

Regular Meeting
Thursday, March 28, 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
MARCH 28, 2024**

It is hereby certified that a notice of this meeting was posted on the 22nd day of March 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 22nd day of March 2024.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 056-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 7, 2024

SUBJECT: Personnel Action (Replacement): Student Records Specialist – Graduation

The individual listed below has been recommended to fill the full-time Student Records Specialist – Graduation position.

Candidate

Recommended: Sarah Azlin

Education: Brazosport College
BA, Applied Technology
AA, Multidisciplinary Studies

Experience: Texas Department of Criminal Justice
Clerk 2 January 2024 - Present
Lake Jackson Rec Center
Recreation Attendant / Admin May 2023 – January 2024
Brazosport College
Cashier / Customer Service January 2022 – December 2022

Salary: \$31,420.97 Annual
Grade 108, 2023– 2024 / TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Student Records Specialist – Graduation (PID 192)		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Assistant Registrar	Grade Level:	108
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Jessica Eddy	Date:	12/5/2023
Last updated by:	Dana Pence	Date:	12/5/2023

SUMMARY

The Graduation Specialist's primary responsibilities include the posting of course credits of prior learning assessments, experiential credit and departmental exams to student's records. The Specialist specifically reviews a student's petition for graduation and assists in preparing the information for the commencement ceremony. This position reports directly to the Assistant Registrar.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Posts courses substitutions for degrees and/or certificates for graduates.
- Processes petitions for prior learning assessments (exams/experiential) to student's record.
- Processes the graduation application and degree audit for all prospective graduates.
- Reviews prospective graduate's TSI for valid test scores and/or statuses.
- Processes correspondence to each graduate discussing his or her graduation status throughout the process.
- Advises prospective graduates about remaining program requirements and their program evaluation.
- Adjusts student's programs, as necessary.
- Handles the scheduling and preparation of the term's Graduation Orientation offered to prospective graduates.
- Prepares the PowerPoint presentation for the Graduation Orientation.
- Presents the PowerPoint presentation to the prospective graduates attending the Graduation Orientation and addresses any questions/concerns.
- Review degree audits generated by the Auto Grad process for completion and posts the credential(s), as necessary.
- Reviews GPAs to determine graduation with honors Posts degree/certificate credentials to student's record in Colleague.
- Prepares diplomas via Diplomas on Demand (Parchment) and makes them ready for students to pick up two weeks after the commencement ceremony.
- Prepares name cards for on-campus and TDCJ graduates.
- Prepares the list of prospective graduates who will be participating in the commencement ceremonies.
- Prepares the list of all of the term's prospective graduates for inclusion in the commencement program.
- Handles all discrepancies found with prospective graduates' record.
- Runs overall graduate reports for distribution.
- Assists with the Commencement Ceremonies conducted twice a year.
- Sends reports to the Texas Department of Corrections on all TDCJ graduates.
- Runs and sends the GradCast report of all technical graduates to MyOpenJobs.com.

- Maintains the College's departmental webpages for Graduation.
- Maintains the College's Pod Graduation pages.
- Serves as primary backup to Articulation Specialist in the process of evaluation and posting of transfer credit to a student's record.
- Serves as a backup to the Assistant Registrar in handling daily enrollment verifications to the National Student Clearinghouse.
- Updates Colleague's Degree Audit system.
- Conducts record cleanup for the No-Show applicants (group project at every term census date).
- Assists with performing archived record rebuilds.
- Provides general information about college services and activities
- Releases departmental holds
- Triage students' needs and makes referrals for academic advising, career and personal counseling
- Accepts documentation and forms needed for registration
- Serves as information center for campus
- Answers general information inquiries directed to the Registrar's Office extension.
- Determines specific needs of the caller and makes referrals as necessary
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal financial aid regulations, federal privacy laws
- Other duties as assigned by the Registrar.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent
- One (1) year of experience in higher education

PREFERRED QUALIFICATIONS

- Associate's Degree
- One (1) year of experience in higher education Student Services setting

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 057-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 7, 2024

SUBJECT: Personnel Action (Replacement): Shipping and Receiving Supervisor

The individual listed below has been recommended to fill the full-time Shipping and Receiving Supervisor position.

Candidate Recommended: Juanita Buenrostro

Education: Alvin Community College
GED

Experience:

Alvin Community College
Administrative Assistant, Student Life/Student Activities January 2022 - Present

Alvin Independent School District
Assessment Clerk/Receptionist August 2017 – December 2021
Assistant Registrar August 2013 – May 2017

A Plus Services
Owner/Office Manager April 2008 – November 2010

Terry Vaughn RVs
Service Writer/Parts/Rentals January 2004 – April 2008

Salary: \$43,434.19 Annual
Grade 112, 2023– 2024 / TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Shipping and Receiving Supervisor (PID:526)		
Department:	Purchasing	FLSA Status:	Non-Exempt
Reports To:	VP, Administrative Services	Grade Level:	112
ORP Eligible:	No	Contractual Position:	No
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/LG	Date:	12/8/2023
Last updated by:	Director Purchasing and VP Admin. Services/AP/KS	Date:	12/8/2023

SUMMARY

The shipping and receiving supervisor oversees and keeps records of all incoming and outgoing college shipments for both the main campus and Texas Department of Criminal Justice units. This position is responsible for organizing, sorting, and transferring goods received from one location to another. Once goods are received, the shipping and receiving supervisor maintains inventory of the fixed assets in the college's inventory control system, including scheduling and assisting in yearly inventory. Under the supervision of the VP, Administrative services and in collaboration with the purchasing agent, this position will assist in managing the recycling programs and will coordinate the auction program.

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

- Responsible for supervising a team of 1 – 2 employees.
- Exercises good judgment in receiving and evaluating freight condition and possible concealed damage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages and corresponds with requestor and vendor to resolve damages and shortages.
- Creates and maintains a log of incoming and outgoing shipments.
- Responsible for verifying the packing slip for accuracy of count.
- Scan the original packing slip and save it to the Purchasing shared drive. Send the original to the accounts payable department and a copy to the requestor.
- Delivers goods to the requesting departments once received in shipping and receiving department.
- Coordinate and supervise shipment of all outgoing goods and returned items including packing, tracking and freight carrier pickup of items.
- Contact vendors and shipping companies to setup alternate delivery arrangements during college closures
- Supervise the maintaining of supplies inventories in an orderly fashion, including but not limited to the custodial department, print shop, college store, business office and information technology departments.
- Perform physical inventory so that all items in the college's inventory control system, such as the WASP system, are verified (by room and inventory number) each fiscal year. Set up schedule by building for these inventories. Update the WASP system with changes in room

- numbers or notify the Business Office of items that are no longer on campus.
- Take, upload pictures and enter locations of each new item into WASP after receiving an email from the Business Office with inventory numbers created.
- Use the inventory numbers assigned by the Business Office to create tags to be placed on each piece of equipment
- Scans barcodes located in each building per room and the associated assets in the room, in addition to Physical Plant tagged equipment.
- Complete required inventory reports as requested.
- Assist the VP, Administrative Services with the office paper, cardboard and aluminum cans recycle and shredding program.
- Organizes warehouse and work area for orderliness.
- **Maintains cleanliness throughout the warehouse.**
- Operates forklift, floor jack and other heavy-duty equipment to accomplish shipping/receiving duties.
- Initiates physical plant work order to have surplus items moved to the warehouse.
- Schedules and organizes surplus auctions as requested by the VP Administrative Services and Purchasing Agent.
- May supervise student workers and/or Part time workers.
- Other duties may be assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associates degree, equivalent experience, or an equivalent combination of some college and experience.
- At least two full years of shipping, inventory control, warehouse management or related experience

PREFERRED QUALIFICATIONS

- Associates degree in business

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with data processing, inventory, and supply systems
- Basic to intermediate computer skills
- Must be able to do accurate data entry.
- Strong organization skills

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 058-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 7, 2024
SUBJECT: Personnel Action (Replacement): Enrollment Specialist

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

Candidate

Recommended: Aaron Damron

Education: University of North Texas
BA, Journalism/Digital and Print Journalism

East Texas Baptist University
BA, Mass Communications/Public Relations

Experience: Brazosport College
Call Center Agent April 2022 - Present

GameRant
Organic List Writer June 2020 – August 2020

Salary: \$33,030.50 Annual
Grade 109, 2023– 2024 / TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Enrollment Specialist (PID 694)		
Department:	Recruitment and Enrollment	FLSA Status:	Non-Exempt
Reports to:	Lead Admissions Counselor	Job Category:	TSCM
Grade Level:	109		
HR approved:	Jessica Eddy	Date:	1/04/2024
Last updated by:	Dir, Recruitment & Enrollment/AS	Date:	1/4/2024

SUMMARY

The Enrollment Specialist provides services for enrollment, registration, and general student services for prospective and current credit students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Provides general information about college services and activities.
- Screens for processing of course withdrawals.
- Releases departmental holds.
- Triage students' needs and makes referrals for academic advising, career and personal counseling.
- Guides and directs students regarding course registration, when necessary, one-one instruction is offered.
- Guides and directs students on the use of the Apply Texas application.
- Determines and processes district residency classifications.
- Provides students information about new programs and assists them with the online request to change program(s).
- Accepts documentation and forms needed for admission and registration.
- Answers general information inquiries directed to the main extension.
- Determines specific needs of the caller and makes referrals as necessary.
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal privacy laws.
- Other duties as assigned by the Director of Recruitment and Enrollment.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent required.
- One (1) year of experience in higher education

PREFERRED QUALIFICATIONS

- One (1) year of experience in higher education, preferably in Student Services.
- Associate degree or higher preferred
- Bi-lingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

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

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: 059-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: March 7, 2024

SUBJECT: Personnel Action (Replacement): Senior Administrative Assistant-Dean Career Technical Programs

The individual listed below has been recommended to fill the full-time Senior Administrative Assistant-Dean Career Technical Programs position.

Candidate

Recommended: Genie Cox

Education:

Alvin Community College
Associate of Arts-Teaching

Experience:

Alvin ISD
Administrative Assistant I August 2018 – present

Texas Department Criminal Justice
Mail Clerk II December 2016 – August 2018

Jill Cox & Associates
Office Manager January 2009 – November 2016

LBJ General Hospital
Administrative Assistant I February 2003 – January 2009

Salary: \$44,889.42
Grade 112, 2023– 2024 / TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Senior Administrative Assistant (PID:105)		
Department:	Career and Technical Programs	FLSA Status:	Non-Exempt
Reports To:	Dean	Grade Level:	112
ORP Eligible:	No	Contractual Position:	No
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:	Human Resources/LG	Date:	12/5/2023
Last updated by:	VP Strategic Initiatives/SE	Date:	12/5/2023

SUMMARY

The Senior Administrative Assistant provides administrative support to the Dean of Career and Technical Programs.

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

- Provide administrative support to the Dean with regard to travel arrangements, daily correspondence, and initial daily schedule.
- Interface daily with students, administrators, various departments, visitors, staff, and faculty.
- Maintain various computer-based records/files, records management, class schedules, record leave forms for payroll purposes.
- Work with Department Chairs/Program Directors with the development of class schedules, curriculum and catalog revisions.
- Perform general office duties such as type letters, create report, tables, forms, and memos. Prepare and process requisitions and invoices as needed. Schedule and coordinate meetings and make room reservations.
- Communicate with business partners regularly regarding advisory committee meetings, tours, etc.
- Maintain the division POD page and webpage.
- Coordinate and pickup supplies (meals, etc) for events or meetings.
- Produce reports as requested.
- Serve on various committees.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's degree or higher
- Minimum of three (3) years of administrative assistant experience

PREFERRED QUALIFICATIONS

- Experience with Academic Course Guide Manual (ACGM) and/or Workforce Education Course Manual (WECM)

KNOWLEDGE, SKILLS, AND ABILITIES

- Expertise in Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Publisher), Adobe, office procedures, telephone etiquette, and customer service skills.
- Exceptional verbal and written communications skills.
- Ability to communicate with a diverse network of contacts including community members, government and educational officials, and the general public.
- Preferred previous higher education experience. Willingness and ability to learn the instructional areas, from faculty contracts to course descriptions; including the knowledge to manage and coordinate these diverse components.
- Willingness and ability to learn and implement technology in the office setting.
- Organizational and time management skills are essential.
- Ability to take initiative and complete tasks in a timely manner.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 062-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 8, 2024
SUBJECT: Personnel Action (Replacement): Instructor, CDL

The individual listed below has been recommended to fill the full-time CEWD Instructor, CDL position.

Candidate

Recommended: Casey Cook

Education: Stephen F. Austin University
Bachelor of Arts

Experience:	<u>City of Lake Jackson</u> Refuse Driver	August 2023 – March 2024
	<u>Triangle Well Servicing</u> Tanker Operator	August 2022 – August 2023
	<u>Houston Tubulars Incorporated</u> Company Driver	April 2022 – August 2022
	<u>US Army National Guard</u> Infantryman 11B	January 2016 – January 2022

Salary: \$60,000
Grade 204, 2023– 2024 / Administrative/Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	CEWD Instructor, Commercial Truck Driving (CDL)		
Department:	CEWD	FLSA Status:	Exempt
Reports to:	CEWD Director, Business and Technology	Grade Level:	204
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/LH	Date:	10/19/2023
Last updated by:	Sarah Currie/Sunjay Bali	Date:	10/17/2023

SUMMARY

This position is for a CEWD Full-Time Commercial Truck Driving (CDL) Instructor. This individual will be charged with providing instruction and testing services for the Professional Truck Driving Program. The instructor will be responsible for classroom instruction, behind-the-wheel instruction, and testing

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

- Instruct students rules regulations and safe driving procedures.
- Demonstrate proper equipment maintenance, be able to instruct students on shifting, backing up and driving per DOT requirements
- Instruct and supervise a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrate effective communication skills, both written and oral
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assist in the recruitment and retention of students
- Advise students in academic matters or refers students to appropriate resources
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assist in the development, distribution and collection of assessments to measure students' performance on program and course learning outcomes/objectives
- Build positive and professional relationship with students, colleagues, college administration, and the community
- Submit and maintain college reports, attendance records, grades and other forms to the appropriate divisions and departments in a timely manner
- Maintain a time and effort report of daily activities for grants reporting, as applicable
- Assist the Director of CEWD Business and Technical Programs with the marketing of the CDL program
- Provide recommendations to the Instructional Dean, Director, and Program Coordinator, and participate in appropriate college committees regarding curriculum, instruction and division operations

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or GED plus hold a current Texas CDL Class A license
- A minimum of three (3) years related work experience along with three (3) years over the road; or
- A minimum of two (2) years related work experience along with two (2) years over the road and one (1) year of teaching experience in the occupational discipline;
- No accidents or moving violations in the last five years;
- Ability to pass DOT physical and drug screen; and
- Ability to work days or weekends.

PREFERRED QUALIFICATIONS

- Associate's degree plus hold a current Texas CDL Class A license

EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable of Texas Department of Public Safety (DPS) and the Federal Motor Carrier Safety Administration (FMSCA) rules and regulations as they pertain to CDL training and licensing requirements
- Substantial knowledge of CDL equipment and general maintenance
- Ability to maintain accurate records, organize and assemble data
- Exceptional driving and training skills
- The ability to be flexible, and interface professionally with all levels of internal and external customers
- Basic knowledge of Microsoft Office, Outlook, and Word
- Able to communicate and connect with a variety of individuals ranging from professional partners to students from various socioeconomic, cultural and ethnic backgrounds, in person, over the phone and online
- The ability to manage multiple tasks, often with competing deadlines
- Excellent interpersonal skills

WORK ENVIRONMENT

The incumbent works in a variety of instructional settings including but not limited to, classroom, outdoor skills training pad leading behind-the-wheel training inside the equipment, driving with students for both long and short distances, in addition to hosting training at corporate training partner requested locations. At times the incumbent will work in an office environment and use a computer, telephone and other office equipment as needed to perform duties. The noise level during instructional activities is similar to that of a professional truck driver. 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 and tolerate a variety of different weather systems due to the high volume of work outside the office and classroom.

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: 066-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 20, 2024
SUBJECT: Personnel Action (New): Facilities Project and Operations Manager

The individual listed below has been recommended to fill the full-time position of Facilities Project and Operations Manager.

Candidate

Recommended: Melinda Laurence

Education: Alvin Community College
AAS, Legal Assistant

Experience:

Alvin Community College
Sr. Admin Assistant, Physical Plant November 2016 - Present
Admin Assistant, Human Services September 2016 – November 2016
Adjunct Instructor, Paralegal August 2016 – December 2023
Part-Time Instructor, Legal Studies January 2010 – August 2016
Part-Time Admin Assistant, Mental Health July 2007 – August 2016

Cartridges for Kids
Program Coordinator October 2003 – July 2007

Brent Adams and Associates
Worker’s Compensation Legal Assistant April 2000 – April 2002

Eagle Construction
Office Manager 1992 – 1999

Kathleen Shannon Glancy, P.A.
Worker’s Compensation Legal Assistant 1988 - 1995

Salary: \$71,735.38
Grade 207, 2023-2024 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Facilities Project & Operations Manager (PID:)		
Department:	Physical Plant	FLSA Status:	Exempt
Reports To:	Director, Physical Plant	Grade Level:	207
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Lindsey Hindman	Date:	3/8/2024
Last updated by:	Karl Stager	Date:	3/8/2024

SUMMARY

The Facilities Project & Operations Manager will serve as the backup for the Physical Plant Director, assuming responsibility for campus projects while maintaining communications with, and support of maintenance operations and leading office operations.

This position is considered "key emergency management personnel."

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Project management and maintenance operations oversight for the following areas:
 - Environmental systems, building maintenance, grounds maintenance, fleet maintenance, and custodial services.
 - Major preventive and emergency maintenance repairs on environmental systems, building and ground maintenance systems.
 - Construction and remodeling.
- Oversees and works alongside the Physical Plant Director as an operations manager to assist all physical plant departments.
- Responsible for the supervision and support of office operations and building utilization scheduling.
- Maintain inventory on all physical plant mechanical, electrical, plumbing, transportation and custodial equipment and assets.
- Responsible for implementation and maintenance of an ongoing preventive maintenance program for the interior and exterior mechanical/electrical/plumbing systems and equipment.
- Ensure that all physical plant working areas to be kept in a safe and orderly manner in collaboration with maintenance operations.
- Read blueprints and assist with preparation of material estimates.
- Support physical plant departments with bids, maintenance and preventative maintenance of various HVAC, mechanical, electrical, plumbing and irrigation systems.
- Assist Physical Plant Director and departments with preparing a budget for each respective department.
- Manage all expenses so as not to exceed the allocated budget and work with and train the respective supervisor of each department to manage their respective departmental expenses in the Self-Service Budget System.
- Keep apprised of all material safety data sheets (MSDS) on all products used within the division and conveys this information to each employee under his/her supervision.

- Supervise hazardous material management, including purchasing, use, and disposal of same.
- Assist the Physical Plant Director in establishing emergency procedures and emergency preparedness.
- Research and schedule safety training sessions for physical plant personnel and other applicable training that pertains to each respective department.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's degree or any equivalent combination of education, training, and/or experience.
- Two (2) years related work experience providing project management of construction activities and/or maintenance operations oversight.

PREFERRED QUALIFICATIONS

- Minimum of five (5) years in one or more of the following areas: maintenance, water, fire, electrical, HVAC system project management and physical plant office operations.
- College or trade school coursework and/or certifications in maintenance, facilities, construction, electrical, air conditioning, and refrigeration.
- Training and/or experience in Project Management

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a valid Driver's License and current automobile insurance.
- Basic ability to read and understand blueprints, circuitry diagrams, and construction drawings.
- Skilled in the use of Microsoft Office Suite including, Word, Excel, PowerPoint and Outlook.
- Work experience interacting with all employee levels and contractors.
- May be required to be on call on weekends and holidays.
- May work in inclement weather and other unpleasant conditions; i.e., rain, mud, and cold.
- May work some irregular hours to handle unforeseen situations and to support weekend or evening college activities.

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. Incumbents may encounter frequent interruptions throughout the work day.

While working in the operations environment, the incumbent may be subjected to high noise levels and hazards associated with operations and construction; May also come in contact with cleaning agents, lubricants, and other chemicals used in industry (i.e., water treatment acids); may be exposed to various conditions when restoring disrupted services under emergency conditions.

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.

10.B. Headcount Report

	Budgeted 2023-24	MARCH 2024	HR Vacancies
Administrative	14	13	1
*Professional	87	78	10
Faculty	124	120	3
**Technical Support, Clerical & Maintenance (TSCM)	117	105	14
Total Full-Time (FT) Employees	342	316	28

*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				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF FEBRUARY 22, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22nd day of February at 6:00 p.m., with the following members, administrative personnel, and guests present:

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

Beth Nelson
Micki Morris
Tammy Giffrow
Kyle Marasckin
John Tompkins
Alyssa Bullock
Nadia Nazarenko
Debra Fontenot

Harold Griffin
Anita Exley
Linnet George
Patty Sanchez
Laura Trigo
Brennan Bertrand
Miguel Soliz
Eden Villanueva

Dick Tyson
Estevan Vasquez
David Smith
Lorraine Hein
Lindsey Hindman
Jessica Eddy
Lilly Garcia
Breah Knape

Call to Order

The meeting was called to order by Chair Sanchez at 6:04 p.m.

Certification of Posting of Notice

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

Board Recognitions

Recently a group of ACC Culinary students received internships with the prestigious Masters Golf Tournament in Augusta, Georgia. The students will be preparing food offered at the golf course complex. Recognized were Brennan Bertrand, Miguel Soliz and Eden Villanueva.

As the ACC Business Office approached the tax deadlines for the 2023 fiscal year, the entire department was able to produce the required documentation including W-2s, payroll processing, 1099s, 1098s and other federal forms. This work was done in addition to the everyday duties such as student phone calls, tuition payments and other tasks related to the start of the spring semester. Recognized were the employees of ACC's Business Office.

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.

- **Pledge**
- **Invocation**
Invocation by Mr. Pyburn.

Citizen Inquiries

There were no citizen inquires.

Board Comments

The Regents spoke on the various events attended and upcoming events as well, the support of ACC West at the Manvel City Council meeting, congratulated ACC on the receipt of the AMCC Large Business of the Year award, thanked Nichole Eslinger for her job well done at ACC as she retires and commented on Karl Stager's impending retirement and how much he is appreciated and all that he has done for the college. This report is for information only.

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 Regular Meeting of January 11, 2024 and Board Retreat of January 20, 2024, the Grants Update Report and the Resolution of Emergency Closure – Winter Storm of January 16, 2024. A motion to approve the Consent Agenda was made by Dr. Crumm. Seconded by Mr. Hoover. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

ACC was named the Large Business of the year at the Alvin Manvel Area Chamber of Commerce Annual Banquet this month. The award recognizes excellence in local organizations with 50 or more employees.

Baseball and Softball seasons are under way. You can check out the college website to get a schedule of upcoming games. Student Life hosted a tailgate party to celebrate the start of the season on February 14.

The college hosted more than 100 students from local school districts on February 10 as part of the SkillsUSA challenge. The competition included a variety of media skills such as Audio Radio Production, Computer Programming, Digital Cinema Production, Video Production, and Screen Printing.

This past week the college hosted a presentation on Opportunity Youth and Young Adults, which are students aged 16-24 who are not in school or working. The data was compiled in partnership with the Greater Houston Opportunity Youth Collaborative to address this particular population.

We had several choir and band students who were named to the 2024 Texas Music Educators All State Band and Choir. One of our music instructors, John Calderon, also served as the clinician during the Association's conference this month in San Antonio.

Last Friday ACC hosted the 8th annual Across the Curriculum Conference. Instructors from the college and local school districts learned best practices regarding AI, classroom culture, leadership, student civics and more.

The Library Speaker series continues throughout the semester. The next speaker will be Donald Jefferies on February 28 in the Library. Stay tuned to our social media during the spring to learn more about the speakers coming up.

In honor of Black History Month, the Art department hosted an exhibit of local Black artists in our Fine Arts Gallery. The artists were on hand during a closing reception to speak with gallery visitors about their work.

Counseling services and the STRIVE program hosted a toiletry drive called "Spread the Love" on February 5.

One of our local congressman and ACC alum Randy Weber had some good things to say about the college recently on the floor of the House of Representatives. Congressman Weber talked about the importance of community colleges and how ACC impacted his life. His speech was aired on a segment on C-SPAN.

Just as a reminder, the Mu Upsilon chapter of Phi Theta Kappa will have its induction ceremony tomorrow at 7 p.m. The newest members will be inducted right here in the Nolan Ryan Center.

Human Resources Director Lindsey Hindman recently celebrated the Pearland mural that was made possible through the Pearland Chamber Leadership project. Members of the Leadership class raised funds from several sources including Frost Bank, ACC, Community Health Network, Texas First Bank and Memorial Hermann.

Student Services hosted its first ever Senior Parents night on Tuesday to help parents and students prepare for the transition from high school to college.

Some of our regents and administrators were at the Manvel City Council meeting on Tuesday night as they took up the West Side permit application. The council approved the permit on first reading.

Mr. Bryan Hinshaw presented a Facilities Update report that included all projects that have been completed along with a list of upcoming projects to be completed in the future.

This report was for information only.

Enrollment Report

Mr. Patrick Sanger provided the Spring 2024 Enrollment report that included the shift of 8 Week terms for Spring 2023 comparison, location and demographics, continued trend of increasing enrollment post pandemic, the typical ACC student and typical ACC Dual Enrollment Student. This report was for information only.

Strategic Plan Update – Goal #2

Ms. Nichole Eslinger and Mr. Kelly Klimpt presented the update to the Strategic Plan Goal #2. Information included data on the current compensation study, total hires from September 2023 through February 2024, New Employee Orientation attendance and the positive feedback on orientation, the time to fill positions data and retention rate, various employee gratitude and appreciation events. Mr. Kelly Klimpt talked about the processes and recommendations for improvement that included AI, Automation, Business process improvements and efficiency. The outcomes included the Business Office's operations of importing student information for billing issues and 1098 processing, semester rolling of classes to start the scheduling of classes, the automation of the Accuplacer test along with other student services process replacing various manual processes to better serve our students. This report was for information only.

Insurance Renewal Presentation

Mr. Todd Anderson and Mr. Jason Paysse with Arthur Gallagher Insurance provided Mr. Stager preliminary information for presentation to the Board for the renewal expectations for the coming year. The vote for the insurance renewal will take place at the March 2024 Board of Regents meeting. This report was for information only.

Consider Approval of the Joint Election Agreement and Contract for Election Services

The motion to approve the Joint Election Agreement and Contract for Election Services was made by Vice Chair Droege. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of TASB Local Board Policy Update 46

Secretary Hertenberger moved that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 46. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of Local Board Policy Updates to DIAA(LOCAL), FFDA(LOCAL), and FFDB (LOCAL)

Mr. Marvel moved that the Board approve DIAA(LOCAL), FFDA(LOCAL), and FFDB(LOCAL) policies as required by TASB. Seconded by Mr. Pyburn. Motion passed unanimously.

Consider Approval of MT2 Contract to Remediate Firing Range

The motion to authorize the President to negotiate and enter into an agreement with Metal Treatment Technologies, LLC (MT2) for services required for the final remediation and "safe" building certification for an amount not to exceed \$484,114.00 was made by Mrs. Reyes-Hall. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Server Backup Solution Replacement

The motion to authorize the President to enter a 36-month contract with Calian Corporation for the purchase of the Cohesity backup solution at a cost of \$198,663.00 was made by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

Consider Approval of ACC Internet and Connectivity Upgrades

The motion to authorize the President to execute the attached Interlocal Agreement with Alvin Independent School District and enter a contract with EZEE Fiber with expected five-year costs of \$121,268 to leverage AISD's network for connection to the Internet and the ACC West location. was made by Mr. Hoover. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Consider Approval of Purchase of Tractor for Physical Plant

The motion to authorize the President or his designee to purchase a tractor and related items as described above from King Ranch Ag and Turf in the amount of \$88,228.50 was made by Dr. Crumm. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Approval of Tuition and Fees for 2024-25

The motion to approve the tuition and fees as presented for 2024-2025 was made by Secretary Hertenberger. Seconded by Dr. Crumm. Motion passed unanimously.

Financial Report Ending December 31, 2023 and January 30, 2024

Mr. Marvel made the motion to approve the financial and investment reports for December 2023 and January 2024. Seconded by Mr. Shelton. Motion passed unanimously.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:16 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

11.B. **Personnel Action - Program Director, Engineering**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 060-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: March 7, 2024

SUBJECT: Personnel Action (Replacement): Faculty 12 Month/Program Director Engineering

The individual listed below has been recommended to fill the full-time Faculty 12 Month/Program Director Engineering position.

Candidate

Recommended: Darrell Mayon

Education:

University of Houston
Master of Chemical Engineering

University of Michigan
Master of Business Administration

Washington University
Bachelor of Science Chemical Engineering

Experience:

Lone Star College
Process Tech/Program Director/Professor July 2019 – present

Houston ISD
CTE Engineering Educator November 2015 – July 2019

US Department of Labor
Chemical Engineer PSM Compliance & Safety Officer July 2013 – July 2015

HESS Corporation
Commercial Specialist Oil & Gas January 2009 – February 2012

Salary: \$92,078.70
Grade 12/MA36/Step 11, 2023– 2024 / 12 Month Faculty Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Faculty/Program Director, Engineering		
Department:	Engineering	FLSA Status:	Exempt
Reports to:	Dean of Arts & Sciences	Salary Step:	12-month Faculty Salary Schedule
Safety Sensitive:	No	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	6/28/2023
Last updated by:	Arts & Sciences Dean/AM	Date:	6/28/2023

SUMMARY

The faculty will teach a variety of courses within the Engineering Department including freshman and sophomore level courses in the specific area of expertise.

The faculty will also serve as Chair of the Engineering Department and Director of the Engineering Associate of Science Program. This position will oversee recruiting students to the major and recruiting and hiring qualified adjuncts to supplement instruction and promote their program to the broader Brazoria County and Houston metropolitan community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages personnel, supplies, equipment, and facilities of department
- Recruits and hires adjunct faculty as needed
- Manages budget allotments and seeks new funding sources through grants and industry partnerships
- Addresses and resolves faculty and student concerns and issues
- Develops, maintains, and supervises long-range Institutional Effectiveness assessment plans that may include planning, developing, and reporting the program mission, goals, and program/student learning outcomes
- Evaluates adjunct instructors in the department on an annual basis
- Maintains program accreditation standards with SACSCOC, ABET, etc.
- Coordinates, plans, develops, implements, supervises, and evaluates department curriculum and courses
- Assigns all instructor classes, evaluates faculty credentials, and approves courses for full-time and adjunct faculty
- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possesses a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources

- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students face-to-face and through electronic communications
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Provides recommendations to the Instructional Dean and appropriate college committees regarding curriculum, instruction, and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures
- Attends institutional meetings as required
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Master's degree in Engineering or a master's degree with 18 graduate hours in Engineering
- Ph.D. in Engineering preferred

EXPERIENCE

- Prior teaching experience at the college level preferred
- Prior experience in program supervision and management preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Knowledge and proficiency in software relevant to Engineering, such as MATLAB, Simulink, etc.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.C. **Personnel Action - Faculty, Polysomnography/Clinical Coordinator**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 061-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 8, 2024
SUBJECT: Personnel Action (Replacement): Faculty, Polysomnography Clinical Coordinator

The individual listed below has been recommended to fill the full-time Faculty, Polysomnography 12M/Clinical Coordinator position.

Candidate

Recommended: **Kirsten LaChance**

Education: Alvin Community College
Associate of Applied Science-Polysomnography

Experience: UTMB Scoring Technologist November 2021 – March 2024
Clear Lake Sleep Center Director of Sleep Operations July 2020 – October 2021
UTMB Polysomnography Technologist April 2019 – June 2020
Clear Lake Sleep Center Lead Sleep Technologist December 2017 – March 2019

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

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor, Polysomnography 12 M/Clinical Coordinator (PID: 127)		
Department:	Polysomnography	FLSA Status:	Exempt
Reports To:	Dean of Health Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	2/26/2024
Last updated by:	Dean of HS/DF	Date:	2/26/2024

SUMMARY

The instructor will coordinate clinical activities with the clinical affiliates on a continual basis as well as teach didactic and laboratory courses in the Polysomnography program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Our faculty enjoy an atmosphere of collegiality and mutual respect that promotes outstanding teaching and fosters active intellectual and creative engagement.

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

Clinical Coordinator:

- Assists the director, as requested, in the development of management goals and objectives for the program.
- Assists in securing needed clinical affiliates for the program.
- Coordinates, with clinical affiliates and other area polysomnography programs, the placement of students for clinical education activities.
- Develops and/or approves clinical schedules for all clinical faculty.
- Reviews the academic progress of all students in clinical education courses.
- Develops recommendations for revisions needed in the clinical curriculum.
- Evaluates clinical faculty on a regular basis for adequacy of performance of job.
- Meets with the chairperson, other faculty, and clinical staff concerning clinical matters and related activities.
- Interviews clinical faculty and recommends hiring to the director.
- Maintains all clinical records and related materials for the program.
- Develops recommendations for budget requirements for clinical instructors and consultants in coordination with the director.
- Assists in the preparation of self-study document for accrediting agency, when appropriate.
- Teaches courses and assigns grades to students as required.
- Counsels students as required.
- Assists in recruitment activities of the program.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Performs other duties as requested by the director.

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

- Current Registered Polysomnography Technologist (RPSGT) from the Board of Registered Polysomnographic Technologists (BRPT)
- Minimum of AAS in Polysomnography
- Minimum of two years full-time clinical experience as a practicing polysomnographic technologist

PREFERRED QUALIFICATIONS

- Working knowledge of Blackboard course management system
- Bachelor's degree or higher in related field

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. **Personnel Action - Director, Physical Plant**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 065-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: March 19, 2024

SUBJECT: Personnel Action (Replacement): Director, Physical Plant

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

Candidate

Recommended: BRYAN HINSHAW

Education: Central Oklahoma Technology Center
Certification, Commercial Electricity
Certification, Principles of Technology

Experience:

Alvin Community College

Assistant Director, Physical Plant

March 2023 - Present

Sac and Fox Nation of Oklahoma

Maintenance Director

October 2020 – February 2023

Sac and Fox Nation Juvenile Facility

Maintenance Supervisor

March 2008 – October 2020

Maintenance Lead Man

February 2003 – March 2008

Maintenance Technician I

May 2000 – February 2003

Salary: \$98,531.30
Grade 212, 2023-2024 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Director, Physical Plant (PID: 253)	
Department:	Physical Plant	FLSA Status: Exempt
Reports To:	Vice President, Administrative Services	Grade Level: 212
ORP Eligible:	Yes	Job Category: Professional
Contractual Position	Yes	
HR approved:	Lindsey Hindman	Date: 3/8/2024
Last updated by:	Brian Hinshaw/ Karl Stager	Date: 3/7/2024

SUMMARY

Under the supervision of the Vice President, Administrative Services, the Physical Plant Director plans, organizes, evaluates, and manages all buildings and grounds operations in a healthy, safe, and secure manner that is consistent with college policies and procedures and all applicable regulatory agency codes. He/she is also directly responsible for instructional, non-instructional and rentable areas of the campus and building utilization scheduling. He/she will interact with a variety of individuals including all levels of management, faculty, staff, students, contractors, and vendors.

This position is considered "key emergency management personnel."

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the operations and supervision of the physical plant in (8) areas: Environmental Systems, Building Maintenance, Grounds Maintenance, Transportation, Custodial, Equipment Maintenance, Mail room, and Shipping and Receiving.
- Serves as general contractor for all new projects and upgrades and is considered the primary contact for outsourced projects. This includes, but is not limited to, construction of new buildings or other significant construction projects where architects and/or general contractors are needed.
- Assesses whether work can be accomplished in-house or must be contracted out. Solicits bids for the work to be done by contractors and participates in the evaluation of the bids received. Assists the Vice President of Administrative Services and the Purchasing team in bid recommendations.
- Inspects and evaluates the performance of construction contractors and/or their employees hired for specific work; and such other personnel as may be assigned or designated and makes appropriate recommendations as required to administration.
- Develops plans, designs, procedures, and bid specifications for major repair and modification work.
- Advises, discusses, and informs the President, Executive Leadership team, officers, deans, department heads and staff members on physical plant matters and problem areas. Serves as a liaison with the Board of Trustee's Physical Plant and Campus Committees.
- Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Serves as principal advisor and implementer for all energy conservation programs.
- Develops policies and procedures for the processing of all in-house work orders.
- Approves all procurement action prior to purchase for all equipment, materials, and supplies required by the areas reporting to the Director.

- Maintains an up-to-date library of architectural drawings for all campus buildings and systems.
- Supervises the collection of physical plant data. Analyzes this data and prepares periodic reports designed to inform the Vice President of Administrative Services of the status of Physical Plant operations and to show the utilization of labor, materials, and equipment.
- In collaboration with the Facility Project and Operations Manager and department supervisors, formulates and presents the annual budgetary needs for the maintenance and operation of the physical plant to the Vice President of Administrative Services and oversees the implementation of this budget.
- Evaluates job performance of the physical plant work force and recommends appropriate action as needed.
- Serves as the college's liaison officer with public works officials at state, county and local levels, and regional utility supervisors.
- Work with a broad array of college staff concerning custodial, facility and/or emergency needs, as well as outside vendors and community members.
- Develops and implements a campus wide recycling program.
- Serves as principal contact for all physical plant maintenance contracts.
- Develops and oversees an active safety program for employees. This will include the training and record keeping for all MSDS products and safety meetings.
- Follows the College's Board policies and administrative procedures.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Willingness to be accessible and available at the College in time and presence to ensure proper management and operation of plant activities.
- Maintain organizational flexibility and willingness to change.
- Solve problems with minimal feedback.
- Uses human relations skills in establishing and maintaining effective working relations.
- Orient and provide support to new staff.
- Work with staff members experiencing problems.
- Committed to coaching and mentoring staff development.
- Promote positive school/community relations.
- Communicate well with staff, students, parents, and the public.
- Maintain organizational flexibility and willingness to change.
- Establish a climate of mutual trust and acceptance.
- Must be willing and able to support and advance the College mission.

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

- At least five (5) years of experience in a facilities related management position which must include three (3) years of supervisory, budget development and monitoring, project planning and evaluation responsibilities.
- Associate's degree or any equivalent combination of education, training, and/or experience.

PREFERRED QUALIFICATIONS

- Minimum of five (5) years in one or more of the following areas: maintenance, water, fire, electrical, HVAC system project management and physical plant office operations.
- College or trade school coursework and/or certifications in maintenance, facilities, construction, electrical, air conditioning, and refrigeration.

- Training and/or experience in Project Management.
- Extensive experience in commercial construction management and environmental systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the ecological impact of commercial construction / demolition projects.
- Self-starter and capable of initiating programs designed to carry out job responsibilities effectively with a minimum of supervision and guidance.
- Capable of taking decisive action to protect lives and property.
- Be always available to supervise the resolution of emergency maintenance issues.
- Skilled in the use of Microsoft Office Suite including, Word, Excel, PowerPoint and Outlook.
- Effective verbal and written communication skills.

WORK ENVIRONMENT

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

While working in the operations environment, the incumbent may be subjected to high noise levels and hazards associated with operations and construction; May also come in contact with cleaning agents, lubricants, and other chemicals used in industry (i.e., water treatment acids); may be exposed to various conditions when restoring disrupted services under emergency conditions.

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.

11.E. **Grants Report**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 070-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 20, 2024
SUBJECT: Federal, State, and Private Grants Report

The attached is the ACC Grant Status Report as of March 1, 2024. The first page is a summary of ACC's grant activity. Following that is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page list grants that ACC has either applied for and been declined funding or grants ACC considered, but decided not to proceed to application submission. Pages two through four provide details on the grants and/or applications in each of three categories.

The College presently has \$3,078,097.37 in active funded grants. There is an additional \$ 5,073,785.39 in grant applications currently in the funder review process. And, we have \$475,000.00 in the grant applications development process.

RJE:tg

Alvin Community College Grants Update

March 1, 2024

ACC has the following in grant activity:

\$3,078,097.37	Active Funded Grants
\$5,073,785.39	Grant Applications in the Funder Review Process
\$ 475,000.00	Grant Applications in the Development Process

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

Alvin Community College Grant Status Report as of March 1, 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 #PD47A220229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund #2824WPB008 "New Beginnings" Year 3 Renewal	12/1/2023	11/30/2024	Inez Ihezue	TDCI	Instruction/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCI students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Third and final year renewal.	State Discretionary Competitive
THCB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 174,426.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
Office of the Governor Body Armor Grant Program #4829901	9/1/2023	8/31/2024	Chief Ronny Phillips	ACC PD	Body Armor	\$ 31,882.11	Primary	N/A	Provides 16 sets of rifle-resistant body armor for ACC PD.	State Discretionary Competitive
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities In Workforce Development (PROWD)	TBD	TBD	TBD	Reentry Services	Instruction/ Employment Counseling	\$ 290,000.00	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
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/15/2023	12/15/2024	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for starting a CEWD EMT program at ACC's West Campus.	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 3,051,647.37				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Alex Ordonez	Art	Artwork	\$ 2,000.00		N/A	Mural Celebrating ACC History and Diversity	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Brian Berger, Haley Love II, 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 Shmek	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 Guo, 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	Mike Chamblee	Networking and Cybersecurity	Instruction	\$ 2,000.00		N/A	PI for all (Raspberry Pi Microcomputers for hands-on work)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dwight Rhodes, Sarah Currie	Science	Equipment & Supplies	\$ 2,000.00		N/A	Community Horticulture Development Initiative – The Art and Science of Home Gardening and Urban Farming (master gardener speaker series, community workshops)	Private / Foundation
2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Dr. Stacy Ebert	CEWD Biotechnology Program	Supplies	\$ 600.00		N/A	Water Bath for BioTech program	Private / Foundation

2023-2024 ACC Foundation Innovative Initiative Grant	9/1/2023	8/31/2024	Jordan Rusk	Polysomnography	Instruction	\$ 1,500.00		N/A	Board Prep Course for Polysomnography Students	Private / Foundation
Texas New Mexico Power Grant	TBD	8/1/2024	Stuart Jackson, Brittani Bewick	CEWD Biotechnology Program	Safety Cabinet	\$ 8,000.00	Primary	N/A	Provides funds to purchase a safety cabinet for students to learn safety protocols in materials handling.	Private / Foundation
Lyondell-Basell Scholarships	1/31/2024	2/28/2024	Wendy Del Bello	ACC Foundation	Student Scholarships	\$ 2,500.00	Primary	N/A	Provides five \$500.00 scholarships for Process Technology Students.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 26,450.00				
TOTAL, ALL ACTIVE GRANTS						\$ 3,078,097.37				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Labor QUEST Dislocated Workers Grant	10/1/2023	9/30/2026	TBD	TDCJ re-entry	Training and Employment	\$ 3,210,737.39	Sub-recipient	Gulf Coast Workforce Board	Provide for a re-entry program like ACC's New Beginnings to be expanded across the Gulf Coast region. <i>Application submitted August 4, 2023.</i>	Federal Discretionary Competitive
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies and Equipment. <i>Application submitted September 8, 2023.</i>	State Discretionary Non-Competitive
U.S. Department of Labor Strengthening Community Colleges 4	3/1/2024	2/28/2028	Shawn Kalinec, Sunjay Bali	CEWD CNC Machining	Instruction, Equipment, Employment Counseling	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region. <i>Application submitted November 14, 2023.</i>	Federal Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2024	9/30/2025	Chief Ronny Phillips	ACC PD	Bulletproof Vests for ACC Police Department	\$ 38,048.00	Primary	N/A	Funds provide for purchasing 16 vests. <i>Application submitted February 7, 2024.</i>	State Discretionary Competitive
CenterPoint Energy Foundation	8/24/2024	8/12/2025	Brittani Bewick	CEWD Biotechnology Program	Equipment	\$ 10,000.00	Primary	N/A	Funds provide virtual reality equipment for student use. <i>Application submitted February 15, 2024.</i>	Private / Foundation
Total, Grants in Funder Review						\$ 5,073,785.39				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	9/1/2024	8/31/2025	Chuck Layton	Institutional Cybersecurity	TBD	TBD	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. <i>Application due 3/14/2024.</i>	State Discretionary Competitive
Greater Texas Foundation	TBD	TBD	Wendy Del Bello	ACC Foundation	Emergency Student Aid	\$ 125,000.00	Primary	N/A	Funds provide emergency assistance for students and technical assistance for sustaining an emergency assistance program. <i>ACC Foundation was selected to proceed to the application phase. Application due 5/23/2024.</i>	Private / Foundation
TWCJET Grant (Jobs and Education for Texans) 2024	7/1/2024	6/1/2025	Don Parus	Process Technology	Equipment	\$ 350,000.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required. <i>Application due 3/14/2024.</i>	Federal Discretionary Competitive
Total, Grants in Application Development						\$ 475,000.00				

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
Office of the Governor, Public Safety Office, Criminal Justice Division Body-Worn Camera Grant	2/9/2023	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	ACC was not an eligible applicant.
Texas Workforce Commission JET Grant (Jobs and Education for Texans)	3/9/2023	Y	CEWD CDL	\$ 257,858.00	Primary	N/A	Provides for two additional trucks and trailers for the CDL program. 5% match is required.	State Discretionary Competitive	ACC was not selected.
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.
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	N	CEWD	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive	Employer partner is not ready to move forward at this time.

11.F. **Consider Approval of the Annual Racial Profiling Report**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 049-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 1, 2024
SUBJECT: Annual Racial Profiling Data Report

Under Senate Bill 1074 Section 1, Chapter 2 and the Code of Criminal Procedure, Articles 2.131 through 2.138, ACC Police Chief Ronny Phillips is required to submit a report on racial profiling to the Texas Commission on Law Enforcement and to the Alvin Community College Board of Regents. This report covers the period from January 1, 2023, through December 31, 2023.

This report is for information only.

RJE:tg

Racial Profiling Report | Full

Agency Name: ALVIN COMMUNITY COLLEGE POLICE DEPT.
Reporting Date: 02/08/2024
TCOLE Agency Number: 039005

Chief Administrator: GEORGE R. PHILLIPS

Agency Contact Information:
Phone: (281) 756-3700
Email: rphillips@alvincollege.edu

Mailing Address:
CAMPUS POLICE
3110 MUSTANG RD
ALVIN, TX 77511-4807

This Agency filed a full report

ALVIN COMMUNITY COLLEGE POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the ALVIN COMMUNITY COLLEGE POLICE DEPT. if the individual believes that a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the ALVIN COMMUNITY COLLEGE POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The ALVIN COMMUNITY COLLEGE POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: JESSICA C. ALVARADO
Administrative Sergeant

Date: 02/08/2024

Total stops: 81

Street address or approximate location of the stop

City street	81
US highway	0
County road	0
State highway	0
Private property or other	0

Was race or ethnicity known prior to stop?

Yes	0
No	81

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	18
White	37
Hispanic / Latino	22

Gender

Female	36
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	11
White	13
Hispanic / Latino	11
Male	45
Alaska Native / American Indian	0
Asian / Pacific Islander	3
Black	7
White	24
Hispanic / Latino	11

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	60
Alaska Native / American Indian	0
Asian / Pacific Islander	3
Black	14
White	26
Hispanic / Latino	17
Vehicle traffic violation	21
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	4
White	11
Hispanic / Latino	5
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	81
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	18
White	37
Hispanic / Latino	22
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0			
Contraband	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Probable	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Inventory	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Incident to arrest	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Was Contraband discovered?				
Yes	0			
Alaska Native / American Indian	0	Yes	0	No 0
Asian / Pacific Islander	0	Yes	0	No 0
Black	0	Yes	0	No 0
White	0	Yes	0	No 0
Hispanic / Latino	0	Yes	0	No 0
No	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			

Description of contraband

Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Result of the stop

Verbal warning	0
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Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	75
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	16
White	34
Hispanic / Latino	21
Citation	6
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	3
Hispanic / Latino	1
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	81
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	18
White	37
Hispanic / Latino	22

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	<input checked="" type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

12. **President's Report**
13. **Strategic Goal Report #3**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 071-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 20, 2024
SUBJECT: Strategic Plan Update – Goal #3

Vice President Wendy Del Bello with Vice President Stacy Ebert and Vice President John Matula will provide the board with a status report on Goal #3 of *The Path Ahead: ACC's Strategic Plan 2022-2025*.

Goal 2 reads as follows:

Enhance ACCs engagement with the community

Three Key Objectives are:

- 3.1 Pursue community outreach to underserved and new development areas within the community.
- 3.2 Expand partnerships with business, industry, and educational providers across the community.
- 3.3 Build opportunities that bolster a reputation as a resource within the community.

RJE:tg

14. **Naming of College Facility Request - Art Building**



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 069-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 20, 2024
SUBJECT: Naming of Art Building

As we are all aware, retired longtime valued faculty member and leader of our Arts Department Mr. Dennis LaValley passed away in December. Dennis had a profound positive impact on ACC and our surrounding community.

The Alvin Community College Faculty Senate has submitted a formal request to name J Building the Dennis LaValley Arts Building to recognize his amazing contributions and legacy. Charley Bevill, Faculty Senate President will provide a presentation to the board to this effect.

This will be for information and discussion only at this time. Action will be requested at the April Board of Regents Meeting. Please see attached documents for additional information.

RJE:tg



ALVIN COMMUNITY COLLEGE 3110 Mustang Road Alvin, Texas 77511-4898

19 February 2024

Dr. Robert J. Exley
President
Alvin Community College

Subject: Formal Request to Name the J Building after the Late Dennis LaValley

Dear Dr. Exley,

I am writing to formally request naming the J Building at Alvin Community College in honor of the late Dennis LaValley.

Dennis LaValley played a pivotal role in fostering a vibrant artistic community within our institution. His dedicated service, leadership, and passion for the arts greatly enhanced the cultural landscape of our campus, inspiring both students and staff alike. His unwavering commitment enabled the growth and development of the art program, ensuring that future generations of artists have access to the resources and opportunities they need to thrive.

The naming of the J Building after Dennis LaValley would not only serve as a testament to his outstanding contributions but also as an enduring symbol of our institution's commitment to recognizing and honoring excellence in the arts. This gesture would also reinforce our dedication to preserving and promoting the legacy of individuals who have made a lasting impact on the cultural and academic fabric of our community.

We, the Faculty Senate, understand the significance of such decisions and assure you that this request is made with careful consideration of the institution's values and traditions. We unanimously believe that naming the J Building after Dennis LaValley would be a fitting tribute to his legacy and a source of inspiration for current and future members of our academic community.

To show further support, Sandy Starbuck, an Alvin community member started a petition to have the J Building named for Dennis LaValley. The petition contains 65 signatures of community members and former students. Enclosed please find the petition along with additional statements from current and retired faculty in support of this tribute.

Thank you for your time and consideration of this request. We look forward to the possibility of honoring Dennis LaValley in this meaningful way and continuing to strengthen the rich artistic heritage of Alvin Community College.

Sincerely,

Charley Bevill
President
Faculty Senate

Enclosures (2)

Emailed Statements in Support of Naming the J Building after Dennis LaValley

Dennis and I seemed to serve on every committee together in the 90s and early 2000s. Their focus ran the gamut from the very first recycling committee to an enrichment cultural committee and of course many of the bread-and-butter topics in between like retention.

On campus, Dennis was a forward thinker realizing, long before it was part of the mainstream, that our staff and student body needed to be fighting for our small part of the planet. He continually worked to bring art, music, and creative thinkers to campus from far and wide, but always highlighted our students.

He was a faculty member and administrator that you could depend on. Every time I called asking for a donation to a charity auction (which seemed to be every year), he would say "Of course!" and donate not one, but several items. At each community outreach event that I worked, or simply attended as a community member, Dennis was there, representing ACC. And his representation was never static or passive. He reached our community from the youngest to the oldest, spreading his love of pottery and art, inviting them into the studio. Over the years, Dennis' ACC studio touched thousands of people. The number of individuals who stayed and called ACC home to take other classes--after an encounter with Dennis--is countless.

I can say with complete confidence that Dennis LaValley was the most outstanding ambassador that ACC has ever seen. It was a true honor to be a colleague and a friend.

Johanna Hume
History Faculty, Retired

Mr. Dennis La Valley was a mentor and made such a profound impact on the ACC community. He was a student-centered educational leader and would take additional steps to improve our campus for all stakeholders. For example, when designing the ceramics studios, he kept the students in mind to create a space that was open and inviting. He always spoke with grace and kindness to everyone he interacted with. Additionally, he was passionate about giving back to the community through the Empty Bowls fundraiser. This really is his building from the ground up, and he had such an impact on the department and campus. I believe that it should be fitting that its name be synonymous with him.

Jennifer McClish
Art Faculty

Even though I have not been working here a year yet, my experience with and around Dennis showed me what an amazing, compassionate, generous, knowledgeable, talented and I can go on...human he was.

He has a following of enrichment students who have studied under him for as long as he has taught here, many started out as his matriculated ACC students, but once graduated they kept coming back to study under him in the enrichment program he created. There are maybe 40 enrichment students. When I started here, he welcomed me as he does everyone here like family, he created this community, this program, this space. It is his spirit that will always be here,

continuing to influence and motivate the students while keeping the space a safe, welcoming place to create.

Before I worked here, I knew Dennis through many of his students who graduated and then went on to UHCL and were my students there; they all spoke so highly of him. I also knew him through my UHCL colleagues who introduced us, and I would visit with him when I would come here to ACC over the years for art gallery receptions and when we were invited to come see the new studio he designed and had built for ACC.

Sorry for the long note; basically, I truly believe that this building should be named after him. The Dennis LaValley Art Center or something like that. It would be such an honor for him, his family and all of our lives he has made better.

Sincerely,
Angela Duron-Larson
Visual Arts Coordinator
ACC Art Gallery Director

Thank you for including me on this. I think this is a wonderful idea. The building wouldn't exist without him. As you know, Dennis has always been active in the community, and he offered young students the opportunity to engage in art. When I arrived in 2004 the pottery studio was in the I Building across from the studio where the jewelry is now held. But back then it was quite different and rustic. That didn't stop Dennis from hosting workshops, but it got him to thinking... of all the joy the young kids were having, and the conditions didn't deter their happiness. Also, the young students enrolled at ACC taking pottery loved to hang out in the tiny space along with us older students that enjoyed the pottery as a hobby. With all the interest and growing programs Dennis went to Dr. Albright with the idea of a new building being built for our department. Dr. Albright loved the idea but laughed and told Dennis he would have to sell the idea to the foundation....so he did. We started working on designing the building and talked to some contractors to get bids. Next thing we knew the idea became reality, and we saw the building go up right in front of the old studio.

The construction was completed in September 2008 just in time for hurricane Ike to slam us. But the building was fine and in fact, it was used to house many college vehicles during the storm. After the shaky start to occupying the new studio the next order of business was to get as many ACC students enrolled and to start a program that let people from the community enjoy the new 5,000 square foot studio. That is how the enrichment program got started and WOW was it ever successful! The word spread and people started coming from Houston, The Woodlands, Pearland, Friendswood, League City and so many other places. The whole program was inspiring to young and old, and all the generations really enjoyed each other's company. Many lifetime friendships have been forged in the studio. We also hosted about 12 to 18 high school workshops each year, another layer of the studio, and many of those students returned and took pottery classes at ACC after graduating high school.

So, not only did Dennis enjoy the studio as his most favorite place to be, his gracious charm and love of pottery was contagious to us all. He created a safe and welcoming environment for all who entered the studio, and we will forever carry our memories and appreciation of his vision with us. The warm space Dennis created is entwined on campus, throughout many communities

and generations, and I hope that the college recognizes his achievements. There were so many, but here is a small sample of what I had the honor to be part of.

Thank you,
Cherie Dee Richey
Administrative Assistant, Retired

Dennis LaValley was my friend. We met about 25 years ago when we became chairman at about the same time. Both of us leading programs in the arts meant that we had similar aspirations and similar struggles. Dennis was kind – a supportive colleague in good times and caring in tough times. He cared about students, too, deeply. He just wanted people to be able to. So, he worked very hard to provide a physical space and a creatively gracious atmosphere to be able to do so. He is the reason that the building is there today. Indeed, he may have had more impact on community outreach than any other person on this campus has ever had. Truly it would be difficult to overstate Dennis' contribution to the programs of this college, and all who benefited both directly and indirectly from his efforts.

Kevin M. Moody
Chairman, Department of Music

15. **Consider Approval of Property and Casualty Insurance Proposed Bid and Renewal**

MEMORANDUM NO: 050-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 19, 2024

SUBJECT: Insurance Recommendation from Insurance Bid Process

Mr. Karl Stager provides the following information and recommendations for the Board to consider.

Alvin Community College contracted with Mr. Bob Reim, Insurance and Risk Management Consultant, to conduct the bid process for insurance in 2023 with the ability to renew insurance on a yearly basis for **2024**, 2025, 2026 and 2027. Arthur J. Gallagher Insurance was selected last year as the insurance company with the best value for the College.

Our representatives (Jason Paysse and Todd Anderson) with Arthur J. Gallagher Insurance have been working on insurance rates for the new insurance year beginning 4/1/2024 and have provided the attached summary information.

It is recommended that the Board consider the \$30,000,000 Loss Limit and a 5% named storm deductible. If the Board would like to reduce the risk to the College somewhat more, then it is recommended that the Board consider the \$35,000,000 Loss Limit and a 5% named storm deductible.

This recommendation is based on the slowing inflationary pressure created by the current state of the insurance industry. The College would be taking on some of the risk with this option, but now that the College's institutional reserve has reached the planned 5-month threshold, this should allow the College to take on some risk using its own funds. This should allow for a relatively mild increase of \$48,590 in the premium from the previous year and allow the College to budget its resources in other areas such as the hiring of personnel to accommodate the costs of participating in the FAST program under House Bill 8.

Thank you for your guidance and direction.

RJE:tg

ALVIN COMMUNITY COLLEGE INSURANCE PREMIUM HISTORY

	2024	2024	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
	30M Loss Limit / 5% Named Storm Deductible / X-Wind Full AOP Limits	35M Loss Limit / 5% Named Storm	30M Loss Limit / 5% Named Storm	25M Loss Limit / 5% Named Storm	35M Loss Limit	2% Mt. Dwd												
Commercial Property	917,928	885,722	829,820	786,091	600,417	460,096	352,251	292,140	275,468	277,512	354,901	417,547	577,659	508,006	554,240	498,284	553,886	613,221
General Liability	12,299	12,299	12,299	10,896	10,774	10,261	9,748	9,406	10,422	9,393	11,162	10,792	10,519	9,794	9,199	8,153	6,342	6,612
Commercial Auto	26,492	26,492	26,492	26,339	22,594	20,897	12,970	9,608	10,685	14,658	14,015	14,619	13,498	10,624	8,874	8,571	11,218	11,819
Educator's Legal Liability	8,069	8,069	8,069	7,285	7,200	7,056	7,056	4,625	18,312	17,742	20,082	19,331	18,687	17,552	16,088	15,620	14,417	14,142
Excess Liability	12,421	12,421	12,421	11,290	10,811	9,984	8,796	7,461	6,710	6,596	7,309	6,250	6,861	6,331	5,859	5,374	8,041	7,558
Boiler & Machinery	6,980	6,980	6,980	6,290	5,820	5,111	Included	Included	Included	5,776	5,776	5,623	5,474	5,315	5,315	5,196	5,748	5,748
Crime	682	682	682	682	375	375	374	372	352	353	353	353	654	654	606	588	808	832
Equipment***	Included	Included	Included	Included	Included	Included	Included	Included	Included				13,516	12,434	12,974	12,974	13,103	12,387
Cyber Liability	32,471	32,471	32,471	35,635	32,513	20,776	16,857	16,857	16,850	16,250								
Active Shooter	3,846	3,846	3,846	3,630	3,385	3,200	3,150	3,150										
Law Enforcement Liability**	17,010	17,010	17,010	14,900	12,488	10,381	7,322	5,194										
Employment Practices**	16,538	16,538	16,538	15,000	15,023	14,585	14,585	14,585										
TOTAL	\$1,054,736	\$1,022,530	\$966,438	\$914,038	\$721,400	562,722	433,109	363,398	338,799	348,280	413,598	474,515	646,868	570,710	613,155	554,760	613,563	672,319
	Option 1	Option 2	Option 3	Current														

** Previously included in Excess Liability Policy
 *** Now Included in Commercial Property Policy
 Taxes and Fees Included in premium totals are estimated



Executive Summary

April 1, 2024 - 2025

Alvin Community College

3110 Mustang Road
Alvin, TX 77511

Arthur J Gallagher Risk Management Services, Inc.

Jason Paysse | Area Vice President
Jason_Paysse@ajg.com | 281.670.2964

Todd Anderson | Area Vice President
Todd_Anderson@ajg.com | 281.670.2951



Gallagher

Insurance | Risk Management | Consulting

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- Thank You for Your Business

Introduction

Thank you for this opportunity to present your renewal proposal program options and recommendations for your Property and Casualty policies. This Executive Summary is a shorter version of your proposal and is intended to summarize the highlights and point you to any decisions that need to be made prior to binding. We highlight each **CORE360®** cost driver, beginning with Insurance Premiums and ending with Contractual Liability. This will not only organize the document but ensure that we are deliberate in driving value to each of your six cost drivers which represent your total cost of risk. It also follows the decisions made and action items we discussed in our Strategic Review; which serves as the basis for this proposal. We know that you have a choice and we appreciate your business and continued support.



Your Team

Your Gallagher team is a true partner. We have the expertise to understand your business and we're here to service and stay alongside you, every step of the way.

Name/Title	Phone	Email	Role
Primary Service Team			
Jason Paysse Area Vice President	281.670.2964	Jason_Paysse@ajg.com	Team Lead – Market Negotiation, Loss Control & Claims
Todd Anderson Area Vice President	281.670.2951	Todd_Anderson@ajg.com	Team Lead – Market Negotiation, Loss Control & Claims
Georgina Maass Client Service Manager	281.670.2966	Georgina_Maass@ajg.com	Client Service Manager
Program Specialists			
Wes Robinson, CIC, CRIS National Property President, RPS	770.829.3341	Wes_Robinson@rpsins.com	Wholesale Broker, Commercial Property
Claims & Loss Control			
Jim Smith, M.S., CSP Regional Loss Control Leader	561.998.6809	Jim_Smith@ajg.com	Loss Control
Richard Rogers, SCLA Regional Claims Leader	214.365.7936	Richard_Rogers@ajg.com	Claims
Resources			
Dorothy Gjerdrum Managing Director, Public Sector Practice	952.358.7551	Dorothy_Gjerdrum@ajg.com	Senior Niche Leadership
Roger Montemayor, CIC Area President	281.670.2976	Roger_Montemayor@ajg.com	Senior Leadership
Sarah Mihalcik Client Concierge	713.358.5283	Sarah_Mihalcik@ajg.com	Tools & Resources Implementation

Insurance Market Update – Brokerage Team Narrative

FOREWORD

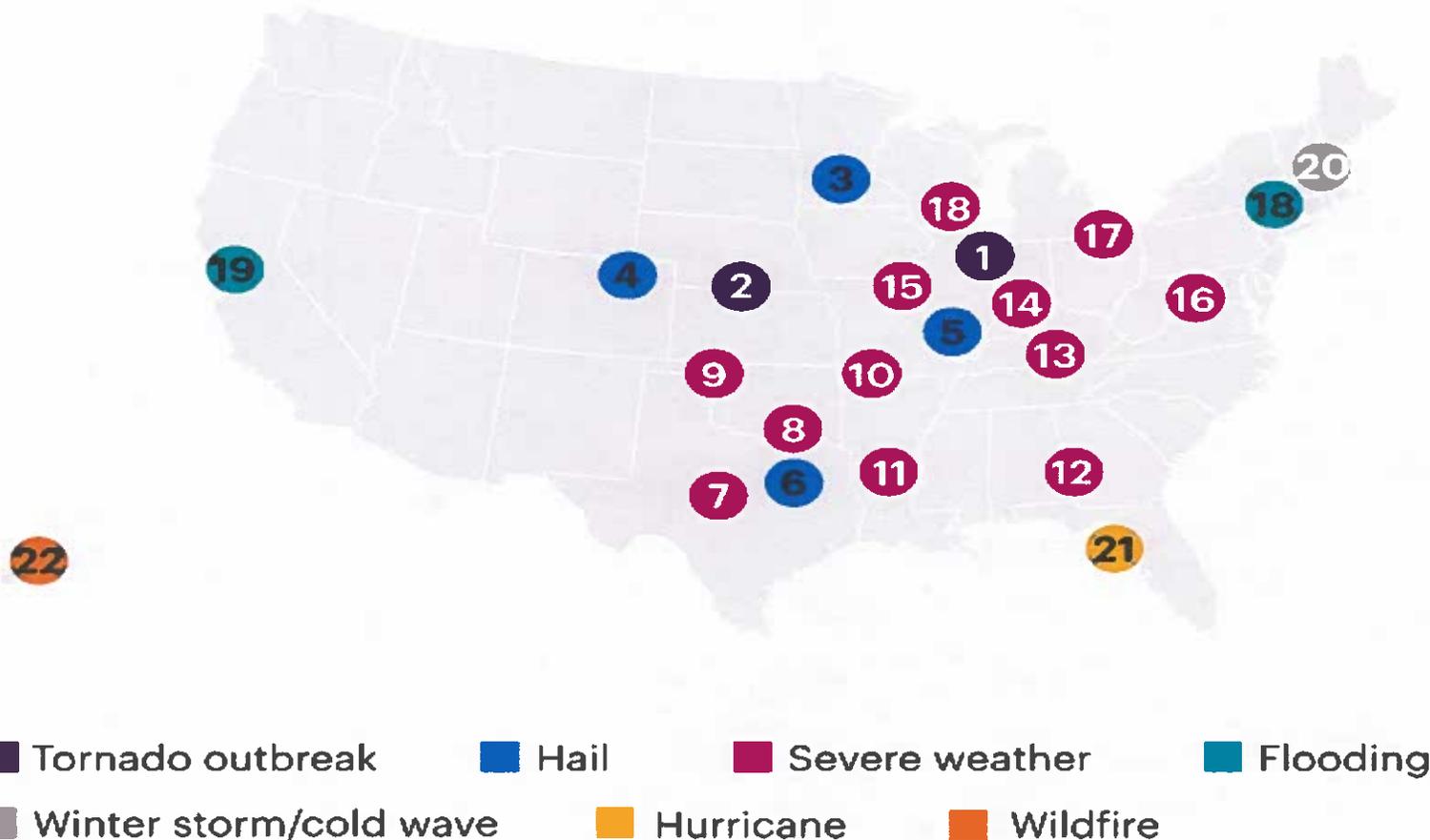
- While challenges within the commercial property market continue, many clients will be relieved to find a more stable property marketplace at this year's renewal, but are likely to see continued rate increases.
- We are not out of the woods yet and many of the challenges clients have faced in their renewals are likely to continue for the near future. Our brokers will continue to emphasize the importance of providing detailed risk submissions well ahead of renewal discussions.
- The casualty market is currently stable. However, there are concerning claims trends with social inflation and nuclear verdicts that all are monitoring.
- Within commercial auto, the rising cost of repairs and liability payouts is raising questions about the adequacy of carriers' prior year reserves, an issue that could play out in pricing and coverage trends moving forward.
- Cyber claims activity is picking up again, with malicious actors leveraging AI to carry out increasingly targeted and sophisticated attacks. Volatility of pricing is likely to remain a feature as the market continues to mature.

AT A GLANCE

- **Property:** Property buyers are seeing continued increases, even after the severe constraints of the past two years. That said, creative solutions must be considered as not all renewals will be straightforward, and double-digit rate increases are set to continue.
- **Casualty:** A sensible market is emerging, with median rate increases largely stabilizing. Insurers are closely monitoring the impact of social inflation, nuclear verdicts, and rising medical costs. Against a backdrop of rising loss costs, commercial auto carriers are facing up to potential adverse prior-year reserve development.
- **Cyber:** The cyber insurance market continues to mature as claims activity has increased in frequency and severity. Hackers are leveraging AI as they wage more sophisticated and targeted attacks.

State of the Market

In 2023 (as of August 8), there have been 15 confirmed U.S. weather/climate disaster events with losses exceeding \$1 billion. These events include one flooding event, 13 severe storm events, and one winter storm event. The 1980 – 2022 annual average is 8.1 events (CPI-adjusted); the annual average for the most recent five years (2018 – 2022) is 18.0 events (CPI-adjusted). The above doesn't contemplate recent events like Tropical Storm Hillary, Hurricane Idalia, Hurricane Franklin (Bermuda), Maui/Canadian wildfires, SCS/tornado.



State of the Market – Secondary Perils influence in 2023

- The annual reviews of natural catastrophes published by major brokers and reinsurers suggest a fundamental reassessment of the way the industry talks about catastrophe risk.
- Reviews this year published by Aon and Gallagher Re challenge the traditional classification of perils into primary and secondary.
- Connected to this is the emphasis on one peril in particular – severe convective storms (SCS), the ‘secondary’ peril that not only was responsible for the highest global insured losses in 2023 but also surpassed the \$50B threshold for the first time on record.

Top 10 global insured loss events in 2023

Event	Start date	LOSSES (\$BN)	
		Economic	Insured
1 US drought	1 Jan	14.0	6.5
2 Turkey and Syria earthquakes	6 Feb	92.4	5.7
3 Severe convective storm	1 Mar	6.2	5.0
4 Severe convective storm	31 Mar	5.5	4.4
5 Severe convective storm	21 Jun	5.3	4.3
6 Hawaii wildfires	8 Aug	5.5	3.5
7 Severe convective storm	10 Jun	3.9	3.1
8 Severe convective storm	15 Jun	3.8	3.0
9 Severe convective storm	21 Jul	5.8	3.0
10 Severe convective storm	9 May	3.6	2.9
All other events		234.0	76.6
Total		380.0	118.0

Insured losses from almost every ‘secondary’ peril were higher than average in 2023

Global insured losses from each type of peril in 2023, compared to the 21st-century average

Key: lower than average | higher than average

Peril	GLOBAL INSURED LOSSES (\$BN)		
	2023 total	2000-2022 average	As multiple of average
<i>Primary</i>			
Tropical Cyclone	6.0	30.0	0.2x
Earthquake	7.0	6.6	1.2x
<i>Secondary</i>			
Severe Convective Storm	70.0	24.0	2.9x
Flooding	13.0	12.0	1.1x
Drought	10.0	6.0	1.7x
Winter Weather	4.0	5.0	0.8x
Wildfire	5.0	4.0	1.3x
European Windstorm	4.0	3.0	1.3x

Insurance Premiums – Marketing Summary



Arch	Indicated \$1.1M+ LP for Primary \$30M: unable to better pricing on excess
Arrowhead	Unable to compete on \$10M xs \$25M layer
Aspen	Excess – limited capacity/unable to compete
AWAC	Unable to compete due to location/too small premium to consider
Axis	Quoted 10% of Primary \$30M at \$800,000 LP
Beazley	Unable to compete due to current pricing
Berkshire Hathaway	Unable to improve pricing due – needs over double on the primary due to location/age
Canopus	Unable to compete due to current pricing
Catalytic	Declined due to age/older buildings
C.N.A.	Unable to compete due to current pricing
Core/Starstone	Quoted 10% of Primary \$30M at \$840,000 LP
Curotech	Declined due to location
Everest	Indicated 25% of Primary \$10M at \$660,000 layer; however, must bind 25% of layer
Gen Star	Unable to compete on primary due to location
Global Excess Partners	Unable to compete due to attachment point/location
Golden Bear	Declined due to location
Great American	Quoted TIV xs \$60M excluding wind at \$34,000 LP
Intact Specialty	Unable to compete with excess pricing
Ironshore	Indicated \$750,000-\$800,000 for Primary \$10M layer
James River	Declined due to ITV/attachment point/age
Kinsale	Indicated \$300,000 LP for \$25M xs \$10M; unable to better pricing on \$20M xs \$10M layer
Lexington	Quoted 10% of Primary \$30M at \$800,000 LP



Insurance Premiums – Marketing Summary

London	Indicated \$900,000+ for Primary \$10M layer
Markel	Indicated \$500,000 layer on \$25M xs \$10M layer/unable to compete
Mitsui	Declined due to location
Munich Re	Unable to compete due to current pricing
Navigators/Hartford	Quoted 16.67% of Primary \$30M at \$750,000 LP
Palomar	Unable to compete due to location/current pricing/CAT exposure
Paragon	Unable to compete with current pricing
Prosight/Coaction	Quoted 15.5% of \$20M xs \$10M at \$225,000 LP
RB Jones/Global Excess Partners	Not interested due to location
RLI	Excess only due to location – unable to improve current pricing
RPS-Eagle	Quoted 15.33% of \$20M xs \$10M at \$225,000 LP
RSUI	Quoted 22.5% of Primary \$30M at \$725,000 LP & 100% of \$30M xs \$30M excluding Wind at \$50,000 LP
Sompo	Quoted 21% of Primary \$10M at \$556,000 LP
Starr Specialty	Unable to compete with current pricing
Swiss Re E&S	Quoted 9.83% of Primary \$10M at \$733,333 LP
Velocity	Indicated \$850,000 for the Primary \$10M layer
Waypoint (AmRisc)	Unable to compete with current pricing
Westchester	Unable to compete with current pricing
Westfield	Unable to compete with current pricing
XL	Unable to compete with current pricing
Zurich	Unable to improve current pricing

Alvin Community College – April 1, 2023



Option 1 - Alvin Community College – April 1, 2024



Option 2 - Alvin Community College – April 1, 2024



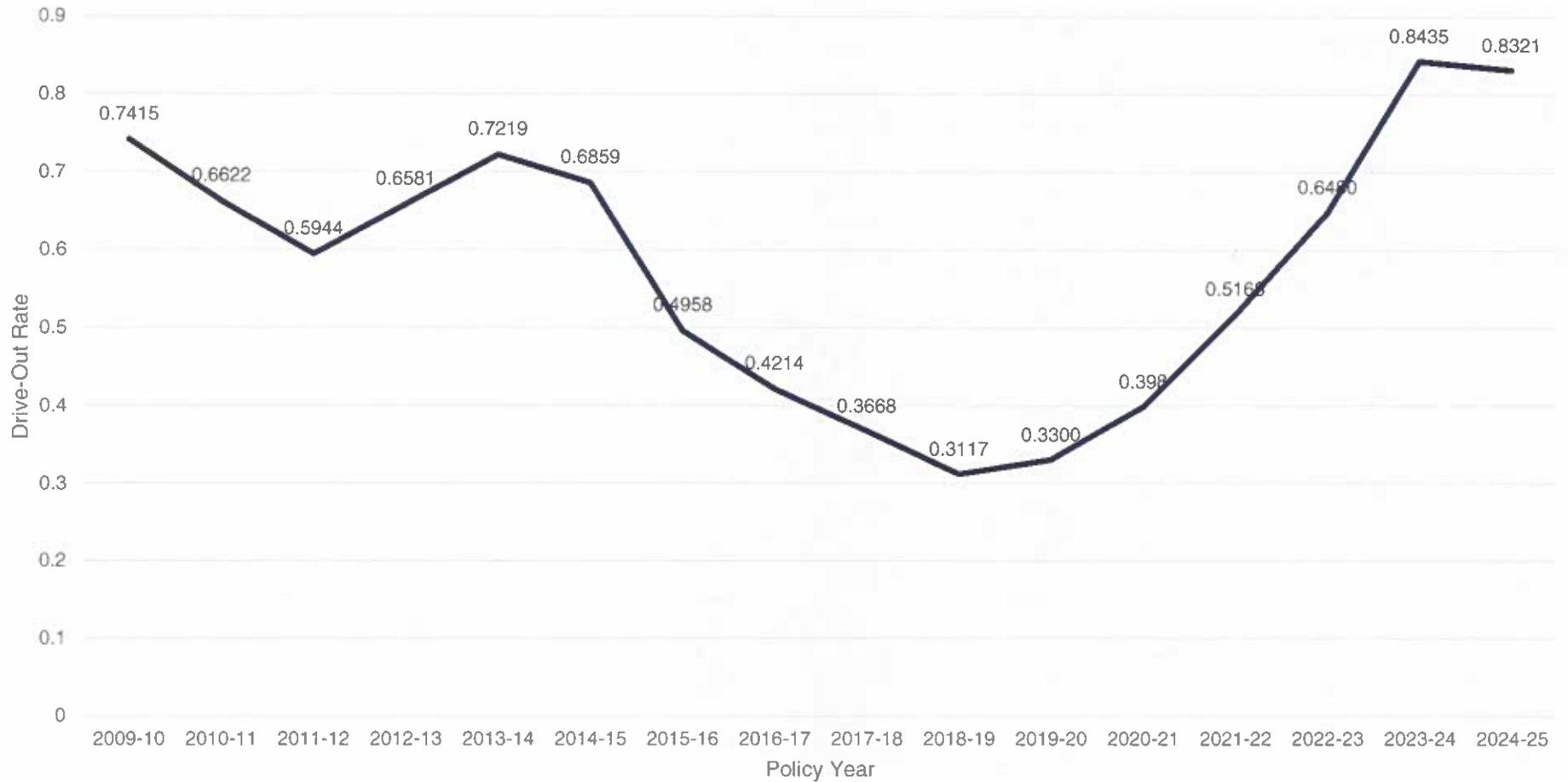
Option 3 - Alvin Community College – April 1, 2024





Insurance Premiums – Historical Rate

Alvin Community College Rate History





Insurance Premiums

ALVIN COMMUNITY COLLEGE INSURANCE PREMIUM HISTORY

	2024	2024	2024	2023	2022
	30M Loss Limit / 5% Named Storm Deductible / X-Wind Full AOP Limits	35M Loss Limit / 5% Named Storm	30M Loss Limit / 5% Named Storm	25M Loss Limit / 5% Named Storm	35M Loss Limit
Commercial Property	917,928	885,722	829,820	786,091	600,417
General Liability	12,299	12,299	12,299	10,896	10,774
Commercial Auto	26,492	26,492	26,492	26,339	22,594
Educator's Legal Liability	8,069	8,069	8,069	7,285	7,200
Excess Liability	12,421	12,421	12,421	11,290	10,811
Boiler & Machinery	6,980	6,980	6,980	6,290	5,820
Crime	682	682	682	682	375
Equipment***	Included	Included	Included	Included	Included
Cyber Liability	32,471	32,471	32,471	35,635	32,513
Active Shooter	3,846	3,846	3,846	3,630	3,385
Law Enforcement Liability**	17,010	17,010	17,010	14,900	12,488
Employment Practices**	16,538	16,538	16,538	15,000	15,023
TOTAL	\$1,054,736	\$1,022,530	\$966,628	\$918,038	\$721,400

Option 1

Option 2

Option 3

Current

** Previously included in Excess Liability Policy

*** Now included in Commercial Property Policy

Taxes and Fees included in premium totals are estimated

Loss Limit Analysis March 2022



Location	Street Address	City	Building Value	Contents Value	TIV
Bldg. S	3110 MUSTANG ROAD	ALVIN	\$15,247,633	\$4,557,000	\$19,804,633
Bldg. A	3110 MUSTANG ROAD	ALVIN	\$9,085,310	\$2,498,261	\$11,583,571
Bldg. B	3110 MUSTANG ROAD	ALVIN	\$7,455,690	\$2,053,459	\$9,509,149
Bldg. D	3110 MUSTANG ROAD	ALVIN	\$5,893,390	\$1,612,016	\$7,505,406
Bldg. G	3110 MUSTANG ROAD	ALVIN	\$5,969,040	\$1,360,590	\$7,329,630
Bldg. N	3110 MUSTANG ROAD	ALVIN	\$5,652,290	\$1,312,463	\$6,964,753
Bldg. C	3110 MUSTANG ROAD	ALVIN	\$4,330,240	\$789,632	\$5,119,872
Bldg. F	3110 MUSTANG ROAD	ALVIN	\$4,124,760	\$728,784	\$4,853,544
Bldg. H	3110 MUSTANG ROAD	ALVIN	\$3,695,800	\$842,425	\$4,538,225
Bldg. K	3110 MUSTANG ROAD	ALVIN	\$3,355,285	\$671,057	\$4,026,342

Critical Prob.	Return Period	RMS*			
		Ground Up	Gross Loss - 2%	Gross Loss - 3%	Gross Loss - 5%
0.01%	10,000	\$53,580,998	\$52,065,568	\$51,557,142	\$50,597,205
0.10%	1,000	\$24,156,534	\$23,222,381	\$22,893,875	\$22,261,232
0.20%	500	\$17,401,037	\$16,628,287	\$16,341,352	\$15,796,473
0.40%	250	\$11,589,176	\$10,976,741	\$10,718,781	\$10,224,205
1.00%	100	\$5,371,748	\$4,873,721	\$4,661,506	\$4,260,266
AAL		\$192,855	\$169,641	\$161,688	\$148,330

Property Renewal Option Summary

Option 1

- \$30M Named Storm Loss Limit with 5% Named Storm Deductible and Excess Full TIV Limits excluding Wind/Hail.
- Property Premium - \$917,928

Option 2

- \$35M Loss Limit with 5% Named Storm Deductible
- Property Premium - \$885,722

Option 3

- \$30M Loss Limit with 5% Named Storm Deductible
- Property Premium - \$829,820

We help you face your future with confidence.

Around the globe and across a full spectrum of insurance, risk management and consulting services, we're working every day to help businesses grow, communities thrive and people prosper.

GLOBAL REACH. LOCAL PRESENCE.

Founded in
1927

\$6B

Total adjusted
Brokerage & Risk
Management
revenues (2020)

32,000+

Employees worldwide

850+

Offices in 49 countries

150

Countries served

HIGHLY SPECIALIZED. DEEP EXPERTISE.

Casualty
Commercial Surety & Bonds
Credit & Political Risk

Cyber
Management Liability
Property

OUR APPROACH TO RISK.



CORE360® is our unique, comprehensive approach of evaluating your risk management program that leverages our analytical tools and diverse resources for customized, maximum impact on six cost drivers of your total cost of risk.

27+ INDUSTRY PRACTICES



TIMES CHANGE. ETHICS DON'T.

Gallagher has been named one of the 2021 World's Most Ethical Companies® — 10 years running.

For the past 10 years, we've been recognized for our commitment to operating at the highest standards of ethical behavior. We're the only broker to have been given this honor. It's a reflection of the way we look after businesses, communities and people across the globe.



SHARED VALUES + PASSION FOR EXCELLENCE = PROMISES DELIVERED

The Gallagher Way

25 tenets that have guided a team-oriented culture for 30+ years.

Social Responsibility

Companywide focus on ethical conduct, employee health and welfare, environmental integrity and community service.

Thank You for Your Business

We have enjoyed our partnership and appreciate the continued time, support and confidence you have placed in us as your risk management team. This past year has been successful as evidenced by your scorecard. Your total cost of risk is being impacted favorably and our strategy for this upcoming renewal continues to focus on ways to improve this positive impact on your profitability. Thank you.

Legal Disclaimer

Gallagher provides insurance and risk management advice that is tailored to our clients' risk transfer needs. Our review can include evaluation of insurance premium, risk transfer options, finance agreements, insurance limits, indemnification obligations, and contracts to ascertain appropriate coverage. We do emphasize that any risk management advice, insurance analysis, and limited review of contract terms and conditions, is only provided from an insurance/risk management perspective and is NOT legal advice. We do not provide legal advice and always recommend that our clients seek advice from legal counsel to become fully apprised of all legal implications from their business transactions.

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



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 064-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: March 8, 2024

SUBJECT: Cancellation of Election and Cancellation of Special Election on May 4, 202

The General Election will be held May 4, 2024. Since all Alvin Community College Board of Regents candidates in the May 4, 2024, election and special election are running “unopposed” there will not be a need for an election. Therefore, it is recommended that the Board take action to cancel both the election and special election.

It is recommended that the Board of Regents approve and sign the Cancellation of Election and Cancellation of the Special Election originally scheduled for May 4, 2024.

RJE:tg

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The Alvin Community College hereby cancels the election scheduled to be held on
(official name of governing body)
May 4 2024 in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)
Election Code. The following candidates have been certified as unopposed and are hereby
elected as follows:

*El Alvin Community College por la presente cancela la elección que, de lo contrario,
(nombre oficial de la entidad gobernante)*

*se hubiera celebrado el May 4 2024 de conformidad con
(fecha en que se hubiera celebrado la elección)*

*la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han
sido*

*certificados como candidatos únicos y por la presente quedan elegidos como se haya
indicado*

a continuación:

Candidate (Candidato) Office Sought (Cargo al que presenta candidatura)

<u>Bel Sanchez</u>	<u>Position: 2</u>
<u>Jim Crumm</u>	<u>Position: 3</u>
<u>Breah Knape</u>	<u>Position: 1</u>

A copy of this order will be posted on Election Day at each polling place that would have been
used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que
se hubieran utilizado en la elección.*

President (Presidente)

Secretary (Secretario)

(seal) (sello)

Date of adoption (Fecha de adopción)

See reverse side for instructions
Instrucciones en el reverso

Instructions for sample order of cancellation:

To cancel an election, the governing body must first receive and accept the Certification of Unopposed Candidates form (or the authority may create its own form) from the authority responsible for preparing the ballot. The cancellation order/ordinance must be adopted in an open meeting. The candidates are not required to be present. Certificates of election should be prepared for each unopposed candidate; however, the certificates of election should not be issued until after Election Day, as follows. Section 2.053 provides that the certificate of election shall be issued "in the same manner and at the same time" as for a candidate elected at an election. Therefore, the candidates, who have been declared "elected" at the meeting ordering the cancellation, must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties. Candidates may complete the Statement of Elected Officer prior to Election Day. The Statement should be kept locally; it does not need to be sent to the Secretary of State's Office. Copies of this order/ordinance must be posted on Election Day at each polling place that would have been used had the election not been cancelled.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;
This means:
 - In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
 - In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para el ejemplo de orden de cancelación:

Para cancelar una elección, la entidad gobernante primero debe recibir y aceptar, de la autoridad responsable para preparar la boleta, el formulario de Certificación para Candidatos Sin Oposición (o la autoridad puede crear su propio formulario) de la autoridad responsable para preparar la boleta. La orden/ordenanza de cancelación debe ser adoptada en una reunión abierta. No se requiere que los candidatos estén presentes. Se debe preparar un certificado de elección para cada candidato sin oposición; sin embargo, los certificados de elección no se deben emitir hasta el Día de las Elecciones, así como se detalla a continuación. La sección 2.053 indica que el certificado de elección será publicado "en la misma manera y al mismo tiempo" para un candidato elegido en una elección. Por lo tanto, los candidatos que hayan sido declarados "elegido" en la reunión de la cancelación, deben esperar hasta después del día oficial de elecciones (aunque no se hayan llevado una elección) y no antes del periodo prescrito de la campaña política (aunque no se lleve a cabo la campaña política) a ser jurados y asumir sus deberes. Los candidatos pueden llenar la Declaración de Funcionario Elegido antes del Día de las Elecciones. Este documento se debe mantener en los archivos locales. No es necesario enviarlo a la Oficina del Secretario de Estado. El Día de las Elecciones se debe exhibir una copia de esta orden/ordenanza en todos los sitios de votación que se hubieran utilizado en la elección si no hubiera sido cancelada.

Una elección* puede ser cancelada si:

- 1) la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,
- 2) no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y
- 3) Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;
Esto significa:
 - En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.
 - En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).

Nota: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

ORDER OF CANCELLATION
ORDEN DE CANCELACIÓN

The Alvin Community College hereby cancels the special election scheduled to be held on (official name of governing body)
May 4 2024 in accordance with Section 2.053(a) of the Texas
(date on which election was scheduled to be held)

Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El Alvin Community College por la presente cancela la elección especial que, de lo contrario, se hubiera celebrado el May 4 2024 de conformidad, con
(nombre oficial de la entidad gobernante)
(fecha en que se hubiera celebrado la elección)

la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido

certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado

a continuación:

Candidate (Candidato) Office Sought (Cargo al que presenta candidatura)

Mike Pyburn Position: 6

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

President (Presidente)

Secretary (Secretaria)

(seal) (sello)

Date of adoption (Fecha de adopción)

Instructions for sample order of cancellation:

To cancel an election, the governing body must first receive and accept the Certification of Unopposed Candidates form (or the authority may create its own form) from the authority responsible for preparing the ballot. The cancellation order/ordinance must be adopted in an open meeting. The candidates are not required to be present. Certificates of election should be prepared for each unopposed candidate; however, the certificates of election should not be issued until after Election Day, as follows. Section 2.053 provides that the certificate of election shall be issued "in the same manner and at the same time" as for a candidate elected at an election. Therefore, the candidates, who have been declared "elected" at the meeting ordering the cancellation, must wait until after the official election day (even though no election is held) and no earlier than the prescribed canvassing period (even though no canvass is held) to be sworn in and assume their duties. Candidates may complete the Statement of Elected Officer prior to Election Day. The Statement should be kept locally; it does not need to be sent to the Secretary of State's Office. Copies of this order/ordinance must be posted on Election Day at each polling place that would have been used had the election not been cancelled.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions;
This means:
 - In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
 - In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para el ejemplo de orden de cancelación:

Para cancelar una elección, la entidad gobernante primero debe recibir y aceptar, de la autoridad responsable para preparar la boleta, el formulario de Certificación para Candidatos Sin Oposición (o la autoridad puede crear su propio formulario) de la autoridad responsable para preparar la boleta. La orden/ordenanza de cancelación debe ser adoptada en una reunión abierta. No se requiere que los candidatos estén presentes. Se debe preparar un certificado de elección para cada candidato sin oposición; sin embargo, los certificados de elección no se deben emitir hasta el Día de las Elecciones, así como se detalla a continuación. La sección 2.053 indica que el certificado de elección será publicado "en la misma manera y al mismo tiempo" para un candidato elegido en una elección. Por lo tanto, los candidatos que hayan sido declarados "elegido" en la reunión de la cancelación, deben esperar hasta después del día oficial de elecciones (aunque no se hayan llevado una elección) y no antes del periodo prescrito de la campaña política (aunque no se lleve a cabo la campaña política) a ser jurados y asumir sus deberes. Los candidatos pueden llenar la Declaración de Funcionario Elegido antes del Día de las Elecciones. Este documento se debe mantener en los archivos locales. No es necesario enviarlo a la Oficina del Secretario de Estado. El Día de las Elecciones se debe exhibir una copia de esta orden/ordenanza en todos los sitios de votación que se hubieran utilizado en la elección si no hubiera sido cancelada.

Una elección* puede ser cancelada si:

- 1) la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,
- 2) no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y
- 3) Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;
Esto significa:
 - En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.
 - En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (e. no hay oposición para la carrera por acumulación en la boleta).

Note: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

17. **Consider Approval of Interlocal Agreement with Brazoria County Tax Collections**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 054-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 7, 2024

SUBJECT: Interlocal Agreement with Brazoria County Tax Collections

Alvin Community College relies heavily on tax collection and distribution to the College via Brazoria County. Both Brazoria County and ACC senior staff believe that an updated Interlocal Agreement is necessary currently.

Some of the areas that will be updated include but are not limited to the following.

- The cost of collecting per parcel in accordance with Section 6.27 of the Texas Property Tax Code.
 - Increase commission from 0.32 per parcel to 0.36 per parcel, a 4-cent increase per parcel per entity. This will be reviewed at a minimum, every 3 years.
 - Under the current agreement, we charge “an annual charge of one half of one percent of the total amount levied, not to exceed 0.32 cents per parcel.” We are removing the “one half of one percent” and will charge the rate of 0.36 cents per parcel.
- How distributions are made to the taxing entities.
- Collections for PIDs
 - PIDs are being created across the County. The County will be including language in the agreements to accommodate for collection of these districts.
- TNT Calculations/Designated Officer
 - Ensuring language is in accordance with the Texas Property Tax Code.
- Adding consent for Penalty & Interest Waivers
 - Based on the action taken by Commissioners Court on waivers, the taxing entity will consent to the waiver authorized by the County.

Staff recommends that the Board of Regents approve an Interlocal Agreement with Brazoria County, TX, specifically the Brazoria County Tax Assessor-Collector.

This approval will require the Chairman of the Board of Regents and the President of Alvin College to execute said agreement. Once executed, the Commissioners Court of Brazoria County will take up the item for consideration.

RJE:tg

THE STATE OF TEXAS §
 §
COUNTY OF BRAZORIA §

**INTERLOCAL COOPERATION AGREEMENT FOR
COLLECTION OF TAXES FOR [NAME OF TAXING ENTITY]**

This Interlocal Cooperation Agreement (the “Agreement”) is made and entered into by and between **BRAZORIA COUNTY, TEXAS** (the “County”) and **ALVIN COMMUNITY COLLEGE** (singularly and collectively, the “Party” and “Parties”) pursuant to the Interlocal Cooperation Act, Texas Government Code chapter 791 and Texas Property Tax Code sections 6.23 and 6.24, with the agreement, consent, and participation of the Brazoria County Tax Assessor-Collector (the “Tax Assessor-Collector”).

**I.
RECITALS**

1.1 The County is a political subdivision of the State of Texas, acting by and through its Commissioners Court.

1.2 Alvin Community College is a political subdivision of the State of Texas, acting by and through its Board of Regents.

1.3 The Tax Assessor-Collector is the duly elected tax assessor-collector for Brazoria County, Texas.

1.4 Texas Property Tax Code section 6.24 and Texas Government Code chapter 791 authorize political subdivisions of the State of Texas to enter into interlocal contracts for the provision of tax assessment and collection services.

1.5 The County, with the approval of the Tax Assessor-Collector, has agreed to provide tax assessment and collection services, as specified in this Agreement, for Alvin Community College.

1.6 Alvin Community College has agreed to authorize the County to provide tax assessment and collection services, as specified in this Agreement, for Alvin Community College.

1.7 Alvin Community College has the authority to authorize the County to act as tax assessor-collector, as specified in this Agreement, and the County has the authority to act in that capacity.

1.8 The County and Alvin Community College agree it is in the best interest of the citizens of Brazoria County to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and agreements set forth in this Agreement, the County and Alvin Community College agree as follows:

II.

COUNTY OBLIGATIONS

The County hereby agrees, during the term of this Agreement, to the following:

2.1 The County shall comply with all provisions of the Texas Property Tax Code, as amended, regarding collection of ad valorem property taxes.

2.2 Except as otherwise provided in this Agreement, in all matters pertaining to the assessment and collection of taxes for Alvin Community College, the County, through the Tax Assessor-Collector, shall perform the duties of tax assessment and collection for Alvin Community College for accounts within the jurisdiction of Alvin Community College. The County's duties under this Agreement include, but are not limited to, performing timely and accurate calculations and publications of applicable tax rates and entering into agreements for the payment of delinquent taxes by installment as provided by Texas Property Tax Code section 33.02.

2.3 The taxes collected by the County for Alvin Community College shall be remitted by electronic automated clearing house transactions ("ACH") to Alvin Community College designated depository. Refunds to taxpayers and taxpayer checks returned from banks shall be deducted from County's remittance to Alvin Community College. The Tax Assessor-Collector shall remit to Alvin Community College all tax proceeds collected for Alvin Community College no less than twice weekly during heavy payment periods, as determined by the Tax Assessor-Collector, and no less than once weekly during slow periods. Actual funds collected by the Tax Assessor-Collector shall be remitted to Alvin Community College within three (3) business days of receipt during heavy payment periods and within five (5) business days during slow periods. Disbursements shall be subject to Alvin Community College bearing any ACH transfer fee required by an agreement between the County and the County's depository then in effect.

2.4 The Tax Assessor-Collector shall provide Alvin Community College monthly and annual reports as required by Texas Property Tax Code section 31.10.

2.5 The Tax Assessor-Collector shall provide Alvin Community College annual reports, prepared by independent certified public accountants, on both the design of the system and compliance tests that are directed to specific objectives of internal accounting control. For the purpose of these reports, the "system" is the internal control structure policies and procedures of the office of the Tax Assessor-Collector, which includes the control environment, the accounting system, and the control procedures. These reports shall be in accordance with Statement of Auditing Standards Number 44, "Special-Purpose Reports on Internal Accounting Control at Service Organizations," as issued by the American Institute of Certified Public Accountants.

2.6 The Tax Assessor-Collector shall provide Alvin Community College a copy of existing bonds required by Texas Property Tax Code section 6.28.

2.7 The County shall bill Alvin Community College no later than the 31st day of December each year for the annual charge for assessing and collecting taxes under this Agreement.

2.8 In performing services under this Agreement, neither the Tax Assessor-Collector, nor any official, employee, or agent of the Tax-Assessor Collector or the County, shall be considered an officer or employee of Alvin Community College.

III. **ALVIN COMMUNITY COLLEGE OBLIGATIONS**

Alvin Community College hereby agrees, during the term of this Agreement, to the following:

3.1 Alvin Community College shall comply with all provisions of the Texas Property Tax Code, as amended, regarding collection of ad valorem property taxes.

3.2 Alvin Community College shall adopt a tax rate in accordance with Texas Property Tax Code Section 26.05. Alvin Community College shall reimburse the County for any additional costs incurred by County for any delay in adopting a tax rate.

3.3 For services rendered pursuant to this Agreement, Alvin Community College agrees to pay the County an annual charge of Thirty-Six Cents (\$0.36) per parcel as the actual costs incurred. The Parties acknowledge and agree the compensation under this Agreement is reasonable compensation, as allowed by Texas Property Tax Code section 6.27, which does not exceed the actual costs incurred, for assessing and collecting taxes for Alvin Community College.

3.4 The Parties further agree the amount to be paid by Alvin Community College to the County under this Agreement may be evaluated by the Tax Assessor-Collector, at a minimum, every three (3) years. The Parties agree the amount to be paid by Alvin Community College to the County under this Agreement may be adjusted by the Tax Assessor-Collector after an evaluation. In the event of an adjustment, the Tax Assessor-Collector shall notify Alvin Community College, and this Agreement shall then renew at the adjusted rate without need to amend this Agreement.

3.5 Alvin Community College shall pay the County amounts billed under this Agreement thirty (30) days after Alvin Community College's receipt of the bill. If such amounts are not timely paid, the County may withhold the amounts from future disbursements.

3.6 Alvin Community College shall promptly provide to the Tax Assessor-Collector, without charge, copies of all records necessary for the performance of the duties and responsibilities of the County pursuant to this Agreement. Alvin Community College shall provide accurate information to the Tax Assessor-Collector to permit the timely and accurate calculations and publications of applicable tax rates.

3.7 Alvin Community College hereby designates the Tax Assessor-Collector as the person to perform calculations of all applicable tax rates and all other functions incident to those calculations, such as notices, as required by Texas Property Tax Code chapter 26 based on accurate information provided to the Tax Assessor-Collector from Appraisal Districts and Alvin Community College.

3.8 The Parties acknowledge and agree that Alvin Community College has and retains the exclusive authority to contract with private legal counsel for the collection of delinquent property taxes, as provided in Texas Property Tax Code section 6.30. The Tax Assessor-Collector shall cooperate with delinquent tax collection attorney(s) so designated and shall have the authority to pay said attorney(s) the fees or commissions agreed upon between Alvin Community College and the attorney(s) out of the proceeds received from the collection of delinquent tax accounts. In the event Alvin Community College does not designate private legal counsel for the collection of delinquent property taxes, Alvin Community College shall utilize the same private legal counsel as the County.

3.9 In the event the County waives any penalty and/or interest on any parcel, pursuant to Texas Property Tax Code section 33.011, Alvin Community College consents to the waiver of the penalty and/or interest on the same parcel and hereby authorizes the County to waive such penalty and/or interest on behalf of Alvin Community College.

3.10 Alvin Community College's performance under this Agreement is conditioned on the appropriation of funds by Alvin Community College on an annual basis for payment of the amounts owed to the County under this Agreement and shall constitute a commitment of current revenues only. The failure by Alvin Community College governing body to appropriate funds sufficient for payment of the County's collections and performance herein shall be grounds for termination of this Agreement.

IV. TERM AND TERMINATION

4.1 This Agreement shall be effective on April 1, 2024, and shall remain in full force and effect for one year, through March 31, 2025. This Agreement shall automatically renew on March 30, 2025, for a period of one (1) year, and shall automatically renew thereafter on an annual basis.

4.2 Either Party may terminate this Agreement for any reason by providing written notice to the other Party at least ninety (90) days prior to the date of termination. This Agreement may also be terminated at any time and for any reason, without any prior notice, upon written agreement by the Parties.

4.3 In the event of termination of this Agreement by Alvin Community College, Alvin Community College shall assume all contractual obligations entered into with the County for services rendered under this Agreement to Alvin Community College for the duration of the term of the Agreement and any renewal, and the County shall be relieved of all contractual obligations under this Agreement.

V.
ENTIRETY

5.1 This Agreement and all promises contained in it supersede any and all other agreements, either oral or in writing, between the Parties with respect to the subject matter of this Agreement.

5.2 The Agreement contains all the covenants and agreements between the Parties relating in any way to their obligations under this Agreement.

5.3 Each Party acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, that are not set forth in this Agreement, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding.

VI.
FORCE MAJEURE

6.1 The Parties shall not be liable or responsible to each other for any delay, loss, failure, or inability to perform their obligations as described herein which is caused by "force majeure." The term "force majeure" includes, but is not limited to, acts of God, strikes, acts of a public enemy, wars, mines or other items of ordnance, blockages, public rioting, lightning, fire, hurricanes, floods, storms, explosions, inability to obtain materials, supplies, labor permits, servitudes, or rights of way, acts or restraints of any governmental authority, epidemics, landslides, lightning storms, earthquakes, washouts, arrests, restraints of rulers and peoples, civil disturbances, breakage or accident to machinery or lines of equipment, temporary failures of equipment, freezing of equipment, and any other causes, whether of the kinds specifically enumerated above or otherwise, which are not reasonably within the control of the Parties and which by the exercise of reasonable due diligence could not reasonably be prevented or overcome.

6.2 In the event time limits are not met under this Agreement as a result of force majeure, the Party whose performance is due shall have an extension of the time limit or deadline equal to the number of days for which the force majeure condition existed. After the force majeure condition has ended, the Agreement shall continue under the same operations and circumstances as existed prior to the force majeure event.

6.3 Events reasonably within the control of the respective Party shall not constitute force majeure and shall be remedied with the exercise of due diligence. The Parties shall use all reasonable means to remove all contingencies affecting the performance of this Agreement as quickly as is reasonably possible. This clause does not relieve any Party from its obligations to make any payments of amounts then due for previous work or obligations contemplated and performed under this Agreement, and neither Party's time for performance shall be extended for any event which is reasonably within the control of such Party.

VII.
LIABILITY, SUPPLEMENTAL SURETY BOND, AND NO IMMUNITY
WAIVER

7.1 Each party to this Agreement agrees that it shall have no liability whatsoever for the actions or omissions of an individual employed by another party, regardless of where the individual's actions occurred. Each party is solely responsible for the actions and/or omissions of its employees and officers.

7.2 The County recommends that Alvin Community College obtain an additional and adequate surety bond for the County and Tax Assessor/Collector specifically related to all services, actual and anticipated, to be performed and rendered hereunder. Alvin Community College agrees to pay all associated premiums for such bond.

7.3 The Parties expressly understand and agree that, in the execution of this Agreement and the performance of obligations herein, the Parties do not waive, nor shall they be deemed to have waived, any immunity or defense that would otherwise be available to the Parties or their officials, officers, employees, and/or agents against claims arising in the exercise of governmental powers and functions, including, but not limited to, sovereign and/or governmental immunity. This Agreement is expressly made subject to the Parties' sovereign and/or governmental immunity, including, without limitation, Title 5 of the Texas Civil Practice and Remedies Code, and all applicable federal and state laws.

VIII.
MISCELLANEOUS

8.1 Notices. Any notice required under this Agreement shall be in writing and shall be duly served when deposited, with proper postage prepaid, and duly registered or certified, return receipt requested, in a United States Post Office, addressed as specified below. If mailed, any notice of communication shall be deemed to be received three (3) days after the date of deposit in the United States mail. Unless otherwise provided in this Agreement, all notices shall be delivered at the following addresses:

THE COUNTY:
Kristin R. Bulanek
Brazoria County Tax Assessor-Collector
111 East Locust
Angleton, TX 77515

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

With a copy to:
Chief – Civil Division
Brazoria County Criminal
District Attorney's Office
111 E. Locust, Suite 408A
Angleton, Texas 77515

Mrs. Bel Sanchez
Chairperson, Board
Alvin Community College
3110 Mustang Rd.
Alvin, TX 77511

8.2 Severability. If any term or provision in this Agreement is, for any reason, held invalid, illegal, or unenforceable by any court of competent jurisdiction, the Parties shall by written amendment make it valid, legal, or enforceable; however, if any term or provision in this Agreement cannot be amended to make it valid, legal, or enforceable while still providing the effect desired by both Parties, said term or provision shall be deemed a separate, distinct, and independent provision, shall be constructed as having never been contained in this Agreement, and shall not affect the validity, legality, or enforceability of the remaining terms and provisions in this Agreement, which shall remain in full force and effect.

8.3 Amendment. No amendment, modification, or alteration of the terms or provisions of this Agreement shall be binding unless it is in writing, references this Agreement, is dated subsequent to the Effective Date of this Agreement, and is duly executed by authorized representatives of both Parties.

8.4 Authorized Representative. Each Party to this Agreement represents to the other Party that it is fully authorized to enter into this Agreement and to perform its obligations hereunder and that no waiver, consent, approval, or authorization from any third party is required to be obtained or made in connection with the execution, delivery, or performance of this Agreement in accordance with its terms, other than those that have been obtained.

8.5 No Joint Enterprise. Nothing in this Agreement shall be deemed or construed by the Parties, nor any third party, as creating a relationship of principal and agent, partnership, joint enterprise, common enterprise, joint venture, or joint owners between the Parties. This Agreement does not and shall not be construed to entitle either Party or any of their respective officials, employees, or agents, if applicable, to any benefit, privilege, or other amenities of employment from the other Party.

8.6 Successors and Assigns. Neither Party may assign or transfer its interest in or obligations under this Agreement, in whole or in part, without the prior written consent of the other Party. This Agreement binds and is for the sole and exclusive benefit of the Parties and their legal successors, including, without limitation, any successor governmental agency or entity to either Party.

8.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

8.8 Exclusive Jurisdiction and Venue. Exclusive jurisdiction and venue for all legal actions related to this Agreement shall be in Brazoria County, Texas. The Parties waive any objection to the adjudication of all court actions related to this Agreement in Brazoria County, Texas.

8.9 Authorship. This Agreement shall not be construed in favor of or against any Party on the basis that the Party did or did not authorize this Agreement.

8.10 Titles or Headings. Any titles or headings of sections and paragraphs in this

Agreement are included solely for convenience, shall not be considered a part of the Agreement, shall not in any way serve to modify or restrict any term or provision, and shall not be considered in ascertaining intent.

8.11 Including. Wherever the word “including” is used, it is deemed to mean “including, without limitation.”

8.12 Counterparts. This Agreement may be executed in one or more counterparts, all of which together will be deemed an original.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their following properly authorized officers, having the necessary authority to execute this Agreement on behalf of the Parties, and made this Agreement effective as of the last date listed below:

BRAZORIA COUNTY, TEXAS:

ALVIN COMMUNITY COLLEGE

By: _____
L.M. “Matt” Sebesta, Jr.
COUNTY JUDGE

By: _____
Mrs. Bel Sanchez
Chairperson, Board of Regents

Date: _____

Date: _____

By: _____
Kristin R. Bulanek
TAX ASSESSOR-COLLECTOR

Date: _____

18. **Consider Approval of Authorization for Marketing and Promotional Spend Agreements**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 052-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 7, 2024
SUBJECT: Authorization for Marketing and Promotional Spend Agreements

Alvin Community College utilizes consistent, quality marketing including promotional items (shirts, cups, pens, etc.) to attract students. Requests for marketing come from throughout the campus and might include Academic and Student Services, individual and specific collegiate areas, and, of course, the College itself. Facilitation of the various activities and campaigns relies heavily on local and regional vendors who are passionate about their product and ACC.

Staff recommends that the Board of Regents authorize the President to engage with the following providers for the period date through August 31, 2025:

- 4Imprint Buyboard Cooperative
- CC Creations EPIC6 (Education Service Center) Cooperative
- AnyPromo Individually Solicited

Staff recommends that the Board of Regents authorize the President or his designee to engage with the listed providers for the period date through August 31, 2025, for an amount not to exceed \$ 150,000.00 over the 18-month period.

RJE:tg

19. **Consider Approval of Authorization for Charter/Chauffeured Bus Services**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 053-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 7, 2024
SUBJECT: Authorization for Charter/Chauffeured Bus Services

Students, staff, and faculty rely on dependable and cost-effective chauffeured transportation to student or staff events. While the College does have two operating busses, quite often the busses are not large enough, we do not have a certified driver available, or the trip distance exceeds 100 miles one-way. The College's currently available busses (2) are used first. When they are not an option, the recourse is to charter transportation. Over the last several years a variety of chauffeured services were utilized. The College purchasing department recommended that to assure ACC compliance with procurement laws and guidelines, the College needed to solicit bids.

In October 2023, a comprehensive Request for Proposal was conducted by the Purchasing Department for intra-state chauffeured bus services for any-and-all requested services for students or staff. Five responses were received; however, an award had been delayed until the commencement of the baseball and softball season when demand is higher. Galveston Limousine and Transportation, LLC was determined as the entity selected.

Staff seeks the Board of Regents' approval to authorize the President to negotiate with Galveston Limousine and Transportation, LLC for an agreement for the balance of the current fiscal (08/31/2024) year and three (3) subsequent years. This agreement will be considered an "Indefinite Delivery Indefinite Quantity" (IDIQ) contract, meaning that the travel to any event may fluctuate with schedules, etc., so neither party might have exact deliverables. Each trip will be proceeded with a quote for the trip that will be approved through appropriate channels verifying cost and appropriateness. With the current appropriation and usage, the College anticipates this agreement to not exceed \$ 150,000.00 per annum.

Staff recommends that the Board of Regents authorize the President to engage with the listed provider for the period date through August 31, 2024, and for three (3) subsequent years in an IDIQ agreement for \$ 150,000.00 per annum.

RJE:tg

20. **Consider Approval of Agreement for Natural Gas Contract**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 055-2024

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

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

Mr. Wooten's email explains the attached "Supplier Fixed Price Comparison" which shows the current purchase of natural gas for an institutional buyer like the College (Feb 13, 2024). You will note that he believes the College should consider the 36-month term since there currently exists competition for agreements of that duration and should give the College the best value.

An updated "Supplier Fixed Price Comparison" will be provided to the Board at the March 2024 board meeting. Mr. Wooten's recommendation is italicized below, and Mr. Stager agrees that if these numbers remain steady until the Board meeting the recommendation would be for a 36-month term.

Hi Karl, Alan, & Beth,

*Please find attached our initial analysis as we look to renew your natural gas contract. Currently you have a gas contract with ProEnergy at a rate of \$3.72 that expires at the end of May. You will see from the attached **Pricing Report**, that we can secure new rates that range from \$3.28/Dth for a 12-month term to \$4.00 for a 48-month term.*

The challenge here is that the market has moved up significantly since we put this last contract in place, therefore our approach is designed to hold your prices as steady as possible and limit the upside risk. However, we are seeing a nice window resulting from the historically mild winter we are currently experiencing. This is lowering the near-term months, allowing us to actually achieve some savings opportunities as well.

***I recommend ACC secure the 36-month rate with Luminant at \$3.85.** Symmetry is a bit lower on some terms, however they are passing through transportation and fuel costs, which the other suppliers have bundled into their rate, making the Symmetry rate not as competitive. While this represents a slight increase in your gas rate – it will protect you from future increases in gas costs and will position us to continue monitoring the market for future opportunities. The US will see much more natural gas exported in the coming years (as Liquefied Natural Gas – LNG) which will lower our domestic supply, leading to increases in gas rates.*

Please review and let me know if you have any questions. Once you have decided on a term, or if you'd like to go with our recommendation, let me know and we'll pull the documents together for your review and execution. I'm looking forward to hearing from you. Thanks again.

Bob

It is recommended that the Board of Regents approve the selection of the most favorable supplier for a new 36-month term natural gas contract at a rate not to exceed \$4.25/Dth and authorize the President to execute a contract to begin June 1, 2024.

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

RJE:tg

21. **Consider Approval of Refurbish of Parking Lots C and D**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 063-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: March 8, 2024
SUBJECT: Refurbish of Parking Lots C and D

Over the Holiday Break (2023-2024), parking lots E, I, J and H, as well as the areas around the tennis courts, were refurbished and renewed. This enhanced the safety those parking lots and adjacent areas. Also, the required ADA spaces and striping were completed with the combined results being a significant increase in the beautification and curb appeal of the effected portions of our campus.

The facilities leadership completed an analysis of the need for similar work on our remaining parking lots throughout the campus. And the team also identified additional parking lots needing attention. Two lots identified for consideration in this fiscal year are parking lots C&D. Those lots lie along Mustang Road stretching from the Child Care Center to the Police Station. These lots need to be sealed, coated, striped, and curbs repainted to assure compliance with ADA guidelines, overall safety, and enhance curb appeal.

Purchasing received a quote from Ballew Construction, LLC for \$61,758.00. Weather permitting, College staff have requested that the work be completed during the time from May 10, 2024 (end of Spring Term) to May 31, 2024. This represents the optimal time owing to significantly less on-campus traffic than normal.

Ballew Construction, LLC is on the Harris County Department of Education (HCDE) Choice Partners cooperative # 22/049MF-02 and if approved the purchase would fulfill all ACC and State of Texas Purchasing requirements. The cost will be covered from HEERF Indirect Funds where we currently have approximately \$400,000 remaining.

Staff recommends the Board of Regents authorize the President to enter a contract with Ballew Construction, LLC for an amount not to exceed \$61,758.00 with a probable completion date of May 31, 2024.

RJE:tg

22. Financial Report



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 067-2024

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: March 20, 2024
SUBJECT: Financial Report Ending February 29, 2024

Mr. Karl Stager will provide the monthly financial report for the board.

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2023-2024 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	6,000,273	85.03%	(1,056,076)
<i>Total Non-Operating Revenues</i>	38,915,806	33,616,116	86.38%	(5,299,690)
<i>Total Revenues</i>	45,972,155	39,616,389	86.17%	(6,355,766)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	45,972,155	18,404,783	40.03%	27,567,372

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

RJE:tg

TO: Board of Regents
FROM: Elizabeth (Beth) Nelson
DATE: March 28, 2024
SUBJECT: Investment Transactions Report

Investment Position:

As of February 29, 2024, Alvin Community College had \$ 33,349,141 invested in 20 certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

Beginning market value	12/1/2023	\$ 18,949,141
a. Sale of CDs		(12,400,000)
b. Purchase of CDs		26,800,000
c. TexSTAR		982,665
Ending market value	2/29/2024	<u>\$ 34,331,806</u>
Fully accrued interest		\$ 155,298
Interest earned on Bond Note funds		\$ 12,921

Pooled Funds:

\$ 34,331,806	currently invested was taken from the following major fund groups:
\$ 33,349,141	General Fund 11
\$ 982,665	2018 Maintenance Tax Note 66

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


 Karl Stager


 Elizabeth Nelson

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

ALVIN COMMUNITY COLLEGE
Investment Schedule
December 1, 2023 -February 29, 2024

Alvin Community College's investments for the quarter ended February 29, 2024 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 17, 2023 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000			250,000 b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000			250,000 a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141			249,141 c
200000689	01/26/23	01/25/24	4.842%	364	91	1,000,000			1,000,000
200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000			1,000,000
200000718	06/22/23	12/11/23	5.287%	172	11	1,800,000			1,800,000
200000721	07/11/23	12/04/23	5.367%	146	4	2,000,000			2,000,000
200000722	07/27/23	07/25/24	5.445%	364	91	1,000,000			1,000,000
200000723	08/03/23	01/04/24	5.457%	154	35	2,000,000			2,000,000
200000725	08/22/23	01/22/24	5.535%	153	53	1,800,000			1,800,000
200000737	09/05/23	02/05/24	3.375%	153	67	2,000,000			2,000,000
200000748	10/23/23	02/22/24	3.625%	122	84	1,800,000			1,800,000
200000749	10/23/23	03/05/24	3.625%	134	91	2,000,000			2,000,000
200000750	10/23/23	03/25/24	3.625%	152	91	1,800,000			1,800,000
Subtotal for CD Investments for Beginning of the Period						\$ 18,949,141	\$ -	\$ -	\$ 18,949,141
SALES:									
200000721	07/11/23	12/04/23	5.367%	146	4	2,000,000			2,000,000
200000718	06/22/23	12/11/23	5.287%	172	11	1,800,000			1,800,000
200000723	08/03/23	01/04/24	5.457%	154	35	2,000,000			2,000,000
200000725	08/22/23	01/22/24	5.535%	153	53	1,800,000			1,800,000
200000689	01/26/23	01/25/24	4.842%	364	56	1,000,000			1,000,000
200000737	09/05/23	02/05/24	3.375%	153	67	2,000,000			2,000,000
200000748	10/23/23	02/22/24	3.625%	122	84	1,800,000			1,800,000
Total Sales						12,400,000	-	-	12,400,000
PURCHASES:									
200000755	12/04/23	04/04/24	3.375%	122	87	2,000,000			2,000,000
200000761	01/02/24	04/25/24	2.750%	114	58	1,800,000			1,800,000
200000762	01/02/24	05/06/24	2.750%	125	58	2,000,000			2,000,000
200000763	01/04/24	06/04/24	2.750%	152	56	2,000,000			2,000,000
200000764	01/04/24	05/24/24	2.750%	141	56	1,800,000			1,800,000
200000770	01/12/24	01/12/25	2.750%	366	48	1,000,000			1,000,000
200000771	01/12/24	07/12/25	2.750%	547	48	1,000,000			1,000,000
200000774	01/22/24	06/24/24	2.750%	154	38	1,800,000			1,800,000
200000775	01/26/24	01/26/27	3.000%	1096	33	1,000,000			1,000,000
200000776	01/26/24	07/09/24	3.000%	165	34	2,000,000			2,000,000
200000777	01/26/24	07/26/24	3.000%	182	34	1,800,000			1,800,000
200000779	01/30/24	08/05/24	3.000%	188	30	2,000,000			2,000,000
200000780	01/30/24	08/26/24	3.000%	209	30	1,800,000			1,800,000
200000781	01/30/24	07/14/26	3.000%	896	30	1,000,000			1,000,000
200000782	02/05/24	09/03/24	2.988%	211	24	2,000,000			2,000,000
200000784	02/23/24	09/23/24	3.337%	213	6	1,800,000			1,800,000
Total Purchases						26,800,000	-	-	26,800,000
ENDING INVESTMENTS:									

1026798627	02/16/23	02/12/26	3.000%	1092	91	250,000	1,870	251,870	b
520890	02/21/23	02/21/26	1.700%	1096	91	250,000	1,060	251,060	a
1861710-12	05/15/23	05/15/26	4.350%	1096	91	249,141	2,702	251,843	c
200000691	02/06/23	02/05/26	4.199%	1095	91	1,000,000	10,469	1,010,469	
200000722	07/27/23	07/25/24	5.445%	364	91	1,000,000	13,575	1,013,575	
200000749	10/23/23	03/05/24	3.625%	134	91	2,000,000	18,075	2,018,075	
200000750	10/25/23	03/25/24	3.625%	152	91	1,800,000	16,268	1,816,268	
200000755	12/04/23	04/04/24	3.375%	122	87	2,000,000	16,089	2,016,089	
200000761	01/02/24	04/25/24	2.750%	114	58	1,800,000	7,866	1,807,866	
200000762	01/02/24	05/06/24	2.750%	125	58	2,000,000	8,740	2,008,740	
200000763	01/04/24	06/04/24	2.750%	152	56	2,000,000	8,438	2,008,438	
200000764	01/04/24	05/24/24	2.750%	141	56	1,800,000	7,595	1,807,595	
200000770	01/12/24	01/12/25	2.750%	366	48	1,000,000	3,616	1,003,616	
200000771	01/12/24	07/12/25	2.750%	547	48	1,000,000	3,616	1,003,616	
200000774	01/22/24	06/24/24	2.750%	154	38	1,800,000	5,153	1,805,153	
200000775	01/26/24	01/26/27	3.000%	1096	34	1,000,000	2,795	1,002,795	
200000776	01/26/24	07/09/24	3.000%	165	34	2,000,000	5,589	2,005,589	
200000777	01/26/24	07/26/24	3.000%	182	34	1,800,000	5,030	1,805,030	
200000779	01/30/24	08/05/24	3.000%	188	30	2,000,000	4,932	2,004,932	
200000780	01/30/24	08/26/24	3.000%	209	30	1,800,000	4,438	1,804,438	
200000781	01/30/24	07/14/26	3.000%	896	30	1,000,000	2,466	1,002,466	
200000782	02/05/24	09/03/24	2.988%	211	24	2,000,000	3,929	2,003,929	
200000784	02/23/24	09/23/24	3.337%	213	6	1,800,000	987	1,800,987	

Total for End of Period for CD Investments

\$ 33,349,141 \$ - \$ 155,298 \$ 33,504,439

INVESTMENT POOL

TexSTAR

\$ 969,744 \$ 12,921 \$ - \$ 982,665

a Texas Advantage Bank

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

c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule
December 1, 2023 - February 29, 2024

Below is a list of Alvin Community College Foundation's investments for the quarter ended February 29, 2024
All securities have been purchased according to the investment policy approved by the ACC Foundation
Board of Directors at the March 21, 2023 board meeting.

BEGINNING INVESTMENTS	\$	4,425,432
Deposits		194,597
Sales Proceeds/Redemptions		-
Dividends		33,316
Interest		456
Capital Gains		49,460
Fees		(10,666)
Withdrawals		-
Change in value of priced securities		<u>270,384</u>
ENDING INVESTMENTS AS OF 11/30/23	\$	<u>4,962,980</u>

Alvin Community College
Consolidated Statements of Net Assets

	February 29, 2024	February 28, 2023	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	10,600,682	11,241,894	(641,212)	
Short-term investments	32,331,806	25,977,749	6,354,057	
Accounts receivable, net	1,142,534	1,118,074	24,460	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	512,520	6,233	506,287	Travel advances and prepaid expenses
Inventories	151,150	180,602	(29,452)	
Total Current Assets	44,738,692	38,524,552	6,214,140	
Noncurrent assets				
Long-term investments	2,000,000	1,000,000	1,000,000	
Capital assets, net	47,029,435	47,360,309	(330,874)	
Total Assets	93,768,127	86,884,861	6,883,266	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,175,990	2,742,173	433,817	TRS pension
Deferred outflows - OPEB	7,089,514	9,508,808	(2,419,294)	OPEB
Total Deferred Outflows of Resources	10,265,504	12,250,981	(1,985,477)	
Liabilities				
Accounts payable & accrued liabilities	142,707	128,676	14,031	
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	51,045	54,333	(3,288)	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	220,687	(220,687)	Grants paid in advance and fall registrations
Compensated absences	536,436	506,807	29,629	
Bonds payable, net of premiums	1,565,000	3,120,000	(1,555,000)	Annual payment
Tax note payable, net of premiums	17,955,000	18,820,000	(865,000)	Annual payment
Total Liabilities	53,365,380	58,005,465	(4,640,085)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,773,321	1,987,835	(214,514)	TRS pension
Deferred inflow - OPEB	5,969,497	7,293,974	(1,324,477)	OPEB
Deferred inflow - premium on tax note	2,147,673	2,332,712	(185,039)	
Total Deferred Inflows of Resources	9,890,491	11,614,521	(1,724,030)	
Net Assets				
Fund Balance - Equity	40,777,760	29,515,856	11,261,904	
Total Net Assets	40,777,760	29,515,856	11,261,904	

Alvin Community College
Consolidated Statements of Revenue and Expense
February 29, 2024 and February 28, 2023

	Year-To-Date					Prior Year-To-Date				
	All Other		Amended	Remaining	% of Budget	All Other		Amended	Remaining	% of Budget
	Funds Actual	M&O Actual	M&O Budget	Budget		Funds Actual	M&O Actual	M&O Budget	Budget	
Revenues										
Operating revenues										
Tuition and fees	1,622,150	5,958,528	6,986,349	(1,027,821)	85.29%	1,292,397	5,383,542	6,688,719	(1,305,177)	80.49%
Federal grants and contracts	5,078,718	-	-	-	0.00%	5,139,466	-	-	-	0.00%
State grants	625,493	-	-	-	0.00%	331,142	-	-	-	0.00%
Local grants	291,643	-	-	-	0.00%	185,949	-	-	-	0.00%
Auxiliary enterprises	1,370,358	-	-	-	0.00%	1,151,023	-	-	-	0.00%
Other operating revenues	116,312	41,745	70,000	(28,255)	59.64%	280,053	29,028	70,000	(40,972)	41.47%
Total operating revenues	9,104,674	6,000,273	7,056,349	(1,056,076)	85.03%	8,380,032	5,412,570	6,758,719	(1,346,149)	80.08%
Expenses										
Operating expenses										
Administrative	-	4,656,698	10,571,449	5,914,751	44.05%	-	4,158,199	8,960,337	4,802,138	46.41%
Institutional	-	2,893,239	9,791,197	6,897,958	29.55%	-	2,672,440	7,911,150	5,238,710	33.78%
Technical Instruction	-	3,105,182	7,017,593	3,912,411	44.25%	-	2,890,487	6,546,064	3,655,577	44.16%
Academic Instruction	-	4,119,324	8,990,048	4,870,724	45.82%	-	3,761,569	8,362,715	4,601,146	44.98%
Student Services	-	2,094,173	4,885,081	2,790,908	42.87%	-	2,076,762	4,725,992	2,649,230	43.94%
Physical Plant	-	1,536,166	4,716,787	3,180,621	32.37%	-	1,284,432	3,564,791	2,280,359	36.03%
Unbudgeted Unrestricted (Fund 12)	1,659,107	-	-	-	0.00%	672,343	-	-	-	0.00%
Continuing Education	333,956	-	-	-	0.00%	321,229	-	-	-	0.00%
Auxiliary Enterprises	1,561,160	-	-	-	0.00%	1,365,331	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	5,000	-	-	-	0.00%
TPEG	164,522	-	-	-	0.00%	187,593	-	-	-	0.00%
Institutional Scholarships	151,977	-	-	-	0.00%	148,565	-	-	-	0.00%
State Grants	652,780	-	-	-	0.00%	331,142	-	-	-	0.00%
Federal Grants	5,395,450	-	-	-	0.00%	5,139,466	-	-	-	0.00%
Donor Scholarships	228,648	-	-	-	0.00%	230,876	-	-	-	0.00%
Unexpended Plant Fund	263,927	-	-	-	0.00%	629,269	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	1,705	-	-	-	0.00%	23,893	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	1,060,302	-	-	-	0.00%	330,980	-	-	-	0.00%
Total operating expenses	11,678,392	18,404,783	45,972,155	27,567,372	40.03%	9,405,887	16,843,889	40,071,049	23,227,160	42.04%
Operating Gain/(Loss)	(2,573,718)	(12,404,510)	(38,915,806)	(28,623,448)		(1,025,855)	(11,431,319)	(33,312,330)	(24,573,309)	
Nonoperating revenues										
State appropriations*	-	7,144,541	9,526,034	(2,381,513)	75.00%	-	3,362,677	7,587,622	(4,324,945)	43.00%
Property tax revenue - Current	1,197,322	25,871,373	28,889,752	(3,018,379)	89.55%	1,461,633	22,952,209	25,599,708	(2,647,499)	89.66%
Property tax revenue - Delinquent	25,928	60,049	60,049	-	0.00%	4,359	59,267	59,267	-	0.00%
Property tax revenue - Interest & Penalties	3,436	49,170	49,170	-	0.00%	2,725	38,745	38,745	-	0.00%
Investment income	27,453	481,064	500,000	(18,936)	96.21%	22,867	334,359	125,000	209,359	267.49%
Other non-operating revenues	91,461	9,919	-	9,919	0.00%	176,755	11,090	-	11,090	0.00%
Total nonoperating revenues	1,545,600	33,616,116	38,915,806	(5,299,690)	86.38%	1,668,339	26,658,347	33,312,330	(6,653,983)	80.03%
Provided by the State										
Revenue for Insurance and Retirement	-	1,048,184	-	1,048,184	0.00%	-	532,101	-	532,101	0.00%
State Insurance Match	-	(396,857)	-	(396,857)	0.00%	-	(164,063)	-	(164,063)	0.00%
State Retirement Match	-	(422,316)	-	(422,316)	0.00%	-	(375,363)	-	(375,363)	0.00%
State Retiree Insurance	-	(229,011)	-	(229,011)	0.00%	-	7,325	-	7,325	0.00%
Increase/(decrease) in net assets	(1,028,119)	21,211,606	-	(33,923,138)		642,484	15,227,028	-	(31,227,292)	

* State Approp portion generated by CE = 184,329

84,177

* Institutional Reserve 22,757,958

19,129,257

Alvin Community College
Consolidated Statements of Revenue and Expense
February 29, 2024 and February 28, 2023

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	9,104,674	6,000,273	7,056,349	(1,056,076)	85.03%	8,380,032	5,412,570	6,758,719	(1,346,149)	80.08%
Nonoperating revenues										
Total nonoperating revenues	1,545,600	33,616,116	38,915,806	(5,299,690)	86.38%	1,668,339	26,658,347	33,312,330	(6,653,983)	80.03%
Less Expenses										
Operating expenses										
Total operating expenses	(11,678,392)	(18,494,783)	(45,972,155)	(27,567,372)	40.03%	(9,405,887)	(16,843,889)	(40,071,049)	(23,227,160)	42.04%
Increase/(decrease) in net assets	(1,028,119)	21,211,606	-	(37,923,138)		642,484	15,227,028	-	(31,227,292)	

- State Approp portion generated by CE = 184,329 84,177
- Institutional Reserve 22,757,958 19,129,257

Alvin Community College
Continuing Education Statement of Revenue and Expense
February 29, 2024

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	184,329	1,010	(16,837)	168,502	141,302	27,201
Dental Assistant	10,788	(647)		10,141	2,420	7,721
Phlebotomy	-	-		-	319	(319)
Kids College	-	-		-	939	(939)
Certified Nursing / Medication Aide	57,520	(3,451)		54,069	17,125	36,944
Patient Care	6,010	(361)		5,649	1,520	4,129
Biotech	20,797	(1,248)		19,549	4,523	15,026
Truck Driving	132,482	(7,790)		124,691	77,307	47,384
Education to Go	319	-		319		319
Occupational Health & Safety	2,766	-		2,766	1,222	1,543
Community Programs	1,440	-		1,440	589	851
Clinical Medical Assistant	30,956	(1,857)		29,099	9,098	20,000
Yoga	-	-		-		-
Machinist Program	13,532	(812)		12,720	13,944	(1,223)
TWC Pipefitter Program	-	-		-		-
STRIVE	158,430	(9,506)		148,924	56,340	92,585
Corporate College	2,963	(57)		2,906	540	2,366
Welding	-	-		-		-
CE Options Program	4,500	-		4,500		
Testing	-	-		-	6,768	(6,768)
Total	626,831	(24,719)	(16,837)	585,274	333,956	246,819

*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 February 29, 2024 and February 28, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	226,537		750,001	4,681	199,644	11,166	1,192,029	973,821
Student Fees		178,329					178,329	177,201
	226,537	178,329	750,001	4,681	199,644	11,166	1,370,358	1,151,023
Expenses								
Purchases & Returns			880,858				880,858	618,629
Salaries	30,643	42,907	116,687		143,146	28,580	361,963	373,080
Staff Benefits	8,948	8,898	28,856		49,881	1,854	98,436	97,110
Supplies & Other Operating Expenses	80,087	35,538	9,860		15,469	14,862	155,816	233,258
Equipment	51,571						51,571	28,394
Bank Charges			7,231		5,264	21	12,516	13,459
Contingency							-	-
Scholarships							-	1,400
	171,248	87,344	1,043,491	-	213,760	45,317	1,361,160	1,365,331
Excess revenue over expenses	55,289	90,985	(293,490)	4,681	(14,116)	(34,151)	(198,002)	(214,308)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			104,623				104,623	38,574
Interfund Receivables	(57,534)	318,587	368,328	7,568	(91,380)	(31,089)	514,480	703,327
Inventory			151,150				151,150	180,602
Total Assets	(57,534)	318,587	626,613	7,568	(91,380)	(31,089)	772,765	925,015
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	28,886		4,908	140	39,734	34,624
Deferred Revenue							-	9,257
Deposits							-	-
Total Liabilities	4,214	1,585	28,886	-	4,908	140	39,734	43,881
Restricted Fund Balance (includes inventories)			151,150				151,150	180,602
Unrestricted Fund Balance	(61,748)	317,001	446,527	7,568	(96,288)	(31,229)	581,881	700,532
Total Liabilities & Fund Balance	(57,534)	318,587	626,613	7,568	(91,380)	(31,089)	772,765	925,015

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through February 28, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	176,464		603,211	2,661	182,822	8,663	973,821
Student Fees		177,201					177,201
	176,464	177,201	603,211	2,661	182,822	8,663	1,151,023
Expenses							
Purchases & Returns			618,629				618,629
Salaries	41,414	71,287	106,598		131,766	22,014	373,080
Staff Benefits	12,685	12,924	23,318		45,998	2,185	97,110
Supplies & Other Operating Expenses	125,117	68,580	18,431	4,998	14,507	1,625	233,258
Equipment		13,174	15,220				28,394
Building Repairs							-
Bank Charges			5,638		572	7,249	13,459
Contingency							-
Scholarships		1,400					1,400
	179,217	167,365	787,834	4,998	192,844	33,074	1,365,331
Excess revenue over expenses	(2,753)	9,837	(184,623)	(2,337)	(10,022)	(24,410)	(214,308)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			38,574				38,574
Interfund Receivables	39,275	335,702	347,883	480	(43,036)	23,024	703,327
Inventory			180,602				180,602
Total Assets	39,275	335,702	569,571	480	(43,036)	23,024	925,015
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,642	19,390		5,393	108	34,624
Deferred Revenue			9,257				9,257
Deposits							-
Total Liabilities	8,092	1,642	28,647		5,393	108	43,881
Restricted Fund Balance (includes inventories)			180,602				180,602
Unrestricted Fund Balance	31,183	334,059	360,322	480	(48,429)	22,916	700,532
Total Liabilities & Fund Balance	39,275	335,702	569,571	480	(43,036)	23,024	925,015

23. **Adjournment**