

Regular Meeting  
Thursday, September 26, 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  
SEPTEMBER 26, 2024**

It is hereby certified that a notice of this meeting was posted on the 20<sup>th</sup> day of September 2024, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 20<sup>th</sup> day of September 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: 165-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Dual Enrollment Advisor

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

**Candidate**

**Recommended:** Terri Helaire

**Education:**

Lamar University  
Master of Education  
Bachelor of Arts-Criminal Justice

Lone Star College  
Associate of Liberal Arts

**Experience:**

Lone Start College  
Advisor II, Academic & Workforce Veteran Services  
November 2022 – Present

Texas Department of Family Protective Services  
Investigator June 2020 – November 2022

Texas Department of Health and Human Services  
Texas Works Advisor Benefit Integrity August 2010 – June 2020

Lone Star College  
HR Benefits Coordinator July 2008 – October 2009

University of Houston  
Enrollment Specialist November 2006 – June 2008

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**Salary:** \$61,638.63  
Grade 204, 2023-2024 Staff Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Dual Enrollment Specialist (PID:867 )</b>		
<b>Department:</b>	College & Career Pathways	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Dean, College Access & Partnerships	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	109		
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	7/17/2024
<b>Last updated by:</b>	Dean CAP/JRR	<b>Date:</b>	6/18/2024

### SUMMARY

The Dual Enrollment Specialist works closely with the Dean of College Access & Partnerships to assist with organization, coordination, and monitoring of all aspects of Dual Enrollment. Duties include assisting with the administrative duties that support the Dual Enrollment program and Financial Aid for Swift Transfer (F.A.S.T).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs administrative duties related to program and planning for Dual Enrollment
- Assist all eligible and potentially eligible students through Dual Enrollment admissions and enrollment processes
- Assist with Dual Enrollment events
- Maintain Blackboard shells for each high school location
- Responsible for coordinating mailing to newly admitted students on a weekly basis
- Design and distribute monthly Dual Enrollment student newsletter
- Assist with delivery of textbooks to FAST students
- Assist with course registration and communication with Dual Enrollment students about billing
- Responsible for updating all handbooks and manuals related to Dual Enrollment
- Responsible for the coordination of textbook inventory and deliveries to the high school campuses
- Assist with maintaining database records for Dual Enrollment
- Assist with updating student records in Colleague Ellucian as needed
- Aid with accessing student records in Skyward
- Aid with maintenance of Dual Enrollment Master Schedule
- Maintain Dual Enrollment faculty contacts
- Deliver supplies and printed materials to high school campuses
- 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

- Minimum of High school diploma or equivalency
- One (1) year of work experience at a secondary or post-secondary institution.

**PREFERRED QUALIFICATIONS**

- Associate's Degree in relevant field

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Willingness to collaborate and build consensus
- Ability to communicate effectively, written and verbal
- Ability to identify and resolve problems/issues
- Ability to complete assignments quickly and efficiently
- Organizational skills that demonstrate the ability to handle varied amounts of information and data.
- Highly motivated and the ability to work independently with minimal supervision.
- Proficiency in using Microsoft Office, Word, Excel, and Power Point.

**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.**



Your College **Right Now**

Robert J. Exley, PhD  
President

**MEMORANDUM NO: 164-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Dual Enrollment Advisor

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

**Candidate Recommended:** **Judith Hurtado**

**Education:** University of Houston-Clear Lake  
Bachelor of Science-Education

Alvin Community College  
Associate of Arts-Teaching

**Experience:** University of Houston-Clear Lake  
Writing Consultant September 2022 – Present  
Alvin Community College  
Admission Assistant September 2019 – August 2021

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**Salary:** \$53,280.85  
Grade 204, 2023-2024 Staff Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Dual Enrollment Specialist (PID:867 )</b>		
<b>Department:</b>	College & Career Pathways	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Dean, College Access & Partnerships	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	109		
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	7/17/2024
<b>Last updated by:</b>	Dean CAP/JRR	<b>Date:</b>	6/18/2024

### SUMMARY

The Dual Enrollment Specialist works closely with the Dean of College Access & Partnerships to assist with organization, coordination, and monitoring of all aspects of Dual Enrollment. Duties include assisting with the administrative duties that support the Dual Enrollment program and Financial Aid for Swift Transfer (F.A.S.T).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs administrative duties related to program and planning for Dual Enrollment
- Assist all eligible and potentially eligible students through Dual Enrollment admissions and enrollment processes
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- Assist with updating student records in Colleague Ellucian as needed
- Aid with accessing student records in Skyward
- Aid with maintenance of Dual Enrollment Master Schedule
- Maintain Dual Enrollment faculty contacts
- Deliver supplies and printed materials to high school campuses
- 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

- Minimum of High school diploma or equivalency
- One (1) year of work experience at a secondary or post-secondary institution.



**PREFERRED QUALIFICATIONS**

- Associate’s Degree in relevant field

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Willingness to collaborate and build consensus
- Ability to communicate effectively, written and verbal
- Ability to identify and resolve problems/issues
- Ability to complete assignments quickly and efficiently
- Organizational skills that demonstrate the ability to handle varied amounts of information and data.
- Highly motivated and the ability to work independently with minimal supervision.
- Proficiency in using Microsoft Office, Word, Excel, and Power Point.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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***This 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: 169-2024

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 12, 2024

SUBJECT: Personnel Action (Replacement): Environmental Services Technician I Position

The individual listed below has been recommended to fill the full-time Environmental Systems Technician I position.

**Candidate**

**Recommended:** John Ramirez

**Education:** Continental Academy  
High School Diploma

**Experience:** Shores of Clear Lake  
Maintenance Assistant

October 2021 - Present

Chelsea Gardens  
Maintenance Director

April 2021 – October 2021

Friendship Haven  
Maintenance Director

June 2015 – April 2021

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**Salary:** \$38,625.85  
Grade 111, 2024 – 2025 TSCM Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Environmental Systems Technician I (PID: 422)</b>		
<b>Department:</b>	Physical Plant / Environmental Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Supervisor, Environmental Services	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	111		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	8/30/2023
<b>Last updated by:</b>	Bryan Hinshaw	<b>Date:</b>	8/28/2023

### SUMMARY

The Environmental Systems Technician I is responsible for start-up, operation, and minor maintenance on the following systems: HVAC room controls, control air compressor, hot water boilers, water chillers, pumps, motors, air handlers, ventilation equipment, cooling towers, chemical treatment equipment, water coolers, and domestic water heaters. All duties as assigned.

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

- Properly check the operation of environmental systems equipment and machines.
- Checks the operation and calibrates, repairs or replaces thermostats.
- Performs minor repairs on environmental systems equipment as assigned by the Environmental Systems Supervisor.
- Performs maintenance and minor repairs on kitchen equipment.
- When so assigned, assists the Environmental Systems Technician II in the installation and maintenance of electrical, electronic, pneumatic, and electro-mechanical controls throughout the physical plant.
- Changes light tubes, ballasts, switches, plugs and associated wiring, as needed.
- Services air handler units including the cleaning of coils, the removing and installing of filter system media, V-belt and pulley servicing, and greasing.
- Maintains air conditioning and heating pumps, seals, and shafts.
- 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
- Ability to read blueprints, circuitry diagrams, and construction drawings

### PREFERRED QUALIFICATIONS

- Some college courses in air conditioning and refrigeration
- Two (2) years experience in Building Automated system (BAS)
- Two (2) years electrical/HVAC field experience

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have a valid driver's license and current automobile insurance.
- Required to frequently work irregular hours and overtime to handle unforeseen situations and to support weekend College activities.
- Will be required to be on stand-by duty on weekends and holidays.
- Must be capable of restoring disrupted services under emergency conditions.
- Must exercise great care in the discharge of duties as they are normally performed in the presence of others.
- A team work concept between technicians must exist as the safety of one depends upon the other.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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***This 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: 170-2024

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: September 12, 2024

SUBJECT: Personnel Action (Replacement): Environmental Systems Technician II

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The individual listed below has been recommended to fill the full-time Environmental Systems Technician II position.

**Candidate**

**Recommended:** Travis Kessinger

**Education:**

San Jacinto Community College  
Associate of Applied Science, Air Condition Tech  
Certificate of Technology, Air Condition Tech  
Occupational Certificate, Air Condition Tech

**Experience:**

<u>Caltex Restaurants</u>	
HVAC Technician	August 2019 – Present
<u>Mas Food Group</u>	
HVAC and Refrigeration Tech	March 2017 – March 2019
<u>Hussmann</u>	
HVAC and Refrigeration Tech	March 2015 – March 2017
<u>Kroger</u>	
HVAC and Refrigeration Tech	January 2010 – March 2015

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**Salary:** \$52,000.00  
Grade 112, 2024 – 2025 TSCM Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Environmental Systems Technician II (PID: 255)</b>		
<b>Department:</b>	Physical Plant/Environmental Systems	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Environmental Systems Supervisor	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	112		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	6/20/2024
<b>Last updated by:</b>	Physical Plant/BH & IG	<b>Date:</b>	6/20/2024

### SUMMARY

The Environmental Systems Technician II is responsible for start-up, operation, and maintenance on the following systems: HVAC room controls, control air compressor, hot water boilers, water chillers, pumps, motors, air handlers, ventilation equipment, cooling towers, chemical treatment equipment, water coolers, and domestic water heaters.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Charged with the operations and maintenance of lighting systems, HVAC systems, pneumatic controls, fire alarms, and emergency generator power systems
- Performs major preventive and emergency maintenance repairs on chillers, boilers, air handlers, air compressors, pumps, motors, and auxiliary control mechanisms
- Installs and maintains condensers, relays, controllers, transducers and related electrical components both of primary and secondary voltages
- Assists and/or supervises Technician(s) in performing major repairs in kitchen equipment as needed
- Conducts preliminary energy audits under the direction of the Environmental Systems Supervisor by gathering consumption data; develops tentative conclusions by comparing consumption data with meteorological tables showing the number of heating degree days and cooling degree days in the periods under study
- Performs routine maintenance on all fire and smoke detection systems, both analog and digital
- Adjusts and repairs chemical treatment equipment
- Performs routine maintenance on all high voltage transformers
- Properly checks the operation of environmental systems equipment and machines
- Checks the operation and calibrates, repairs or replaces thermostats
- Performs minor repairs on environmental systems equipment as assigned by the Environmental Systems Supervisor
- Performs maintenance and minor repairs on kitchen equipment
- Assists in the installation and maintenance of electrical, electronic, pneumatic, and electro-mechanical controls throughout the physical plant
- Changes light tubes, ballasts, switches, plugs and associated wiring, as needed
- Services air handler units including the cleaning of coils, the removing and installing of filter system media, V-belt and pulley servicing, and greasing
- Maintains air conditioning and heating pumps, seals, and shafts
- 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
- Must have completed some college courses in air conditioning and refrigeration
- Minimum of three (3) years electrical/HVAC field experience
- Work experience in Fire Life Safety
- Current/Valid EPA Universal License
- Valid driver's license and current automobile insurance

### **PREFERRED QUALIFICATIONS**

- Five (5) years electrical/HVAC field experience

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

- Ability to read blueprints, circuitry diagrams, and construction drawings is mandatory
- Is frequently required to work some irregular hours and overtime to handle unforeseen situations and to support weekend college activities
- Will be required to pull stand by duty on weekends and holidays
- Must be capable of restoring disrupted services under emergency conditions
- Must exercise great care in the discharge of duties as they are normally performed in the presence of others
- A team work concept between technicians must exist as the safety of one depends upon the other

### **WORKING ENVIRONMENT**

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Will be subjected to hazards associated with electrical work and contact with cleaning agents, lubricants and other chemicals used in industry such as water treatment acids.

### **PHYSICAL DEMANDS**

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently lifts assets and equipment weighing fifty (50) or more pounds. Occasionally ascends/descends a ladder to service buildings and climbs to heights in excess of forty (40) feet. Will be exposed to pushing, pulling, standing, sitting, stooping and general physical work approximately fifty (50%) of the time.

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

**X**

EMPLOYEE PRINTED NAME

**X**

SUPERVISORS PRINTED NAME

**X**

EMPLOYEE SIGNATURE AND DATE

**X**

SUPERVISOR SIGNATURE AND DATE

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





Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 168-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Sr. Executive Administrative Assistant to the President/Board Manager

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The individual listed below has been recommended to fill the full-time Sr. Executive Administrative Assistant to the President / Board Manager position.

**Candidate**

**Recommended:** Felicia Jimenez

**Education:** Center for Advanced Legal Studies  
Associate of Applied Science - Paralegal

**Experience:** Spalding Nichols Lamp Langolis  
Assistant Office Manager/Paralegal May 2023 – June 2024

Walsh Gallegos Trevino Kyle & Robinson P.C.  
Office Coordinator March 2020 – May 2023  
Legal Assistant June 2013 – March 2020

Shannon Gracey Ratliff & Miller, L.L.P.  
Legal Assistant March 2009 – May 2013  
Legal Assistant February 2006 – July 2007

Angleton ISD  
Teacher’s Aide August 2008 – March 2009

Piping Technology  
Human Resource Coordinator June 2002 – January 2006

AIG  
File Clerk March 1999 – March 2002

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**Salary:** \$68,422.80  
Grade 205, 2024 – 2025 Professional Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Executive Assistant to the President/Board Manager (PID: 111)</b>		
<b>Department:</b>	Office of the President	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	President	<b>Grade Level:</b>	201
<b>ORP Eligible:</b>	No	<b>Job Category:</b>	Professional
<b>Contractual Position</b>	No		
<b>HR approved:</b>	Dr. Kelley A. Peatross	<b>Date:</b>	7/18/2024
<b>Last updated by:</b>	Dr. Robert Exley	<b>Date:</b>	7/18/2024

### SUMMARY

Reporting directly to the President, the Sr. Executive Assistant provides support for the Office of President and manages all activities related to the Board of Regents. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the Board of Regents and senior management teams. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position is distinguished from other positions by the nature of the President's office and the complexity requiring a working knowledge of college district organization, college functions, college policies, and procedures. This relationship requires the incumbent to at-all-times maintain a high degree of confidentiality, judgment, tact, and discretion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### EXECUTIVE SUPPORT

- Complete a broad variety of administrative tasks for the President & CEO including managing an extremely active calendar of appointments, completing expense reports, preparing correspondence that is sometimes confidential, arranging complex and detailed travel plans, itineraries, and agendas, and compiling documents for travel-related meetings.
- Plan, coordinate, and ensure the President's schedule is followed and respected. Provide "gatekeeper" and "gateway" role, creating win-win situations for direct access to the President's time and office.
- Communicate directly, and on behalf of the President, with Board of Regents, donors, ACC Foundation staff, and others, on matters related to President's programmatic initiatives.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Provide a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Work closely and effectively with the President to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated.
- Provide leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the President, some of which may have organizational impact.

- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the President's ability to effectively lead the college.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Perform added assignments related to the President's civic, state and national obligations.
- Manage the President's Office budget and reconciliation of P card account

#### **BOARD SUPPORT AND LIAISON**

- Serve as the President's administrative liaison to Alvin Community College Board of Regents.
- Assist Board of Regents with travel arrangements, lodging, and meal planning, as needed.
- Maintain discretion and confidentiality in relationships with all Board of Regents.
- Comply with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Schedule appointments for the Board of Regents when the Board acts as a whole or in committee.
- Prepare and post meeting notices for the Board of Regents in accordance with the Open Meetings Act.
- Assure compliance with legal requirements regarding Board minutes, agendas, posting of notices, executive sessions, etc.
- Serve as recording secretary/assistant to the elected Board of Regents with responsibility for transcription and maintenance of minutes.
- Provide support documentation from the Board's permanent records as required by auditors for the college's annual audit.
- Maintain permanent records and files for the Board of Regents.
- Coordinate professional development for Board of Regents.
- Maintain library of professional development materials for Board of Regents (i.e., tapes, books, etc.).
- Maintain file of pending items for inclusion in Board agenda. Organizes, types, and coordinates printing, digitizing and materials for Board agenda.

#### **SENIOR MANAGEMENT LIAISON**

- Participate as an adjunct member of the Executive Team including assisting in scheduling and attending all meetings.
- Assist in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.
- Facilitate cross-divisional coordination of travel and outreach plans.
- Research and collate information, supporting data, and agendas in preparation for meetings, projects, and reports.
- Prepare meeting notes for Executive Leadership Team and other meetings as assigned.
- Orders meals for meetings as appropriate.

#### **COMMUNICATIONS, PARTNERSHIPS, AND OUTREACH**

- Ensure the President's bio is kept up to date and respond to requests for materials regarding the President and the organization in general.
- Creates and manages various tracking systems that will enable the President to do his work with economy of effort and time – including maintaining and regularly following up on a master "To Do" action list, among other approaches.
- Manages the overall rhythm of key governance processes and recurring leadership meetings in which the President regularly participates.
- Create and edit written communications to external stake holders.
- Collaborate with the Vice President of Development and Outreach in coordinating the President's outreach activities.
- Provide outreach to contacts made by the President and support the cultivation of ongoing relationships.
- Create and edit acknowledgement letters from the President to donors.
- Serve as Notary for the college.
- Assist with implementation of Employee Recognition program, employee birthday cards and other employee events.

- Maintain and update the Administrative Procedures Manual on the Intranet.
- Perform other duties as assigned or as judgment of necessity dictates.

## **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree
- Minimum of five (5) years' experience required in office procedures, telephone usage, and dealing with people.
- Experience and interest in internal and external communications, partnership development, and fundraising.
- Equivalent combination of education, relevant certification and/or additional experience may be considered in lieu of degree

### **PREFERRED QUALIFICATIONS**

- Six (6) or more years of experience supporting C-Level Executives

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

- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media Platforms.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Highly articulate and able to adapt the tone and style of one's verbal delivery or writing to suit the individual or audience and provide good working examples as evidence.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Demonstrated professional maturity and self-understanding with regard to thoughts and behaviors of others and able to determine how to best approach and cope with situations that might otherwise be trying or challenging.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward thinking mindset focused on seeking opportunities and proposing solutions.
- Ability to accurately interpret the college's policies, rules, and regulations in response to queries from others.
- Ability to coordinate a variety of tasks simultaneously without error.
- Ability to show good judgment and diplomacy is required in dealing with visitors, Board members, students, telephone contacts, scheduling of appointments, and coordination of travel for the President and Board of Regents, etc.
- Ability to analyze situations and solve problems while functioning in a major supportive role to the Office of the President.

### **WORK ENVIRONMENT**

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### **PHYSICAL DEMANDS**

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College Right Now

MEMORANDUM NO: 171-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Student Life Specialist

---

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

**Candidate**

**Recommended:** Evan Geiger

**Education:** Alvin Community College  
Associates of Science – Radio/TV

**Experience:**

<u>Alvin Community College</u> Bookstore Associate, Part-Time	March 2024 – Present
<u>Legacy Sports Network</u> Announcer, Part-Time	January 2024 – Present
<u>Alvin Community College</u> Bookstore Associate, Part-Time	February 2022 – August 2023
<u>John Melvin University</u> Sports Information Director/ Broadcasting Director	August 2023 – January 2024
<u>TSBN</u> Play-by-Play Commentator	August 2020 – April 20204

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**Salary:** \$35,298.23  
Grade 110, 2023-2024 Staff Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Student Life Specialist (PID: 851)</b>		
<b>Department:</b>	Athletics & Student Life	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director, Athletics	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	110		
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	5/16/2024
<b>Last updated by:</b>	Director, Athletics/JV	<b>Date:</b>	5/16/2024

### SUMMARY

The Student Life Specialist assists the Director, Athletics to organize and implement diverse student-centric activities focusing on social, cultural, recreational, and educational opportunities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the events calendar and budget to ensure effective planning and resource allocation
- Supports Student Government Association officers
- Assists in orientation for new Student Government officers
- Oversees student worker hiring procedures
- Supervises and monitors student workers
- Oversees travel arrangements
- Provides exceptional customer service in a student-centered, professional environment
- Provides clerical support for the efficient operation of the Student Center
- Assists in planning, organizing, and evaluating campus programs and services
- Manages event scheduling, bulletin boards, and electronic signage
- Provides support for student clubs/organizations and maintain budgets
- Assists in event production and promotional material creation
- Assists in campus recruiting activities and community events
- Manages ID production and inventory
- Other duties as assigned by the Director of Athletics

### 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 Student Services
- Associate degree or higher
- 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
- Must understand that work location and hours vary and that this position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Must maintain valid driver's license and current automobile insurance

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

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

X

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

X

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

X

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

X

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

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





Your College > Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 166-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Cybersecurity/IT Lab Assistant

---

The individual listed below has been recommended to fill the full-time Cybersecurity/IT Lab Assistant position.

**Candidate**

**Recommended:** Joseph Fay

**Education:** Alvin Community College  
Associate of Applied Science-Programming

**Experience:** Alvin Community College  
Information Systems Lab Assistant May 2023 – Present  
Net Shield IT  
Senior Technician May 2024 – Present

---

**Salary:** \$53,693.52  
Grade 204, 2024-2025 Administrative/Professional Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Cybersecurity/IT Lab Assistant (PID:884)</b>		
<b>Department:</b>	Career and Technical	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Computer Technology Department Chair	<b>Grade Level:</b>	204
<b>ORP Eligible:</b>	No	<b>Job Category:</b>	Professional
<b>Contractual Position</b>	No		
<b>HR approved:</b>	Human Resources/LG	<b>Date:</b>	08/26/2024
<b>Last updated by:</b>	VPWDI/SE	<b>Date:</b>	08/20/2024

### SUMMARY

Alvin Community College is seeking a dedicated and skilled Cybersecurity/IT Support Lab Assistant. The successful candidate will play a critical role in maintaining and advancing our educational capabilities and IT support.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Cyber Lab Management:**
  - Oversee the day-to-day operations of cyber labs.
  - Ensure the proper functioning and maintenance of lab equipment.
  - Facilitate a hands-on, effective learning environment for students engaging in training, research, and experimentation in cybersecurity.
- **Liaison between the main campus and ACC West:**
  - Coordinate the deployment and utilization of cybersecurity resources across both campuses.
  - Provide consistent support to faculty and students at both locations.
- **Student Support in Open Lab Setting:**
  - Tutor and assist students in practical exercises and troubleshooting in an open lab setting.
  - Foster a collaborative and conducive learning environment.
  - Contribute to the overall success of students in cybersecurity programs.
- **General Administration:**
  - Participate in the development and implementation of cybersecurity curriculum and resources.
  - Stay updated with the latest trends and advancements in cybersecurity and networking.
  - Collaborate with faculty and staff in enhancing the cybersecurity educational offerings.
- **Institutional IT Support:**
  - Assist IT 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**

Associates' degree in Cybersecurity, Networking, Information Technology, Computer Science, or a related field with 1 year of work-related experience OR industry certification/ microcredential(s) with 3 years of work experience in related field.

### **PREFERRED QUALIFICATIONS**

- Experience in an educational or lab environment
- Certification in cybersecurity (e.g., Comp TIA Security+, CEH, CISSP)
- Application Process

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

- Proven experience in IT support, cybersecurity, or a similar role.
- Strong knowledge of cybersecurity principles, practices, and technologies
- Excellent troubleshooting and problem-solving skills.
- Ability to manage multiple tasks and prioritize effectively.
- Excellent communication and interpersonal skills.
- Commitment to providing high-quality education and support to students.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

**X**

EMPLOYEE PRINTED NAME

**X**

SUPERVISORS PRINTED NAME

**X**

EMPLOYEE SIGNATURE AND DATE

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



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 167-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 12, 2024  
**SUBJECT:** Personnel Action (Replacement): Administrative Assistant III, Allied Health Programs

---

The individual listed below has been recommended to fill the full-time Administrative Assistant III, Allied Health Programs position.

**Candidate**

**Recommended:** Laura Parker

**Education:** University of Houston Clear Lake  
Bachelor of Science- Psychology

Delta College  
Associate of Business Studies

**Experience:** Alvin Community College  
Instructional Support Specialist January 2023 – Present  
College and Career Specialist March 2020- December 2022

Galveston College  
Administrative Assistant I,  
Academic & Nursing September 2003 – August 2008

UTMB  
Administrative Secretary July 1995 – March 2002

Dow Chemical  
Secretary July 1981 – March 1992

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**Salary:** \$42,581.45  
Grade 114, 2024-2025 TSCM Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Administrative Assistant III, Allied Health Programs (PID: 145)</b>		
<b>Department:</b>	Designated by Dean	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Dean, Health Sciences	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	110		
<b>HR approved:</b>	Human Resources, LG	<b>Date:</b>	8/1/2024
<b>Last updated by:</b>	Dean HS/DF	<b>Date:</b>	7/31/2024

### SUMMARY

The assistant provides administrative and clerical support to the technical programs; assists in the compilation and preparation of various college, federal and state reports, surveys, and documents; acts as a liaison between the office and administration, faculty, students, and the public; and general office and receptionist duties as assigned. Works in collaboration with Allied Health Program Directors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with manual and scanned data entry of survey information.
- Assists with the conversion of documents to .pdf format for electronic distribution via the internet.
- Assists in gathering data and information for reports.
- Composes and/or takes dictation and minutes for meetings and routine correspondence, letters to state and federal agencies, other colleges, prospective students, and accrediting agencies.
- Maintains budget accounts for assigned departments. Maintains records of purchase orders processed and materials received, plus maintenance of travel account for assigned departments.
- Facilitates all travel arrangements for the assigned department, as well as repetitive travel records.
- Maintains inventory of office supplies and lab supplies and replaces supplies as needed.
- Attends meetings, workshops, and seminars for professional development.
- Serves on various college committees as assigned.
- Performs word processing and document reproduction including but not limited to exams, SIPs, various student handouts, brochures, flyers/signs, correspondence, department specific student manuals, affiliation contracts, advisory committee meeting documents, graduate/employer/student surveys.
- Maintains student files which contain records used for administrative purposes as well as student work, transcripts, and other records. Maintains confidentiality of files.
- Queries college's computer-based system for information regarding budget, scheduling, and student information for student data (transcripts, degree audits, etc.).
- Creates requisitions for purchase of supplies/equipment. Contacts vendors for product information and price quotes, handles follow-up on problem orders. Coordinates deliveries and distribution of items purchased.
- Creates work requests for any facility or IT maintenance issues in office/classroom/lab areas.

- Serves as point of contact regarding program information, applicant information, and volunteer schedule. Instructs prospective students of program requirements/pre-requisites.
- Distributes program information packets to prospective students.
- Keeps program information current on website, applications and all other material.
- Answers phones and answers questions for each of the departments or routes to Director as needed.
- Collects documents and prepares each prospective student file making certain that all required documentation has been received. Contacts prospective students for any missing information.
- Emails acceptance/rejection letters.
- Schedules and assists with information sessions, marketing, and recruiting events.
- Prepares orientation meeting notices and orientation packages for these meetings. Maintains current student information and rosters.
- In collaboration with Allied Health Clinical Coordinators, reviews student files to assure all immunizations and required documentation are up to date before each clinical rotation.
- Advisory committee meetings: attends when possible/necessary, arranges meeting facility, prepares agenda, mails and/or emails meeting notices to advisory committee members. Records meeting minutes, and send to advisory committee members.
- Creates and posts volunteer schedules. Schedules appointments. Contacts potential volunteers from any health fairs program students have attended.
- Assists with accreditation self-study documentation/updates.
- In collaboration with Allied Health Clinical Coordinators monitors criminal background checks, drug screenings, physicals, immunization records, orientation records, etc. for each student.
- Processes calls to various departments. Relays up-to-date information, schedules appointments, receives instructions, takes messages, directs inquiring or transfer calls to appropriate persons, and provides information to callers regarding admission requirements, curriculums, etc.
- Assimilates statistical data for Director for agency reporting. Assists departments in preparing annual reports and periodic site accreditation visits. Assists with yearly paperwork for graduating classes: licensure forms, etc. Annual revision and distribution of all Affiliation Agreements.
- Maintains online student application system and database; assists in processing and evaluating applications for allied health programs.
- Sorts and distributes departmental mail. Processes outgoing mail and hand-carries urgent mail to mail room.
- Proctors exams in faculty absence.
- Helps maintain photocopier, fax and student computer lab and office printers. Assists personnel with use of the machines.
- Trains, supervises, and directs activity of student workers.
- Maintains notary certification (obtain within six months of appointment).
- 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 required.
- Minimum one (1) year work experience in office administration or similar environment.

**PREFERRED QUALIFICATIONS**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

- High level of computer skills (college-level training desirable).
- Excellent oral and written communication skills.
- Knowledge of office equipment.
- The assistant must be flexible, pleasant, and should possess a mastery of office skills, demonstrate the ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned authority.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



10.B. **Headcount Report**

**ALVIN COMMUNITY COLLEGE**

**EMPLOYEE CATEGORIES**

**FALL 2024**

As of 9/11/2024

SEPTEMBER

	<b>Budgeted 2024-25</b>	<b>SEP 2024</b>	<b>HR Vacancies</b>
<b>Administrative</b>	15	13	2
<b>*Professional</b>	88	84	5
<b>Faculty</b>	130	124	5
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	125	109	13
<b>Total Full-Time (FT) Employees</b>	<b>358</b>	<b>330</b>	<b>25</b>

\*Count includes 3 grant funded *professional* employees

\*\*Count includes 1 grant funded *TSCM* employee

10.C. **Resignation/Retirement Report**

Resignation/Termination Report

Name	Position / Department	Last Day Worked	Reason
1 Tammy Giffrow	Sr Ex Admin Assistant / Board Manager	8/31/2024	Retirement
2 Cole Vest	Building Maintenance Technician	8/30/2024	Resignation
3 Josh Durham	Sgt. Campus Police	9/2/2024	Resignation
4			
5			
6			
7			
8			
9			
10			

11. **Committee Reports**
  - 11.A. **Facilities**
  - 11.B. **Budget and Finance**
12. **Consent Agenda**
  - 12.A. **Minutes**

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF AUGUST 15, 2024  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 15<sup>th</sup> day of August at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Michael Hoover	Regent
Breah Knape	Regent
Mike Pyburn	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent

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

Clay Grover	Jessica Ranero-Ramirez	Jacob Melgren
Tammy Giffrow	Patrick Sanger	Terry Penner
Kyle Marasckin	Alan Phillips	Lily Galindo
John Tompkins	Bryan Hinshaw	Laurel Joseph
LaVonna Miller	Lilly Garcia	Lilly Garcia
Debra Fontenot	Patty Sanchez	Kristine Samuel
Linet George	Anita Exley	Randall Rice
Harold Griffin	Jessica Eddy	Chief Ronald Phillips
Estevan Vasquez	Patrica McVey	

**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.

**Executive Session**

- *For the purpose of a private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the purchase, exchange, lease, or value of real property in accordance with Tex. Gov't Code Section 551.072; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 6:54 p.m.

- **Pledge**
- **Invocation**  
Invocation by Mrs. Reyes-Hall

### **Citizen Inquiries**

Patricia McVey, art enrichment student, spoke on the importance of repairs to J building being completed as soon as possible.

Randall Rice has been involved with ACC's Art programs for 18 years, advocated for part time employee who has worked in Art department for 12 years to be considered for full time employment.

### **Board Comments**

Regents Reyes-Hall and Hoover presented Tammy Giffrow with flowers in recognition of her years of dedicated service. Regents said they are pleased to see construction and improvements across campus. Regent Reyes-Hall talked about upcoming ACC Foundation Gala on November 8, 2024 with theme "A Tribute to Jimmy Buffett." Chair Sanchez thanked ELT and staff involved with budget and congratulated the Vocational Nursing program for 100% pass rate 13 years in a row.

### **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 July 25, 2024, and Board Workshop of August 5, 2024, Personnel Action (Replacement): Biology Faculty, Personnel Action (Replacement): Welding Faculty, and Grants Report. Regent Crumm moved to approve the consent agenda as presented. Seconded by Regent Pyburn. Motion passed unanimously.

### **President's Report**

Dr. Exley gave a summary that included the following:

Registration for the Fall is still open! Classes will begin on August 26. Back to Campus Friday is tomorrow from 8 a.m. to 7 p.m. for students needing to finish last minute details to register.

The TDCJ program had its commencement ceremony this past Saturday at the Jester 3 unit. There are three ceremonies coming up over the next two months. The next will be August 24 at the Clemens Unit.

We will host the Fall convocation on Monday. Following the guest speaker and the service awards, the week will also feature many breakout sessions and division meetings in the leadup to the Fall semester.

The Culinary Arts Department received a newly refurbished barbecue pit which will allow the program to expand its curriculum for grilling, smoking, curing and more. The Foundation supported the project through an innovative grant and partnered with Terry Droege, owner of TDEC Inc. who donated the pit and Travis Plaster, owner of 7-F Fabrication, an ACC Welding department alum, refurbished it.

The 122<sup>nd</sup> Law Enforcement Academy had its commencement ceremony on July 29 in the gym. This year's class posted a 100 percent pass rate on their TCOLE licensure exam.

The Student Life department will host Welcome Week on the first week of class with activities every day to help welcome students to campus.

Counseling services is hosting a Pop Up Thrift Shop on August 28. The event will be held in the Student Center and will offer free clothing, shoes and accessories. Donations are now being accepted.

Work has been steady along the college jogging trail. Crews have been repaving the two-mile trail and will finish soon.

Update on Building J.

Dr. Exley recognized and thanked Interim Dean, General Education and Academic Support Leigh Ann Moore, Interim Vice President of Instruction Dr. Mary Jove, and Ms. Lindsey Hindman, Director of Human Resources for their service and dedication in their interim positions.

This report was for information only.

#### **Safety and Security Audit Report**

Chief Ronald Phillips stated the Safety and Security Audit Report went well and we meet all requirements. Audit is performed and sent to state every three years. This report was for information only.

#### **Consider Approval of the President's Goals**

Regent Hertenberger moved to approve the President's Goals as presented during the August 5, 2024, Board Workshop. Seconded by Regent Knape. Motion passed unanimously.

#### **Consider Approval of the Adoption of the 2024-2025 Fiscal Year Budget**

Regent Droege moved to approve the adoption of the 2024-2025 Fiscal Year Budget of \$50,722,499, as presented. On September 1, 2024, this budget includes salary increases for eligible, employees of \$1,800 or 3%, whichever is greater. Eligible employees are full-time faculty, full-time staff, and part-time staff hired on or before March 1, 2024. Faculty will receive a one-step increase or one step plus 1% to equal a total of 3%. Adjunct pay rate will increase from \$44.17 to \$50.00 per contact hour. Seconded by Regent Reyes-Hall. Motion passed unanimously.

#### **Consider Approval of Proposed Tax Rate for the 2024-2025 Fiscal Year**

Regent Crumm moved to approve the Board take a record vote to propose a hearing to be held on September 26, 2024, at 6:00 pm in the Nolan Ryan Center immediately followed by a meeting in the Nolan Ryan Center to consider the proposal of adopting the tax rate of \$.155988, which is above the No New Revenue Tax Rate but not above the Voter Approval Tax Rate for FY 2024-2025. Seconded by Regent Shelton. Votes not in favor were cast by Regents Hoover, Knape, and Pyburn. Motion passed 6-3.

#### **Notification of Restoration of Campus Facilities, Post Hurricane Beryl**

Dr. Exley reported that on June 8, 2024, the campus was impacted by Hurricane Beryl resulting in campus-wide damage requiring repairs or restoration.

Buildings J, T, E, N, R and Jewelry received damage and require significant repair, also included are the Baseball Field and Tennis Court. Each component received varying damage and repairs are expected through the end of the calendar year.

According to General Counsel, ACC Board Policy CF (Local) states that the President can authorize emergency contracts for disaster related repairs and report the contracts to the Board at the "next regular Board meeting". On July 31, 2024, Dr. Exley executed ACC Facilities Agreement # 25-011 for the provision of Restoration of Campus Facilities, Post Hurricane Beryl to Cotton Commercial,



USA, Inc. in the amount of \$ 876,740.34 with a 10% contingency. Cotton Commercial, USA, Inc. is a provider on the national Omnia Partners, R191605 cooperative contract.

With the exception of the cost for the exterior wall on the J Building (\$ 103,657.56), the rest of the repairs are covered by insurance. The standard deductible is \$ 250,000 and 5% per building/site. The College will obligate funding for the entire project and then reconcile with the insurance reimbursement with an anticipated final report to the Board at the February 2025 meeting.

This report was for information only.

**Consider Approval of Fiscal Year 2024-2025 Cooperative Purchasing Programs**

Regent Knape moved to approve the utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2024-2025 funds. Seconded by Regent Reyes-Hall. Motion passed unanimously.

**Consider Approval of Fiscal Year 2024-2025 Annual Purchasing Requests in excess of \$50,000**

Regent Droege moved to approve the purchase requests which include annual contract renewals and anticipated expenditures more than \$50,000.00 during the 2024-2025 fiscal year. Seconded by Regent Crumm. Motion passed unanimously.

**Consider Approval of Investment Policy**

Regent Hoover moved to approve the Investment Policy for 2024-2025 as presented. Seconded by Regent Droege. Motion passed unanimously.

**Financial Report Ending July 2024**

Regent Crumm moved to approve the financial and investment report for July 2024. Seconded by Regent Reyes-Hall. Motion passed unanimously. Regent Pyburn requested the check register to be provided in description order going forward and Ms. Nelson stated she would provide.

**Adjournment**

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:07 p.m.

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Dr. Patty Hertenberger, Secretary

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'Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE  
SPECIAL CALLED MEETING OF AUGUST 29, 2024  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Special Called session on the 29<sup>th</sup> day of August 2024 at 4:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Breah Knape	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Robert Exley	President, Alvin Community College
John Matula	Alvin Community College
Beth Nelson	Alvin Community College
Kelley Peatross	Alvin Community College
Stacy Ebert	Alvin Community College
Wendy Del Bello	Alvin Community College

Tammy Giffrow  
Bryan Hinshaw

LaVonna Miller

**Call to Order**

The meeting was called to order by Chair Sanchez at 4:00 p.m.

**Certification of Posting of Notice**

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

**Pledge**

**Invocation**

Invocation by Chair Sanchez.

**Citizen Inquiries**

There were no citizen inquires.

**Approval of Personnel Action**

The motion to approve all Personnel Action (Replacements) items 7 through 8 was made by Mr. Shelton. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Personnel Action included: Dr. Crystal Lee, as Vice President of Instruction and Mr. Eric Neel as faculty, Government.

**Approval of DEA Local Policy Revisions**

The motion to approve DEA Local Policy Revisions was made by Mrs. Knape. Seconded by Mr. Shelton.

**Consider Approval of 36 hr and 38 hr Employees Moving to 40hrs Per Week**

This item was removed from the agenda and no action was taken.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 4:07 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**


12.B. **Grants**



Robert J. Exley, PhD  
President

Your College  Right Now

**MEMORANDUM NO: 163-2024**

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

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The attached is the ACC Grant Status Report as of September 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 \$3,587,256.37 in active funded grants. There is an additional \$433,629.82 in grant applications currently in the funder review process. And, grant applications in the development process total \$2,000,000.00.

RJE:lm

**Alvin Community College Grants Update**

**September 1, 2024**

ACC has the following in grant activity:

\$3,587,256.37	Active Funded Grants
\$ 433,629.82	Grant Applications in the Funder Review Process
\$ 2,000,000.00	Grant Applications in the Development Process

**New grant awards received:**

**Texas Workforce Commission Jobs and Education for Texans Grant**

**ACC Foundation Innovative Grants**

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

**Alvin Community College Grant Status Report as of September 1, 2024**

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/16/2023	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 #2824WP7008 "New Beginnings" Year 3 Renewal	12/1/2023	11/30/2024	Inez Ihezue	TDCJ	Instructional/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Third and final year renewal.	State Discretionary Competitive
THECB Perkins Basic Grant Contract Award #29664	9/1/2023	8/31/2024	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 174,426.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADH Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
Office of the Governor Body Armor Grant Program #4829901	9/1/2023	8/31/2024	Chief Ronny Phillips	ACC PD	Body Armor	\$ 31,882.11	Primary	N/A	Provides 16 sets of rifle-resistant body armor for ACC PD.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #00271	12/15/2023	12/15/2024	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for starting a CEWD EMT program at ACC's West Campus.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #2824SD#004	5/22/2024	5/30/2024	Sara Bouse	CEWD	Instruction and Training	\$ 187,149.00	Primary	TIL Industries	Skills training for employees of TIL in Process Technology. ACC may add companies up to 90 days after the initial contract was signed.	State Discretionary Competitive
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	TBD	TBD	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies, Equipment and Student Assistance.	State Discretionary Non-Competitive
THECB Perkins Basic Grant Contract Award #TBD	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 167,770.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2024 #2824JET003	8/31/2024	8/31/2025	Don Parus	Process Technology	Equipment	\$ 349,980.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required.	Federal Discretionary Competitive
<b>STATE/FEDERAL GRANTS SUBTOTAL</b>										
						\$ 3,541,546.37				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software. Host a Love Languages workshop to help equip participants with the self-awareness, communication skills, and emotional intelligence necessary for academic success.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Robert Sanchez	Upward Bound Diagnostic Cardiovascular Sonography	Instruction	\$ 1,600.00		N/A	Purchase two tablets that will help students engage with volunteers and improve access and effectiveness in the sonography labs.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Danielle Kemendo	Geology	Equipment & Supplies	\$ 1,500.00		N/A	Purchase of a drone to enhance student learning experiences through the recording and displaying of virtual field trips to locations and formations not available nearby.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	John Mohr	Geology	Equipment & Supplies	\$ 1,900.00		N/A	To begin an Emergency Go Bag Program by providing toiletries, non-perishable food, \$20 gift card and a bag that can be filled with clothes for students who need emergency assistance so they can focus on their own well-being and academic pursuits.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Amanda Smithson John Matula	Student Services	Equipment & Supplies	\$ 3,000.00		N/A	Professional development opportunities for Vocational Nursing and Registered Nursing adjuncts to learn creative teaching strategies. Registration costs only.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Thirty Lacy	Nursing	Professional Development	\$ 2,000.00		N/A		Private / Foundation

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Marta Ruiz	LVN	Supplies	\$ 2,000.00		N/A	To host a health fair that will promote health programs while providing a service to the community through interactive activities and spark interest in prospective students by providing a more personal experience of what programs are about.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Justin Morgan Amanda Smithson	Interdisciplinary	Instruction	\$ 2,500.00		N/A	Consumables & Actors for the annual interdisciplinary simulation event held on campus called Disaster Day.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Lilly Guu Jesse Guevara	Student Services	Instruction	\$ 1,950.00		N/A	To provide student scholarships for the TSI Test Prep class and TSI Test voucher.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Laura Trigo	Student Services	Emergency Assistance	\$ 2,000.00		N/A	To start a Transit to Success program that will provide a bicycle with a helmet or a Lyft voucher to students without reliable transportation so they can continue attending classes.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Brittani Bewick	Culinary	Equipment & Supplies	\$ 3,000.00		N/A	Purchase a BBQ pit to incorporate BBQ skills and training to the curriculum. This will allow students to learn additional skills in the program and provide hands on training for another avenue in culinary.	Private / Foundation
CenterPoint Energy Foundation	8/24/2024	8/31/2025	Dr. Jessica Ramero-Ramirez	CEWD Biotechnology Program	Equipment	\$ 30,000.00	Primary	N/A	Provides for virtual reality equipment for student use.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Chris Tennison	Dual Enrollment	Supplies	\$ 2,500.00	Primary	N/A	Provides funds for hosting a Career Expo.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Karen Taffe	Drama	Supplies	\$ 500.00	Primary	N/A	Provides support for Summer Children's Theater.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Robert Sanchez	Child Development Lab School	Curriculum	\$ 2,010.00	Primary	N/A	Provides for a new Toddler's Curriculum	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Enrichment	\$ 5,000.00	Primary	N/A	Provides funds for students to participate in a Disney Leadership Class	Private / Foundation
Scoroplist International of Alvin	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Student Scholarships	\$ 1,000.00	Primary	N/A	Provides funds for student scholarships	Private / Foundation
Scoroplist International of Alvin	7/2/2024	7/1/2025	Wendy Del Bello	ACC Foundation	Student Support	\$ 2,000.00	Primary	N/A	Provides support for the Emergency Fund.	Private / Foundation
<b>ACC FOUNDATION GRANTS SUBTOTAL</b>						<b>\$ 45,710.00</b>				
<b>TOTAL, ALL ACTIVE GRANTS</b>						<b>\$ 3,587,256.37</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor Criminal Justice Grant Program	10/1/2024	9/30/2025	Chief Ronny Phillips	ACC PD	Bulletproof Vests for ACC Police Department	\$ 38,048.00	Primary	N/A	Funds provide for purchasing 16 vests. Application submitted February 7, 2024.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	9/1/2024	8/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 345,581.82	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. Application submitted March 14, 2024.	State Discretionary Competitive
American Academy of Sleep Medicine (AASM) Foundation	TBD	TBD	Amanda Moore	Polysomnography	Equipment, Personnel	\$ 50,000.00	Primary	N/A	Funds provide for equipment and curriculum development. Application was submitted on July 29, 2024.	Private / Foundation
<b>Total, Grants in Funder Review</b>						<b>\$ 433,629.82</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Labor Strengthening Community Colleges \$	2/1/2025	1/31/2029	TBD	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,750,000.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region. Application due on September 24, 2024.	Federal Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/2/2024	12/2/2025	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced. Application due September 9, 2024.	State Discretionary Competitive
National Science Foundation Research on Innovative Technologies for Enhanced Learning (RITEL)	3/1/2024	2/28/2027	TBD	Welding, Drafting & Design Engineering Technology	Instruction, Equipment, Supplies	TBD	Primary	N/A	Funds will support implementing emerging technologies in technical programs. Application due November 5, 2024	Federal Discretionary Competitive
<b>Total, Grants in Application Development</b>						<b>\$ 2,000,000.00</b>				



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
National Science Foundation ExLENT Grant	9/14/2023	N	CEWD Bio Tech	\$ 1,000,000.00	Primary	N/A	Provides support for developing inclusive experiential learning opportunities for students with skills needed to succeed in emerging technology fields.	Federal Discretionary Competitive	ACC determined the target program was not the right fit for the grant type.
Texas Workforce Commission Skills Development Fund - Southwest Shipyards	TBD	N	CEWD	\$ 500,000.00	Primary	Southwest Shipyards	Skills training for 250 employees of Southwest Shipyards for welding, basic construction, safety, and computer technology.	State Discretionary Competitive	Employer partner is not ready to move forward at this time.
Nuts, Bolts, & Thingamajigs (NBT) Camps	12/1/2023	N	Welding	\$ 5,000.00	Primary	N/A	Provides funds to host summer manufacturing camps for middle and high school students.	Private / Foundation	Department determined timing was not appropriate to pursue this grant.
Office of the Governor State Homeland Security Grant	2/8/2024	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	Grant did not provide for resources needed by ACC PD.
Lowes Foundation Gable Grant	3/31/2024	N	Welding	\$100,000-\$1,000,000	Primary	N/A	Support skilled trades workforce development initiatives.	Private / Foundation	ACC does not have a program supported by this grant (appliance repair, carpentry, electrical, HVAC, plumbing)
TCEQ THIVE Grant	3/31/2024	N	CDL	TBD	Primary	N/A	Support the adoption of hydrogen vehicles	State Discretionary Competitive	Grant only funded the difference between the cost of a diesel truck and a hydrogen-powered truck.
U.S. Department of Education GEAR UP	5/7/2024	N	College Preparation	up to \$5,000,000	Primary	ISD & Community Partners	Materials, Staffing, Courses for College Exposure & Preparation	Federal Discretionary Competitive	ACC determined the timing was not appropriate to pursue this grant. We will research this grant for a potential application next year.
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	\$ 412,000.00	Sub-recipient	Houston-Houston Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive	Original budget was to be \$1,160,000 over the life of the grant; funder revised the budget to \$412,000 over the life of the grant. This would only allow for 1.5 FTEs, so ACC declined.
U.S. Department of Labor Strengthening Community Colleges 4	11/14/2023	Y	CEWD CNC Machining	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region.	Federal Discretionary Competitive	ACC was not selected.
Office of the Governor, Texas Talent Connection Wagner-Peyser 7(b) Grant	4/30/2024	N	TBD	\$ 350,000.00	Primary	N/A	Provides funds that support innovation in workforce development and support workforce training projects that lead to job placement.	State Discretionary Competitive	ACC determined that there was not sufficient time to build a successful application.
U.S. Department of Energy Industrial Assessment Centers Expansion	5/16/2024	N	TBD	\$ 800,000.00	Sub-recipient	University of Texas - El Paso	Provides curriculum and training in green energy principles for manufacturing programs	Federal Discretionary Competitive	Primary applicant, UTEP, chose not to move forward with an application.
Greater Texas Foundation Emergency Aid Grant	5/23/2024	N	Student Services	\$ 150,000.00	Primary	N/A	Provides direct emergency aid for students and technical assistance for ACC staff administering the program.	Private / Foundation	ACC determined the implementation time commitment would not be commensurate with the award.
U.S. Department of Labor QUEST Dislocated Workers Grant	8/4/2023	Y	TDCJ re-entry	\$ 3,210,737.39	Sub-recipient	Gulf Coast Workforce Board	Provides for a re-entry program like ACC's New Beginnings to be expanded across the Gulf Coast region.	Federal Discretionary Competitive	The primary applicant, GC Workforce Board, did not receive a response from the funder.
Blue Cross Blue Shield of Texas Healthy Campus Grant	9/1/2024	N	Fitness Court	\$ 50,000.00	Primary	N/A	Provide funds toward the cost of constructing a fitness court.	Private / Foundation	The remaining cost of building the court is not currently a budget priority.
DeWalt Grow the Trades Foundation	6/30/2024	N	CTE/CEWD	\$ 100,000.00	Primary	N/A	Provides funds to assist students pursuing skills in the trades.	Private / Foundation	Time insufficient to submit an application
Metallica Scholars Initiative, Cohort 6	6/6/2024	Y	CEWD Patient Care Tech, CNC Machining	\$ 75,000.00	Primary	N/A	Provides scholarships and support for students in Career and Technical Education programs.	Private / Foundation	ACC was not selected.

U.S. Department of Justice Office of Community Oriented Policing Services Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement	7/30/2024	N	Law Enforcement Academy	up to \$500,000	Primary	TBD	Provides funding to law enforcement training academies to promote safe outcomes during police encounters with persons in crisis through the integration of de-escalation and crisis response training into their curricula	Federal Discretionary Competitive	Time insufficient to submit an application
ECIMC Foundation	TBD	Y	Student Services	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs.	Private / Foundation	Letter of Interest was submitted. ACC was not selected to proceed to the application phase.
National Science Foundation Improving Undergraduate STEM Education (IUSE) Hispanic Serving Institutions	9/11/2024	N	Geology	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences.	Federal Discretionary Competitive	Insufficient resources to submit an application at this time.

13. **President's Report**
14. **Notification of Emergency Response to Electrical Outage and Subsequent Damage - Utilization of Entech Sales and Services, LLC and Related Resolution for Compensation Payment**

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

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

**WHEREAS**, ACC closed its campus due to an electrical outage on Friday, September 13, 2024, and while most ACC operations were rotated to remote work, ACC required some facilities personnel to work on-campus throughout the outage to maintain the campus;

**WHEREAS**, ACC re-opened its campus on Monday, September 16, 2024;

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

**WHEREAS**, ACC’s Board of Regents is committed to (1) ensuring the safety of staff, (2) retaining staff and improving employee morale, and (3) facilitating efficient educational activities;

**WHEREAS**, ACC’s Board of Regents finds that compensating staff who worked in person during the campus closure necessitated by the electrical outage serves an important public purpose in the morale and retention of staff and ensuring efficient operations and community activities;

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board delegates authority to President Exley to administer additional compensation for employees required to work on-campus during the campus closure on Friday, September 13, 2024, Saturday, September 14, 2024, and Sunday, September 15, 2024:
  - a. For nonexempt employees required to work on-campus during the campus closure, they shall be paid at a rate of two times their regular pay rate for all hours worked.
  - b. For exempt employees required to work on-campus during the campus closure, they shall receive, at the employee’s option: (1) a stipend of \$1,500 in addition to their regular pay rate; or (2) compensatory time equal to the number of hours worked.

ADOPTED THIS 26th DAY OF SEPTEMBER, 2024.

ALVIN COMMUNITY COLLEGE

By: \_\_\_\_\_  
'Bel Sanchez, Board Chair  
Board of Regents

Attest: \_\_\_\_\_  
Dr. Patty Hertenberger, Secretary  
Board of Trustees

15. **Title IX (Information Only)**

## Chief Executive Officer Title IX Report

TO: ACC Board of Regents  
FROM: Dr. Robert J. Exley, Chief Executive Officer *RJE*  
DATE: September 01, 2023-August 31, 2024  
RE: Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

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Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252, concerning "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report<sup>1</sup> includes all of the required reporting information to the ACC Board of Regents for the time period of September 01, 2023 through August 31, 2024. The summary data report is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the institution's website as per the public reporting requirements under TEC, Section 51.253(c) at <https://www.alvincollege.edu/student-information/Title-IX.html>.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.

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<sup>1</sup> When identifiable, duplicate reports were consolidated and counted as one report in the summary data, and confidential employee reporting is noted as a sub-set to the total number of reports received.

## CEO Summary Data Report

September 01, 2023 through August 31, 2024.

<b>Texas Education Code, Section 51.252</b>	
<b>Number of reports received under Section 51.252</b>	<b>2</b>
Number of confidential reports <sup>2</sup> under Section 51.252	0
<b>Number of investigations conducted under Section 51.252</b>	<b>1</b>
Disposition <sup>3</sup> of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	0
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	1
d. <b>SUBTOTAL</b>	<b>1</b>
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	1

<b>Texas Education Code, Section 51.255</b>	
<b>Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)</b>	<b>0</b>
Any disciplinary action taken, regarding failure to report or false reports to the institution under Section 51.255(c):	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

<sup>2</sup> "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office (e.g., Counseling Center, Student Health Center, Victim Advocate for Students, or Student Ombuds).

<sup>3</sup> "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 [See 19 Texas Administrative Code, Section 3.6(3) (2019)]; therefore, pending disciplinary processes will not be listed until the final result is rendered.



16. **Consider Approval of Personnel Action (Replacement): Vice President and Chief Financial Officer**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 175-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 18, 2024  
**SUBJECT:** Personnel Action (Replacement): Vice President & Chief Financial Officer

---

The individual listed below has been recommended to fill the full-time Vice President & Chief Financial Officer position.

**Candidate**

**Recommended:** Elizabeth (Beth) Nelson

**Education:** Texas A & M University  
Bachelors of Business Administration, Accounting

**Experience:**

<u>Alvin Community College</u> Director, Fiscal Affairs	April 2021 - Present
<u>Elizabeth Nelson, CPA</u> Owner	April 1998 – April 2021
<u>Transocean Inc</u> Financial Reporting Supervisor	October 1992 – March 1998
<u>Computer Productivity Group</u> Controller	May 1990 – August 1992
<u>Arthur Anderson &amp; Co</u> Audit Senior	December 1986 – May 1990

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**Salary:** \$159,064.76  
Grade 220, 2024 - 2025 Staff Salary Schedule

RJE:lm

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Vice President &amp; Chief Financial Officer (PID: 876)</b>		
<b>Department:</b>	Administrative Services	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	President	<b>Grade Level:</b>	220
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Administrative
<b>Contractual Position:</b>	Yes		
<b>HR approved:</b>	Dr. Kelley A. Peatross	<b>Date:</b>	7/30/2024
<b>Last updated by:</b>	President/Dr. R. Exley	<b>Date:</b>	7/30/2024

### SUMMARY

The Vice President and Chief Financial Officer (VP & CFO) plays a pivotal role in steering the College's financial strategy and operations. This role entails managing comprehensive fiscal resources, overseeing operational infrastructure, ensuring regulatory compliance, and fostering an environment of transparency and efficiency. This position provides operational leadership for the following departments: Fiscal Affairs, Physical Plant, Campus Police, College Store and Purchasing.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### 1. Strategic Financial Leadership:

- a. Lead the financial planning process, including budgeting, forecasting, and long-term financial modeling, to ensure the organization's financial stability and growth.
- b. Develop and execute a comprehensive financial strategy that aligns with the institution's strategic goals, including risk management, investment oversight, and asset optimization.
- c. Establish frameworks for efficient resource management, including fiscal, physical, and technological assets.

#### 2. Operational Leadership and Oversight:

- a. Collaborate with department heads to identify and capitalize on revenue generation and expense reduction opportunities.
- b. Supervise the physical plant management, procurement, and collaborate closely with Information Technology services to ensure operational effectiveness and technological advancement.
- c. Oversee facilities management, including space utilization, maintenance contracts, rentals, and asset disposition.
- d. Implement cost-control measures and process improvements to enhance operational efficiency and profitability.
- e. Develop and implement policies and procedures for maintaining, controlling, and utilizing fixed and moveable assets.

#### 3. Governance, Risk, and Compliance:

- a. Recommend and formulate policies for financial operations, including the collection, investment, and disbursement of funds in accordance with regulatory standards.
- b. Monitor legislative developments affecting financial operations and provide advisory reports to the President and Executive Leadership Team (ELT).
- c. Oversee risk management policies and procedures to identify, assess, and mitigate financial risks.
- d. Ensure compliance with all regulatory requirements and standards, maintaining the organization's reputation and financial integrity.
- e. Ensure adherence to public funds investment policies and oversee the contractual compliance of goods and services.

4. **Institutional Development:**
  - a. Serve as a critical member of the ELT, advising on strategic fiscal initiatives and resource allocation.
  - b. Direct the update and maintenance of procedural manuals, strategic plans, and institutional policies to align with best practices and legislative changes. Partner with ELT members to ensure procedural manuals, strategic plans and institutional policies are aligned with best practices and legislative changes.
5. **Human Capital and Resource Management:**
  - a. Manage and lead the performance of personnel within this division of the College aligning efficiency and effectiveness with institutional goals.
  - b. Supervise the use of college facilities by external entities, ensuring the optimal benefit to the community and the institution.
  - c. Coordinate institution-wide planning and evaluation efforts, facilitating continuous improvement and strategic growth.
6. **Technological Proficiency:**
  - a. Champion the adoption of cutting-edge financial technologies and systems to automate processes, improve data analytics, and enhance decision-making capabilities.
  - b. Stay informed about industry trends and advancements in finance technology to maintain a competitive edge and drive innovation.
7. **Collaboration and Communication:**
  - a. Build and maintain strong relationships with internal and external stakeholders, including the executive team, board members, investors, and regulatory agencies.
  - b. Communicate financial results and strategic insights effectively to various audiences, ensuring clarity and alignment with organizational objectives.

## QUALIFICATIONS

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

### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Minimum of 10 years of progressive experience in financial leadership and supervisory roles with a demonstrated track record of success in strategic financial management and operational efficiency.
- Relevant expertise utilizing current predictive business analytics.

### PREFERRED QUALIFICATIONS

- Master's degree
- Higher education leadership
- CPA, CFA, or other relevant financial certifications

### KNOWLEDGE, SKILLS, AND ABILITIES

#### TECHNICAL SKILLS

- **Financial Acumen:**
  - Expert-level understanding of financial strategies, budgeting, forecasting, and reporting.
  - Proven ability in financial modeling, performance measurement, and financial analysis to drive fiscal health and inform decision-making.
- **Resource Management:**
  - Demonstrated experience in asset management, including procurement, inventory, and supply chain logistics.

- Skilled in strategically allocating and optimizing physical (facilities, equipment) and fiscal resources.
- **Risk Management and Compliance:**
  - Comprehensive knowledge of risk assessment strategies and the development of mitigation plans.
  - In-depth understanding of financial regulations and compliance standards, including Public Funds Investment Act and other relevant laws.
- **Technological Proficiency:**
  - Proficiency in the use of advanced financial management software and systems.
  - Ability to leverage technology to improve efficiency, such as automating processes and enhancing data analytics capabilities.
- **Strategic Planning and Execution:**
  - Capacity to translate strategic vision into actionable plans.
  - Competence in understanding and managing large-scale projects and leading institutional changes with financial implications.

## **HUMAN SKILLS**

- **Human-Centric Leadership:**
  - Strong leadership and team-building skills to inspire and guide the finance team towards excellence.
  - Experience in change management and the ability to drive organizational transformation through financial leadership.
- **Effective Communication:**
  - Exceptional communication and presentation skills, capable of conveying complex financial information to a variety of audiences.
  - Ability to negotiate effectively with stakeholders and maintain strong relationships with internal and external partners.
- **Adaptability and Innovation:**
  - Agility in responding to an evolving economic landscape and institutional needs.
  - Creativity in developing non-conventional solutions to enhance financial and operational performance.
- **Complex Problem-Solving:**
  - Advanced analytical and critical thinking skills to address complex financial issues and develop robust solutions.
  - Proactive in identifying challenges and opportunities with a focus on continuous improvement.
- **Strategic Thinking:**
  - Forward-thinking mindset with the ability to foresee the implications of financial decisions and align them with long-term institutional goals.
  - Keen insight into market trends and the capacity to adjust strategies to maintain a competitive edge.

## **PERFORMANCE METRICS**

- Financial performance against budget and strategic objectives, including revenue growth, profitability, and return on investment.
- Efficiency improvements and cost savings achieved through operational enhancements and process optimization.
- Successful implementation and integration of financial technologies and systems to improve efficiency and decision-making.

## ADDITIONAL CONSIDERATIONS

- The VP/ & CFO must demonstrate a commitment to continuous learning and development, staying ahead of industry trends and advancements in finance and technology as it relates to financial management software and systems.
- Openness to innovative approaches and non-conventional strategies is essential, as the role requires a dynamic and adaptable leader who can navigate the complexities of a skills-based economy.

## WORK ENVIRONMENT

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

## PHYSICAL DEMANDS

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

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

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

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

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

X

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

X

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

X

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

X

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

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

17. **Consider Approval of the Establishment of the Center for Excellence for Legal Studies, Law Enforcement Academy, Criminal Justice and an Executive Director of Legal Studies**




Robert J. Exley, PhD  
President

Your College  Right Now

MEMORANDUM NO: 176-2024

**TO:** Board of Regents

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

**DATE:** September 19, 2024

**SUBJECT:** Establishment of a Center of Excellence for Legal Studies, Law Enforcement, Criminal Justice and Public Service with an Executive Director of Legal Studies

---

Dr. Stacy Ebert, Vice President for Workforce and Strategic Initiatives will provide the Board of Regents with a formal presentation requesting approval to establish a Center of Excellence for Legal Studies, Law Enforcement, Criminal Justice and Public Service along with the appointment of an Executive Director of Legal Studies.

In keeping with the career pathways model of emphasizing multiple entry and exit points on a career path that enhance workforce development capacity and individual career focus and achievement, the education and training will provide non-credit and credit learning opportunities and outcomes for our community members. We are utilizing existing models from other Texas community colleges to fuel our design work.

This organizational unit will also provide the leadership necessary to address pressing needs in this area as the College moves forward. Needs like replacement of our LEA Firing Range, expansion of our non-credit certificate training and upskilling opportunities for individuals. Plus, this will enhance our credit programs designed specifically to transfer to 4-year programs of study.

Regarding budget impact, Dr. Ebert will present how we can fund this through converting existing budgeted but open positions to cover the cost for an Executive Director for the Center.

We look forward to seeing everyone at the board meeting and presenting this request.

RJE:lm





Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 177-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 20, 2024  
**SUBJECT:** Personnel Action: Executive Director of Legal Studies

---

The individual listed below has been recommended to fill the full-time Executive Director of Legal Studies position.

**Candidate**

**Recommended:** **Dr. John Murray**

**Education:** **Drake University**  
Juris Doctorate  
Bachelor of Arts-Philosophy

<b>Experience:</b>	<b><u>Alvin Community College</u></b> Paralegal Program Director	October 2020 – Present
	<b><u>National Paralegal College</u></b> Lecturer and Content Creator	October 2021- June 2022
	<b><u>Zukowski, Rogers, Flood &amp; Mcardle</u></b> Litigation & Transactional Attorney	August 2018 – February 2020
	<b><u>Stinespring &amp; Associates</u></b> Litigation & Criminal Defense Attorney	July 2009 – April 2018
	<b><u>US Army Military Police School</u></b> Law Instructor	May 2008 – July 2009
	<b><u>Columbia College</u></b> Adjunct	January 2007 – January 2009
	<b><u>US Army</u></b> Special Assistant US Attorney	May 2006 – May 2008
	<b><u>US Army</u></b> Officer in Charge	January 2006 – May 2006

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**Salary:** \$105,422.98  
Grade 215, 2024 - 2025 Staff Salary Schedule

RJE:lm

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Executive Director, Legal Studies (PID: 887)</b>		
<b>Department:</b>	Legal Studies	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	VP, Workforce & Strategic Initiatives	<b>Grade Level:</b>	215
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	8/26/2024
<b>Last updated by:</b>	VP, WFSI  SE	<b>Date:</b>	6/11/2024

### SUMMARY

The Executive Director of Legal Studies is responsible for providing leadership and managing the Legal Programs, ensuring compliance with accrediting and regulatory bodies, overseeing program development and faculty management, and fostering partnerships to enhance educational opportunities and community impact.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership and foster a success-driven culture.
- Ensure compliance with various accrediting and regulatory bodies including, but not limited to, SACSCOC, THECB, TCOLE, ACGM, WECM, GIPWE.
- Provide leadership over programs and training including, but not limited to: Paralegal, Law Enforcement Academy, Correctional Officer Training, and Criminal Justice.
- Required to teach one course per academic year
- Provide advising to students interested in a legal pathway of study
- Oversee recruitment, onboarding, and evaluation of faculty and staff.
- Coordinate curriculum development, program planning, and outcome assessments.
- Manage enrollment processes and course scheduling.
- Lead the development of innovative and effective curriculum.
- Participate in strategic planning and provide accountability for division goals.
- Communicate effectively to advocate for program growth and meet community needs.
- Develop and manage CEWD classes and training.
- Develop and manage the division budget and resources.
- Perform program reviews and develop course schedules.
- Represent the college at designated meetings and events.
- Provide mediation and conflict resolution for student and personnel issues in division.
- Maintain and develop partnerships with businesses, industries, and educational institutions
- Serve on institutional and external committees.

- Develop entrepreneurial partnerships to enhance college resources.
- Perform 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**

- JD or Master's degree in Criminal Justice from an accredited institution.
- A minimum of three (3) years of field experience in legal or public service.
- A minimum of two (2) years of administrative experience
- Experience in budget, supervision, and educational planning.

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

- Demonstrated success in an administrative leadership role.
- Experience in strategic planning, curriculum development, and program assessments.
- Proven skills in budget management.
- Knowledge of development and accreditation processes for workforce programs

## **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.**

18. **Brazoria County Appraisal District Resolution to Nominate Candidates**



Your College **Right Now**

Robert J. Exley, PhD  
President

**MEMORANDUM NO: 162-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 20, 2024  
**SUBJECT:** Brazoria County Appraisal District – Resolution to Nominate Candidate(s)

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**Background:**

The Brazoria County Appraisal District’s Board of Directors is composed of five members who serve two-year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. Alvin Community College may participate in the selection of the Board of Directors by adopting a resolution to nominate one to five candidates by formal board action. If the Board of Regents wishes to nominate one to five candidates, the Board Chair must submit the nominee’s names and addresses to the Chief Appraiser before October 15, 2024.

Names of all nominees will be compiled and submitted to each taxing unit in the county and before December 15, 2024, each taxing unit may cast votes for any of the candidates on the ballot. This must occur by written resolution of the Board of Regents. Votes can be cast to one candidate or votes may be distributed amongst any number of candidates.

If the ACC Board of Regents wishes to participate in the nomination of Brazoria County Appraisal District’s Board of Directors, action must occur during the September 26, 2024 Board meeting in order to meet the October 15, 2024 nomination deadline.

**Recommendation:**

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

RJE:lm

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Kristin Bulanek  
Elizabeth Day  
Tommy King  
John Luquette  
Patrick O'Day  
Gail Robinson  
George Sandars  
Susan Spoor  
Robert York-Westbrook

## CHIEF APPRAISER

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

September 3, 2024

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

Dear Dr. Exley,

In reference to the selection of the Appraisal District Board of Directors, each voting taxing unit in Brazoria County nominates **by resolution**, up to five candidate(s) to fill the five (5) appointed positions of the Board of Directors. These nominations (names and addresses) must be submitted to the Chief Appraiser before **October 15, 2024**. (See Step 1 on Calendar)

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

Your 2023 total tax levy was **\$ 30,016,371**. This tax levy has entitled your taxing unit to **147** votes for the five (5) directors to be appointed to the Brazoria County Appraisal District.

The **voting process will begin before October 30, 2024** once all nominations have been received.

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

Sincerely,



Marcel Pierel III  
Chief Appraiser

MP/td  
Enclosure

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Kristin Bulanek  
Elizabeth Day  
Tommy King  
John Luquette  
Patrick O'Day  
Gail Robinson  
George Sandars  
Susan Spoor  
Robert York-Westbrook

## CHIEF APPRAISER

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

## MEMO

To: All Voting Taxing Units  
From: Marcel Pierel III, Chief Appraiser  
Subject: 2024 Appointment of the Board of Directors For  
Years 2025  
Date: September 3, 2024

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

The board is composed of three elected members and five appointed members whose terms expire December 31, 2024.

If the county assessor-collector is not appointed to the board, the county assessor-collector serves as an ex officio director.

This memorandum sets out the process of appointing directors for terms that begin January 1, 2025.

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

### **Selection Procedures**

The procedures for appointing members of the board of directors for the term that will begin on January 1, 2025 are as follows:

#### **Step 1 --- Nomination**

Before **October 15, 2024**, the voting units must **adopt a resolution nominating** up to **five** candidate(s) by formal action. The presiding officer of the voting unit must submit the nominees **name(s) and addresses** to the Chief Appraiser.



## **Step 2 -- Appointment of Board of Directors**

Before **October 30, 2024**, the Chief Appraiser will prepare and mail a ballot listing the nominees in alphabetical order by last name.

Before **December 15, 2024** each voting unit must cast its votes by **written resolution** from the ballot listing of nominees; naming two members to serve a 1-year term and three members to serve a 3-year term and the number of votes they wish to cast for each nominee and submit a certified copy to the Chief Appraiser.

**Ballots received by the Chief Appraiser after December 15, 2024 may not be counted.**

The Chief Appraiser will count the votes, declare the results, and notify all nominees and all taxing units of the results before December 31, 2024. If a tie occurs, the Chief Appraiser must solve it through any method of chance.

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

1. A calendar that lays out the procedures and dates for conducting the 2024 appointment of the Board of Directors.
2. Letter showing the number of votes your entity is entitled to cast on the ballot after candidate nominations are received. (See October 30 on the appointment calendar).
3. A suggested form of resolution along with a form for the **nomination(s) of a candidate(s)** to the board of directors of the Brazoria County Appraisal District.

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

Enclosures (3)

A handwritten signature in black ink, appearing to be 'M. P. D.', with a small mark below the 'D'.

**BRAZORIA COUNTY APPRAISAL DISTRICT**  
**2024 BOARD OF DIRECTORS ELECTION CALENDAR**

**Before Oct. 1**  
**(Sep. 1, 2024)**

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

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

**Before Oct. 15**

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

**Before Oct. 30**

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

**Before Dec. 15**

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

**Before Dec. 31**

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

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

**BRAZORIA COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS  
FOR 2024**

**Mr. Tommy King, Chairperson  
Alvin**

**Ms. Susan Spoor, Vice-Chairperson  
Angleton**

**Mr. George Sandars, Secretary  
Pearland**

**Ms. Kristin Bulanek  
Tax Assessor-Collector**

**Ms. Gail Robinson  
Lake Jackson**

**Mr. Patrick O'Day  
Member**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE \_\_\_\_\_  
OF THE \_\_\_\_\_**

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

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

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

**BE IT RESOLVED BY THE \_\_\_\_\_  
OF THE \_\_\_\_\_ :**

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

Section 2. That the following individuals be, and are hereby, nominated as candidate(s) for positions on the board of directors of the Brazoria County Appraisal District to be filled by those eligible taxing units participating in the Brazoria County Appraisal District.

- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_
- Name & Address: \_\_\_\_\_

Section 3. That the presiding officer of the governing body of this taxing unit be, and that he or she is hereby, authorized and directed to deliver or cause to be delivered a certified copy of this resolution to the chief appraiser of the Brazoria County Appraisal District on or before October 15, 2024.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
Secretary

19. **Consider Approval of Tax Rate for 2024-25**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 159-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 16, 2024  
**SUBJECT:** Tax Rate for 2024-2025 Fiscal Year

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During the August 15, 2024 Board meeting, Regents approved the FY 2025 budget of \$50,722,499. At the same meeting, Regents proposed to adopt a total tax rate of .155988 (includes: M&O rate .148698; debt service tax rate .007290 to equal a total tax rate of .155988).

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

Recommendation:

**IT IS RECOMMENDED THAT THE BOARD ADOPT THE TOTAL TAX RATE OF .155988 FOR THE 2024-2025 FISCAL YEAR. THIS YEAR’S PROPOSED TAX RATE DOES EXCEED THE NO NEW REVENUE TAX RATE.**

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

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.00 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$5.30.**

Debt Rate: \$.007290 (must adopt)  
M & O Rate: \$.148698  
TOTAL RATE \$.155998

RJE:lm

20. **Consider Approval of Purchase of Pignat Ethylene Glycol Distillation System**

**TO:** Board of Regents

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

**DATE:** September 16, 2024

**SUBJECT:** Pignat Ethylene Glycol Distillation Unit

Recently, the Process Technology program, was awarded a JET Grant (Jobs for Education of Texans) for several items of equipment to enhance our existing program of study.

Based on that application and subsequent award, authorization is requested to purchase an automated Control Distillation Pilot Plant (6" diameter glass column, vacuum system, and Pignat PLC control system). Equipment to be purchased includes a variety of auxiliary and necessary items. The vender will deliver, assemble, startup and train our faculty on this unit. This unit will provide our students with a continuous operation experience simulating the prevalent industry 'shift work' environment. The planned instructional strategy is to operate this unit by having different labs on the same day hand off the operations to simulate change in a shift. One lab class will start it up, another will monitor the operation, and the last lab class will shut it down.



This equipment will be installed in N100 process technology lab on the campus. Currently, this unit has a 6-8-month lead time. A portion of the funding for this equipment will be matched by the College as noted below:

<i>Category</i>	<i>Amount</i>
<b>Total Project Cost</b>	\$ 368,400.00
<b>Match Commitment (5%)</b>	\$ 18,420.00
<b>Total Requested Amount</b>	\$ 349,980.00

This purchase meets the State of Texas and Alvin Community College Purchasing requirements as this equipment is offered through the Choice Partners #21/031KN-60 HCDE Cooperative.

Staff recommends that the Board of Regents approve the purchase of an automated Control Distillation Pilot Plant (6" diameter glass column, vacuum system, and Pignat PLC control system) and related items in the amount of \$ 368,400.00.

RJE:tg



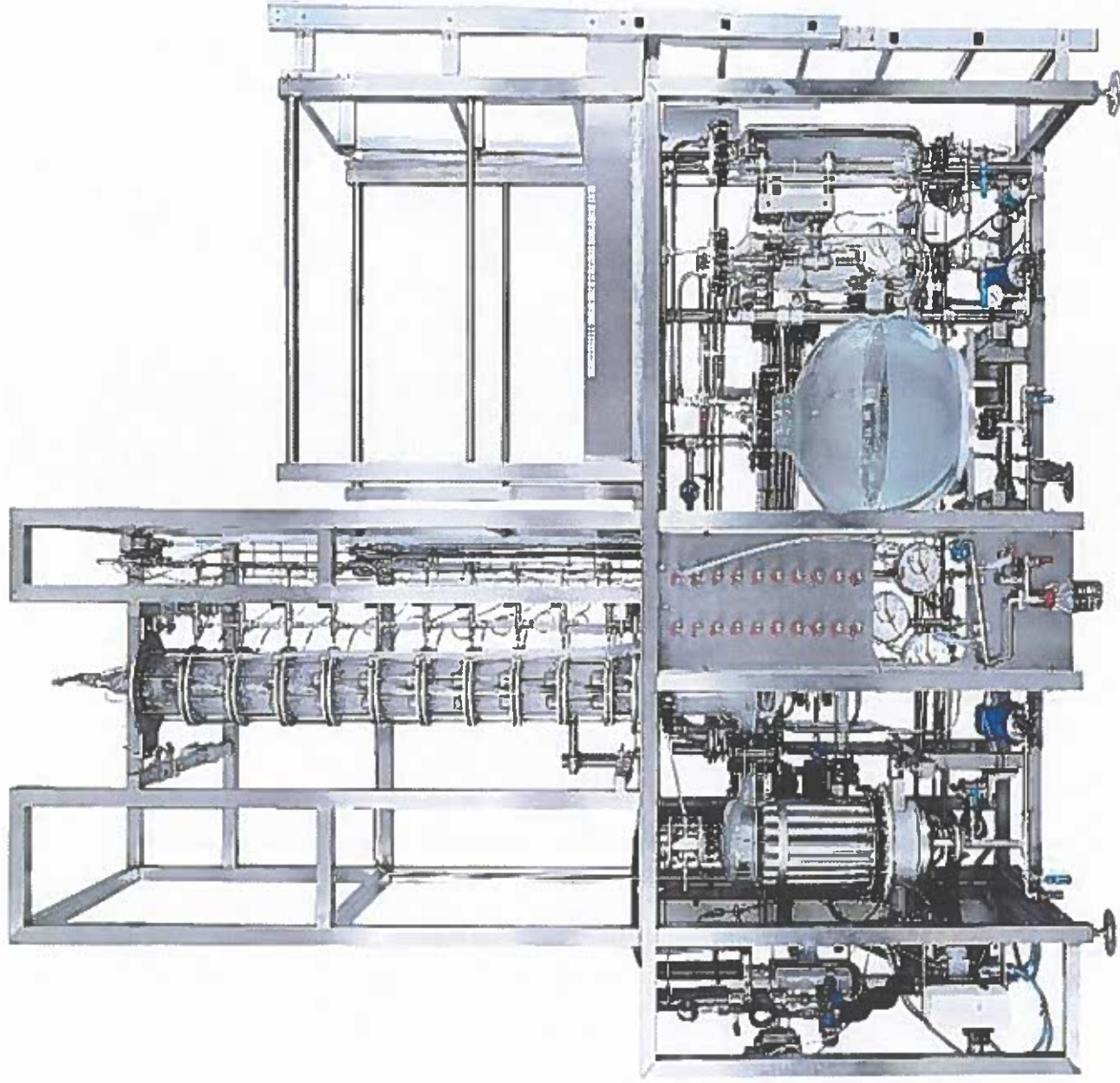
# Process Technology JET Grant

- Grant Submitted to the State March 2024
  - Total \$368,400
- Pignat Ethylene Glycol Distillation Unit
  - Industrial scale unit
  - Parity with regional schools
  - Installed inside in N100 lab
  - No impact of weather/weather events
  - Primarily constructed out of glass
  - Continuous operation
  - Simulate shift work

# Process Technology JET Grant

- Pignat Ethylene Glycol Distillation Unit
  - 6 Inch 10 bubble Cap Glass Column
  - Thermo-Siphon Steam Reboiler
  - Vacuum pump
  - SS Centrifugal Pump
  - Glass Feed Tank
  - Glass Shell Overhead Condenser
  - Glass Product Collector
  - SS Preheat Exchanger

# Process Technology JET Grant



21. **Financial Report**

**MEMORANDUM NO: 174-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** September 16, 2024  
**SUBJECT:** Financial Report Ending August 31, 2024

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Ms. Elizabeth Nelson will provide the monthly financial report for the board.

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

Table 1.

	<i>Revenues</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,056,349	7,303,982	7,303,982	103.51%	247,633
<i>Total Non-Operating Revenues</i>	38,915,806	39,212,780	39,212,780	100.76%	296,974
<i>Total Revenues</i>	45,972,155	46,516,762	46,516,762	101.18%	544,070
	<i>Expenses</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	45,972,155	40,971,662	40,971,662	89.12%	5,000,493

This represents twelve months (or 100%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:lm

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

	<u>August 31, 2024</u>	<u>August 31, 2023</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
<b>Current Assets</b>				
Cash and cash equivalents	3,253,102	5,700,553	(2,447,451)	
Short-term investments	28,002,376	22,905,588	5,096,788	
Accounts receivable, net	3,239,354	3,322,563	(83,209)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	500,394	1,093,684	(593,290)	Travel advances and prepaid expenses
Inventories	166,739	162,496	4,243	
<b>Total Current Assets</b>	<u>35,161,965</u>	<u>33,184,884</u>	<u>1,977,081</u>	
<b>Noncurrent assets</b>				
Long-term investments	2,000,000	1,000,000	1,000,000	
Capital assets, net	47,029,435	47,029,435	-	
<b>Total Assets</b>	<u>84,191,400</u>	<u>81,214,319</u>	<u>2,977,081</u>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	3,175,990	4,209,410	(1,033,420)	TRS pension
Deferred outflows - OPEB	7,089,514	7,377,344	(287,830)	OPEB
<b>Total Deferred Outflows of Resources</b>	<u>10,265,504</u>	<u>11,586,754</u>	<u>(1,321,250)</u>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	767,147	732,019	35,128	
Net pension liability	10,460,057	10,460,057	-	
Net OPEB liability	22,655,135	22,655,135	-	
Funds held for others	49,941	53,029	(3,088)	Agency funds - groups, clubs, etc on campus
Deferred revenues	4,547,197	4,618,204	(71,007)	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	-	
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	20,871,072	(2,916,072)	Annual payment
<b>Total Liabilities</b>	<u>58,535,913</u>	<u>63,045,952</u>	<u>(4,510,039)</u>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,773,321	1,058,524	714,797	TRS pension
Deferred inflow - OPEB	5,969,497	8,005,543	(2,036,046)	OPEB
Deferred inflow - premium on tax note	2,147,673	96,601	2,051,072	
<b>Total Deferred Inflows of Resources</b>	<u>9,890,491</u>	<u>9,160,668</u>	<u>729,823</u>	
<b>Net Assets</b>				
Fund Balance - Equity	<u>26,030,500</u>	<u>20,594,453</u>	<u>5,436,047</u>	
<b>Total Net Assets</b>	<u><u>26,030,500</u></u>	<u><u>20,594,453</u></u>	<u><u>5,436,047</u></u>	

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense - Unaudited**  
**August 31, 2024 and August 31, 2023**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	2,154,137	7,198,654	6,986,349	212,305	103.04%	1,839,753	6,479,767	6,688,719	(208,952)	96.88%
Federal grants and contracts	7,693,716	-	-	-	0.00%	6,734,789	-	-	-	0.00%
State grants	1,252,462	-	-	-	0.00%	699,829	-	-	-	0.00%
Local grants	246,141	-	-	-	0.00%	224,867	-	-	-	0.00%
Auxiliary enterprises	2,842,984	-	-	-	0.00%	2,456,050	-	-	-	0.00%
Other operating revenues	190,159	105,328	70,000	35,328	150.47%	234,514	103,924	70,000	33,924	148.46%
<b>Total operating revenues</b>	<b>14,379,599</b>	<b>7,303,982</b>	<b>7,056,349</b>	<b>247,633</b>	<b>103.51%</b>	<b>12,189,802</b>	<b>6,583,691</b>	<b>6,758,719</b>	<b>(175,028)</b>	<b>97.41%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	9,312,452	10,571,449	1,258,997	88.09%	-	8,112,238	8,960,337	848,099	90.53%
Institutional	-	8,467,165	9,791,197	1,324,032	86.48%	-	5,984,638	7,911,150	1,926,512	75.65%
Technical Instruction	-	6,290,313	7,017,593	727,280	89.64%	-	5,909,396	6,546,064	636,668	90.27%
Academic Instruction	-	8,419,230	8,990,048	570,818	93.65%	-	7,956,202	8,362,715	406,513	95.14%
Student Services	-	4,253,451	4,885,081	631,630	87.07%	-	4,111,425	4,725,992	614,567	87.00%
Physical Plant	-	4,229,051	4,716,787	487,736	89.66%	-	3,347,530	3,564,791	217,261	93.91%
Unbudgeted Unrestricted (Fund 12)	2,280,753	-	-	-	0.00%	1,245,361	-	-	-	0.00%
Continuing Education	782,942	-	-	-	0.00%	686,717	-	-	-	0.00%
Auxiliary Enterprises	2,829,243	-	-	-	0.00%	2,627,659	-	-	-	0.00%
Local Grants	3,859	-	-	-	0.00%	6,016	-	-	-	0.00%
TMEG	245,952	-	-	-	0.00%	238,303	-	-	-	0.00%
Institutional Scholarships	215,284	-	-	-	0.00%	171,980	-	-	-	0.00%
State Grants	1,117,119	-	-	-	0.00%	699,829	-	-	-	0.00%
Federal Grants	7,920,067	-	-	-	0.00%	6,734,789	-	-	-	0.00%
Donor Scholarships	176,341	-	-	-	0.00%	300,951	-	-	-	0.00%
Unexpended Plant Fund	572,112	-	-	-	0.00%	615,700	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	330,874	-	-	-	0.00%
Debt Retirement	24,179	-	-	-	0.00%	36,529	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	1,499,041	-	-	-	0.00%	(807,870)	-	-	-	0.00%
<b>Total operating expenses</b>	<b>17,666,891</b>	<b>40,971,662</b>	<b>45,972,155</b>	<b>5,000,493</b>	<b>89.12%</b>	<b>12,886,838</b>	<b>35,421,428</b>	<b>40,071,049</b>	<b>4,649,621</b>	<b>88.40%</b>
<b>Operating Gain/(Loss)</b>	<b>(3,287,292)</b>	<b>(33,667,680)</b>	<b>(38,915,806)</b>	<b>(4,752,860)</b>		<b>(697,036)</b>	<b>(28,837,737)</b>	<b>(33,312,330)</b>	<b>(4,824,649)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	9,526,054	9,526,054	-	100.00%	-	7,587,621	7,587,622	(1)	100.00%
State appropriations - FAST Funding	-	285,835	-	285,835	0.00%	1,601,400	25,191,700	-	25,191,700	0.00%
Property tax revenue - Current	1,517,900	28,137,016	28,889,752	(752,736)	97.39%	-	-	25,599,708	(25,599,708)	0.00%
Property tax revenue - Delinquent	34,807	131,232	131,232	-	0.00%	10,473	184,266	-	184,266	0.00%
Property tax revenue - Interest & Penalties	9,851	163,626	163,626	-	0.00%	13,626	147,411	-	147,411	0.00%
Investment income	39,797	941,953	500,000	441,953	188.39%	51,790	1,154,792	125,000	1,029,792	923.83%
Other non-operating revenues	230,127	27,064	-	27,064	0.00%	507,872	29,619	-	29,619	0.00%
<b>Total nonoperating revenues</b>	<b>1,832,482</b>	<b>39,212,780</b>	<b>38,915,806</b>	<b>296,974</b>	<b>100.76%</b>	<b>2,185,160</b>	<b>34,295,409</b>	<b>33,312,330</b>	<b>983,079</b>	<b>102.95%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	2,588,187	-	2,588,187	0.00%	-	4,762,062	-	4,762,062	0.00%
State Insurance Match	-	(1,099,855)	-	(1,099,855)	0.00%	-	(3,294,771)	-	(3,294,771)	0.00%
State Retirement Match	-	(867,050)	-	(867,050)	0.00%	-	(771,493)	-	(771,493)	0.00%
State Retiree Insurance	-	(621,282)	-	(621,282)	0.00%	-	(695,798)	-	(695,798)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>(1,454,810)</b>	<b>5,545,100</b>	<b>-</b>	<b>(4,455,886)</b>		<b>1,488,124</b>	<b>5,457,671</b>	<b>-</b>	<b>(3,841,570)</b>	

\* State Approp portion generated by CE = 245,772

195,761

\* Institutional Reserve 22,757,958

19,129,257

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense - Unaudited**  
**August 31, 2024 and August 31, 2023**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	14,379,599	7,303,982	7,056,349	247,633	103.51%	12,189,802	6,583,691	6,758,719	(175,028)	97.41%
Nonoperating revenues										
Total nonoperating revenues	1,832,482	39,212,780	38,915,806	296,974	100.76%	2,185,160	34,295,409	33,312,330	983,079	102.95%
Less Expenses										
Operating expenses										
Total operating expenses	(17,666,891)	(40,971,662)	(45,972,155)	(5,000,493)	89.12%	(12,886,838)	(35,421,428)	(40,071,049)	(4,649,621)	88.40%
Increase/(decrease) in net assets	(1,454,810)	5,545,100	-	(4,455,886)		1,488,124	5,457,671	-	(3,841,570)	

\* State Approp portion generated by CE =

245,772

195,761

\* Institutional Reserve

22,757,958

19,129,257



**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense - Unaudited**  
**August 31, 2024**

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	245,772	1,149	(19,155)	227,766	302,655	(74,889)
Dental Assistant	15,640	(938)		14,702	5,845	8,856
Emergency Medical Tech	28,270	(1,696)		26,574	13,707	12,867
Phlebotomy	2,715	(163)		2,552	319	2,233
Certified Nursing / Medication Aide	73,654	(4,419)		69,235	40,213	29,022
Patient Care	20,722	(1,243)		19,479	17,916	1,563
Biotech	20,797	(1,248)		19,549	21,064	(1,515)
Truck Driving	185,702	(10,910)		174,792	200,606	(25,814)
Kids College	5,538	-		5,538	5,393	145
Education to Go	349	-		349	120	229
Occupational Health & Safety	6,366	-		6,366	2,182	4,184
Community Programs	2,280	-		2,280	4,979	(2,699)
Clinical Medical Assistant	42,093	(2,526)		39,567	17,141	22,426
Machinist Program	27,650	(1,659)		25,991	30,411	(4,420)
STRIVE	163,925	(9,558)		154,367	104,392	49,975
Corporate College	14,059	(57)		14,002	1,100	12,902
CE Options Program	8,400	-		8,400		8,400
Testing	-	-		-	14,899	(14,899)
<b>Total</b>	<b>863,930</b>	<b>(33,268)</b>	<b>(19,155)</b>	<b>811,507</b>	<b>782,942</b>	<b>28,565</b>

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

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To- Date
<b>Revenue</b>								
Sales & services	294,730		1,896,895	9,411	385,463	22,533	2,609,032	2,218,918
Student Fees		233,952					233,952	237,132
	294,730	233,952	1,896,895	9,411	385,463	22,533	2,842,984	2,456,050
<b>Expenses</b>								
Purchases & Returns			1,434,921				1,434,921	1,105,005
Salaries	63,000	109,783	242,667		288,780	60,924	765,154	732,705
Staff Benefits	18,195	17,473	57,995		97,496	2,668	193,827	193,008
Supplies & Other Operating Expenses	194,452	63,687	46,484	5,741	31,984	16,020	358,369	435,155
Equipment	52,636						52,636	145,400
Bank Charges			14,454		9,798	83	24,335	14,987
Scholarships							-	1,400
	328,283	190,943	1,796,522	5,741	428,059	79,695	2,829,243	2,627,659
<b>Excess revenue over expenses</b>	<b>(33,553)</b>	<b>43,009</b>	<b>100,373</b>	<b>3,670</b>	<b>(42,596)</b>	<b>(57,162)</b>	<b>13,741</b>	<b>(171,609)</b>
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			187,459				187,459	125,355
Interfund Receivables	(24,738)	365,557	676,753	6,557	(119,860)	(53,078)	851,192	898,227
Inventory			166,739				166,739	162,496
<b>Total Assets</b>	<b>(24,738)</b>	<b>365,557</b>	<b>1,033,463</b>	<b>6,557</b>	<b>(119,860)</b>	<b>(53,078)</b>	<b>1,207,900</b>	<b>1,188,592</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	4,214	1,585	41,872		4,908	1,162	53,742	68,035
Deferred Revenue	121,637	94,947					216,584	196,724
<b>Total Liabilities</b>	<b>125,851</b>	<b>96,532</b>	<b>41,872</b>	<b>-</b>	<b>4,908</b>	<b>1,162</b>	<b>270,326</b>	<b>264,760</b>
Restricted Fund Balance (includes inventories)		-	166,739	-			166,739	162,496
Unrestricted Fund Balance	(150,590)	269,025	824,851	6,557	(124,768)	(54,240)	770,835	761,337
<b>Total Liabilities &amp; Fund Balance</b>	<b>(24,738)</b>	<b>365,557</b>	<b>1,033,463</b>	<b>6,557</b>	<b>(119,860)</b>	<b>(53,078)</b>	<b>1,207,900</b>	<b>1,188,592</b>

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	234,698		1,610,363	5,068	351,587	17,202	2,218,918
Student Fees		237,132					237,132
	234,698	237,132	1,610,363	5,068	351,587	17,202	2,456,050
<b>Expenses</b>							
Purchases & Returns			1,105,005				1,105,005
Salaries	69,255	130,381	219,115		266,348	47,605	732,705
Staff Benefits	21,425	23,452	50,278		95,121	2,733	193,008
Supplies & Other Operating Expenses	186,895	166,354	35,383	4,998	30,324	11,201	435,155
Equipment	108,095	13,752	23,553				145,400
Building Repairs							-
Bank Charges			11,360		3,560	67	14,987
Scholarships		1,400					1,400
	385,670	335,339	1,444,693	4,998	395,352	61,606	2,627,659
<b>Excess revenue over expenses</b>	<b>(150,972)</b>	<b>(98,207)</b>	<b>165,670</b>	<b>70</b>	<b>(43,765)</b>	<b>(44,404)</b>	<b>(171,609)</b>
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			125,355				125,355
Interfund Receivables	686	313,593	653,657	2,887	(76,779)	4,184	898,227
Inventory			162,496				162,496
<b>Total Assets</b>	<b>686</b>	<b>313,593</b>	<b>944,021</b>	<b>2,887</b>	<b>(76,779)</b>	<b>4,184</b>	<b>1,188,592</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	8,092	1,642	52,805		5,393	102	68,035
Deferred Revenue	109,630	85,935				1,159	196,724
<b>Total Liabilities</b>	<b>117,722</b>	<b>87,578</b>	<b>52,805</b>	<b>-</b>	<b>5,393</b>	<b>1,261</b>	<b>264,760</b>
Restricted Fund Balance (includes inventories)		-	162,496	-			162,496
Unrestricted Fund Balance	(117,036)	226,015	728,720	2,887	(82,172)	2,922	761,337
<b>Total Liabilities &amp; Fund Balance</b>	<b>686</b>	<b>313,593</b>	<b>944,021</b>	<b>2,887</b>	<b>(76,779)</b>	<b>4,184</b>	<b>1,188,592</b>

**TO:** Board of Regents  
**FROM:** Elizabeth (Beth) Nelson  
**DATE:** September 16, 2024  
**SUBJECT:** Investment Transactions Report

**Investment Position:**

As of August 31, 2024, Alvin Community College had \$ 29,749,141 invested in 18 certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

**Summary:**

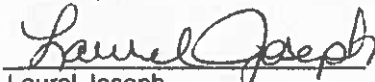
Beginning market value	6/1/2024	\$ 29,749,141
a. Sale of CDs		(12,400,000)
b. Purchase of CDs		12,400,000
c. TexSTAR		253,235
Ending market value	8/31/2024	<u>\$ 30,002,376</u>
Fully accrued interest		\$ 190,806
Interest earned on Bond Note funds		\$ 3,356

**Pooled Funds:**

\$ 30,002,376	currently invested was taken from the following major fund groups:
\$ 29,749,141	General Fund 11
\$ 253,235	2018 Maintenance Tax Note 66

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

  
 Elizabeth Nelson, CPA  
 Director, Fiscal Affairs

  
 Laurel Joseph  
 Assistant Director, Fiscal Affairs

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

**ALVIN COMMUNITY COLLEGE**  
**Investment Schedule**  
**June 1, 2024 -August 31, 2024**

Alvin Community College's investments for the quarter ended August 31, 2024 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 15, 2024 board meeting.

CD No.	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
<b>BEGINNING INVESTMENTS:</b>									
1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000			250,000 b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000			250,000 a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141			249,141 c
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000			1,000,000
200000722	07/27/23	07/25/24	5.445%	364	55	1,000,000			1,000,000
200000763	01/04/24	06/04/24	2.750%	152	4	2,000,000			2,000,000
200000770	01/12/24	01/12/25	2.750%	366	92	1,000,000			1,000,000
200000771	01/12/24	07/12/25	2.750%	547	42	1,000,000			1,000,000
200000774	01/22/24	06/24/24	2.750%	154	24	1,800,000			1,800,000
200000775	01/26/24	01/26/27	3.000%	1096	92	1,000,000			1,000,000
200000776	01/26/24	07/09/24	3.000%	165	39	2,000,000			2,000,000
200000777	01/26/24	07/26/24	3.000%	182	56	1,800,000			1,800,000
200000779	01/30/24	08/05/24	3.000%	188	66	2,000,000			2,000,000
200000780	01/30/24	08/26/24	3.000%	209	87	1,800,000			1,800,000
200000781	01/30/24	07/14/26	3.000%	896	44	1,000,000			1,000,000
200000782	02/05/24	09/03/24	2.988%	211	92	2,000,000			2,000,000
200000784	02/23/24	09/23/24	3.337%	213	92	1,800,000			1,800,000
200000788	03/06/24	10/03/24	3.119%	211	92	2,000,000			2,000,000
200000790	03/25/24	10/25/24	3.187%	214	92	1,800,000			1,800,000
200000794	04/04/24	11/04/24	3.331%	214	92	2,000,000			2,000,000
200000798	05/08/24	12/04/24	3.625%	210	92	2,000,000			2,000,000
<b>Subtotal for CD Investments for Beginning of the Period</b>						<b>\$ 29,749,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,749,141</b>
<b>SALES:</b>									
200000722	07/27/23	07/25/24	5.445%	364	55	1,000,000			1,000,000
200000763	01/04/24	06/04/24	2.750%	152	4	2,000,000			2,000,000
200000774	01/22/24	06/24/24	2.750%	154	24	1,800,000			1,800,000
200000776	01/26/24	07/09/24	3.000%	165	39	2,000,000			2,000,000
200000777	01/26/24	07/26/24	3.000%	182	56	1,800,000			1,800,000
200000779	01/30/24	08/05/24	3.000%	188	66	2,000,000			2,000,000
200000780	01/30/24	08/26/24	3.000%	209	87	1,800,000			1,800,000
<b>Total Sales</b>						<b>12,400,000</b>	<b>-</b>	<b>-</b>	<b>12,400,000</b>
<b>PURCHASES:</b>									
200000802	06/05/24	01/06/25	3.500%	215	87	2,000,000			2,000,000
200000804	06/25/24	11/22/24	4.260%	150	67	1,800,000			1,800,000
200000808	07/18/24	02/06/25	3.083%	203	44	2,000,000			2,000,000
200000809	07/26/24	03/15/25	3.137%	232	36	1,000,000			1,000,000
200000810	07/26/24	12/13/24	3.137%	140	36	1,800,000			1,800,000
200000812	08/05/24	03/06/25	2.621%	213	26	2,000,000			2,000,000
200000816	08/27/24	01/21/25	2.671%	147	4	1,800,000			1,800,000
<b>Total Purchases</b>						<b>12,400,000</b>	<b>-</b>	<b>-</b>	<b>12,400,000</b>

**ENDING INVESTMENTS:**

1026798627	02/16/23	02/12/26	3.000%	1092	92	250,000	1,890	251,890	b
520890	02/21/23	02/21/26	1.700%	1096	92	250,000	1,071	251,071	a
1861710-12	05/15/23	05/15/26	4.350%	1096	92	249,141	2,732	251,873	c
200000691	02/06/23	02/05/26	4.199%	1095	92	1,000,000	10,584	1,010,584	
200000770	01/12/24	01/12/25	2.750%	366	92	1,000,000	6,932	1,006,932	
200000771	01/12/24	07/12/25	2.750%	547	92	1,000,000	6,932	1,006,932	
200000775	01/26/24	01/26/27	3.000%	1096	92	1,000,000	7,562	1,007,562	
200000781	01/30/24	07/14/26	3.000%	896	92	1,000,000	7,562	1,007,562	
200000782	02/05/24	09/03/24	2.988%	211	92	2,000,000	15,063	2,015,063	
200000784	02/23/24	09/23/24	3.337%	213	92	1,800,000	15,140	1,815,140	
200000788	03/06/24	10/03/24	3.119%	211	86	2,000,000	14,698	2,014,698	
200000790	03/25/24	10/25/24	3.187%	214	92	1,800,000	14,459	1,814,459	
200000794	04/04/24	11/04/24	3.331%	214	92	2,000,000	16,792	2,016,792	
200000798	05/08/24	12/04/24	3.625%	210	92	2,000,000	18,274	2,018,274	
200000802	06/05/24	01/06/25	3.500%	215	87	2,000,000	16,685	2,016,685	
200000804	06/25/24	11/22/24	4.260%	150	67	1,800,000	14,076	1,814,076	
200000808	07/18/24	02/06/25	3.083%	203	44	2,000,000	7,433	2,007,433	
200000809	07/26/24	03/15/25	3.137%	232	36	1,000,000	3,094	1,003,094	
200000810	07/26/24	12/13/24	3.137%	140	36	1,800,000	5,569	1,805,569	
200000812	08/05/24	03/06/25	2.621%	213	26	2,000,000	3,734	2,003,734	
200000816	08/27/24	01/21/25	2.671%	147	4	1,800,000	527	1,800,527	

**Total for End of Period for CD Investments**

**\$ 29,749,141    \$ -    \$ 190,806    \$ 29,939,947**

**INVESTMENT POOL**

**TexSTAR**

**\$ 249,879    \$ 3,356    \$ -    \$ 253,235**

a Texas Advantage Bank

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

c Amoco Federal Credit Union

**ALVIN COMMUNITY COLLEGE FOUNDATION**

**Investment Schedule**

**June 1, 2024 -August 31, 2024**

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

<b>BEGINNING INVESTMENTS</b>	\$	4,984,361
Deposits		5,585
Sales Proceeds/Redemptions		-
Dividends		24,908
Interest		296
Capital Gains		-
Fees		(11,205)
Withdrawals		(87,334)
Change in value of priced securities		<u>276,597</u>
<b>ENDING INVESTMENTS</b>	\$	<u><u>5,193,208</u></u>

22. **Adjournment**