.39%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	1,890,498	-	1,890,498	0.00%	-	1,198,804	-	1,198,804	0.00%
State Insurance Match	-	(796,608)	-	(796,608)	0.00%	-	(459,384)	-	(459,384)	0.00%
State Retirement Match	-	(638,762)	-	(638,762)	0.00%	-	(571,833)	-	(571,833)	0.00%
State Retiree Insurance	-	(455,128)	-	(455,128)	0.00%	-	(167,567)	-	(167,567)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>(839,128)</b>	<b>12,405,129</b>	<b>-</b>	<b>(19,799,913)</b>		<b>375,369</b>	<b>10,714,540</b>	<b>-</b>	<b>(18,227,584)</b>	
* State Appropriation generated by CE -	184,329					139,969				
* Institutional Reserve	22,757,958					19,129,257				

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

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Total operating revenues	11,784,092	7,308,715	7,056,349	252,366	103.58%	10,056,166	6,537,304	6,758,719	(221,415)	96.72%
<b>Nonoperating revenues</b>										
Total nonoperating revenues	1,625,712	34,966,048	38,915,806	(3,949,758)	89.85%	1,748,284	29,777,223	33,312,330	(3,535,107)	89.39%
<b>Less Expenses</b>										
<b>Operating expenses</b>										
Total operating expenses	(14,248,932)	(29,869,634)	(45,972,155)	(16,102,521)	64.97%	(11,429,081)	(25,599,987)	(40,071,949)	(14,471,062)	63.89%
<b>Increase/(decrease) in net assets</b>	(839,128)	12,405,129	-	(19,799,913)		375,169	10,714,540	-	(18,227,584)	

- State Approp portion generated by CE = 184,329 139,969
- Institutional Reserve 22,757,958 19,129,257

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

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	184,329	1,149	(19,155)	166,323	225,677	(59,354)
Dental Assistant	15,640	(938)		14,702	5,157	9,544
Emergency Medical Tech	28,470	(1,708)		26,762		26,762
Phlebotomy	2,715	(163)		2,552	319	2,233
Certified Nursing / Medication Aide	65,674	(3,940)		61,734	27,855	33,878
Patient Care	16,889	(1,013)		15,876	8,254	7,621
Biotech	23,459	(1,408)		22,051	10,097	11,954
Truck Driving	171,845	(10,078)		161,766	138,234	23,532
Kids College	3,075	-		3,075	1,620	1,455
Education to Go	326	-		326		326
Occupational Health & Safety	4,066	-		4,066	1,363	2,703
Community Programs	1,440	-		1,440	1,320	120
Clinical Medical Assistant	42,093	(2,526)		39,567	13,388	26,180
Yoga	-	-		-		-
Machinist Program	27,650	(1,659)		25,991	20,283	5,708
STRIVE	161,980	(9,546)		152,434	82,180	70,254
Corporate College	2,963	(57)		2,906	540	2,366
CE Options Program	8,400	-		8,400	-	8,400
Testing	-	-		-	6,768	(6,768)
<b>Total</b>	<b>761,013</b>	<b>(31,888)</b>	<b>(19,155)</b>	<b>709,970</b>	<b>543,056</b>	<b>166,914</b>

\*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 May 31, 2024 and May 31, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	291,449		1,161,097	8,746	295,986	16,122	1,773,400	1,453,078
Student Fees		229,126					229,126	227,177
	291,449	229,126	1,161,097	8,746	295,986	16,122	2,002,526	1,680,255
<b>Expenses</b>								
Purchases & Returns			1,074,212				1,074,212	859,318
Salaries	46,758	76,842	179,773		217,556	45,980	566,909	555,558
Staff Benefits	13,565	13,298	43,381		73,336	2,281	145,862	144,669
Supplies & Other Operating Expenses	160,744	58,156	19,130	5,645	24,072	15,112	283,060	375,118
Equipment	52,536						52,536	36,164
Bank Charges			12,428		8,102	83	20,614	10,654
Contingency							-	-
Scholarships							-	1,400
	273,604	148,496	1,328,924	5,645	323,066	63,456	2,143,192	1,982,882
Excess revenue over expenses	17,845	80,630	(167,827)	3,101	(27,080)	(47,334)	(140,666)	(382,627)
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			143,343				143,343	58,762
Interfund Receivables	(56,264)	338,561	467,938	5,988	(104,344)	(44,022)	607,858	679,393
Inventory			144,265				144,265	160,679
Total Assets	(56,264)	338,561	758,058	5,988	(104,344)	(44,022)	897,977	901,347
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	4,214	1,585	34,668		4,908	390	45,766	43,195
Deferred Revenue	38,714	30,330					69,044	65,338
Total Liabilities	42,928	31,915	34,668	-	4,908	390	114,810	108,533
Restricted Fund Balance (includes inventories)			144,265				144,265	160,679
Unrestricted Fund Balance	(99,192)	306,646	579,125	5,988	(109,252)	(44,412)	638,903	632,135
Total Liabilities & Fund Balance	(56,264)	338,561	758,058	5,988	(104,344)	(44,022)	897,977	901,347

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	227,546		942,083	3,202	268,740	11,507	1,453,078
Student Fees		227,177					227,177
	227,546	227,177	942,083	3,202	268,740	11,507	1,680,255
<b>Expenses</b>							
Purchases & Returns			859,318				859,318
Salaries	54,121	108,018	161,032		197,014	35,374	555,558
Staff Benefits	17,035	19,364	36,084		69,713	2,474	144,669
Supplies & Other Operating Expenses	189,021	126,646	24,156	4,998	19,273	10,826	375,118
Equipment	7,770	13,174	15,220				36,164
Building Repairs							-
Bank Charges			8,825		1,787	42	10,654
Contingency							-
Scholarships		1,400					1,400
	267,946	268,601	1,104,834	4,998	287,787	48,715	1,982,882
Excess revenue over expenses	(-10,400)	(41,424)	(162,751)	(1,796)	(19,047)	(37,208)	(302,627)
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			58,762				58,762
Interfund Receivables	32,917	308,891	378,128	1,021	(52,060)	10,496	679,393
Inventory			160,679				160,679
Total Assets	32,917	308,891	600,082	1,021	(52,060)	10,496	901,347
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	8,092	1,643	28,028		5,393	38	43,195
Deferred Revenue	31,290	24,450	9,258			340	65,338
Total Liabilities	39,382	26,093	37,286	-	5,393	378	108,533
Restricted Fund Balance (includes inventories)		-	160,679	-			160,679
Unrestricted Fund Balance	(6,464)	282,798	402,116	1,021	(57,453)	10,118	632,135
Total Liabilities & Fund Balance	32,917	308,891	600,082	1,021	(52,060)	10,496	901,347

24. **Adjournment**