

Regular Meeting
Thursday, February 20, 2025 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

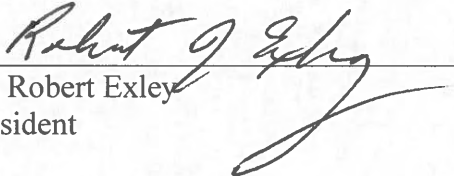
Agenda

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
FEBRUARY 20, 2025**

It is hereby certified that a notice of this meeting was posted on the 14th day of February 2025, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 14th day of February 2025.



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. **Committee Reports**
11. Information Items
 - 11.A. **Personnel Action - Student Records Specialist - Graduation**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 022-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 7, 2025
SUBJECT: Personnel Action – Replacement, Student Records Specialist – Graduation

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

Funding Source: 11-6-15100-61305

Candidate

Recommended: Alicia Hernandez

Education: University of Houston – Clear Lake
Bachelor of Arts – Communication

Experience: College of the Mainland
Enrollment Coach and Recruiter July 2022 – Present
Office and Disability Specialist May 2021 – July 2022

University of Houston
Account Executive – Strategic Partnerships January 2021 – May 2021

Dickinson Education Foundation
Event Coordinator June 2019 – June 2020

City of League City
Part-Time Recreation Aide May 2018 – May 2020

Dickinson ISD
Paraprofessional November 2016 – May 2019

College of the Mainland
Recruiting Ambassador September 2012 – December 2015

Salary: \$35,000.00
Grade 108, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Student Records Specialist – Graduation (PID 192)		
Department:	Assistant Registrar	FLSA Status:	Non-Exempt
Reports To:	Registrar	Job Category:	TSCM
Grade Level:	108		
HR approved:	Jessica Eddy <small>(updated template 10.15.2024)</small>	Date:	12/5/2023
Last updated by:	Registrar/DP	Date:	12/5/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

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

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Personnel Action - Telecommunicator



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 023-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 7, 2025
SUBJECT: Personnel Action – Replacement, Telecommunicator

The individual listed below has been recommended to fill the full-time Telecommunicator position replacing Mary Ramon.

Funding Source: 11-7-10400-61305

Candidate

Recommended: **Maureen Del Bello**

Education: **Martin High School**
Diploma

Experience:	<u>Red Smith DBA Frank Supply Company</u> Accounts Receivable / Administrative Assistant	April 2001 – May 2024
	<u>Manvel Fire Department</u> Department Secretary / Dispatch	August 1993 – January 2001
	<u>Diamond EMS – Texas City</u> Office Manager	April 1991 – April 1993
	<u>Diamond EMS – Port Arthur</u> Data Entry Clerk	March 1986 – April 1991

Salary: \$43,253.93
Grade 109, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Telecommunicator (PID: 641)		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports To:	Sergeant, Campus Police	Job Category:	TSCM
Grade Level:	109		
HR approved:	Lindsey Hindman (JEE updated template 10.14.2024)	Date:	10/6/2022
Last updated by:	Ronald Philips	Date:	10/6/2022

SUMMARY

The Telecommunicator position is responsible for the operation of the TLETS computer system which has world-wide capabilities. The position performs duties including: typing, filing, radio computer data entry, radio dispatch and other clerical duties. Other duties related to the safety of Officers, students and staff will be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates correspondence, memos, purchase order and travel requests.
- Answers telephone and provides administrative support for all supervisors and the Chief of Police.
- Coordinates radio and telephone communications for Police Officers and other personnel on campus.
- Responsible for maintaining vehicle parking permit files.
- Responsible for maintaining files of traffic citations, both College and JP 3.
- Responsible for reviewing, approving or denying vehicle usage requests.
- Maintains a log of lost and found items and logs claimed items.
- Responsible for maintaining files on key distribution.
- Responsible for a monthly report of travel mileage of the College fleet vehicles distributed to proper personnel including Chief of Police, Vice President(s) and College President.
- Assists campus receptionist with work overloads as needed.
- Responsible for maintaining a daily radio log of all assignments to Police Officers which are entered into the Police reporting systems.
- Responsible for inventory of office supplies and printed forms used in office.
- Responsible for dispatching Officers to calls for service.
- Responsible for maintaining records of students with disabilities.
- Responsible for dispatch coverage during emergency situations.
- Responsible for state report preparation and submission.
- Telecommunication Operator (TCO) serves as Terminal Agency Contact (TAC) for the TLETS computer in conjunction with Austin, Texas.
- Responsible for maintaining required information on drivers of college vehicles (i.e. driving record, and liability insurance).
- Assists callers, on-site visitors, students and employees as needed.
- Coordinates the message on the alert system in the event of a campus emergency.
- Must be willing to work all shifts, special events and overtime.
- Other related duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent
- At least one (1) year of clerical experience
- Must be able to obtain a Basic Telecommunicator Certification through TCOLE within a year from hire date
- Must have a valid Texas driver's license

PREFERRED QUALIFICATIONS

- Telecommunicator/Dispatch experience with a law enforcement agency
- Licensed TCOLE Telecommunicator
- Knowledge of police and radio procedures, and a working knowledge of office equipment

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be willing to work all shifts, special events and overtime

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.C. Personnel Action - FT Faculty, Law Enforcement 12M



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 024-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 7, 2025
SUBJECT: Personnel Action – Replacement, FT Faculty, Law Enforcement 12M

The individual listed below is a current adjunct and has been recommended to fill the full-time Faculty, Law Enforcement 12-month position replacing Kevin Rogers.

Funding Source: 11-3-13430-61405

Candidate

Recommended: **Matthew Brewer**

Education: San Jacinto College
Associate of Arts

Alvin Community College
Law Enforcement Academy Certification 1

Experience: Alvin Community College
Adjunct, Law Enforcement August 2018 – present

City of Alvin Police Department
Patrol Officer February 2005 - present

Salary: \$80,318.80 Annual
Grade 12/TECH/Step 10, 2024 - 2025 / 12 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Law Enforcement (PID: 135)		
Department:	Criminal Justice	FLSA Status:	Exempt
Reports To:	Dean, Career and Technical Programs	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Contractual Position:	Yes
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	8/27/2024
Last updated by:	VPWSI/SE & CR	Date:	8/26/2024

SUMMARY

This position is for a twelve (12) month full-time Faculty, Law Enforcement. This position will teach a variety of courses within the Criminal Justice Department, as well as serve as a proctor for LEA and TCOLE testing.

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

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

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent
- Law enforcement certificate from a regionally accredited institution or TCOLE licensed basic academy
- Intermediate Texas Commission on Law Enforcement Peace Officer's license
- Basic Texas Commission on Law Enforcement Instructor's certificate
- Minimum of five (5) years of experience in law enforcement

PREFERRED QUALIFICATIONS

- Associate's degree or higher in Criminal Justice/Law Enforcement
- Work experience in an academic environment
- Experience with scheduling and coordinating
- TCOLE Firearms Instructor Certification
- Driving Instructor Certification
- ALERRT Instructor Certification

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires judgment and decision-making based on specific expertise in the area of general law enforcement training
- Must be detail oriented, proactive, and able to follow-up during planning and coordinating activities
- Able to maintain safety standards while engaged in physical training and firearms related activities

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (40) pounds. Must be physically able to perform and safely demonstrate techniques and/or skills required in the LEA curriculum.

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. Personnel Action - Executive Administrative Assistant, VPI & VPWSI



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 025-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 7, 2025
SUBJECT: Personnel Action – Repurposed position from General Administrative Assistant III to the Executive Administrative Assistant, VPI & VPWSI

The individual listed below has been recommended to fill the full-time Executive Administrative Assistant, VPI & VPWSI position.

Funding Source: 11-5-10508-61305

Candidate

Recommended: Theresa Rios

Education: Alvin High School
High School Diploma

Experience: Alvin Independent School District Registrar August 2020 – present
Oasis of Hope Church Creative Arts Director/Office Manager August 1998 – August 2020

Salary: \$52,150.93 Annual
Grade 114, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Executive Administrative Assistant (PID:886)	
Department:	Instruction/Workforce & Strategic Initiatives	FLSA Status: Non-Exempt
Reports To:	VPI/VPWSI	Job Category: TSCM
Grade Level:	114	
HR approved:	Human Resources/LG	Date: 9/9/2024
Last updated by:	VPWSI &VPI/SE & CL	Date: 9/5/2024

SUMMARY

This position provides administrative assistance and support for all areas of responsibility assigned to the Vice President of Instruction and Vice President of Workforce and Strategic Initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the daily operations of the office, including correspondence, scheduling, calendar management, and budget oversight.
- Coordinate travel arrangements and process related reimbursements and requests.
- Prepare, organize, and maintain official documents, instructional materials, and program submissions, ensuring all are compliant with institutional and regulatory requirements.
- Assist with compliance, monitoring, and reporting requirements, including submissions to the Texas Higher Education Coordinating Board (THECB) and other relevant bodies.
- Schedule and coordinate meetings, prepare agendas, take minutes, and track follow-up actions.
- Assist in the planning and organization of departmental events, workshops, or training sessions, as well as logistics for conferences and speaking engagements.
- Monitor and reconcile departmental budgets, assist with grant reporting, and track expenditures for various projects.
- Act as a liaison between the Vice Presidents, other departments, external partners, and the public. Prepare and disseminate communications such as memos, announcements, and reports on behalf of the Vice Presidents.
- Provide support to students, staff, and external stakeholders, ensuring inquiries are handled professionally and efficiently.
- Oversee office resources, including managing supplies, maintaining equipment, and ensuring the office runs smoothly on a day-to-day basis.
- Maintain relevant databases, ensuring accuracy, data integrity, and confidentiality. Provide basic technical support for office equipment as needed.
- Handle confidential information in accordance with institutional policies, ensuring security and privacy in all matters.
- Stay updated on institutional policies, industry trends, and relevant legal changes. Participate in professional development opportunities to enhance administrative skills and efficiency.
- Perform other duties as assigned, including assisting with tasks from other departments as needed (e.g., Continuing Education and Workforce Development).
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's degree or higher OR equivalent work experience

PREFERRED QUALIFICATIONS

- Three (3) years of experience in dealing with federal, state, or local government agencies highly desirable.
- Three (3) years of experience as an administrative assistant, at the executive level

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires excellent customer service, communication skills, written and oral.
- Requires attention to detail and able to manage multiple tasks in a timely manner.
- Knowledge of the Guidelines for Instructional Programs for the Academic Course Guide Manual (ACGM), and in Workforce Education (GIPWE) and Workforce Educational Course Manual (WECM) as published by the Texas Higher Education Coordinating Board preferred.
- A working knowledge of computers, calculators, copy machines, and other standard office equipment
- Proficiency preferred in: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher), Adobe Reader, PDF conversion, Internet navigation, electronically receiving and transmitting data, and accounting functions
- Problem solving abilities and solution oriented.
- Be able to manage several responsibilities at once and maintain proper office etiquette

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.E. Personnel Action - FT Faculty, Paralegal 12M



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 026-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 7, 2025
SUBJECT: Personnel Action – Replacement, FT Faculty, Paralegal 12M

The individual listed below has been recommended to fill the full-time Faculty, Paralegal 12 month position replacing John Murray.

Funding Source: 11-3-13440-61405

Candidate

Recommended: Martha Houle

Education: Liberty University
Certification

Experience: ML Firm, P.C.
Paralegal December 2023 – present

U.S. LawShield
Director of Retail Development October 2022 – October 2023
Brand Reputation Manager October 2020 – October 2022
Brand Specialist May 2018 – October 2020

The Meyerson Law Firm
Office Manager May 2017 – May 2018
Lead Paralegal December 2003 - May 2007

Salary: \$80,318.80 Annual
Grade 12/TECH/Step 10, 2024 - 2025 / 12 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Paralegal 12M (PID:131)		
Department:	Paralegal	FLSA Status:	Exempt
Reports To:	Executive Director, Legal Studies	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	10/9/2024
Last updated by:	Exec. Dir. Legal/Dr.JM	Date:	10/9/2024

SUMMARY

The instructor will teach a variety of courses within the Paralegal Department. This is not a remote position.

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

- Instruct and supervise a diverse population of students in classroom and online settings.
- Ability to teach in many different areas of the law and during day and evening hours as assigned.
- Manage the Co-Op internship program including, but not limited to, networking with local law firms and agencies to procure new paid and unpaid opportunities each semester, assigning students to available openings, and providing cutting edge Co-Op I and Co-Op II curriculum/lectures on Wednesday evenings to best prepare graduates for the workforce.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Assist in the recruitment and retention of students.
- Advise students in academic matters or refers students to appropriate resources.
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Provide recommendations to the Executive Director regarding curriculum, instruction, textbooks, and department operations.

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's or higher degree in Paralegal, Legal Assistant, or a JD as appropriate to specific courses and 3 years non-teaching work experience as a paralegal or attorney.

PREFERRED QUALIFICATIONS

- Juris Doctorate (JD)

KNOWLEDGE, SKILLS, AND ABILITIES

- The successful candidate should have legal experience across many different areas of the law and be proficient in legal research and writing.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.F. Employee Count

	Budgeted 2024-25	FEB 2025	HR Vacancies
Administrative	15	15	0
*Professional	88	84	6
Faculty	130	125	7
**Technical Support, Clerical & Maintenance (TSCM)	125	117	8
Total Full-Time (FT) Employees	358	341	21

*Count includes 2 grant funded *professional* employee; Currently 2 vacancies

**Count includes 1 grant funded *TSCM* employee

11.G. Employee Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Laura Pool	Coordinator Distance Education	2/28/2025	Retirement
2				
3				
4				
5				
6				
7				
8				
9				
10				

12. **Consent Agenda**

12.A. Approval of Minutes for the January 9, 2025 Regular Board Meeting and the January 18, 2025 Board Retreat

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JANUARY 9, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 9th day of January at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents 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

ACC Administration Present

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

ACC Employees & Guests Present

Felicia Jimenez	Lilly Garcia	Jason Schreiber
Kyle Marasckin	Patty Sanchez	Chad Fontenot
John Tompkins	John Murray, Jr.	
LaVonna Miller	Scott Turnbough	
Debra Fontenot	Laurel Joseph	
Linnet George	Anita Exley	
Harold Griffin	Kyle Stone	
Estevan Vasquez	Huff Mann	
Leigh Ann Moore	Brooke Jacob	
Patrick Sanger	Chris Tennison	
Chief Ronnie Phillips	Mark Chudy	
Bryan Hinshaw	Brian Smith	

Call to Order

Chair Sanchez called the meeting to order at 6:03 p.m.

Certification of Posting of Notice

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

Board Recognitions

For the first time ever, our Drama Department was recognized for its excellence by receiving nominations for the Broadway World regional awards. The College received nominations in several categories. Drama Director Chris Tennison was nominated for the best direction and best lighting. Coordinator D'Carrey Stell was nominated for best scenic design. The Addams Family production was nominated for best musical while The Diary of Anne Frank was nominated for best play. Please help me recognize Drama Director Chris Tennison and Coordinator D'Carrey Stell.

Executive Session

For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; Deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person, in accordance with Tex. Gov't Code Section 551.072.

The meeting was called back into session by Chair Sanchez at 7:06 p.m.

- **Pledge**
- **Invocation**
Invocation by Regent Patty Hertenberger

Citizen Inquiries

There were no citizen inquiries.

Board Comments

Chair Bel Sanchez recognized Regent Brea Knape for being nominated as the Angleton Chamber of Commerce finalist for Citizen of the Year. Regent Shelton enjoyed attending the Spring Convocation Luncheon. Also added the devastation of the fires in California. Regent Patty Hertenberger is happy to see that the J Building is close to reopening. ACC and Cisco are the top community colleges that have put graduates into the workforce. Regent Hoover loved the Convocation luncheon. Regent Reyes-Hall wished everyone a Happy New Year. Regent Droege also welcomed everyone back from the holidays. Regent Crumm attended the ACC Christmas band concert. Five ACC students were selected for the All-State Band. Regent Pyburn is proud of ACC ranking number 1 in Texas for 97 percent of graduates obtain employment or successfully transfer to a college or university within one year of graduating.

Committee Reports

The committees met on December 9th. Regent Crumm provided the facilities report, which included updates on the various campus projects, including the Stantec report on facilities conditions.

Regent Shelton presented the budget and finance report. The committee discussed the reserves policy and is working with staff on the budget process.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion to approve the Consent Agenda that included the approval of the Minutes of Regular Meeting of November 21, 2024, and approval of the Grants report.

A move to approve the Consent Agenda was made by Regent Droege. Seconded by Regent Reyes-Hall. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Registration is still open for Spring and classes begin on Monday. Earlier this week our faculty and staff had the Spring convocation to prepare for the upcoming semester. (Enrollment update)

ACC was one of 18 American colleges to receive a Strengthening Community College grant from the U.S. Department of Labor. The \$1.5 million grant will go towards upgrading the CNC/machinist program and will fund staffing, equipment, and curriculum development with the aim of increasing the number of women in the field.

If will remember last year, we had several students who had internships at the Masters Golf tournament. This year we will have many more at the tournament. Joining them this year, however, will be our Chef and Culinary Arts director Laura Trigo who will serve as one of the chefs for the event.

After receiving heavy damage from Hurricane Beryl in July, the Building J repairs are nearing completion. The Art Department folks have started to move their equipment back into the facility and we will be throwing pottery before you know it.

We had several ceremonies this past December for some of our programs. The Police Academy graduated its 123rd class on December 9. Our graduates are now working at several agencies including Alvin, Galveston, Brazoria County Sheriff, Fort Bend County Sheriff, Port of Galveston, Texas City, and the Harris County Fire Marshal's office.

The Associate Degree Nursing program had its pinning ceremony for the December graduates on December 11. The Fall 2024 class included 28 graduates from diverse backgrounds. Many of the students had an education and careers in other fields before joining the program.

The Library Speaker Series will continue on February 4 with journalist Brandi Smith. Investigative reporter Randy Wallace served as the previous speaker on December 5.

The college will host a juried art exhibit in honor of Black History Month from February 3-27. Entries for the show are still being accepted. Contact the visual arts coordinator for more information.

We are saddened to learn about the passing of our former board member Bill Vela who died this past November. Mr. Vela was a regent from 1992 to 2001. Our thoughts are with his family at this time.

This report was for information only.

Discussion of Guidelines for Recommending to the Board on Naming Facilities

Dr. Exley presented the guidelines for Naming Facilities to the Board. Based on these guidelines, an APM will be developed.

Student Services Data Update

Mr. John Matula presented the Student Services Data Update for the Fall of 2024.

Strategic Plan Report – Goal 1

Mr. John Matula and Dr. Stacy Ebert presented the Strategic Plan Goal 1 Report. Goal 1 is to strengthen student success. All goals have been met and/or exceeded.

Annual Audit Results Update

Ben Cohen with Crowe LLP stated that the audit is still in progress. The final audit report will be finalized by the next Board Meeting.

Consider Approval of the Partnership with National Crane Certification and Inspection Co. (NCCIC)

Regent Pyburn moved to authorize the President to enter into an annual contract with NCCIC. Seconded by Regent Knape. Motion passed unanimously.

Consider Approval of Texas Interlocal Purchasing Cooperative (TIPC) Agreement

Regent Shelton moved to authorize the President to enter into an approved Master Cooperative Purchasing Agreement with participating members of the Texas Interlocal Purchasing Cooperative. Seconded by Regent Hertenberger. Motion passed unanimously.

Consider Approval of Campus Fencing

Regent Reyes-Hall moved to authorize the President to enter into a minor facilities contract with Ballew Construction for the furnishing and installation of specific fencing across the campus. Seconded by Regent Droege. Motion passed unanimously.

Consider Approval of Online Proctoring Tool

Regent Shelton moved to authorize the President to enter into an agreement with Respondus for the balance of this fiscal year and the following two fiscal years, not to exceed \$50,000.00. Seconded by Regent Hertenberger. Motion passed unanimously.

Consider Approval of TASB Local Board Policy Update 48

Regent Droege moved to add, revise, or delete (Local) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 48. Seconded by Regent Hertenberger. Motion passed unanimously.

Consider Approval of Financial Report Ending November 30, 2024

Regent Shelton moved to approve the Financial Report for November 2024. Seconded by Regent Hertenberger. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:49 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

**ALVIN COMMUNITY COLLEGE
BOARD RETREAT OF JANUARY 18, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Retreat on the 18th day of January at 8:30 a.m., with the following members, administrative personnel, and guests present:

Regents 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

ACC Administration Present

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

ACC Employees & Guests Present

Dr. Stephen Head
Bryan Hinshaw
Felicia Jimenez

Call to Order

Chair Sanchez called the meeting to order at 8:33 a.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*.

Citizens Inquires

None.

Invocation

Invocation by Chair 'Bel Sanchez

Board Budget Workshop

Dr. Stephen Head presented the Board Operations, 2025-2026 Board Budget Plan and Finance Strategies.

First 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 10:29 a.m.

Continue Board Budget Workshop

Dr. Stephen Head continued to present the 2025-2026 Board Budget Plan and Finance Strategies. The Executive Leadership Team joined the Board of Regents during this session.

Second 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.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 3:32 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. Grants



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 017-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 5, 2025
SUBJECT: Federal, State, and Private Grants Report

Attached is the ACC Grant Status Report as of February 3, 2025. The first page is a summary of ACC's grant activity. Following is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page lists the 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 the three categories.

The College presently has \$4,989,231.40 in active funded grants. There is an additional \$1,302,345.00 in grant applications currently in the funder review process. And grant applications in the development process total \$149,831.99.

RJE:fmj

Alvin Community College Grants

February 3, 2025

ACC has the following in grant activity:

\$4,989,231.40	Active Funded Grants
\$1,302,345.00	Grant Applications in the Funder Review Process
\$ 149,831.99	Grant Applications in the Development Process

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

Alvin Community College Grant Status Report as of February 3, 2025

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Robert Sanchez	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #2824SDF004	5/22/2024	8/31/2025	Sara Bouse	CEWD	Instruction and Training	\$ 270,351.43	Primary	TJL Industries	Skills training for employees of TJL in Process Technology. Added KWIK Equipment Sales and Dover.	State Discretionary Competitive
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	8/26/2024	3/30/2025	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 #254205	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.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5000501	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.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/2/2024	12/2/2025	Brian Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 280,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	11/1/2024	10/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 292,512.71	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required.	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038-01-00	2/1/2025	1/31/2029	TBD	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,514,520.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region and increase the number of women in the program.	Federal Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 4,943,521.40				

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	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Robert Sanchez	Upward Bound	Instruction	\$ 1,600.00		N/A	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	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		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	John Mohr	Geology	Equipment & Supplies	\$ 1,900.00		N/A	Purchase of a drone to enhance student learning experiences through the recording and displaying of virtual field trips.	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	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.	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	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	Maria 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.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Justin Morgan	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	Amanda Smithson	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	Lilly Guu Jesse Guevara	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.	Private / Foundation

2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Laura Trigo	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
Marguerite Edwards Trust	7/2/2024	7/1/2025	Dr. Jessica Ranero-Ramirez	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	Chris Tennison	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	Karen Tofte	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
Soroptimist 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
Soroptimist 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
National Board for Respiratory Care	3/25/2024	3/24/2025	Marby McKinney	ACC Foundation	Student Support	\$ 10,000.00	Primary	N/A	Provides funds for student scholarships	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 45,710.00				
TOTAL, ALL ACTIVE GRANTS						\$ 4,989,231.40				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2028	Brittani Bewick	CEWD BioTechnology	Equipment, Supplies	\$125,000	Sub-recipient	San Jacinto College	ACC was invited to participate in San Jacinto College's "Advanced Cell Therapy - Industry-Based Vocational Education" (ACTIVE) proposal. Funds provide equipment and supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2026	Brittani Bewick	CEWD BioTechnology	Supplies	\$ 7,000.00	Sub-recipient	Texas A&M University	ACC was invited to participate in Texas A&M University's "Harmonizing Biomanufacturing Technician Training: the Texas Regional Industrial Biomanufacturing Education Certification (TRIBEC) Program" proposal. Funds provide supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation Louis Stokes Alliances for Minority Participation Program	2/1/2025	1/31/2029	Dr. Stacy Ebert Dr. Harold Griffin	STEM Majors	Transfer Preparation, Student Support	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends. <i>Application submitted November 15, 2024.</i>	Federal Discretionary Competitive
U.S. Department of State Increase and Diversify Education Abroad for U.S. Students (IDEAS)	9/1/2025	2/28/2027	Charley Bevil	Study Abroad	Program Development	\$ 35,000.00	Primary	N/A	Funds will provide for four faculty to travel abroad to establish academic, industry, and cultural partnerships for future student study abroad trips. <i>Phase 1 application submitted December 12, 2024.</i>	Federal Discretionary Competitive
THECB Nursing Innovation Grant - Rider 64	2/1/2025	1/31/2027	Elizabeth Saucedo Justin Morgan	Nursing Pathway	Personnel, Curriculum, Tuition Assistance, Supplies	\$ 999,500.00	Primary	N/A	Funds will provide for developing a program to increase preceptors and clinical sites for students in Certified Nursing Assistant, Clinical Medical Assistant, Patient Care Technician, Licensed Vocational Nursing, Associate Degree Nursing, and Bachelors of Science in Nursing programs. <i>Application submitted December 16, 2024.</i>	State Discretionary Competitive
Texas Higher Education Coordinating Board Nursing Shortage Reduction Program	3/1/2025	2/28/2027	Elizabeth Saucedo	ADN Program	Professional Development, Equipment, Supplies	TBD	Primary	N/A	Provide support to retention and completion rates of Nursing students. <i>Application submitted January 10, 2025.</i>	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2025	9/1/2025	8/31/2026	James Langley	Drafting and Design Engineering Technology	Equipment	\$ 105,845.00	Primary	N/A	Funds to provide for the purchase of a new equipment. 5%-10% institutional match required. <i>Application submitted January 30, 2025.</i>	State Discretionary Competitive
Total, Grants in Funder Review						\$ 1,302,345.00				

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 FY26	9/1/2025	8/31/2026	Chief Ronny Phillips	ACC PD	Equipment -Vehicle	TBD	Primary	N/A	Funds provide a vehicle for ACC PD.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program FY26	9/1/2025	8/31/2026	Chief Ronny Phillips	ACC PD	Equipment - Radios	\$ 149,831.99	Primary	N/A	Funds provide a new radio system for ACC PD.	State Discretionary Competitive
Total, Grants in Application Development						\$ 149,831.99				

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
Office of the Governor State Homeland Security Grant	2/8/2024	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	Grant did not provide for resources needed by ACC PD.
Lowes Foundation Gable Grant	3/31/2024	N	Welding	\$100,000-\$1,000,000	Primary	N/A	Support skilled trades workforce development initiatives.	Private / Foundation	ACC does not have a program supported by this grant (appliance repair, carpentry, electrical, HVAC, plumbing)
TCEQ THIVE Grant	3/31/2024	N	CDL	TBD	Primary	N/A	Support the adoption of hydrogen vehicles	State Discretionary Competitive	Grant only funded the difference between the cost of a diesel truck and a hydrogen-powered truck.
U.S. Department of Education GEAR UP	5/7/2024	N	College Preparation	up to \$5,000,000	Primary	ISD & Community Partners	Materials, Staffing, Courses for College Exposure & Preparation	Federal Discretionary Competitive	ACC determined the timing was not appropriate to pursue this grant. We will research this grant for a potential application next year.
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	\$ 412,000.00	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive	Original budget was to be \$1,160,000 over the life of the grant ; funder revised the budget to \$412,000 over the life of the grant. This would only allow for 1.5 FTEs, so ACC declined.
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.
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
ECMC 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.

12.C. Consider Approval of Resolution of Payment for Personnel During Closure Due to Winter Storm



Robert J. Exley, PhD
President

MEMORANDUM NO: 020-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the printed name 'Robert J. Exley, PhD'.

DATE: February 7, 2025

SUBJECT: Resolution of Payment for Personnel during Closure Due to Winter Storm

Alvin Community College Board Policy DEA (LOCAL) states:

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

Due to the Winter Storm, the college administration closed the campus on Tuesday, January 21, 2025 and Wednesday, January 22, 2025.

The College re-opened for classes and services on Thursday, January 23, 2025.

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

RJE:fmj

**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 personnel;

WHEREAS, Winter Storm Enzo threatened southern states during the week of January 20, 2025, brought significant snow and ice, and created dangerous driving conditions in Brazoria County and throughout much of the State;

WHEREAS, ACC closed its facilities on Tuesday, January 21, 2025 and Wednesday, January 22, 2025 for the safety of its faculty, staff, and students;

WHEREAS, ACC police officers worked throughout the closure to safeguard ACC facilities, and ACC environmental and custodial staff and other technical support, clerical, and maintenance (TSCM) employees worked periodically throughout the closure to maintain and clean ACC facilities;

WHEREAS, all College operations resumed on Thursday, January 23, 2025;

WHEREAS, ACC's Board of Regents has long recognized the important services provided by essential personnel during emergency closures, and Board Policy DEA (Local) allows the Board to pass resolutions authorizing payments to ACC personnel subject to certain parameters;

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

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

NOW, THEREFORE, BE IT RESOLVED that

1. The Board delegates authority to President Exley to:
 - a. compensate employees for workdays and hours that they were unable to work, as determined by President Exley or his designee, in the manner and at the rates set forth in Board Policy DEA (Local).

ADOPTED THIS 20TH DAY OF FEBRUARY 2025.

ALVIN COMMUNITY COLLEGE

By: _____
Bel Sanchez, Board Chair
Board of Regents


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

13. **President's Report**
14. **Enrollment Report**
15. **Strategic Plan Report - Goal 2**
16. **Annual Audit Results Report**



Robert J. Exley, PhD
President

MEMORANDUM NO: 031-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 13, 2025
SUBJECT: Acceptance of the 2023-2024 Audit (Annual Financial Report, AFR) by the Board of Regents

The 2023-2024 Annual Financial Report (i.e. yearly financial audit) will be presented by Mr. Ben Cohen, Senior Manager of Crowe, LLP.

1. The opinion of Alvin Community College's basic financial statements is an unmodified opinion, which is the highest opinion an entity can receive. See section one on page 2 and the Single Audit Report and Schedules of Federal and State Awards section beginning on page 63 in the Annual Financial Report.
2. There were no significant findings in Fiscal Year 2023-2024. See page 69 of the Schedule of Findings and Questioned Costs.

It is recommended that the Board of Regents accept the 2024-2025 Audit as presented.

RJE:fmj

INDEPENDENT AUDITOR'S REPORT

To the Board of Regents of
Alvin Community College

Report on the Audit of the Financial Statements***Opinions***

We have audited the financial statements of the business-type activities and the discretely presented component unit of Alvin Community College (the "College"), as of and for the year ended August 31, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of August 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of the Alvin Community College Foundation (a nonprofit organization), which is a discrete component unit of the College, were not audited in accordance with Government Auditing Standards.

Other Matter

The financial statements of the College for the year ended August 31, 2023, were audited by other auditors whose report thereon dated December 15, 2023, expressed unmodified opinions on the respective financial statements of the business-type activities and the discretely presented component unit.

(Continued)

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, schedules of the College's proportionate share of the net pension and other postemployment benefits liability, and schedules of contributions on pages 5-13 and 50-53 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit for the year ended August 31, 2024 was conducted for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. The accompanying supplementary information, such as the schedule of operating revenues, the schedule of operating expenses by object, the schedule of nonoperating revenues and expenses, the schedule of net position by source and availability, and the schedule of expenditures of federal and state awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, the *Texas Grant Management Standards*, and the Texas Higher Education Coordinating Board's *Annual Financial Reporting Requirements for the Texas Public Community and Junior Colleges*, for the year ended August 31, 2024 are presented for purposes of additional analysis and are not a required part of the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements for the year ended August 31, 2024 and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of operating revenues, the schedule of operating expenses by object, the schedule of nonoperating revenues and expenses, the schedule of net position by source and availability, and the schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole for the year ended August 31, 2024.

The College basic financial statements for the year ended August 31, 2023 (not presented herein), were audited by other auditors whose report thereon dated December 15, 2023, expressed unmodified opinions on the respective financial statements of the business-type activities and the discretely presented component unit. The report of the other auditors dated December 15, 2023, stated that the accompanying supplementary information, such as the schedule of operating revenues, the schedule of operating expenses by object, the schedule of nonoperating revenues and expenses, and the schedule of net position by source and availability, as required by the Texas Higher Education Coordinating Board's *Annual Financial Reporting Requirements for the Texas Public Community and Junior Colleges*, for the year ended August 31, 2023 was/were subjected to the auditing procedures applied in the audit of the fiscal year 2023 basic financial statements and certain additional auditing procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those basic financial statements or to those basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and, in their opinion, was/were fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended August 31, 2023.

(Continued)

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the organizational data and statistical information but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 31, 2025 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Crowe LLP
Crowe LLP

Houston, Texas
January 31, 2025

**SINGLE AUDIT REPORT AND SCHEDULES OF
FEDERAL AND STATE AWARDS**

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Regents of
Alvin Community College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type and the discretely presented component unit of Alvin Community College (the "College"), as of and for the year ended August 31, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated January 31, 2025. The financial statements of the Alvin Community College Foundation (a nonprofit organization) which is a discrete component unit of the College were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Alvin Community College Foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

(Continued)

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Crowe LLP
Crowe LLP

Houston, Texas
January 31, 2025

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND TEXAS
GRANT MANAGEMENT STANDARDS

To the Board of Regents of
Alvin Community College

Report on Compliance for Major Federal and State Programs

Opinion on Major Federal and State Programs

We have audited Alvin Community College (the "College") compliance with the types of compliance requirements identified as subject in the *OMB Compliance Supplement* and the *Texas Grant Management Standards (TxGMS)* that could have a direct and material effect on the College's major federal and state programs for the year ended August 31, 2024. The College's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal and state program for the year ended August 31, 2024.

Basis for Opinion on Major Federal and State Programs

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *TxGMS*, issued by the Texas Comptroller of Public Accounts. Our responsibilities under those standards and the Uniform Guidance and *TxGMS* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal and state program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

(Continued)

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the College's federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and the *TxGMS* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the *TxGMS* we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that are not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a significant deficiency.

(Continued)

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2024-001, to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the College's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The College's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The College is responsible for preparing a corrective action plan to address each audit finding included in our auditor's report. The College's corrective action plan was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the *TxGMS*. Accordingly, this report is not suitable for any other purpose.

Crowe LLP
Crowe LLP

Houston, Texas
January 31, 2025

ALVIN COMMUNITY COLLEGE
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
For the year ended August 31, 2024

None noted.

ALVIN COMMUNITY COLLEGE
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the year ended August 31, 2024

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

What were the results of the auditor's determination of whether the financial statements were prepared in accordance with generally accepted accounting principles? Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiencies identified? None noted

Noncompliance material to financial statements noted? No

FEDERAL AND STATE AWARDS

Internal control over major federal and state programs:

- Material weakness(es) identified? No
- Significant deficiencies identified? Yes

Type of auditor's report issued on compliance for federal and state major programs? Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516? No

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Identification of federal major programs:

<u>Assistance Listing (AL) Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.007, 84.033, 84.063, and 84.268	Student Financial Assistance Program Cluster

Identification of state major programs:

<u>State Contract Number(s)</u>	<u>Name of State Program or Cluster</u>
2822JET001	JET Grant Process Technology – Cyber Security

(Continued)

ALVIN COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended August 31, 2024

SECTION II - FINANCIAL STATEMENT FINDINGS

None identified.

SECTION III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

2024-001 Review of Return of Title IV Funds (Significant Deficiency)

Federal Program: Title IV - Student Financial Assistance Program Cluster (AL No. 84.063 and 84.268)

Compliance Requirement: Return of Title IV Funds (R2T4) as per 34 CFR 668.22

Criteria: The College is required to ensure that R2T4 calculations are reviewed by someone other than the person performing the original calculations to ensure accuracy and compliance.

Condition: During our review of the College's adherence to R2T4 requirements, we identified a significant deficiency in internal controls over compliance. Specifically, there was a lack of documented evidence showing that the R2T4 calculations were reviewed by an individual other than the one who performed the original calculations.

Cause: The College did not have adequate procedures in place to ensure segregation of duties in the R2T4 review process, leading to insufficient documentation of independent reviews.

Effect: The lack of segregation of duties and proper documentation could result in incorrect R2T4 calculations, non-compliance with federal regulations, and potential financial impact on the College and its students.

Questioned Costs: None identified.

Recommendation: The college should implement procedures that ensure segregation of duties in R2T4 calculations, designate a separate individual to review and verify the accuracy of the calculations, and maintain comprehensive documentation to provide evidence of the review process, including the reviewer's signature, date of review, and any findings or corrections made.

Views of responsible officials and planned corrective actions: See Corrective Action Plan

SECTION IV - FINDINGS AND QUESTIONED COSTS FOR STATE AWARDS

None identified.

17. **Consider Approval of Revised Policy FFDA (LOCAL)**



Robert J. Exley, PhD
President

MEMORANDUM NO: 029-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 11, 2025
SUBJECT: Approval of Revised Policy FFDA (LOCAL)

We seek approval to revise Board policy FFDA (LOCAL) to replace the title "Dean of Student Support" with "Vice President of Student Services." This change reflects the elimination of the Dean of Student Support position in 2022.

RJE:fmj

Note: This policy addresses complaints of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FAA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Sexual Harassment
By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Dating Violence “Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence “Domestic violence” means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim’s family as defined by state law;
- Any other current or former member of the victim’s household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Examples Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual

coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term "complainant" refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District's educational program or activity.

Respondent

In this policy, the term "respondent" refers to a person who is alleged to have committed prohibited conduct.

Confidential
Employee

A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

**Reporting
Procedures**

Student Report

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.

Alternatively, a student may submit the report electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Exception

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Employee Report

Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.

A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

<i>Exceptions</i>	A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.
Disclosure at Event	
Employee Subject to Confidentiality Rules	Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.
Peace Officer	A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.
Prior Report	A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.
Title IX Coordinator	Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws: Title IX Coordinator: Dr. Estevan Vasquez, Director of Athletics Address: 3110 Mustang Rd., Alvin, TX 77511 Telephone: (281) 756-3690 Email: Title IX Coordinator email ¹ Webpage: Title IX/Sexual Misconduct webpage ²
Responsible Employees	All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Timely Reporting	A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.
Consolidate Reports	When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.
Advisor	Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.
Conflict of Interest Prohibited	No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.
Training	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Extension of Timelines	Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.
Investigation of the Report	The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.
Initial Assessment	Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator shall immediately provide notice to the known parties to the complaint. If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

<i>Request Not to Investigate</i>	<p>The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.</p> <p>The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.</p>
Formal Complaint	To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.
Notice to Parties	<p>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</p> <p>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</p>
Informal Resolution	The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within 10 days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.
Supportive Measures	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.

College District
Investigation

The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or
Regulatory
Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Concluding the
Investigation**

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

	<p>The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.</p>
Notification of the Report	<p>The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given 10 days to respond to the report.</p>
College District Action	<p>The Title IX coordinator shall submit the investigation report and any response from the parties to the dean of student support<u>Vice President of Student Services</u> promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.</p> <p>The dean of student support or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed 10 days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.</p> <p>After the hearing, the dean of student support<u>Vice President of Student Services</u> or designee shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the dean of student support<u>Vice President of Student Services</u> or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The dean of student support<u>Vice President of Student Services</u> or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.</p>
Disciplinary or Corrective Action	<p>If the dean of student support<u>Vice President of Student Services</u> or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>Examples of disciplinary or corrective action may include:</p> <ul style="list-style-type: none">• Implementing the disciplinary measures described in FM for students or DH and DM series for employees;• Providing a training program for those involved in the complaint;

- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

Improper Conduct

If the ~~dean of student support~~[Vice President of Student Services](#) or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal	Upon dismissal of a complaint, the Title IX coordinator or the dean of student support <u>Vice President of Student Services</u> or designee shall provide the parties written notice of the dismissal.
Confidentiality	To the greatest extent possible, consistent with law, the College District shall respect the privacy of the complainant or the respondent or a person who makes a report or serves as a witness. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.
Retaliation	<p>The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.</p>
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
Failure to Report and False Claims	An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
Appeal	If the dean of student support <u>Vice President of Student Services</u> or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference shall be scheduled within 10 days of the notice of determination in accordance with FMA, beginning at Appeal to College District Administration.
Discipline or Corrective Action	
<i>Students</i>	
Suspension	
Expulsion	If the dean of student support <u>Vice President of Student Services</u> or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board in accordance with FMA.
Other Action	If the dean of student support <u>Vice President of Student Services</u> or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the dean of

	<p>student support<u>Vice President of Student Services</u> or designee shall inform the student that the student may appeal the determination within 10 days in accordance with FMA, beginning at Appeal to College District Administration.</p>
<p><i>Employee</i> Suspension Without Pay or Termination of Contract Employees</p>	<p>If the dean of student support<u>Vice President of Student Services</u> or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the dean of student support<u>Vice President of Student Services</u> or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.</p>
<p>Other Action</p>	<p>If the dean of student support<u>Vice President of Student Services</u> or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the dean of student support<u>Vice President of Student Services</u> or designee shall inform the employee that the employee may appeal the determination within 10 days in accordance with DGBA, beginning at Level Three.</p>
<p>Other Appeals</p>	<p>All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]</p>
<p>Complaints Filed with OCR</p>	<p>A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).</p>
<p>Records Retention</p>	<p>Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]</p>
<p>Access to Policy, Procedures, and Related Materials</p>	<p>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily</p>

available at the College District's administrative offices and shall be distributed to a student who makes a report.


¹ Title IX Coordinator email: <mailto:evasquez@alvincollege.edu>

² Title IX/Sexual Misconduct webpage:

<https://www.alvincollege.edu/student-information/Title-IX.html>

18. **Consider Approval of AI-Enhanced Smart Speaker**

MEMORANDUM NO: 021-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 14, 2025
SUBJECT: AI-Enhanced Smart Speaker

The Nursing program received a congratulatory email from the Director of Health Affairs, Texas Higher Education Coordinating Board regarding a Nursing Innovation Grant Program award. The original request was for \$1,000,000. However, we were directed to reduce the budget and have complied, so the final amount is \$999,500. We are still awaiting the formal award letter.

The two-year grant includes allowable expenses for: 1) personnel, 2) faculty & staff development, 3) equipment, software & supplies, and 4) other direct costs. The grant budget does include funding to purchase seven (7) AI-enhanced smart speakers designed to bring patient simulators to life by enabling dynamic, conversational interactions.

The speaker integrates seamlessly with any simulator, regardless of brand or complexity, to provide realistic patient communication experiences. The unit, manufactured by SimVox is equipped with over 50 communication-focused healthcare scenarios and offers the flexibility to create custom patient interactions. Its wireless design allows for easy placement alongside various training tools, enhancing the realism and effectiveness of healthcare simulations. The speaker will be used in the nursing simulation lab to enhance the realism and effectiveness of training by integrating realistic patient communication into scenarios involving low-fidelity manikins.

Here is how the AI-enhanced speakers will be utilized:

1. **Enhancing Patient Interaction** – The AI speaker will allow manikins to simulate real-time patient responses, enabling students to practice communication skills, patient assessment, and clinical decision-making in lifelike scenarios.
2. **Scenario-Based Learning** – With 50+ pre-designed scenarios and customizable AI-driven cases, instructors can create diverse simulations covering medical conditions such as cardiovascular, respiratory, mental health, and neurology to align with course objectives.
3. **Developing Communication and Empathy** – The system provides immediate feedback on students' communication skills, helping them improve their bedside-manner, patient education, and therapeutic communication.

4. Live Monitoring and Performance Review – Faculty can monitor student interactions in real-time, record sessions for later analysis, and provide constructive feedback on clinical reasoning and communication effectiveness.
5. Cost-Effective Training – By using the AI speaker with existing low-fidelity manikins, the lab can provide high-quality simulation experiences without investing in expensive high-fidelity models.
6. Supporting Team-Based Training – Students can practice interdisciplinary teamwork by engaging in scenarios that require collaboration with peers, fostering critical thinking and leadership skills.

Overall, SimVox AI Speaker will enrich nursing education by making simulations more interactive, engaging, and reflective of real-world patient encounters, ensuring students are well-prepared for clinical practice.

This purchase meets all the State of Texas and Alvin Community College Purchasing requirements as this equipment does meet the State requirements and is considered a sole source item.

I request that, contingent upon the receipt of formal award letter, the Board of Regents authorize the President to delegate the issuance of a Purchase Order for seven (7) SimVox AI speakers from Team PCS, NA. LLC in the amount of \$99,716.75 and enter into a License and Service Agreement.

Funding Notice: This purchase is contingent upon receiving the notice of grant award. The Nursing Innovation Grant Program (NIGP) – Rider 64 Grant has a strict deadline for delivering equipment valued over \$10,000. All equipment purchased with these grant funds must be delivered by April 1, 2025.

RJE:fmj

19. **Consider Approval of Resolution of Support for Continued Investment in the Dynamic Community College Funding Model**



Robert J. Exley, PhD
President

MEMORANDUM NO: 030-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD' in the 'FROM' field.

DATE: February 11, 2025

SUBJECT: Resolution of Support for Continued Investment in the Dynamic Community College Funding Model

Alvin Community College has benefitted from the legislative actions regarding the establishment of outcomes-based funding for Texas Community Colleges. It is important that we continue to work closely with our colleagues throughout the state. To that end, I respectfully request that the Board of Regents adopt the attached Resolution of Support.

RJE:fmj

Resolution of Support

for Continued Investment in the Dynamic Community College Funding Model

Whereas, the State of Texas has demonstrated its commitment to student success and workforce development through the implementation of the outcomes-based funding model established by House Bill 8 during the 88th Legislature;

Whereas, this funding model represents a transformative approach to empowering community colleges to deliver measurable results in alignment with state workforce and educational goals;

Whereas, the funding model prioritizes student outcomes, including the attainment of credentials of value, dual credit opportunities, successful transfer to a four-year university, and support for economically disadvantaged students and adult learners;

Whereas, continued investment in this dynamic funding model will ensure Texas community colleges remain equipped to provide affordable, high-quality education that drives economic growth and mobility;

Whereas, Texas community colleges have requested support for formula funding recommendations made by the Texas Higher Education Coordinating Board for the FY 2026-2027 biennium, alongside a supplemental appropriations request for the current biennium to sustain progress and innovation;

Whereas, amendments to the state funding Performance Tier to include students transferring to private or independent institutions in Texas will strengthen student success pathways and acknowledge the key role these institutions play in the state's higher education and workforce development ecosystem;

THEREFORE, BE IT RESOLVED, the Board of Regents of Alvin Community College officially declares its support for:

1. Continued investment in the outcomes-based funding model established by House Bill 8.
2. Full funding for the supplemental appropriations request for the FY 2024-2025 biennium.
3. Formula funding recommendations for the FY 2026-2027 biennium as proposed by the Texas Higher Education Coordinating Board.
4. Amendments to the Performance Tier to include students who transfer to private or independent institutions of higher education in Texas.

BE IT FURTHER RESOLVED, that this Resolution be included in the permanent minutes of this Board.

ADOPTED THIS 20th day of February, 2025, by the Board of Regents of Alvin Community College.

'Bel Sanchez, Chair
Board of Regents

Patty Hertenberger, Secretary
Board of Regents

20. **Consider Approval of Electronic Textbook Provider**



Robert J. Exley, PhD
President

Your College *Right Now*

MEMORANDUM NO: 019-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *AJE*
DATE: February 5, 2025
SUBJECT: Electronic Textbook Provider

A necessary and unique service our College provides to our students and faculty is a transparent and effective process to consider, assign and sell/provide textbooks either in an electronic or printed format. Significant efforts are made by administrative staff to incorporate faculty requests/needs and provider capabilities.

During the Summer of 2024, Alvin Community College solicited proposals for, at a minimum, Inclusive and Equitable access textbook services and in-house paper textbooks (used and new) for students, faculty, and staff. This solicitation (RFP 24-100) was posted on the Purchasing website; the State of Texas Electronic Business Daily site; local newspaper and separate emails were provided to vendors established on the States' Centralized Master Business List (CMBL).

The College received four (4) responses from national and regional providers (BibliU, E-Campus, Vital Source and Redshelf). None of the responses clearly indicated or allowed for a transparent process for paper textbooks. Because of that, a decision was made to only evaluate responses for digital or e-textbook provision. The College will continue to purchase paper textbooks, as needed, from publishers and textbook clearing houses.

The responses were evaluated by members of the faculty and deans and a member of the Administrative Services team. Based on their evaluation, the recommendation is to award a contract to Redshelf for a period not to exceed two (2) years. Redshelf is our incumbent and relative time and effort by faculty and staff would be mitigated by continuing with Redshelf

Staff recommends that the Board of Regents authorize the President to enter into a contract with Redshelf for a period not to exceed two (2) years.

This agreement is a revenue generating contract where the College receives a percentage of sales.


RJE:fmj

21. **Consider Approval of 38 Hour per Week Employees Converting to 40 Hours per Week**



Robert J. Exley, PhD
President

MEMORANDUM NO: 028-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 11, 2025
SUBJECT: 38-Hours per Week Employees Converting to 40-Hours per Week

Employers determine an employee's status as part-time or full-time by establishing policies defining the number of hours an employee must work per week to be considered full-time. Currently, we have a small number of employees with a standard work schedule of 38 hours per week. This has resulted in challenges regarding coverage for the positions.

We will utilize the Executive Session to recommend to the board our final plans to convert three (3) 38-hours per week part-time positions into 40-hours per week full-time positions.

Please let me know if you need any further information.

RJE:fmj

22. **Consider Approval of Resilient Infrastructure Implementation**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 018-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 11, 2025
SUBJECT: Resilient Infrastructure Implementation

A robust, efficient, and fully redundant IT infrastructure to ensure the College’s ability to continue operations in the face of disaster or human-caused incidents is essential. ACC has been awarded \$292,513 through the Office of the Governor, State & Local Cybersecurity Grant Program – (SLCGP). The grant does require an institutional match of \$29,251. In addition, the grant award has been prorated to match the federal fiscal year, ending October 31, 2025, to \$279,780.

Of note, the total of the prorated grant award plus the required college match remains short \$26,290 of the total projected cost of the hardware infrastructure and will not fund multi-year support and maintenance; however, ACC has applied for SLGCP continued funding to cover these ongoing costs.

The grant award provides significant funds to migrate college data from the current physical and virtual server environment to a Nutanix-based infrastructure. The infrastructure improvements will make possible the necessary capacity to replicate our data at a secure, offsite facility in the event of service interruptions or disaster.

The project’s components include: 1) infrastructure hardware and implementation, 2) an offsite collocated data center, and 3) network firewall upgrades,

Proposed Nutanix Solution via RFP 25-038

1. Infrastructure Hardware and Implementation (Calian Corporation)

Category	Year 1	Year 2	Year 3	Funding Source
Grant Award (Prorated with Federal fiscal year)	279,780.46			SLCGP Grant
ACC Match Requirement	29,251.27			General Service Fees
Gap of Proposed Solution - Grant Funding	26,290.36			General Service Fees
Estimated Ongoing Licensing and Support *		108,393.00	114,050.00	SLCGP or M&O and Tech Fee Split
Infrastructure Totals	\$335,322.09	\$108,393.00	\$114,050.00	

In late December 2024, an RFP (25-038) was released for consideration of the solution. This RFP was posted on the Purchasing website; the State of Texas Electronic Business Daily site; local newspaper and separate emails were provided to vendors established on the States Centralized Master Business Lists. Responses and proposals were received on January 15, 2025, and ACC received two responses (Calian Corporation and Freeit Data Solutions). Those responses, the published evaluation criteria, and the worksheet were provided to the ACC Information Technology Services team. After careful evaluation, the team chose to pursue an award to Calian

Corporation (Texas DIR-TSO-4288) in the amount of \$ 335,322. The grant will fund \$279,780, and ACC General Service Fees will fund the required match of \$29,251, and the difference between the proposed solution and the grant award, \$26,290.

2. Offsite Colocation Datacenter (Fibertown Data Centers)

Category	Year 1	Year 2	Year 3	Funding Source
Annual Hosting and Connectivity	\$22,000.00			General Service /Tech Fee Split
Ongoing Costs		\$22,660.00	\$23,339.80	M&O and Tech Fee Split
Offsite Colocation Datacenter Totals	\$22,000.00	\$22,660.00	\$23,339.80	

Alvin Community College is located 16 miles from the Gulf of Mexico and is at risk of tropical storms. Fibertown Data Center (TIPS Member ID: 9124, Contract #230302) maintains a location in Bryan, Texas that is outside the FEMA 500-yr flood and storm impact zones, with multiple redundant power and cooling systems. Fibertown is recommended to house the redundant components of the resilient infrastructure. A 5-year Master Services Agreement provides connectivity and hosting totals with monthly recurring costs of \$1,850 (\$22,200 for Year 1), with a 3% annual escalation. Early termination is allowed at 36 months, and if executed, the College would be liable for discounts applied to the 5-year agreement. Total costs of the 5-year agreement are \$117,862 and are to be funded between institutional M&O and Technology Fees.

3. Firewall Upgrade - 3 years of Support and Maintenance (Calian Corporation)

Category	Year 1	Year 2	Year 3	Funding Source
Firewall Hardware, Licensing and Cloud Management	57,376.00			Technology Fees
Implementation and Support	15,540.00			
Firewall Upgrade Totals	\$72,916.00			

The College’s network firewall is due to be replaced according to established College refresh schedules. The timing conveniently aligns with the resilient infrastructure project. Continuing to work with Calian as the recommended solution provider, ACC IT Operations and Information Security compared various manufacturers to determine suitability and best value. Two firewalls are required, one for the ACC main campus, and another to connect to the newly designated offsite colocation data center. Calian Corporation Quote #094544 v9, \$57,376 for firewall hardware and 3 years support and maintenance and a statement of work for \$15,540 for implementation. The network firewall solution, totaling \$72,916 will be funded through Technology Fees.

It is recommended that contingent upon the confirmation and availability of grant funding, the Board of Regents authorize the President to enter into contracts with 1) Calian Corporation for infrastructure and firewalls for \$408,238, and 2) Fibertown Data Centers for hosting and internet services for \$117,862.

* The grant only funds support and maintenance for the first year. ACC plans to reapply for the STLC grant for ongoing costs. If ACC is not awarded, these costs will be divided between M&O and Technology Fees. Years 2 and 3 licensing and support costs are estimated based on current pricing structures.

23. **Consider Approval of Offering an Associate of Applied Science in Integrated Technologies**

MEMORANDUM NO: 033-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 13, 2025
SUBJECT: Approval to Offer an Associate of Applied Science in Integrated Technologies

Alvin Community College seeks approval to offer a new Associate of Applied Science (AAS) in Integrated Technologies degree. This program is designed to meet the growing demand for highly skilled IT professionals in networking, cybersecurity, programming, cloud computing, and emerging technologies. The degree aligns with regional workforce needs and industry trends, providing students with the technical skills required for high-demand careers in IT and related fields.

Program Description:

The AAS in Integrated Technologies degree is a comprehensive program that equips students with both foundational and specialized skills in IT infrastructure, system administration, software development, and data security. The curriculum covers networking, Windows and Linux operating systems, virtualization, cybersecurity, cloud computing, programming, and IT project management, ensuring that students are well-prepared for the workforce. Additionally, the program offers specialized electives in robotics, data analytics, and cloud computing, allowing students to tailor their education to their career goals.

This program has been designed with stackable credentials to allow the student to have a specialization and advance along their career pathway. The credentials include multiple embedded OSAs, two Level I Certificates, and a Level II Certificate leading to the AAS.

Graduates of this program will be able to:

- Design and manage IT networks for secure and effective communication.
- Implement cybersecurity best practices to protect data and mitigate risks.
- Develop software solutions using programming languages such as C++, Java, and Visual Basic.
- Administer and maintain enterprise IT environments, including cloud-based and virtualized infrastructures.
- Utilize critical thinking skills to analyze and troubleshoot complex technical problems.
- Collaborate effectively with IT teams and communicate technical solutions to diverse audiences.

Workforce Demand and Industry Alignment:

The demand for IT professionals continues to grow, with the Bureau of Labor Statistics projecting faster-than-average job growth in fields such as network administration, cybersecurity, software development, and cloud computing. Employers in the Gulf Coast region have expressed a need for skilled IT professionals who can integrate multiple technology disciplines into real-world applications. The AAS in Integrated Technologies directly addresses these needs by providing hands-on training in high-demand areas and preparing students for industry certifications, including CompTIA Network+ and cloud computing credentials.

Institutional and Community Benefits:

- Supports Alvin Community College's mission to provide workforce-driven education that meets industry needs.
- Expands career pathways for students seeking high-wage, high-demand IT careers.
- Strengthens partnerships with local businesses and industries looking for qualified IT professionals.
- Enhances transfer opportunities for students interested in continuing their education in advanced technology fields.

Budget Implications:

The Integrated Technology program will leverage existing resources to ensure a seamless integration into current educational offerings. The program will utilize existing physical assets, software, and classroom space thus avoiding additional expenditures for infrastructure expansion. With five full-time faculty members already in the Computer Technology Department, the program is supported by a team possessing the necessary technical knowledge, skills, and abilities. Furthermore, the department plans to use the existing pool of instructors if needed to augment in the instructional team.

Request for Board Approval:


We respectfully request the Board of Regents' approval to offer the AAS in Integrated Technologies at Alvin Community College. This program will provide students with industry-relevant training, increase local workforce development opportunities, and reinforce the College's commitment to meeting employer needs in the technology sector.

RJE:fmj

24. **Consider Approval of Offering an Associate of Applied Science in Marketing, Advertising, and Sales**

MEMORANDUM NO: 034-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: February 13, 2025

SUBJECT: Approval to Offer an Associate of Applied Science in Marketing, Advertising, and Sales

Alvin Community College seeks approval to offer a new Associate of Applied Science (AAS) in Marketing, Advertising, and Sales. This program is designed to provide students with the essential knowledge and practical skills required for careers in the dynamic fields of marketing, advertising, and sales. Developed with input from industry experts, this degree will equip students with both foundational and advanced competencies in consumer engagement, digital marketing, branding strategies, and sales management.

Program Description

The AAS in Marketing, Advertising, and Sales offers a well-rounded curriculum that integrates marketing principles, consumer behavior, and strategic sales techniques with specialized courses in e-commerce, digital advertising, and public relations. Students will begin with core courses in Principles of Marketing, Customer Service, and Principles of Selling, gaining a strong theoretical foundation. As they progress, they will explore advanced topics such as Marketing Research and Strategies, Digital Marketing, and Public Relations, ensuring they are prepared to develop and execute effective marketing campaigns in today's digital landscape.

A key feature of the program is its emphasis on hands-on learning through real-world projects, case studies, and Cooperative Education in Marketing Management, which provides practical experience and industry engagement. This combination of theory and application ensures graduates are workforce-ready for entry-level roles in marketing, advertising, sales, and business development, with strong potential for career advancement.

Curriculum Development and Industry Feedback

The curriculum was developed through collaboration with marketing, advertising, and sales professionals, ensuring that course content is directly aligned with current industry needs and trends. A focus group of subject matter experts reviewed the program framework, providing valuable insights that shaped course offerings and instructional methodologies. Their positive feedback and recommendations were integrated into the final curriculum to enhance academic rigor and industry relevance.

Workforce Demand and Market Outlook

A labor market analysis conducted using Lightcast reports indicates strong demand for marketing, advertising, and sales professionals in Texas. Employment figures for these fields exceed the national average, with continued job growth projected in the coming years. The data also highlights significant earning potential, particularly for graduates who possess advanced skills in digital marketing, analytics, and strategic sales management. By equipping students with in-demand

technical and business competencies, this program will position graduates for high-growth career opportunities in both corporate and entrepreneurial settings.

Budget and Resource Allocation

The implementation of the AAS in Marketing, Advertising, and Sales is expected to have a minimal financial impact on the institution. The program will be housed within the Business Department, utilizing existing resources such as classroom space, faculty expertise, and technology infrastructure. Instruction will be led by full-time faculty from the Business and Communications Departments, with adjunct faculty providing specialized knowledge in key areas. This strategic resource utilization ensures that the program maintains cost efficiency while delivering high-quality education.


Request for Board Approval

We respectfully request the Board of Regents' approval to offer the AAS in Marketing, Advertising, and Sales at Alvin Community College. This program is designed to strengthen ACC's workforce education portfolio, address regional employer needs, and provide students with a competitive edge in a growing industry.

RJE:fmj

25. **Consider Approval of Offering Advanced Technical Certificates**

MEMORANDUM NO: 035-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 13, 2025
SUBJECT: Approval to Offer Advanced Technical Certificates

Alvin Community College seeks approval to offer new Advanced Technical Certificates (ATCs) in Pipe Systems Design, Civil/Structural Design, and Mechanical Design within the Drafting and Design Engineering Technology Department. An Advanced Technical Certificate (ATC) is a certificate that has a defined associate or baccalaureate degree as a prerequisite. This document provides an overview of program content, market demand, faculty and facility readiness, and industry support from the Drafting & Design Engineering Technology Advisory Committee.

ATC in Pipe Systems Design

This program equips students with industry-relevant skills in pipe system design and drafting, including structural supports, complex drafting techniques, and instrumentation integration. The curriculum is designed to prepare students to create intricate piping schematics that meet rigorous industry standards.

ATC in Civil/Structural Design

Focusing on civil and structural engineering design and drafting, this program incorporates coursework in surveying, structural detailing, and advanced design technologies. Graduates will develop the expertise needed to address challenges in civil and structural engineering projects.

ATC in Mechanical Design

This program develops technical competencies essential for mechanical engineering design and drafting, covering topics such as machine drafting, geometric dimensioning and tolerancing, and advanced mechanical design technologies. The capstone course in machine design allows students to apply their knowledge to real-world mechanical design problems.

Industry Support and Curriculum Alignment

The proposed ATCs have been rigorously vetted through the Drafting & Design Engineering Technology Advisory Committee, composed of industry professionals and subject matter experts. The committee has strongly endorsed these programs, affirming their alignment with current industry standards and technological advancements.

Market Demand and Employment Outlook

A market analysis conducted using Lightcast data reveals a strong demand for these professions in Harris, Fort Bend, and Brazoria counties, exceeding national employment rates. Compensation trends indicate a high demand for specialization in these fields. These ATCs are particularly aligned with the needs of oil and gas, manufacturing, and construction industries, which are key sectors in Texas.

Budget and Resource Considerations

The department is well-positioned to implement these ATCs without significant financial impact. The existing faculty team includes three full-time instructors and a robust pool of adjunct faculty with specialized expertise. Additionally, current physical assets, advanced software, and available classroom space are sufficient to support program growth and student enrollment.

The introduction of these Advanced Technical Certificates represents a strategic enhancement of the department's educational offerings. By aligning curricula with industry needs and technological advancements, we are ensuring that graduates are well-prepared for high-demand careers in these fields. The strong support from the Drafting & Design Engineering Technology Advisory Committee further reinforces the programs' relevance and projected success.

Request for Board Approval:

We respectfully request the Board of Regents' approval to offer the Advanced Technical Certificates (ATCs) in Pipe Systems Design, Civil/Structural Design, and Mechanical Design within the Drafting and Design Engineering Technology Department. The ATCs will provide specialized, industry-relevant training that enhances career opportunities and prepares students for high-demand roles in engineering and manufacturing.


RJE:fmj

26. **Consider Approval of Purchasing a Virtual Reality Law Enforcement Training System from V-Armed, Inc.**



Robert J. Exley, PhD
President

MEMORANDUM NO: 037-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 14, 2025
SUBJECT: Approval of Purchasing a Virtual Reality Law Enforcement Training System from V-Armed, Inc.

In alignment with Alvin Community College’s commitment to providing state-of-the-art training solutions for law enforcement personnel, the College seeks to purchase the Virtual Reality Law Enforcement Training System from V-Armed. This system will significantly enhance training capabilities within the Law Enforcement Academy by providing immersive, scenario-based simulations that improve decision-making, de-escalation techniques, and tactical responses.

Budget Approval and Funding Source

The Board approved \$300,000 for the purchase of VR training equipment in the FY2024-2025 budget under the West Center GL Account Number 11-7-10185-71110. The proposed purchase aligns with this budget allocation, ensuring financial feasibility without the need for additional funding.

Purchase Details

Based on V-Armed’s proposal, the total cost for the Virtual Reality Law Enforcement Training System is \$250,000 for the first year, which includes:

900 Square Feet Optical Tracking System & 3 Participant Kits (\$217,500)

On-Site Training and Setup (\$7,500)

Scenario Library Access and Hardware Warranty (Year 1) (\$25,000)

An optional support and warranty extension is available at \$25,000 per year for future years to maintain continued access to scenario updates, software upgrades, and system maintenance.

Vendor and Procurement Compliance

V-Armed, Inc. specializes in law enforcement and military training simulations and is an approved vendor with the Department of Homeland Security. The agreement with V-Armed is currently under legal review to ensure compliance with institutional policies and procurement regulations.

Recommendation

The administration recommends Board approval to proceed with the purchase of the V-Armed Virtual Reality Law Enforcement Training System in the amount of \$250,000 as specified in the bid proposal. This investment will enhance the College's ability to deliver cutting-edge, high-impact training for law enforcement professionals.

Upon approval, the College will finalize the contract and proceed with implementation to ensure timely deployment of the system.

Requested Action

Approval of the purchase of the V-Armed Virtual Reality Law Enforcement Training System for the Law Enforcement Academy in the amount of \$250,000, utilizing budgeted funds under GL Account Number 11-7-10185-71110.

RJE:fmj

27. **Consider Approval of Revised Policy DEC (LOCAL)**



Robert J. Exley, PhD
President

MEMORANDUM NO: 038-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the name 'Robert J. Exley, PhD' in the 'FROM' field.

DATE: February 14, 2025

SUBJECT: Approval to Revise Policy DEC (LOCAL)

We seek approval to revise the DEC (LOCAL) policy. As discussed previously, this revision aims to allow employees who are injured and receiving Workers' Compensation to 'top off' their salary to become whole, not exceeding their monthly salary by using their accumulated sick leave time.

RJE:fmj

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

**Leave
Administration**

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Earning Leave

An employee shall not earn any form of paid leave while on unpaid leave status. An employee who is working or on paid leave status for part of a monthly pay period shall earn paid leave on a prorated basis.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before the employee's last duty day of the year, or begins employment after the first duty day, sick leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for leave the employee used but had not yet earned as of the date of separation.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn 10 hours of paid sick leave per month in accordance with administrative regulations.

Sick leave shall accumulate to a maximum of 720 hours.

Sick leave shall only be used for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of sick leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury, and the employee has exhausted all paid leave and any applicable compensatory time.

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

**Leave for Certain
Law Enforcement
and EMS Personnel**

**Mental Health
Leave**

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Line of Duty Illness or Injury Leave

Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.

Family and Medical Leave

FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.

Twelve-Month Period

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.

Combined Leave for Spouses

When both spouses are employed by the College District, the College District shall not limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the College

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

District limit military caregiver leave to a combined total of 26 weeks.

Intermittent or
Reduced Schedule
Leave

The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of
Leave

When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

Fitness-For-Duty
Certification

In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

Personal Leave

Each full-time employee shall receive 16 hours of personal leave per fiscal year. All leave will be available at the beginning of the school year.

Each part-time employee who works at least 20 hours per week shall receive 30 hours of personal leave per fiscal year. All leave will be available at the beginning of the school year.

Personal leave shall not accumulate.

Earned compensatory time shall be used before any available personal leave.

Vacation Leave

With the exception of faculty members, each full-time benefits-eligible employee shall earn vacation leave at a rate of eight hours per month, September through May, in accordance with administrative regulations. Vacation leave shall accumulate to a maximum of 192 hours.

Use of vacation leave shall require prior approval by the employee's supervisor and must be scheduled in accordance with administrative regulations.

Earned compensatory time shall be used before any available vacation leave.

An employee who separates from employment with the College District shall be eligible for reimbursement of unused vacation leave in accordance with the following:

1. The employee provides advance written notice of intent to separate from employment in accordance with administrative regulations.
2. The employee shall be reimbursed for each hour of unused vacation leave, to a maximum of 192 hours, at the employee's

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

current daily rate. If the employee is reemployed with the College District, hours for which the employee received payment shall not be available to that employee.

Development Leave

A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted unpaid faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility

To qualify for development leave, a faculty member must serve at least five consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application

To be granted development leave for the subsequent academic year, a faculty member must apply to the College President by March 1 on a signed and dated form created by the administration. The application shall contain:

1. The requested effective date and duration of leave.
2. A description of the specific purpose for which the leave is requested.
3. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.
4. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.
5. Any other information deemed appropriate by the College President.

Approval Procedure

A development leave committee shall be elected annually from the general faculty membership on a date determined by the College President to be no later than the application deadline. The commit-

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

tee shall be composed of 10 members and shall elect a chair during the first meeting. The chair shall be responsible for scheduling and presiding over each meeting of the committee.

After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's recommendation, the College President shall make a recommendation as to which applications should be granted for consideration at a Board meeting to occur before the end of the spring semester. No more than one College District faculty member may be on development leave at any one time.

The College President shall inform the applicants of the final determination by the Board.

Outside
Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

An employee shall be eligible for 24 hours of paid bereavement leave, per occurrence, for the death of an immediate family member. Bereavement leave shall not accumulate.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

~~No Paid Leave
Offset~~

The College District ~~shall not~~ **may** permit the option for paid leave offset in conjunction with workers' compensation income benefits.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES


DEC
(LOCAL)

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

28. **Consider Approval of Adopting a Local Policy Regarding "Institutional Reserves" and "Capital Reserves"**
29. **Financial Report Ending January 31, 2025**

MEMORANDUM NO: 032-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 12, 2025

SUBJECT: Financial Report - Year-to-Date Ending January 31, 2025

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 2024-2025 fiscal year. Table 1 provides an overview.

Table 1.

	<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,283,058	6,476,147	88.92%	(806,911)	
<i>Total Non-Operating Revenues</i>	43,439,441	28,656,760	65.97%	(14,782,681)	
<i>Total Revenues</i>	50,722,499	35,132,907	69.26%	(15,589,592)	

	<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	50,722,499	17,928,524	35.35%	32,793,976	

This represents five months (or 41.7%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin Community College
Consolidated Statements of Net Assets

	<u>January 31, 2025</u>	<u>January 31, 2024</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	15,194,067	7,063,823	8,130,244	
Short-term investments	30,407,438	32,327,683	(1,920,245)	
Accounts receivable, net	790,394	2,835,548	(2,045,154)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	22,021	503,785	(481,764)	Travel advances and prepaid expenses
Inventories	239,709	147,777	91,932	
Total Current Assets	<u>46,653,629</u>	<u>42,878,616</u>	<u>3,775,013</u>	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	45,843,869	47,029,435	(1,185,566)	
Total Assets	<u>94,497,498</u>	<u>91,908,051</u>	<u>2,589,447</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,175,990	3,175,990	-	TRS pension
Deferred outflows - OPEB	7,089,514	7,089,514	-	OPEB
Total Deferred Outflows of Resources	<u>10,265,504</u>	<u>10,265,504</u>	<u>-</u>	
Liabilities				
Accounts payable & accrued liabilities	179,533	153,726	25,807	
Net pension liability	10,460,057	10,460,057	-	
Net OPEB liability	22,655,135	22,655,135	-	
Funds held for others	55,532	49,782	5,750	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	-	-	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	17,955,000	-	Annual payment
Total Liabilities	<u>53,406,693</u>	<u>54,930,136</u>	<u>(1,523,443)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,773,321	1,773,321	-	TRS pension
Deferred inflow - OPEB	5,969,497	5,969,497	-	OPEB
Deferred inflow - premium on tax note	2,147,673	2,147,673	-	
Total Deferred Inflows of Resources	<u>9,890,491</u>	<u>9,890,491</u>	<u>-</u>	
Net Assets				
Fund Balance - Equity	41,465,818	37,352,928	4,112,890	
Total Net Assets	<u><u>41,465,818</u></u>	<u><u>37,352,928</u></u>	<u><u>4,112,890</u></u>	

Alvin Community College
Consolidated Statements of Revenue and Expense
January 31, 2025 and January 31, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other		M&O	Remaining	%	All Other		Amended		%
	Funds	M&O	Budget	Budget		Funds	M&O	M&O	Remaining	
	Actual	Actual	Budget	Budget	%	Actual	Actual	Budget	Budget	%
Revenues										
Operating revenues										
Tuition and fees	1,904,203	6,450,824	7,213,058	(762,234)	89.43%	1,589,960	6,000,187	6,986,349	(986,162)	85.88%
Federal grants and contracts	4,521,801	-	-	-	0.00%	3,176,282	-	-	-	0.00%
State grants	837,821	-	-	-	0.00%	625,493	-	-	-	0.00%
Local grants (TPEG)	207,364	-	-	-	0.00%	205,129	-	-	-	0.00%
Auxiliary enterprises	1,495,565	-	-	-	0.00%	1,269,313	-	-	-	0.00%
Other operating revenues	71,023	25,323	70,000	(44,677)	36.18%	101,862	32,093	70,000	(37,907)	45.85%
Total operating revenues	9,037,777	6,476,147	7,283,058	(806,911)	88.92%	6,968,039	6,032,280	7,056,349	(1,024,069)	85.49%
Expenses										
Operating expenses										
Administrative	-	4,718,643	11,949,948	7,231,305	39.49%	-	3,994,383	10,571,449	6,577,066	37.78%
Institutional	-	2,925,519	10,965,056	8,039,537	26.68%	-	2,636,555	9,791,197	7,154,642	26.93%
Technical Instruction	-	2,794,356	7,577,766	4,783,410	36.88%	-	2,566,787	7,017,593	4,450,806	36.58%
Academic Instruction	-	3,635,924	9,925,917	6,289,993	36.63%	-	3,436,818	8,990,048	5,553,230	38.23%
Student Services	-	1,990,744	5,335,706	3,344,962	37.31%	-	1,778,447	4,885,081	3,106,634	36.41%
Physical Plant	-	1,863,338	4,968,106	3,104,768	37.51%	-	1,249,495	4,716,787	3,467,292	26.49%
Unbudgeted Unrestricted (Fund 12)	752,378	-	-	-	0.00%	906,435	-	-	-	0.00%
Continuing Education	442,588	-	-	-	0.00%	280,995	-	-	-	0.00%
Auxiliary Enterprises	1,335,385	-	-	-	0.00%	1,134,550	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	-	-	-	-	0.00%
TPEG	161,155	-	-	-	0.00%	97,682	-	-	-	0.00%
Institutional Scholarships	170,574	-	-	-	0.00%	77,539	-	-	-	0.00%
State Grants	768,025	-	-	-	0.00%	499,653	-	-	-	0.00%
Federal Grants	6,752,022	-	-	-	0.00%	3,486,886	-	-	-	0.00%
Donor Scholarships	206,885	-	-	-	0.00%	151,161	-	-	-	0.00%
Unexpended Plant Fund	-	-	-	-	0.00%	158,235	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	-	-	-	-	0.00%	1,705	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	40,865	-	-	-	0.00%	1,047,666	-	-	-	0.00%
Total operating expenses	10,629,877	17,928,524	50,722,499	32,793,976	35.35%	7,846,366	15,662,485	45,972,155	30,309,670	34.07%
Operating Gain/(Loss)	(1,592,100)	(11,452,377)	(43,439,441)	(33,600,887)		(878,327)	(9,630,205)	(38,915,806)	(31,333,739)	
Nonoperating revenues										
State appropriations*	-	4,985,023	9,974,942	(4,989,919)	49.98%	-	4,763,027	9,526,054	(4,763,027)	50.00%
State appropriations - FAST Funding	-	-	710,000	(710,000)	0.00%	-	-	-	-	0.00%
Property tax revenue - Current	1,136,565	23,188,169	32,254,499	(9,066,330)	71.89%	1,115,384	20,740,356	28,889,752	(8,149,396)	71.79%
Property tax revenue - Delinquent	1,240	11,865	-	11,865	0.00%	25,559	54,921	-	54,921	0.00%
Property tax revenue - Interest & Penalties	2,824	36,468	-	36,468	0.00%	2,352	30,562	-	30,562	0.00%
Investment income	5,062	430,271	500,000	(69,729)	86.05%	22,110	410,145	500,000	(89,855)	82.03%
Other non-operating revenues	81,258	4,964	-	4,964	0.00%	92,100	10,672	-	10,672	0.00%
Total nonoperating revenues	1,226,949	28,656,760	43,439,441	(14,782,681)	65.97%	1,257,504	26,009,682	38,915,806	(12,906,123)	66.84%
Provided by the State										
Revenue for Insurance and Retirement	-	1,015,198	-	1,015,198	0.00%	-	977,146	-	977,146	0.00%
State Insurance Match	-	(398,797)	-	(398,797)	0.00%	-	(396,857)	-	(396,857)	0.00%
State Retirement Match	-	(389,330)	-	(389,330)	0.00%	-	(351,278)	-	(351,278)	0.00%
State Retiree Insurance	-	(227,071)	-	(227,071)	0.00%	-	(229,011)	-	(229,011)	0.00%
Increase/(decrease) in net assets	(365,151)	17,204,384	-	(48,383,568)		379,177	16,379,477	-	(44,239,862)	

* State Approp portion generated by CE = 128,614

122,886

* Institutional Reserve 22,757,958

22,757,958

Alvin Community College
Consolidated Statements of Revenue and Expense
January 31, 2025 and January 31, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	9,037,777	6,476,147	7,283,058	(806,911)	88.92%	6,968,039	6,032,280	7,056,349	(1,024,069)	85.49%
Nonoperating revenues										
Total nonoperating revenues	1,226,949	28,656,760	43,439,441	(14,782,681)	65.97%	1,257,504	26,009,682	38,915,806	(12,906,124)	66.84%
Less Expenses										
Operating expenses										
Total operating expenses	(10,629,877)	(17,928,524)	(50,722,499)	(32,793,976)	35.35%	(7,846,366)	(15,662,485)	(45,972,155)	(30,309,670)	34.07%
Increase/(decrease) in net assets	(365,151)	17,204,384	-	(48,383,568)		379,177	16,379,477	-	(44,239,863)	

* State Approp portion generated by CE = 128,614 122,886

* Institutional Reserve 22,757,958 22,757,958

Alvin Community College
Continuing Education Statement of Revenue and Expense
January 31, 2025

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	128,614	683	(11,383)	117,914	174,071	(56,157)
Dental Assistant	26,518	(1,591)		24,927	5,406	19,521
Emergency Medical Tech	35,100	(1,986)		33,114	2,120	30,994
Phlebotomy	17,700	(1,062)		16,638	2,176	14,462
CPR	2,200	-		2,200		2,200
Medication Aide	41,168	(2,470)		38,698	9,887	28,811
Certified Nursing	7,980	(479)		7,501	7,507	(6)
Patient Care	932	(56)		876	858	18
Biotech	38,428	(2,306)		36,122	14,713	21,409
Truck Driving	102,567	(6,154)		96,413	90,970	5,443
Correctional Officer	-	-		-	3,675	(3,675)
Kids College	-	-		-		-
Occupational Health & Safety	1,100	-		1,100	656	1,100
Computer Aid Drafting	306	(18)		288		288
Community Programs	1,605	-		1,605	670	935
Clinical Medical Assistant	18,080	(1,085)		16,995	6,412	10,583
Machinist Program	25,979	(1,559)		24,420	17,386	7,034
STRIVE	142,832	(8,029)		134,803	40,810	93,993
CE-Restaurant	-	-		-	948	(948)
CE Options Program	4,600	-		4,600		4,600
Corporate College	-	-		-		-
TWC SDF Grant Training	-	-		-	61,510	(61,510)
Testing	-	-		-	2,813	(2,813)
Total	595,709	(26,111)	(11,383)	558,214	442,588	116,283

*2.58% of the state appropriation for FY24/25 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College
 Auxiliary Profit/(Loss) Statement Year-To-Date Through January 31, 2025 and January 31, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To- Date
Revenue								
Sales & services	244,902		856,644	4,995	182,090	11,010	1,299,641	1,093,959
Student Fees		195,924					195,924	175,354
	244,902	195,924	856,644	4,995	182,090	11,010	1,495,565	1,269,313
Expenses								
Purchases & Returns			703,843				703,843	566,457
Salaries	39,686	66,866	96,941		136,166	22,029	361,688	296,471
Staff Benefits	9,968	11,145	24,138		40,514	637	86,401	81,291
Supplies & Other Operating Expenses	118,711	26,417	8,392	4,803	13,925	1,054	173,302	127,946
Equipment							-	51,571
Bank Charges			5,134		5,010	7	10,151	10,814
	168,366	104,427	838,448	4,803	195,615	23,727	1,335,385	1,134,550
Excess revenue over expenses	76,536	91,497	18,197	192	(13,525)	(12,717)	160,180	134,763
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			167,028				167,028	87,678
Interfund Receivables	(93,792)	357,712	611,891	6,750	(133,378)	(66,931)	682,252	870,923
Inventory			239,709				239,709	147,777
Total Assets	(93,792)	357,712	1,021,140	6,750	(133,378)	(66,931)	1,091,501	1,108,891
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	38,769	2	4,908	60	49,539	50,295
Deferred Revenue							-	-
Total Liabilities	4,214	1,585	38,769	2	4,908	60	49,539	50,295
Restricted Fund Balance (includes inventories)			239,709				239,709	147,777
Unrestricted Fund Balance	(98,007)	356,127	742,662	6,748	(138,286)	(66,991)	802,253	910,819
Total Liabilities & Fund Balance	(93,792)	357,712	1,021,140	6,750	(133,378)	(66,931)	1,091,501	1,108,891

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through January 30, 2024

	<u>Parking</u>	<u>Student Activities</u>	<u>Bookstore</u>	<u>Vending</u>	<u>Childcare</u>	<u>Fitness Center</u>	<u>Total</u>
Revenue							
Sales & services	223,803		697,733	4,434	158,704	9,285	1,093,959
Student Fees		175,354					175,354
	223,803	175,354	697,733	4,434	158,704	9,285	1,269,313
Expenses							
Purchases & Returns			566,457				566,457
Salaries	26,313	31,113	96,363		118,568	24,114	296,471
Staff Benefits	7,510	6,511	24,026		41,504	1,740	81,291
Supplies & Other Operating Expenses	70,764	26,991	9,380		12,069	8,742	127,946
Equipment	51,571						51,571
Building Repairs							-
Bank Charges			6,443		4,350	21	10,814
	156,158	64,615	702,669	-	176,491	34,617	1,134,550
Excess revenue over expenses	67,645	110,739	(4,936)	4,434	(17,787)	(25,332)	134,763
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			87,678				87,678
Interfund Receivables	(45,178)	338,341	687,747	7,321	(95,051)	(22,257)	870,923
Inventory			147,777				147,777
Total Assets	(45,178)	338,341	925,715	7,321	(95,051)	(22,257)	1,108,891
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,586	39,434		4,908	153	50,295
Deferred Revenue							-
Total Liabilities	4,214	1,586	39,434	-	4,908	153	50,295
Restricted Fund Balance (includes inventories)		-	147,777	-			147,777
Unrestricted Fund Balance	(49,392)	336,755	738,504	7,321	(99,959)	(22,410)	910,819
Total Liabilities & Fund Balance	(45,178)	338,341	925,715	7,321	(95,051)	(22,257)	1,108,891

30. **Adjournment**