

Regular Meeting
Thursday, January 9, 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
JANUARY 9, 2025**

It is hereby certified that a notice of this meeting was posted on the 3rd day of January 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 4th day of December 2024.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 003-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Personnel Action – New Position, FT Faculty, Economics 9M

The individual listed below is a current adjunct and has been recommended to fill the full-time Faculty, Economics 9 month position that was board approved summer 2024 due to the FAST program.

Funding Source: 11-3-14240-61405

Candidate
Recommended: Saburi Olafuyi

Education: University of Lagos, Lagos, Nigeria
Master of Science

University of Lagos, Lagos, Nigeria
Bachelor of Science

Experience: Alvin Community College
Adjunct, Economics August 2024 – present

Jackson State University
Adjunct, Economics August 2020 – August 2024

African Development Bank
Consultant June 2017 – June 2020

Dangote Industries Ltd
Chief Procurement Officer October 2013 – November 2016
Controller June 2010 – September 2013

Intercontinental Exchange LLC
Consultant October 2007 – September 2009

City of Atlanta

Consultant

October 2005 – June 2007

Merrill Lynch

Consultant

May 2001 – September 2001

Cingular Wireless

Consultant

January 2001 – April 2001

JP Morgan Chase

Consultant

June 2000 – December 2000

Federal Home Loan Bank

Investment Analyst

December 1999 – June 2000

Truist Bank

Client Manager

May 1999 – November 1999

International Trust Bank

Liabilities Manager

September 1987 – May 1999

Salary: \$67,047.93 Annual
Grade 9/MA36/Step 10, 2024 - 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

| | | | |
|------------------------------|------------------------------------|----------------------|-----------------------------------|
| Job Title: | Faculty, Economics (PID:18) | | |
| Department: | Government and Economics | FLSA Status: | Exempt |
| Reports To: | Dean of Arts & Sciences | Salary Step: | Based on Contract Length / Degree |
| ORP Eligible: | Yes | Job Category: | Full-Time Faculty |
| Contractual Position: | Yes | | |
| HR approved: | Human Resources/LG | Date: | 4/26/2024 |
| Last updated by: | Dean Arts & Sciences/LG | Date: | 4/26/2024 |

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree in economics or a Master's degree with 18 graduate hours in Economics. MBAs must have 18 graduate hours in related coursework in economics.

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level
- Working knowledge of Blackboard course management system

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Personnel Action - Custodian



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 004-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Personnel Action (Replacement) – Custodian

The individual listed below has been recommended to fill the full-time Custodian position replacing Dora Arevalo.

Funding Source: 11-8-16080-61305

Candidate

Recommended: Maria Paz

Education: Escuela Moises Saenz Garza
High School Diploma

| | | |
|--------------------|---|------------------------------|
| Experience: | <u>Alvin Community College</u> Part-Time Custodian | October 2024 – Present |
| | <u>Da Darling DBA McDonalds</u> Cook | November 2019 – October 2024 |
| | <u>Kades Corp DBA McDonalds</u> Cook | November 2018 – October 2019 |
| | <u>Associate Enterprise Cleaning</u> Housekeeper | September 2014 – March 2018 |

Salary: \$24,757.27
Grade 102, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

| | | | |
|---------------------|-----------------------------|----------------------|------------|
| Job Title: | Custodian (PID: 261) | | |
| Department: | Physical Plant | FLSA Status: | Non-Exempt |
| Reports To: | Supervisor, Custodial | Job Category: | TSCM |
| Grade Level: | 102 | | |
| HR approved: | Jessica Eddy | Date: | 11/28/2023 |
| Last updated by: | Supervisor, Custodial/DG | Date: | 11/28/2023 |

SUMMARY

Performs duties related to the cleanliness and orderly condition of all College facilities. All other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Properly cleans and maintains all institutional facilities including offices, classrooms, restrooms, janitorial and storage rooms, floors, walls, furniture, and so forth.
- Sweeps, mops, scrubs and vacuums all hallways, floors, and stairs; cleans dirt and other debris from stairs, sidewalks, and walkways.
- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers.
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant.
- Cleans, waxes, and polishes floors by hand or machine; removes dirt and blemishes from floor with various cleaning solvents and compounds according to the composition of flooring; and applies paste or liquid wax to floor with rags or machines. Polishes floor with electric polishing machine.
- Some outside work is required in the completion of duties; i.e., sweeping walkways, cleaning of handrails, washing of windows and emptying/cleaning of outside trash receptacles.
- Performs setup and take down duties for all special events.
- 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

- Some experience or in-service training courses in institutional housekeeping and related subjects.

PREFERRED QUALIFICATIONS

- High school education or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must be able to work un-supervised.

- The Custodian must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.
- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

WORK ENVIRONMENT

This position generally works in pleasant indoor surroundings with some outside work required. The incumbent will be exposed to other environments such as noise, heat, dust, dirt, grease, cold, dampness, cleaning agents, and chemicals that might be hazardous in nature.

PHYSICAL DEMANDS

Must be capable of moderate to heavy lifting of fifty (50) pounds or more, along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching. Expected to operate mechanical buffing equipment, carpet cleaning and extracting machines, and hardwood floor polishing equipment as a routine part of the job.

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.C. Personnel Action - Procurement Assistant

JOB DESCRIPTION

| | | | |
|---------------------|---|----------------------|------------|
| Job Title: | Procurement Assistant (PID: 901) | | |
| Department: | Purchasing | FLSA Status: | Non-Exempt |
| Reports To: | Purchasing Agent | Job Category: | TSCM |
| Grade Level: | 108 | | |
| HR approved: | Lindsey Hindman | Date: | 10/10/2024 |
| Last updated by: | VP/CFO - Elizabeth H. Nelson | Date: | 10/3/2024 |

SUMMARY

This position primarily serves as full-time procurement assistant and administrative support for the Purchasing Department. Responsible for collecting, compiling and analyzing information related to campus purchasing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides recommendations to peers or superiors.
- Serves as a resource to the Purchasing Department and College staff for Ellucian/Colleague applications.
- Answers routine, non-sensitive and non-confidential questions concerning purchasing activity asked by vendors, faculty and staff.
- Maintains contract management database and records.
- Enters new vendor IDs and updates older vendor information in the ERP system.
- Issues lower dollar purchase orders.
- Distributes purchase orders to vendors and confirm receipt.
- Enters requisitions for Purchasing Department purchase orders.
- Assists with collecting data and running monthly reports.
- Distributes departmental correspondence and public announcements.
- Electronically files and maintains vendor documents, insurance certificates, etc.
- Manages College copier program and the water delivery program.
- Manages and coordinates the task chair purchasing program, including quotes, journal voucher preparation and advertisements.
- Assists with solicitation and contract files.
- Assists with maintaining purchasing webpages.
- Assists with campus purchasing events, such as bid walk-throughs, etc.
- Assists with formal solicitation openings, including but not limited to, witness, tabulations, filing and distribution.
- Maintains accurate and detailed records, paying close attention to details.
- Directs visiting vendors and guests.
- Assists with campus training.
- Performs administrative office duties.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or GED
- Two (2) years of professional office experience

PREFERRED QUALIFICATIONS

- Office experience in purchasing
- Experience in Higher Education
- Associate's degree in business or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral and written communication and interpersonal skills
- Effective analytical and problem-solving skills
- Working knowledge of standard office equipment; Microsoft Suite; ERP and other office processes

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. Personnel Action - Dual Enrollment Advisor



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 006-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Personnel Action (Replacement) – Dual Enrollment Advisor

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

Funding Source: 11-5-10502-61105

Candidate

Recommended: Patrick Morton

Education: Clemson University
Master of Arts

Illinois State University
Bachelor of Arts

Experience: U of H Downtown
Coordinator, Student Records

June 2024 – Present

Iowa State University
Registrar Specialist II
Academic Advisor III
Academic Advisor II

October 2019 – December 2023
March 2018 – October 2019
May 2015 – March 2018

Ames Laboratory
System Support Specialist II

April 2014 – May 2015

Texas State University
System Support Specialist II
Academic Advisor

January 2012 – March 2014
January 2011 – January 2012

University of Nevada
Academic Advisor

September 2009 – December 2010

Texas State University

Professional Development Assistant
Academic Advisor

November 2008 – September 2009
October 2006 – October 2008

Consultant

Analyst/Programmer

March 1996 – September 2003

Salary: \$65,775.73
Grade 204, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

| | | | |
|-----------------------------|--------------------------------------|---|--------------|
| Job Title: | | (Dual Enrollment Advisor PID: 683) | |
| Department: | College and Career Pathways | FLSA Status: | Exempt |
| Reports To: | Dean, College, Access & Partnerships | Grade Level: | 204 |
| ORP Eligible: | No | Job Category: | Professional |
| Contractual Position | No | | |
| HR approved: | Human Resources/LG | Date: | 10/9/2024 |
| Last updated by: | Dean /JRR & VPI/CL | Date: | 10/9/2024 |

SUMMARY

Using an advising case-management model, the Dual Enrollment (DE) Advisor works with high school students enrolled in the DE program to develop an academic pathway success plan. The DE program provides an opportunity for eligible high school students to enroll in college courses and receive both high school and college credit for the course. While DE courses are mostly taught on the high school campuses, students can also earn credit on the ACC college campus. The DE program offers both academic and technical courses. The DE Advisor assists students with admission, registration, degree and career planning and assists students with transitioning to college. The DE Advisor also provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Additionally, the DE Advisor provides college and community support resources to assigned case-loads as needed while working out of assigned local high school. The DE Advisor also maintains contact with faculty, staff, and ISD administrators and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guide students through the admissions and onboarding process
- Assist students in course selection and schedule planning
- Aid students in determining field of study
- Provide students with information on university transfer options
- Interprets standardized tests and communicates local college readiness standards to students, faculty, ISD administrators and the community
- Perform degree audits and review transcripts to prepare students for graduation
- Participate in recruiting events to share program and admissions information with prospective students and families
- Regularly communicate with administration, and faculty to learn more about new policies and procedures as well as staying abreast of changes in programs and degree plans
- Respond to parent inquiries regarding DE program
- Fosters retention of identified groups of students through mentoring, academic enhancement seminars and monitoring of student grades
- Works in collaboration with Associate Principals and Lead Counselors to plan, schedule, and monitor enrollment for college courses at the high school
- Handles early alerts from faculty and others for assigned advising case-load
- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Coordinates projects and special events as assigned

- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Promotes and assists with facilitation of TSI readiness initiatives
- 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

- Bachelor's degree in Education, Counseling or other closely related field
- Minimum of two (2) years advising, counseling, or providing case management student success support to high school level or college students (such as college and career, financial aid, career counseling, or other forms of admission/college readiness support or relevant experience).

PREFERRED QUALIFICATIONS

- Minimum of two (2) years working in student services at community college or university
- Bilingual (Spanish)

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent computer skills.
- Excellent oral and written communication skills.
- Must be able to work in a fast-paced environment.
- Ability to work independently at an off-campus location
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to multitask and prioritize efficiently.
- Ability to work collaboratively with faculty, administrators, school district partners and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.
- Familiarity with Skyward and/or Colleague.
- Demonstrates an understanding of ACC's core values in serving as strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus through service.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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This job description 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 - Building Services Technician



Your College Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 007-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Personnel Action (Replacement) – Building Services Technician

The individual listed below has been recommended to fill the full-time Building Services Technician position replacing Cole Vest.

Funding Source: 11-8-16040-61305

Candidate

Recommended: Scott Mills

Education: Alvin High School
GED

| | | |
|--------------------|--|------------------------------|
| Experience: | <u>Handy Helper Service</u> Owner | June 2020 – Present |
| | <u>BC Carpentry</u> Owner/Operator | November 2014 – June 2020 |
| | <u>Brazos M&E Construction</u> Diesel Mechanic Apprentice | January 2013 – August 2014 |
| | <u>Independent Contractor</u> | April 2010 – January 2013 |
| | <u>Local Industrial Contractors</u> Multi-Craft | January 2010 – April 2010 |
| | <u>Saltgrass Bait & Tackle</u> Maintenance/Sales | January 2004 – December 2009 |
| | <u>MPM Construction</u> Drywall Foreman | February 2003 – August 2024 |
| | <u>T-Con Construction</u> Carpenter Helper | January 2002 – February 2003 |

Mill Creek Farm

Landscaping Supervisor

March 2000 – January 2002

Accurate Machine Shop

Manual Machinist

May 1999 – March 2000

CRC Industrial Contractors

Equipment Operator

May 1996 – May 1999

Salary:

\$44,738.81

Grade 111, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

| | | | |
|---------------------|---|----------------------|------------|
| Job Title: | Building Services Technician (PID 259) | | |
| Department: | Physical Plant | FLSA Status: | Non-Exempt |
| Reports To: | Building Services Supervisor | Job Category: | TSCM |
| Grade Level: | 111 | | |
| HR approved: | Jessica Eddy | Date: | 9/20/2024 |
| Last updated by: | PP Dir, BH and Maint. Super, MV | Date: | 9/3/2024 |

SUMMARY

Performs duties requiring functional skills in carpentry, painting, plumbing, brick and concrete masonry, metal work, plastics, vinyl wall and floor coverings, dry wall and plaster, acoustical ceiling and wall treatments necessary in the maintenance of all buildings. All other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs carpentry duties including construction and remodeling of facilities when deemed necessary. The Building Services Technician must be able to construct concrete forms and rough frame as well as perform architectural woodwork and cabinet skills.
- Performs preventive maintenance on all doors including hollow metal doors and frames, aluminum entrance doors and frames, sound retardant doors, plastic face doors, rolling doors, solid and hollow core wooden doors, sliding metal fire doors, overhead doors and darkroom doors.
- Maintains and services all hydraulic door closers and door hardware.
- Performs maintenance on fixed and movable aluminum windows, weather strips, and maintains thresholds. Glazes and must have a working knowledge of glass cutting.
- Maintains interior and exterior finishes.
- The Building Services Technician must possess a working knowledge of paints and painting accessories, and be qualified to apply paints and primers to all surfaces including woods, metals, and concrete in a professional manner.
- Assembles and installs equipment and fixtures including, but not limited to, plastic toilet partitions, chalk, tack and bulletin boards, access flooring, metal and wood lockers, mesh partitions, accordion partitions, prefab wood shelving and toilet accessories.
- Maintains restrooms and kitchens with respect to all plumbing repairs.
- Assist in maintaining campus signage, parking lots, irrigation, walking trail and grounds.
- Operates and maintains equipment used in the performance of all assigned tasks including, but not limited to, power saws, table saws, routers, jointer, planers, drills and drill presses.
- Keeps lumber, paints, tiles, adhesives, and other working materials in a neat and orderly fashion.
- Overtime may be 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

- A high school diploma or GED
- One (1) or more years experience in the building trade and maintenance field

PREFERRED QUALIFICATIONS

- A working knowledge of local plumbing codes

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess a working knowledge of all materials used in the maintenance of buildings and their appropriate applications.
- Must possess the ability to read blueprints and construction drawings.
- Must be knowledgeable in all phases of concrete work.
- Must have working knowledge of restroom and kitchen accessories and equipment including hot water heaters
- Must have a valid driver’s license and current automobile insurance.

WORK ENVIRONMENT

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. From time to time he/she will be exposed to materials found in the building industry: loud noise, dust, dirt, sawdust, and other foreign materials.

PHYSICAL DEMANDS

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently lifts assets and equipment weighing fifty (50) or more pounds. Occasionally ascends/descends a ladder to service buildings. The Building Services Technician will be exposed to moderate physical exertion.

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISOR'S PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.F. Personnel Action - Executive Administrative Assistant to Legal Studies and
Public Safety



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 008-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: January 2, 2025

SUBJECT: Personnel Action (Repurposed) – Executive Administrative Assistant, VPI & EVP/CFO to Senior Administrative Assistant Center of Excellence in Legal Studies & Public Safety

The individual listed below has been recommended to fill the full-time Senior Administrative Assistant Center of Excellence in Legal Studies & Public Safety position.

Funding Source: 11-7-10150-61305

Candidate

Recommended: **Brooke Jacob**

Education: Panola College
Certified Nursing Assistant

Experience: Law Offices of Wes Griggs Paralegal January 2021 – Present

Bright Star Care Scheduling and Recruiting Coordinator February 2020 – December 2020

H & R Block Tax Office Manager November 2019 – February 2020

TN Health Management HR Advisor and Scheduling Manager September 2016 – September 2019

Bethany Home Health Regional Home Health Manager April 2015 – August 2016

Logansport High School Principal’s Assistant August 2014 – April 2015

Gulf State Bank

Bank Teller

April 2014 – August 2014

ISD Engineering Group

Auto Cad Tech II

August 2012 – March 2014

Salary: \$46,000
Grade 112, 2024 - 2025 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

| | | |
|---------------------|--|--------------------------------|
| Job Title: | Senior Administrative Assistant for Center of Excellence in Legal Studies and Public Safety (PID:909) | |
| Department: | Center of Excellence – Legal Studies | FLSA Status: Non-Exempt |
| Reports To: | Executive Director | Job Category: TSCM |
| Grade Level: | 112 | |
| HR approved: | Human Resources/LG | Date: 11/14/2024 |
| Last updated by: | Executive Director/JM | Date: 11/6/2024 |

SUMMARY

The Senior Administrative Assistant provides administrative support to the Executive Director of the Center of Excellence for Legal Studies and Public Safety programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with TCOLE and Law Enforcement Academy paperwork, record keeping, and reporting.
- Organize and schedule local law enforcement agency use of training facilities.
- Assist Executive Director with correctional officer training and TDCJ paperwork, scheduling, and reporting.
- Assist Executive Director with scheduling, reserving, and support of CE initiatives and training events.
- Assist with recruitment, communication, and record-keeping of paralegal internship sites.
- Assist with EMS scheduling, paperwork, and accreditation tasks.
- Maintain various computer-based records/files, records management, class schedules, load forms, record leave forms for payroll purposes.
- Work with Department Chairs/Program Directors with travel arrangements, the development of class schedules, curriculum and catalog revisions.
- Maintain the division POD page and webpage. Assist with marketing and recruitment events as directed by the Executive Director.
- Interface daily with students, administrators, various departments, visitors, staff, and faculty.
- Communicate with business partners regularly regarding advisory committee meetings, tours, etc.
- Provide administrative support to the Executive Director with regard to travel arrangements, daily correspondence, and initial daily schedule.
- Perform general office duties such as type letters, create report, tables, forms, and memos. Prepare and process requisitions and invoices as needed. Schedule and coordinate meetings and make room reservations.
- Coordinate and pickup supplies (meals, etc) for events or meetings.
- Produce reports as requested.
- Serve on various committees.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's degree or
- Two (2) years relevant work experience or minimum of three (3) years of administrative assistant or relevant work experience

PREFERRED QUALIFICATIONS

- Experience with Academic Course Guide Manual (ACGM) and/or Workforce Education Course Manual (WECM).
- Experience with TCOLE and law enforcement academy reporting and accreditation requirements.
- Experience working with local law enforcement agencies, courts, TDCJ, and/or law firms.
- Experience working with and/or an understanding of law firm operations and structure.
- Experience with CoAEMSP accreditation paperwork and requirements.
- Experience with higher education and FERPA.

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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.G. Headcount Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SPRING 2025 As of 12/2/2024

JANUARY

| | Budgeted 2024-25 | JAN 2025 | HR Vacancies |
|---|---------------------|------------|-----------------|
| Administrative | 15 | 15 | 0 |
| *Professional | 88 | 83 | 6 |
| Faculty | 130 | 124 | 5 |
| **Technical Support, Clerical & Maintenance (TSCM) | 125 | 115 | 7 |
| Total Full-Time (FT) Employees | 358 | 337 | 18 |

*Count includes 1 grant funded *professional* employee; Currently 1 vacancy

**Count includes 1 grant funded *TSCM* employee

11.H. Resignation/Retirement Report

Resignation/Termination Report

| | Name | Position / Department | Last Day Worked | Reason |
|----|-------------|------------------------------|------------------------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

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

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF NOVEMBER 21, 2024
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 21st day of November 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 |

Regent Absent

| | |
|-------------------|--------|
| 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 | Charley Bevill | Jadyn Granere |
| Kyle Marasckin | Lilly Garcia | Aliyan Vela |
| John Tompkins | Patty Sanchez | Delaney Gray |
| LaVonna Miller | John Murray, Jr. | Linda Kettler Smith |
| Debra Fontenot | Scott Turnbough | Juanita Buenrostro |
| Linnet George | Alan Phillips | Maria Garcia |
| Harold Griffin | Crystal Robinson | Maria Cecilia Garcia |
| Estevan Vasquez | Brian Ayres | Paula Leija |
| Leigh Ann Moore | Anita Exley | Penny Garcia |
| Patrick Sanger | Grace Coleman | Norma Garcia |
| Chief Ronnie Phillips | Isabelle Doggett | Norma Martinez |
| Bryan Hinshaw | Ahren Fuhrmann | Shayla Preston |

Call to Order

Chair Sanchez called the meeting to order at 6:07 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

On October 26th, ACC hosted the 49th Annual Fall Festival with over 35 community vendors and 25 ACC organizations participating. Hundreds of families enjoyed a night of trick-or-treating, games, and other activities. The festival raised over \$7,000 for ACC student clubs and organizations. Events like this don't just happen—they are the result of vision, planning, collaboration, and hard work. This event would not have been possible without the efforts of the Fall Festival Committee and many behind-the-scenes employees. We would like to thank and recognize the following individuals who went above and beyond to ensure the festival was a memorable experience for everyone. Please help me recognize those who made this event possible: Evan Geiger, Juanita Buenrostro, Scott Turnbough, Estevan Vasquez, Karmen Wells, John Matula, Kyle Marasckin, Bryan Hinshaw, Diana Gonzalez, Chase Dillman, Susan Garcia, Maria Leija, Paula Leija, Irma Pina, Maria Garcia, Cecilia Garcia, Norma Martinez, Penny Garcia, Ahren Fuhrmann, Taylor Bass, Kenny Navarro

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 6:44 p.m.

- **Pledge**
- **Invocation**
Invocation by Chair 'Bel Sanchez

Citizen Inquiries

There were no citizen inquiries.

Board Comments

Regent Patty Hertenberger mentioned the progress of the J Building and congratulated the Volleyball team for placing third. Regent Michael Hoover is very impressed with how well the volleyball team did. Chair Bel Sanchez attended Grace Episcopal Food Pantry, where ACC's Strive students served the community. ACC did a great job at Sanchez Elementary School's Career fair. Theatre production is coming soon. Regent Jody Droege thanked participants for a great Fall Festival, Wendy and Stacy for campus tours, and kudos to Wendy and the team for an outstanding Gala. Regent Jim Crumm agreed that the gala was great. He also mentioned the ACCT Leadership Conference in Seattle, Washington was very beneficial to attend. Regent Breah Knape thanked the Veterans Ceremony participants and all Veterans for their services. Regent Mike Pyburn thanked Regent Jody, Wendy, and the Team for a great gala.

Committee Reports

The committees met on October 11th, Regent Crumm provided the facilities report which included the discussion items of the K Building proposal and an update from the President's Cabinet about the Stantec meeting. The cabinet was disappointed that the evaluation of the properties and facilities which

was the initial reason that got Stantec involved was not presented to the group. There was also discussion regarding the J Building, the Baseball fence, and the music renovation.

Regent Pyburn presented the budget and finance report the committee discussed preparing budget guidelines that list the Regents expectations for our financial office. The committee also continued the discussion on developing a Capital Reserve in addition to our Institutional Reserve.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion for approval of the Consent Agenda that included the approval of the Minutes of Regular Meeting of October 17, 2024, approval of Personnel Action (Replacement): Dean of General Education and Academic Support, approval of Personnel Action (Replacement): Controller, approval of Personnel Action (New): Dual Enrollment Director, and approval of the Grants report.

A move to approve the Consent Agenda was made by Regent Droege. She approved agenda item 12.C., except the annual salary for the controller position will be amended to \$115,000.00 to correct a clerical error. Seconded by Regent Pyburn. Motion passed unanimously.

Student Report - Student Government Association

Grace Coleman, the Student Government Association president presented the report. The information included collaborating on the objectives of the student body, ACC's Administration, staff, and faculty. SGA will host Open Forums every fourth Monday evening to provide a platform for students, faculty, and staff to voice concerns and share ideas on ways to enhance campus life. For the Spring 2025 semester, SGA is working on a community service project. They are attending the Leadership Conference at the College of the Mainland followed by the State Conference in April that will be held at Galveston College.

Annual College Data Report

Mr. Pat Sanger presented the annual college data report for 2023-2024 which included the following: ACC enrollment continues to exceed the semester prior, credit hours continue to rise, Student Data Facts, the geographic location of where students reside, trends in age and gender, the financial assistance breakdown, and full-time faculty and staff facts. This report was for information only.

Annual Report on Board Member Training

Dr. Exley reported on the annual Board member training. This report was for information only.

President's Report

Spring registration is now open. Classes are set to begin on January 13. The holiday mini-semester registration is also open. Classes for the three weeks semester begin on December 16.

Just this week, SACSCOC conducted a site visit with our TDCJ program and issued a glowing report. The group had no recommendations for the program and a final vote on the report will be issued in June.

Over the past two months, we have had more than 50 graduates recognized at our TDCJ units. On November 9 we had our largest ceremony at the Stringfellow Unit with more than 30 graduates receiving their degrees. All of the graduates qualified for induction into the Phi Theta Kappa Honors Society.

The faculty in the arts and sciences held a divisional retreat here on October 18. The retreat gave faculty members an opportunity to reconnect, learn, and collaborate on creating a positive path forward as

educators. Instructors participated in several sessions and activities including painting, photography, and a counselor-led session on Finding Calm, which focused on mind-body exercises.

Our Dual Enrollment staffers attended the recent Texas Dual Credit Alliance Summit. Our staffers worked with other educators to discuss topics such as dual enrollment research, workforce development, advancing CTE pathways, and possible legislation.

The Nursing and Respiratory Care students held their interprofessional exercise in Building S. The exercise gives students an opportunity to learn more about the care and procedures provided by the different departments.

Drama Department Chair Chris Tennison was recently invited to attend the Tony-Award-winning Musical *The Outsiders* on Broadway this past month. Chris received the invitation due to his advocacy work with the No Book Bans organization. While in New York City, he met with other theatre professionals and performers to talk about future opportunities for our Drama graduates.

The Foundation hosted the Fins Up Gala on November 8 in honor of musical legend Jimmy Buffett. The evening featured music from the Buffett tribute band Lost Shaker of Salt. Donations were raised through the Grant-A-Rita bar, surprise pull along with the silent and live auctions. All of the proceeds from the event will benefit student scholarships and college programs.

ACC hosted the annual Veterans Day Ceremony on November 11 at the Memorial Wall. Navy Chief Petty Officer Mark Bilyeu was the guest speaker for the event. The ceremony recognized local veterans for their service to their country. A wreath was also presented at the Memorial Wall to honor our fallen soldiers in foreign wars.

This past Monday we had our second Spring Registration Blitz at the S Building Lobby. The event provides students with a chance to meet with an advisor and get registered for the Spring semester.

Our Athletic Director Dr. Esteban Vasquez was named an ex-officio member of the NJCAA Division 1 Softball committee this past week. Dr. Vasquez will now participate in the committee and take part in the discussions that will shape the future of Softball including new rules, weekly polls, and other changes to sports governance.

On Tuesday we hosted the Community Advisory Committee breakfast. We spoke with community leaders about what's going on ACC. We also took the opportunity to talk committee members about our Strengths and Opportunities for the upcoming future. We will use their input as we develop our strategic plan.

This week marked the opening of the Fall Student Art Show in the Fine Arts Gallery at the Student Center. Works include paintings, drawings, mixed-media and pottery. The event included a Student Art Sale on Tuesday and an opening reception on Wednesday. The works will be on display until December 10.

Also, on Tuesday we had our latest speaker with the Library Speaker Series. Hannah Hussein, an ACC alum, spoke about her journey to become a competitive body builder. We have several speakers coming up through the Spring semester.

Be on the lookout for the latest edition of Right Now magazine which is hitting mailboxes as we speak. This issue includes stories on a Biotech graduate, the CDL program, the LVN bridge program, updates on ACC West as well as a stunning yet enlightening column by yours truly.

THIS HAPPENED JUST TODAY: From Culinary Arts Director, Chef Laura Trigo, “I am so excited to announce the start of the acceptances for the 2025 Master's Golf Tournament interns for Culinary. So far, the 3 first-ever ACC interns from last year were automatically welcomed back without application! As of now, 3 more have been accepted, these are new students who applied and got accepted.”

She promises that there is more to come.

Faculty Senate Report

Charley Bevill presented the Faculty Senate report that included the turnover in Officers. The Faculty Senate identified a shortfall in funds raised during the Fall Festival. This year to engage the community, snacks were distributed, and a suggestion box was made available. Suggestions for improvement included hosting more community events, adding a pumpkin patch or haunted house, and more computer labs. To boost fundraising efforts, the Faculty Senate has decided to raise money by selling t-shirts and is organizing a raffle for a designated parking space for a semester. The Faculty Senate expressed its hope that the J Building will be named in honor of Dennis La Valley.

Consider Approval of Rescheduling the February Board Meeting from February 27, 2025 to February 20, 2025

Regent Pyburn moved to reschedule the February Board Meeting to February 20, 2025. Seconded by Regent Droege. Motion passed unanimously.

Consider Approval of Datavox, Inc. – Spending Approval Request

Regent Knape moved to authorize the President to increase spending with DataVox of \$44,665.24 to cover additional expenses related to ACC West. Seconded by Regent Droege. Motion passed unanimously.

Consider Approval of Human Patient Simulators

Regent Hertenberger moved to authorize the President to issue a Purchase Order to Gaumard for the purchase of the Human Patient Simulators. Seconded by Regent Hoover. Motion passed unanimously.

Consider Approval of Building K Renovation/Maintenance Upgrade

Regent Hertenberger moved to authorize the President to enter into contracts with the aforementioned providers and with IT providers identified in the future and a recommended 10 percent contingency for an amount not to exceed \$527,987. Seconded by Regent Hoover. Motion passed unanimously.

Consider Approval of Purchasing a Training Ambulance for the EMS Program

Regent Droege moved to authorize the President to Issue a Purchase Order to Southwest Ambulance Sales for a Medix RP90 Type III ambulance, including ACC lettering, in the amount of \$167,504.48. Seconded by Regent Knape. Motion passed unanimously.

Consider Approval of Financial Report Ending October 31, 2024

Regent Pyburn moved to approve the Financial Report for October 2024. Seconded by Regent Hoover. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:44 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Grants**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 015-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Federal, State, and Private Grants Report

Attached is the ACC Grant Status Report as of December 3, 2024. 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 grants that ACC has either applied for and has 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 \$3,348,996.26 in active funded grants. There is an additional \$2,395,431.82 in grant applications currently in the funder review process. Also, grant applications in the development process total \$1,000,000.00.

RJE:fmj

Alvin Community College Grants

December 3, 2024

ACC has the following in grant activity:

| | |
|----------------|---|
| \$3,348,996.26 | Active Funded Grants |
| \$2,395,431.82 | Grant Applications in the Funder Review Process |
| \$1,000,000.00 | Grant Applications in the Development Process |

New grant awards received:

Texas Higher Education Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Grant

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 December 3, 2024

| Grant Name/Fund Source | Begin Date | End Date | Personnel | Emphasis | Funds Utilization | Amount | ACC Role | Partner | Purpose | Grant Type |
|---|------------|------------|----------------------|----------------------------|---|------------------------|---------------|---|--|-------------------------------------|
| U.S. Department of Education - Upward Bound #P047A20229 | 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 |
| THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #00271 | 12/15/2023 | 12/15/2024 | Brian Ayres | CEWD EMT Program | Instruction, Equipment, Supplies | \$ 250,000.00 | Primary | N/A | Provide for starting a CEWD EMT program at ACC's West Campus. | State Discretionary Competitive |
| Texas Workforce Commission Skills Development Funds #2824SDF004 | 5/22/2024 | 5/30/2025 | Sara Bouse | CEWD | Instruction and Training | \$ 187,149.00 | Primary | TJL Industries | Skills training for employees of TJL in Process Technology. ACC may add companies up to 90 days after the initial contract was signed. | State Discretionary Competitive |
| Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant | 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. | Federal 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 |
| STATE/FEDERAL GRANTS SUBTOTAL | | | | | | \$ 3,303,286.26 | | | | |

| 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 | | | | | | \$ 3,348,996.26 | | | | |

| Grant Name/Fund Source | Begin Date | End Date | Personnel | Emphasis | Funds Utilization | Amount | ACC Role | Partner | Purpose | Grant Type |
|--|------------|-----------|---------------------------------------|-----------------------------|--|------------------------|---------------|----------------------|--|-----------------------------------|
| Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects | 9/1/2024 | 8/31/2025 | Billy Allen | Institutional Cybersecurity | Equipment, Software, Contract Services | \$ 345,581.82 | Primary | N/A | Funds provide for upgrading institutional cybersecurity. 10% institutional match required. <i>Application submitted March 14, 2024.</i> | State Discretionary Competitive |
| American Academy of Sleep Medicine (AASM) Foundation | TBD | TBD | Amanda Moore | Polysomnography | Equipment, Personnel | \$ 50,000.00 | Primary | N/A | Funds provide for equipment and curriculum development. <i>Application submitted July 29, 2024.</i> | Private / Foundation |
| U.S. Department of Labor Strengthening Community Colleges 5 | 2/1/2025 | 1/31/2029 | TBD | CEWD CNC Machining | Equipment, Personnel, Curriculum Development | \$ 1,747,850.00 | Primary | N/A | Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region. <i>Application submitted September 24, 2024.</i> | Federal Discretionary Competitive |
| U.S. Economic Development Authority Good Jobs Challenge | TBD | TBD | Brittani Bewick | CEWD BioTechnology | Equipment, Supplies | \$ 90,000.00 | Sub-recipient | Texas A&M University | Texas A&M University's "Texas Regional Industrial Biomanufacturing Certification (TRIBEC) Good Jobs Partnership for Biomanufacturing in Brazos Valley and Houston" proposal. Funds provide for equipment and supplies for the BioTechnology Program. <i>Application submitted September 27, 2024.</i> | Federal Discretionary Competitive |
| 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 |
| Total, Grants in Funder Review | | | | | | \$ 2,395,431.82 | | | | |

| Grant Name/Fund Source | Begin Date | End Date | Personnel | Emphasis | Funds Utilization | Amount | ACC Role | Partner | Purpose | Grant Type |
|---|------------|-----------|------------------------------|-----------------|---|------------------------|----------|---------|---|---------------------------------|
| Texas Higher Education Coordinating Board Nursing Innovation Grant Program - Rider 64 | 2/3/2025 | 2/15/2027 | Liz Saucedo Justin Morgan | Nursing Pathway | Personnel, Curriculum, Tuition Assistance, Supplies | \$ 1,000,000.00 | 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 due on December 16, 2024.</i> | State Discretionary Competitive |
| Total, Grants in Application Development | | | | | | \$ 1,000,000.00 | | | | |

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

| Grant Name/Fund Source | Application Due Date | Application Submitted | Department | Amount | ACC Role | Partner | Purpose | Grant Type | Reason Declined / Not Funded |
|--|----------------------|-----------------------|---------------------------------------|-----------------------|---------------|--------------------------------|--|-----------------------------------|--|
| Office of the Governor 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. |

13. **President's Report**


14. **Discussion of Guidelines for Recommending to the Board on Naming Facilities**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 013-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: January 2, 2025
SUBJECT: Discussion of Guidelines for Recommending to the Board on Naming Facilities

The attached document is a DRAFT procedure for evaluating facilities naming requests. The relevant local policy is CLA (LOCAL) Facilities Planning: Facilities Standards. The board discussion item provides for board dialogue and guidance as we finalize the Administrative Procedure (APM) to ensure operational excellence.

The procedure for naming provides a means for implementing the existing local policy at Alvin Community College. The intent is to establish clear and consistent guidelines for the naming of buildings, spaces, programs, and other institutional assets. They aim to honor individuals, families, organizations, or entities whose contributions align with the mission, vision, and values of the College. The naming policies ensure that such recognitions are meaningful, equitable, and transparent, while also safeguarding the long-term integrity and reputation of Alvin Community College.

Two attachments accompany this memo.

1. ACC Policy CLA (LOCAL) Facilities Planning: Facilities Standards.
2. Draft Procedure for Evaluating Facilities Naming Requests for discussion.

This is a discussion only item which addresses administrative procedures to assure compliance with local Board Policy.

RJE:fmj

**Naming of College
District Facilities**

The Board shall give consideration for naming College District buildings, classrooms, grounds, and other College District facilities in honor of a person(s), organization, trust fund, and the like that has:

1. Made a significant financial contribution to the College District;
2. Made a significant service contribution to the College District;
or
3. Given many years of service to the College District as an employee or Regent.

Alvin Community College

Procedure for Evaluating Facilities Naming Requests

Relevant Local Policy: CLA — Facilities Planning: Facilities Standards

Purpose

The procedure for naming provides the means for implementing the existing local policy at Alvin Community College. The intent is to establish clear and consistent guidelines for the naming of buildings, spaces, programs, and other institutional assets. They aim to honor individuals, families, organizations, or entities whose contributions align with the mission, vision, and values of the College. The naming policies ensure that such recognitions are meaningful, equitable, and transparent, while also safeguarding the long-term integrity and reputation of Alvin Community College.

1. Naming of Building/Facility in Recognition of Financial Contributions

- a. The Alvin Community College Foundation (“the Foundation”) Executive Director will work with potential donors to determine the nature and intent of a gift. The Foundation Naming Guidelines and Naming Agreement will be shared with the donor
- b. When a naming opportunity is identified, a request will be submitted to the Foundation for approval. The Foundation will only recommend naming opportunities that involve a financial contribution. Proposals from the Foundation will be approved by the college President before going forward to the ACC Board of Regents.
- c. The request will include:
 - i. Proposed Name
 - ii. Relationship to the Alvin Community College District (“ACC” or “the College”)
 - iii. Facility to be named
 - iv. Gift Amount
 - v. Biography and other background of the individual, family, organization, foundation, or corporation for whom the facility is to be named.
- d. When the naming of a building or facility consideration arises, the following guidelines will be followed
 - i. Facilities may be named for individuals, families, organizations, foundations, or corporations.
 - ii. Proposed name will be finalized before the request is approved.
 - iii. During the development process, the request shall be treated confidentially; possible naming commitments will be reviewed carefully for full compliance with applicable laws and ethical principles.
 - iv. Naming commitments prior to this policy will be honored.

- v. Name may be forfeited if actions of the contributor or named entity call in question the public respect of ACC. If these actions cause the entity to no longer exist, the Board of Regents may remove the name from the facility or space.
- e. Final approval for naming of a facility or building rests with the ACC Board of Regents.
- f. Upon final approval by the ACC Board of Regents, a Naming Agreement will be completed and signed by the donor, the Foundation, and ACC.
- g. Recognition will be planned in accordance with donor wishes. Media announcements, signage, and/or campus ceremony require both donor and ACC approval.
- h. Naming opportunities for buildings, facilities, and common areas include:
 - i. *New Buildings* – for naming opportunities involving building construction, the donor will provide at least 50% of the construction costs.
 - ii. *Existing Buildings* – The contribution will be 50% of the building's replacement cost.
 - iii. *Renovated Facilities* – Renovation projects costing \$1,000,000 or more may be named with a gift of at least one-half of the total project cost. Projects costing less than \$1,000,000 may be named with a gift of at least three-quarters of the total project cost.
 - iv. *Existing Facilities* – For existing facilities, contribution levels will be proposed by the Foundation, and approved by the College President before going forward to the ACC Board of Regents.
 - v. *Tribute Markers* – (i.e. trees, gardens) – at least 100% of the cost.
- i. The naming of a physical or non-physical asset in recognition of a donor or donor's honoree will be for a period of time to be specified in the application gift agreement and may be for a fixed period, the useful life of the asset, or in perpetuity. If the asset is not maintained for the stated term, if it is destroyed in a storm or must be demolished due to age or damage, or if other circumstances preclude continuation of the designated name, the College will use reasonable efforts to find a comparable alternative means of recognizing the donor or honoree.
- j. All combinations of gifts, pledges and irrevocable deferred gift arrangements are acceptable forms of philanthropy to support naming commitments. Naming opportunities via deferred gifts will be considered on a case by case basis and the required amount may be set higher because of the delay in the college receiving the gift.

2. Naming of a Building/Facility for Honorary Purposes


- a. The College administration may consider and determine appropriate recognition of

individuals, businesses, or organizations who have made a significant contribution to ACC that is not financial in nature. Such honorary recognition may include the name of an ACC building or facility.

- b. A request for honorary recognition shall be submitted to the President's Office and include:
 - i. Name of individual, organization, or business to be recognized,
 - ii. Relationship to ACC
 - iii. Recommended means of recognition
 - iv. Description of Contribution to ACC, and
 - v. Background information on the individual, organization, or business.
- c. Requests for naming an ACC building or facility for honorary purposes shall be approved by the College President before going forward to the ACC Board of Regents.

15. **Student Services Data Update**
16. **Strategic Plan Report - Goal 1**
17. **Annual Audit Results Update**
18. **Consider Approval of the Partnership with National Crane Certification and Inspection Co. (NCCIC)**

MEMORANDUM NO: 014-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: January 2, 2025
SUBJECT: Request for Approval to Partner with National Crane Certification and Inspection Co. (NCCIC)

ACC is requesting Board approval to establish a partnership with National Crane Certification and Inspection Co. (NCCIC) to offer a Crane Operator Certification Program and related courses, including rigging and inspection, at Alvin Community College (ACC). This partnership addresses the increasing demand for skilled crane operators while supporting workforce development in our region. Offering accessible, industry-recognized training programs aligns with ACC's dedication to empowering the local workforce. The initiative not only equips students with high-demand skills and certifications but also bolsters the local economy by enhancing employability and meeting industry needs.

Three cranes will be housed on campus for training purposes:

- H-41 Terex – Rough Terrain (RT) (Swing Cab)
- H-40 Broderson – Carry Deck (Fixed Cab)
- H-09 American – Lattice Boom Crawler

The current, unused tennis courts will be designated as the outdoor location for crane operation and equipment storage.

The Memorandum of Understanding (MOU) outlining terms and conditions has been carefully reviewed by the College's legal counsel. The MOU will be provided.

Through this agreement, NCCIC will provide instruction, curriculum, cranes, rigging equipment, and industry certifications, ensuring alignment with NCCCO standards.

ACC will provide facilities, program oversight, marketing support, and handle ACC student registration.

Proposed Terms:

- NCCIC will pay ACC 10% of revenue for non-ACC students attending NCCIC training on campus.
- ACC will pay NCCIC for instructional training at an agreed rate per ACC-registered student.
- Both parties will ensure program compliance with relevant academic and industry standards.

We request the Board approve this partnership between Alvin Community College and National Crane Certification and Inspection Co. to advance ACC's mission of workforce development and meet industry needs.

Mr. Mark Chudy, Operations Manager / Inspector from NCCIC will provide an overview of the company and the training. He will also answer any questions.

Next Steps:

Upon approval, the partnership will be implemented immediately, the cranes and related secure containers enclosing training materials will all be secured inside the fenced area that surrounds the tennis courts. Coordinated promotion, messaging, and marketing efforts will be initiated to attract students to the program.

RJE:fmj

19. **Consider Approval of Texas Interlocal Purchasing Cooperative (TIPC) Agreement**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 001-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Texas Interlocal Purchasing Cooperative Agreement

Alvin Community College has been invited to participate as a member of the Texas Interlocal Purchasing Cooperative (TIPC) for the purpose of streamlining and simplifying the compliance with Texas Government Code 791 (hereinafter "Interlocal Cooperating Act"). This ILA is managed and administered by the City of Austin, TX.

This membership will provide ACC the access and use of cooperative contracts from local governments, Colleges, and Universities across the State.

Purchasing requests that the Board of Regents authorize the President to enter into an approved Master Cooperative Purchasing Agreement with participating members of the Texas Interlocal Purchasing Cooperative.

RJE:fmj

20. **Consider Approval of Campus Fencing**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 002-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Campus Fencing

During Hurricane Beryl, the baseball diamond outfield fencing was completely demolished. For safety concerns, this fencing was demolished and removed. Also, the fencing that secures the Physical Plant yard at Building T was severely damaged. Both of these projects as well as two unique fencing needs at Buildings A and E (dumpster and generator surround) are required for replacement.

Originally, the Purchasing Department issued RFP # 24-026 for the full replacement of the fencing at the baseball diamond. The College received one response that far exceeded any financial consideration. After subsequent meetings with Physical Plant and Athletics, a determination was made to modify the scope of the baseball diamond to chain-link fencing and add the other aforementioned areas to one solicitation that would include only regional and national cooperative providers.

Solicitation # 25-026R was let on November 13, 2024 to six providers representing multiple cooperatives. On Monday, November 25, 2024 a non-mandatory walkthrough was conducted by Physical Plant where two providers attended. Bids were received from Ballew Construction and Foster Fence, LTD, and tabulated in the Purchasing office on December 3. The results are:

| <i>VENDOR</i> | <i>30' Batters Eye Wall and R/L Field</i> | <i>Buildings T, E and A</i> |
|---------------------|---|-----------------------------|
| Foster Fence | \$ 543,800.00 | 62,014.00 |
| Ballew Construction | \$ 112,800.00 | 56,375.00 |

All State and ACC Purchasing requirements have been met as Ballew Construction is an authorized provider on the Harris County Department of Education (HCDE) Choice Partners Cooperative # 22/049MF-02.

Staff recommends that the Board of Regents authorize the President to enter into a Minor Facilities Contract with Ballew Construction for furnish and instillation of specific fencing across the campus in the amount of \$169,175.00.

RJE:fmj

21. **Consider Approval of Online Proctoring Tool**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 009-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Online Proctoring Tool

During the July 2024 meeting, the Board of Regents approved a one-year agreement extension (year 4) with Honorlock for the provision of an online proctoring tool. The amount approved was \$ 85,124.00. This agreement is set to expire on July 31, 2025.

As requested by President Exley, a national search was conducted for suitable alternatives for online proctoring that might be as or more robust while also more cost efficient. Dr. Huff Mann, Director of Distance Education, formed a team of faculty and staff to consider the available providers on national or regional cooperatives. Four (4) providers (BioSig ID, Proctorio, Honorlock and Respondus) were invited and their products/services were reviewed and tested for use by the College. All participants were invited to offer the College a quote for their product along with a timeline for installation.

As a result of this extensive and effective process, the team has selected Respondus and is requesting a three-year agreement commencing August 1, 2025, not to exceed \$ 50,000.00. Over the next several months, Dr. Mann and his team, including IT, will begin the processes required to convert ACC to the Respondus platform ensuring appropriate set-up for Fall classes.

| <i>Year/Term</i> | <i>Annual Cost</i> |
|--|--------------------|
| Year One, August 1, 2025-July 31, 2026 | \$ 8,995.00 |
| Year Two, August 1, 2026-July 31, 2027 | \$ 18,895.00* |
| Year Three, August 1, 2027-July 31, 2028 | \$ 19,638.00* |

*These amounts are estimates and may increase slightly (about 5%), based on cost per session.

All State and ACC Purchasing requirements have been met as Respondus is an authorized provider on the Region 6 Educational Service Center (# 21.22).

Staff recommends that the Board of Regents 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.

RJE:fmj

22. **Consider Approval of TASB Local Board Policy Update 48**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 011-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 2, 2025
SUBJECT: Board Policy Update 48, affecting Local Policies (see attached list)

We have received the Texas Association of School Boards’s Policy Manual Update 48. As laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges. Per state law, I am providing the Board with the entire packet of information. The critical portion for your consideration is the that which addresses changes in Local policies initiated by TASB owing to changes in corresponding Legal policy.

TASB Update 48 contains new or revised legal policies citing current legal requirements and new or revised local policy recommendations. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

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

Update 48 includes thirty-one (31) Legal Board Policies replacing existing legal policies (the Board is not required to act on legal policies). In addition, the following four (4) Local Board Policies do require Board action.

| <i>Local Policy</i> | <i>Title</i> |
|---------------------|--|
| CAK(LOCAL) | APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS |
| CDE(LOCAL) | ACCOUNTING: FINANCIAL ETHICS |
| DHB(LOCAL) | EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING |
| FAA(LOCAL) | EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS |

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

- *Deletions* are shown in red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.

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

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

"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 48."

RJE:fmj

Instruction Sheet

Community College Localized Policy Manual Update 48

Alvin Community College

| Code | Type | Action To Be Taken | Note |
|-------------|-------------|---------------------------|----------------------|
| ATTN | (NOTE) | No policy enclosed | See explanatory note |
| AFA | (LEGAL) | Replace policy | Revised policy |
| BI | (LEGAL) | Replace policy | Revised policy |
| CAAA | (LEGAL) | Replace policy | Revised policy |
| CAAB | (LEGAL) | Replace policy | Revised policy |
| CAID | (LEGAL) | Replace policy | Revised policy |
| CAK | (LOCAL) | Replace policy | Revised policy |
| CDA | (LEGAL) | Replace policy | Revised policy |
| CDE | (LOCAL) | Replace policy | Revised policy |
| CHA | (LEGAL) | Replace policy | Revised policy |
| CHF | (LEGAL) | Replace policy | Revised policy |
| CKE | (LEGAL) | Replace policy | Revised policy |
| CR | (LEGAL) | Replace policy | Revised policy |
| DAA | (LEGAL) | Replace policy | Revised policy |
| DEAB | (LEGAL) | Replace policy | Revised policy |
| DEC | (LEGAL) | Replace policy | Revised policy |
| DECB | (LEGAL) | Replace policy | Revised policy |
| DHB | (LOCAL) | Replace policy | Revised policy |
| EBA | (LEGAL) | Replace policy | Revised policy |
| EFAA | (LEGAL) | Replace policy | Revised policy |
| EFAB | (LEGAL) | Replace policy | Revised policy |
| EFAC | (LEGAL) | Replace policy | Revised policy |
| EFB | (LEGAL) | Replace policy | Revised policy |
| EFBA | (LEGAL) | Replace policy | Revised policy |
| EFBB | (LEGAL) | Replace policy | Revised policy |
| EFBC | (LEGAL) | Replace policy | Revised policy |
| EG | (LEGAL) | Replace policy | Revised policy |
| EGA | (LEGAL) | Replace policy | Revised policy |
| EI | (LEGAL) | Replace policy | Revised policy |
| FAA | (LEGAL) | Replace policy | Revised policy |
| FAA | (LOCAL) | Replace policy | Revised policy |
| FB | (LEGAL) | Replace policy | Revised policy |
| FK | (LEGAL) | Replace policy | Revised policy |
| GCA | (LEGAL) | Replace policy | Revised policy |

Instruction Sheet
Community College Localized Policy Manual Update 48

Alvin Community College

| Code | Type | Action To Be Taken | Note |
|-------------|-------------|---------------------------|----------------|
| GE | (LEGAL) | Replace policy | Revised policy |
| GH | (LEGAL) | Replace policy | Revised policy |

Explanatory Notes

Community College Localized Policy Manual Update 48

Alvin Community College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 88th Regular Legislative Session and second special session, as well as amendments to federal statutes and federal and state rules.

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

AFA(LLEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

Language addressing Academic Reporting has been updated to reflect amendments to Coordinating Board rules concerning the naming convention for community colleges under the community college finance program. A link to the Coordinating Board Management (CBM) [Reporting and Procedures Manual for Texas Community, Technical, and State Colleges](#) has also been updated.

Additional changes have been made to conform to TASB style.

BI(LLEGAL)

REPORTS

The list has been expanded to include two new reports. A new reporting requirement issued by the Coordinating Board applicable to colleges that receive a scale adjustment under the community college finance program has been added at #9. At #20, language has been added to reflect an Administrative Code provision amended to include a police department compliance report.

Also, #21 reflects a nonsubstantive change to the Code of Criminal of Procedure from HB 4504 that is effective January 1, 2025.

CAAA(LLEGAL)

STATE AND FEDERAL REVENUE SOURCES: STATE

At Appropriations, revisions have been made to address Coordinating Board amendments to rules, including the addition of language addressing High-Demand Fields and a Shared Services Report.

Additional changes have been made to conform to TASB style.

CAAB(LLEGAL)

STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions have been made at Administration of Federal Awards to reflect amendments to the U.S. Office of Management and Budget (OMB) Guidance for Federal Financial Assistance, formerly the OMB Guidance for Grants and Agreements.

Also, revisions have been made based on amendments to the U.S. Education Department General Administrative Regulations (EDGAR).

Additional changes have been made to conform to TASB style.

CAID(LLEGAL)

AD VALOREM TAXES: APPRAISAL DISTRICT

SB 2 from the second special session prohibits an individual from being a candidate for the Appraisal District Board of Directors if a Conflict of Interest exists.

Also, SB 2 clarifies that the governing board of a taxing unit may only call for the Recall of an appointed member of an Appraisal District Board of Directors.

Additional changes have been made for clarity and to conform to TASB style.

Explanatory Notes

Community College Localized Policy Manual Update 48

Alvin Community College

CAK(LOCAL) APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

At Sellers of Investments, recommended revisions apply the required qualifications applicable to representatives of brokers/dealers to representatives with distributors of investment pools and indicate representatives with distributors of investment pools must be registered in good standing with the Municipal Securities Rulemaking Board.

CDA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

Language at Annual Financial Report has been updated to reflect amendments to Coordinating Board rules concerning the naming convention for community colleges under the community college finance program. A link to the Coordinating Board's [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges](#) has also been updated.

Additional changes have been made to conform to TASB style.

CDE(LOCAL) ACCOUNTING: FINANCIAL ETHICS

At Federal Awards Disclosure, recommended revisions to the disclosure requirements are to align the text with amendments to the OMB Guidelines reflected in CAAB.

A reference to policy CAA has been added for more information related to awards and grants.

CHA(LEGAL) SITE MANAGEMENT: SECURITY

At Law Enforcement Agency, language has been revised to reflect existing Administrative Code provisions related to the creation of police departments that were recently amended to apply to the continued operation of a department, update minimum department standards, and add a compliance report.

Newly adopted rules that require the Texas Commission on Law Enforcement (TCOLE) to exclude the licensee service report of certain officers from the Licensee Service Report Database have been added.

Also, HB 4504 renumbers sections of the Code of Criminal of Procedure, resulting in citation changes throughout this legal framework. The bill is effective January 1, 2025.

Additional changes have been made to conform to TASB style.

CHF(LEGAL) SITE MANAGEMENT: WEAPONS

At Establishment, HB 4504 renumbers a section of the Code of Criminal of Procedure. The bill is effective January 1, 2025.

At Wrongful Exclusion of Handgun License Holder, citations have been updated.

Additional changes have been made to conform to TASB style.

CKE(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION

At First Responder Liaison, HB 4504 renumbers a section of the Code of Criminal of Procedure. The bill is effective January 1, 2025.

CR(LEGAL) TECHNOLOGY RESOURCES

This legal framework has been revised to incorporate new federal regulations on Web and Mobile Accessibility applicable to public entities. The deadline for compliance with the requirements varies based on the population size of the entity and whether the entity may be considered a special district government. The Department of Justice has not opined on the type of entity it considers Texas community colleges to be and instead stated that a college should document the reasoning behind its determination regarding

Explanatory Notes

Community College Localized Policy Manual Update 48

Alvin Community College

which deadline applies. TASB Community College Services is available to answer questions about the application of the provisions at your college. We recommend that the college review its documentation with the college's attorney.

This legal framework has also been revised to reflect the FAA Reauthorization Act of 2024, which amended an existing statute addressing Drones.

Additional changes have been made to conform to TASB style.

DAA(LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

This legal framework has been revised to incorporate the federal Title IX regulations that are currently in effect in the state for clarity as to application as well as new federal regulations implementing the Pregnant Workers Fairness Act.

Additional changes have been made throughout the policy for clarity and to conform with TASB style.

DEAB(LEGAL) COMPENSATION PLAN: WAGE AND HOUR LAWS

This legal framework has been revised to include amendments to rules adopted under the federal Fair Labor Standards Act that increase the minimum salary threshold for Exempt Employees. This change reflects the amendments currently in effect. The amendments scheduled to go into effect January 1, 2025, will be included in the next policy update.

DEC(LEGAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

At Pregnancy and Related Conditions, this legal framework has been revised to incorporate the Title IX regulations that are currently in effect in the state for clarity as to application and new federal regulations adopted under the Pregnant Workers Fairness Act.

DECB(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

At Reemployment, this legal framework has been revised to incorporate amendments to definitions found in the federal regulations implementing the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

DHB(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report.

EBA(LEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

At Notification, language has been updated to reflect amendments to Coordinating Board rules. A link to the Coordinating Board's [Distance Education Resources](#) webpage has also been updated at the Note.

EFAA(LEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

Language has been updated to reflect amendments to Coordinating Board rules related to the Adoption of the core curriculum for certain associate degree programs.

In addition, citations have been updated.

Explanatory Notes

Community College Localized Policy Manual Update 48

Alvin Community College

EFAB(LLEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: CAREER TECHNICAL/WORKFORCE COURSES

Language has been updated to reflect newly adopted Coordinating Board rules addressing the process for obtaining approval for Local Needs Courses.

Additional changes have been made to conform to TASB style.

EFAC(LLEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: DEVELOPMENTAL EDUCATION

This legal framework has been updated to reflect the repeal and replacement of Coordinating Board rules related to developmental education.

EFB(LLEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

Updates have been made to reflect amendments to Coordinating Board rules addressing the degree and certificate Program Planning and Program Approval. A link to the Coordinating Board's [Recommended Course Sequence](#) template and instructions has also been updated.

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

Amendments to Coordinating Board rules addressing the approval processes for a New Academic Associate Degree Program and an Academic Certificate, as well as rules relating to the Texas Direct Associate Degree, have been added. Also added are newly adopted rules addressing the structure of, and approval processes for, an Applied Associate Degree program and a Career and Technical Education Certificate.

Additional changes have been made to conform to TASB style.

EFBB(LLEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

Language has been updated to reflect amendments to Coordinating Board rules addressing articulation agreements and the Limitations on the number of baccalaureate degree programs a college may offer.

Additional changes have been made to conform to TASB style.

EFBC(LLEGAL) DEGREES AND CERTIFICATES: HIGH SCHOOL DEGREES

Language has been updated to reflect Coordinating Board rules adopted to implement the Opportunity High School Diploma Program.

EG(LLEGAL) ACADEMIC ACHIEVEMENT

At Field of Study, a citation has been updated to reflect amendments to Coordinating Board rules.

EGA(LLEGAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

At Transfer of Field of Study Curriculum, a citation has been updated to reflect amendments to Coordinating Board rules. Also, language has been updated to reflect Coordinating Board amendments to the Transfer Dispute Resolution process.

Additional changes have been made to conform to TASB style.

EI(LLEGAL) TESTING PROGRAMS

Language has been updated throughout this legal framework to reflect the Coordinating Board's repeal and replacement of rules addressing the Texas Success Initiative.

Explanatory Notes

Community College Localized Policy Manual Update 48

Alvin Community College

Additional changes have been made to conform to TASB style.

FAA(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS

Language has been updated at State Law to reflect new Coordinating Board rules addressing pregnant and parenting students.

FAA(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS

Recommended revisions to this local policy have been made to reflect the new Coordinating Board rules relating to the pregnant and parenting students Liaison and the Publication of information regarding the liaison and the community college's pregnant and parenting student procedures on the college's website.

Additional changes have been made for clarity.

FB(LLEGAL) ADMISSIONS

Language has been updated to reflect amendments to Coordinating Board rules addressing the recovery of system operating costs from colleges that use the Common Admission Application Forms.

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

FK(LLEGAL) STUDENT ACTIVITIES

The Coordinating Board adopted rules related to athletic Participation.

GCA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

HB 4504 renumbers sections of the Code of Criminal of Procedure, as reflected at Elected Public Officers and Peace Officers/Security Officers, Contact Information, and Photographs of Peace Officers. The bill is effective January 1, 2025.

GE(LLEGAL) ADVERTISING AND FUNDRAISING

Language and citations have been updated to reflect amendments to Administrative Code provisions addressing Commercial Signs.

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

GH(LLEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

Language has been updated at College Connect Courses, FAST Program, and Instructional Partnerships with Public Secondary Schools to reflect the Coordinating Board's repeal and replacement of rules related to dual credit programs, including provisions addressing definitions, Dual Credit Agreements, new Reporting to the Coordinating Board regarding the agreements, Student Eligibility Requirements, and Academic Policies and Student Support Services. For more information, see the [Dual Credit](#) FAQ in TASB [College eLaw](#).

A citation to new Administrative Code provisions relating to the Rural Pathway Excellence Partnership (R-PEP) program has also been added.

Additional changes have been made for clarity and to conform to TASB style.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

| | | |
|-----------------|--|--|
| Contact: | School Districts and Education Service Centers | Community Colleges |
| | policy.service@tasb.org | colleges@tasb.org |
| | 800.580.7529 | 800.580.1488 |

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Investment Authority The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.

Approved Investment Instruments From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:

1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
4. A securities lending program as permitted by Government Code 2256.0115.
5. Banker's acceptances as permitted by Government Code 2256.012.
6. Commercial paper as permitted by Government Code 2256.013.
7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
9. Public funds investment pools as permitted by Government Code 2256.016.
10. Cash management and fixed income funds as permitted by Government Code 2256.020.
11. Negotiable certificates of deposit as permitted by Government Code 2256.020.
12. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

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| Safety | The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio. |
| Investment Management | In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256. |
| Liquidity and Maturity | <p>Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed one year from the time of purchase, with the exception of certificates of deposit, which shall have a maximum allowable stated maturity of up to three years. The Board may specifically authorize a longer maturity for a given investment, within legal limits.</p> <p>The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.</p> |
| Diversity | The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer. |
| Monitoring Market Prices | The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, and more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment. |
| Monitoring Rating Changes | In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings. |

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

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| Funds / Strategies | Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield. |
| Operating Funds | Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. |
| Custodial Funds | Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements. |
| Debt Service Funds | Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded. |
| Capital Project Funds | Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded. |
| Safekeeping and Custody | The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool. |
| Sellers of Investments | <p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers and representatives with distributors of investment pools shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC[®]) and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools shall also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB).</p> |

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Soliciting Bids for
CDs**

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
 - Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
 - Compliance with state and federal grant and award requirements: CAA, CAAB
 - Financial conflicts and gifts and gratuities regarding federal funds: CAA, CAAB
 - Systems for monitoring the College District's investment program: CAK
 - Budget planning and evaluation: CC
 - Compliance with accounting regulations: CDC
 - Criminal history record information for employees: DC
 - Disciplinary action for fraud by employees: DCC and DM series
-

Fraud and Financial Impropriety

The College District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, agents, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.

2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See [CAA](#), [DBD](#)]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Financial Controls and Oversight

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The College President or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the

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| | <p>College President College President or designee, the Board President, or local law enforcement.</p> <p>Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.</p> |
| <p><i>Protection from Retaliation</i></p> | <p>Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]</p> |
| <p>Fraud Investigations</p> | <p>In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the College President, Board Chairperson, or a designee shall promptly investigate reports of potential fraud or financial impropriety.</p> |
| <p>Response</p> | <p>If an investigation substantiates a report of fraud or financial impropriety, the College President or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.</p> <p>If an employee is found to have committed fraud or financial impropriety, the College President or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.</p> <p>When circumstances warrant, the Board, College President, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.</p> <p>The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.</p> |
| <p>Federal Awards Disclosure</p> | <p>The College District shall promptly disclose, in a timely manner in writing to whenever, in connection with the federal awarding agency award, which includes any activities or pass-through entity, all violations subawards, the College District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations potentially affecting a found in federal grant award law, including the Civil False Claims Act. [See CAAB]</p> |

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the College President or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The College President or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of ~~the Texas Department of Family and Protective Services (DFPS)~~DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the ~~College President~~ College President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality ~~In accordance with state law, the~~ The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

Immunity A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

Responsibilities Regarding Investigations In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration or pre-registration and leaves of absence.

Liaison

The College President shall designate a pregnant and parenting students liaison for current ~~or~~and incoming students ~~at the institution~~who are pregnant or who are the parents or guardians of children ~~younger than~~under 18 years ~~of age~~old. The liaison shall provide the students information ~~regarding support services and other available~~on and access to resources ~~and~~designed to help them successfully and timely complete a degree or certificate. The liaison shall also serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website ~~- in a location that is readily available to current and incoming students who are pregnant or who are the parents or guardians of children under 18 years old.~~

23. **Financial Report Ending November 30, 2024**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 010-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: January 10, 2025
SUBJECT: Financial Report - Year-to-Date Ending November 30, 2024

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

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 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 | 5,163,099 | 70.89% | (2,067,705) |
| <i>Total Non-Operating Revenues</i> | 43,439,441 | 6,692,590 | 15.41% | (36,746,851) |
| <i>Total Revenues</i> | 50,722,499 | 11,855,689 | 23.37% | (38,814,556) |

| <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 | 10,794,164 | 21.28% | 39,928,354 |

This represents two months (or 25.0%) 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>November 30, 2024</u> | <u>November 30, 2023</u> | <u>Variance</u> | <u>Explanations/Descriptions</u> |
|--|--------------------------|--------------------------|-------------------------|---|
| Current Assets | | | | |
| Cash and cash equivalents | 8,351,528 | 6,632,505 | 1,719,023 | |
| Short-term investments | 18,605,485 | 17,918,886 | 686,599 | |
| Accounts receivable, net | 3,367,975 | 2,795,994 | 571,981 | Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings |
| Prepays | 514,205 | 515,514 | (1,309) | Travel advances and prepaid expenses |
| Inventories | 151,705 | 156,950 | (5,245) | |
| Total Current Assets | <u>30,990,898</u> | <u>28,019,849</u> | <u>2,971,049</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>78,834,767</u> | <u>77,049,284</u> | <u>1,785,483</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 | 771,948 | 208,596 | 563,352 | |
| Net pension liability | 10,460,057 | 10,460,057 | - | |
| Net OPEB liability | 22,655,135 | 22,655,135 | - | |
| Funds held for others | 52,776 | 47,854 | 4,922 | 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 | 1,661,601 | 3,120,000 | (1,458,399) | Annual payment |
| Tax note payable, net of premiums | 17,955,000 | 18,820,000 | (865,000) | Annual payment |
| Total Liabilities | <u>54,092,953</u> | <u>55,848,078</u> | <u>(1,755,125)</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 | 2,051,072 | 2,147,673 | (96,601) | |
| Total Deferred Inflows of Resources | <u>9,793,890</u> | <u>9,890,491</u> | <u>(96,601)</u> | |
| Net Assets | | | | |
| Fund Balance - Equity | <u>25,213,428</u> | <u>21,576,219</u> | <u>3,637,209</u> | |
| Total Net Assets | <u><u>25,213,428</u></u> | <u><u>21,576,219</u></u> | <u><u>3,637,209</u></u> | |

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

| | Year-To-Date | | | | | Prior Year-To-Date | | | | |
|---|--------------|-------------|--------------|--------------|-------------|--------------------|-------------|--------------|--------------|-------------|
| | All Other | | M&O | Remaining | % of Budget | All Other | | Amended | | % of Budget |
| | Funds Actual | M&O Actual | Budget | Budget | | Funds Actual | M&O Actual | M&O | Remaining | |
| Revenues | | | | | | | | | | |
| Operating revenues | | | | | | | | | | |
| Tuition and fees | 1,343,405 | 5,145,353 | 7,213,058 | (2,067,705) | 71.33% | 1,040,207 | 4,878,150 | 6,986,349 | (2,108,199) | 69.82% |
| Federal grants and contracts | 3,455,105 | - | - | - | 0.00% | 3,000,882 | - | - | - | 0.00% |
| State grants | 466,844 | - | - | - | 0.00% | 377,270 | - | - | - | 0.00% |
| Local grants | - | - | - | - | 0.00% | 162,196 | - | - | - | 0.00% |
| Auxiliary enterprises | 985,811 | - | - | - | 0.00% | 751,323 | - | - | - | 0.00% |
| Other operating revenues | 34,515 | 17,746 | 70,000 | (52,254) | 25.35% | 49,561 | 22,996 | 70,000 | (47,004) | 32.85% |
| Total operating revenues | 6,285,680 | 5,163,099 | 7,283,058 | (2,119,959) | 70.89% | 5,381,439 | 4,901,146 | 7,056,349 | (2,155,203) | 69.46% |
| Expenses | | | | | | | | | | |
| Operating expenses | | | | | | | | | | |
| Administrative | - | 2,825,463 | 11,949,948 | 9,124,485 | 23.64% | - | 2,631,207 | 11,654,194 | 9,022,987 | 22.58% |
| Institutional | - | 1,338,617 | 10,965,056 | 9,626,439 | 12.21% | - | 1,647,194 | 10,876,865 | 9,229,671 | 15.14% |
| Technical Instruction | - | 1,750,868 | 7,577,766 | 5,826,898 | 23.11% | - | 1,628,805 | 7,017,594 | 5,388,789 | 23.21% |
| Academic Instruction | - | 2,169,400 | 9,925,917 | 7,756,517 | 21.86% | - | 2,110,952 | 8,990,048 | 6,879,096 | 23.48% |
| Student Services | - | 1,218,630 | 5,335,706 | 4,117,076 | 22.84% | - | 1,162,031 | 2,716,667 | 1,554,636 | 42.77% |
| Physical Plant | - | 1,491,186 | 4,968,106 | 3,476,920 | 30.02% | - | 716,486 | 4,716,787 | 4,000,301 | 15.19% |
| Unbudgeted Unrestricted (Fund 12) | 604,801 | - | - | - | 0.00% | 611,970 | - | - | - | 0.00% |
| Continuing Education | 267,820 | - | - | - | 0.00% | 189,294 | - | - | - | 0.00% |
| Auxiliary Enterprises | 958,358 | - | - | - | 0.00% | 822,615 | - | - | - | 0.00% |
| Local Grants | - | - | - | (278) | 0.00% | - | - | - | - | 0.00% |
| TPEG | 71,861 | - | - | - | 0.00% | 86,029 | - | - | - | 0.00% |
| Institutional Scholarships | 72,144 | - | - | - | 0.00% | 73,603 | - | - | - | 0.00% |
| State Grants | 675,138 | - | - | - | 0.00% | 299,245 | - | - | - | 0.00% |
| Federal Grants | 3,879,133 | - | - | - | 0.00% | 3,160,427 | - | - | - | 0.00% |
| Donor Scholarships | 171,973 | - | - | - | 0.00% | 142,871 | - | - | - | 0.00% |
| Unexpended Plant Fund | - | - | - | - | 0.00% | 134,324 | - | - | - | 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 | 24,197 | - | - | - | 0.00% | (132,605) | - | - | - | 0.00% |
| Total operating expenses | 6,725,425 | 10,794,164 | 50,722,499 | 39,928,335 | 21.28% | 5,389,200 | 9,896,675 | 45,972,155 | 36,075,480 | 21.53% |
| Operating Gain/(Loss) | (439,745) | (5,631,065) | (43,439,441) | (42,048,294) | | (7,761) | (4,995,529) | (38,915,806) | (38,230,683) | |
| 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 | 73,146 | 1,558,500 | 32,254,499 | (30,695,999) | 4.83% | 27,842 | 897,065 | 28,889,752 | (27,992,687) | 3.11% |
| Property tax revenue - Delinquent | 3,261 | - | - | - | 0.00% | 23,794 | 30,207 | - | 30,207 | 0.00% |
| Property tax revenue - Interest & Penalties | 2,030 | - | - | - | 0.00% | 1,573 | 19,015 | - | 19,015 | 0.00% |
| Investment income | 3,109 | 225,226 | 500,000 | (274,774) | 45.05% | 13,212 | 145,693 | 500,000 | (354,307) | 29.14% |
| Other non-operating revenues | 50,477 | (76,159) | - | (76,159) | 0.00% | 62,275 | 1,533 | - | 1,533 | 0.00% |
| Total nonoperating revenues | 132,022 | 6,692,590 | 43,439,441 | (36,746,851) | 15.41% | 128,696 | 5,856,540 | 38,915,806 | (33,059,266) | 15.05% |
| Provided by the State | | | | | | | | | | |
| Revenue for Insurance and Retirement | - | 545,278 | - | 545,278 | 0.00% | - | 367,362 | - | 367,362 | 0.00% |
| State Insurance Match | - | (199,190) | - | (199,190) | 0.00% | - | (99,690) | - | (99,690) | 0.00% |
| State Retirement Match | - | (232,344) | - | (232,344) | 0.00% | - | (210,624) | - | (210,624) | 0.00% |
| State Retiree Insurance | - | (113,744) | - | (113,744) | 0.00% | - | (57,048) | - | (57,048) | 0.00% |
| Increase/(decrease) in net assets | (307,722) | 1,061,525 | - | (78,795,145) | | 120,935 | 861,011 | - | (71,289,949) | |

* 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
November 30, 2024 and November 30, 2023

| | Year-To-Date | | | | | Prior Year-To-Date | | | | |
|-----------------------------------|------------------------|--------------|--------------|------------------|-------------|------------------------|-------------|--------------------|------------------|-------------|
| | All Other Funds Actual | M&O Actual | M&O Budget | Remaining Budget | % of Budget | All Other Funds Actual | M&O Actual | Amended M&O Budget | Remaining Budget | % of Budget |
| Revenues | | | | | | | | | | |
| Operating revenues | | | | | | | | | | |
| Total operating revenues | 6,285,680 | 5,163,099 | 7,283,058 | (2,119,959) | 70.89% | 5,381,439 | 4,901,146 | 7,056,349 | (2,155,203) | 69.46% |
| Nonoperating revenues | | | | | | | | | | |
| Total nonoperating revenues | 132,022 | 6,692,590 | 43,439,441 | (36,746,851) | 15.41% | 128,696 | 5,856,540 | 38,915,806 | (33,059,266) | 15.05% |
| Less Expenses | | | | | | | | | | |
| Operating expenses | | | | | | | | | | |
| Total operating expenses | (6,725,425) | (10,794,164) | (50,722,499) | (39,928,335) | 21.28% | (5,389,200) | (9,896,675) | (45,972,155) | (36,075,480) | 21.53% |
| Increase/(decrease) in net assets | (307,722) | 1,061,525 | - | (78,795,145) | | 120,935 | 861,011 | - | (71,289,949) | |

* 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
November 30, 2024

| | Year-To-Date | | | | | |
|------------------------------|-------------------|----------|------------|----------------|-------------------|------------|
| | Actual Revenue | TPEG | Exemptions | Net Revenue | Actual Expense | Net Margin |
| Administration | 128,614 | 220 | (3,660) | 125,173 | 100,601 | 24,572 |
| Dental Assistant | 17,217 | (1,033) | | 16,184 | 3,507 | 12,677 |
| Emergency Medical Tech | 26,510 | (1,471) | | 25,039 | 1,590 | 23,449 |
| Phlebotomy | 9,590 | (575) | | 9,015 | 2,176 | 6,839 |
| CPR | 1,300 | (78) | | 1,222 | | 1,222 |
| Medication Aide | 25,175 | (1,511) | | 23,665 | 6,337 | 17,328 |
| Certified Nursing | 7,980 | (479) | | 7,501 | 7,507 | (6) |
| Patient Care | - | - | | - | 858 | (858) |
| Biotech | 18,673 | (1,120) | | 17,553 | 8,277 | 9,275 |
| Truck Driving | 69,026 | (4,142) | | 64,884 | 58,732 | 6,152 |
| Correctional Officer | - | - | | - | 1,590 | (1,590) |
| Kids College | - | - | | - | | - |
| Occupational Health & Safety | 1,268 | - | | 1,268 | 797 | 470 |
| Computer Aid | 306 | (18) | | 288 | | 288 |
| Community Programs | 120 | - | | 120 | 670 | (550) |
| Clinical Medical Assistant | 10,675 | (641) | | 10,035 | 4,691 | 5,343 |
| Machinist Program | 19,406 | (1,164) | | 18,242 | 13,046 | 5,196 |
| STRIVE | 66,860 | (3,708) | | 63,152 | 26,205 | 36,947 |
| CE-Restaurant | - | - | | - | 948 | (948) |
| Corporate College | - | - | | - | | - |
| TWC SDF Grant Training | - | - | | - | 27,474 | (27,474) |
| Testing | - | - | | - | 2,813 | (2,813) |
| Total | 402,719 | (15,720) | (3,660) | 383,339 | 267,820 | 115,519 |

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

Alvin Community College
 Auxiliary Profit/(Loss) Statement Year-To-Date Through November 30, 2024 and November 30, 2023

| | Parking | Student Activities | Bookstore | Vending | Childcare | Fitness Center | Total | Prior Year-To- Date |
|--|-----------------|-----------------------|------------------|--------------|------------------|-----------------|----------------|------------------------|
| Revenue | | | | | | | | |
| Sales & services | 183,356 | | 529,493 | 3,327 | 115,125 | 7,370 | 838,671 | 621,676 |
| Student Fees | | 147,140 | | | | | 147,140 | 129,647 |
| | 183,356 | 147,140 | 529,493 | 3,327 | 115,125 | 7,370 | 985,811 | 751,323 |
| Expenses | | | | | | | | |
| Purchases & Returns | | | 616,355 | | | | 616,355 | 455,720 |
| Salaries | 18,987 | 43,626 | 58,841 | | 83,352 | 13,264 | 218,071 | 179,561 |
| Staff Benefits | 5,080 | 6,473 | 14,525 | | 24,365 | 314 | 50,757 | 47,986 |
| Supplies & Other Operating Expenses | 37,738 | 16,149 | 3,418 | 64 | 7,260 | 929 | 65,557 | 80,258 |
| Equipment | | | | | | | - | 51,017 |
| Bank Charges | | | 4,239 | | 3,371 | 7 | 7,617 | 8,074 |
| | 61,805 | 66,248 | 697,379 | 64 | 118,347 | 14,514 | 958,358 | 822,615 |
| Excess revenue over expenses | 121,551 | 80,892 | (167,886) | 3,263 | (3,222) | (7,144) | 27,454 | (71,292) |
| Assets: | | | | | | | | |
| Cash & Petty Cash | | | 2,513 | | | | 2,513 | 2,513 |
| Accounts Receivable | | | 142,433 | | | | 142,433 | 75,385 |
| Interfund Receivables | (26,437) | 348,682 | 544,931 | 9,819 | (113,938) | (61,333) | 701,725 | 675,555 |
| Inventory | | | 151,705 | | | | 151,705 | 156,950 |
| Total Assets | (26,437) | 348,682 | 841,582 | 9,819 | (113,938) | (61,333) | 998,375 | 910,403 |
| Liabilities: | | | | | | | | |
| Accounts Payable/Gift Certificates | 4,214 | 1,585 | 52,129 | - | 4,908 | 85 | 62,922 | 57,862 |
| Deferred Revenue | | | | | | | - | - |
| Total Liabilities | 4,214 | 1,585 | 52,129 | - | 4,908 | 85 | 62,922 | 57,862 |
| Restricted Fund Balance (includes inventories) | | - | 151,705 | - | | | 151,705 | 156,950 |
| Unrestricted Fund Balance | (30,651) | 347,097 | 632,108 | 9,819 | (117,573) | (61,418) | 779,383 | 695,591 |
| Total Liabilities & Fund Balance | (26,437) | 348,682 | 835,942 | 9,819 | (112,664) | (61,333) | 994,009 | 910,403 |

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

| | <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 | 163,294 | | 346,553 | 592 | 105,773 | 5,465 | 621,676 |
| Student Fees | | 129,647 | | | | | 129,647 |
| | 163,294 | 129,647 | 346,553 | 592 | 105,773 | 5,465 | 751,323 |
| Expenses | | | | | | | |
| Purchases & Returns | | | 455,720 | | | | 455,720 |
| Salaries | 14,371 | 13,744 | 59,510 | | 72,835 | 19,101 | 179,561 |
| Staff Benefits | 4,376 | 2,923 | 14,516 | | 25,143 | 1,028 | 47,986 |
| Supplies & Other Operating Expenses | 46,699 | 19,949 | 4,886 | | 7,930 | 793 | 80,258 |
| Equipment | 51,017 | | | | | | 51,017 |
| Building Repairs | | | | | | | - |
| Bank Charges | | | 5,060 | | 2,993 | 21 | 8,074 |
| | 116,463 | 36,616 | 539,692 | - | 108,902 | 20,943 | 822,615 |
| Excess revenue over expenses | 46,831 | 93,031 | (193,139) | 592 | (3,129) | (15,478) | (71,292) |
| Assets: | | | | | | | |
| Cash & Petty Cash | | | 2,513 | | | | 2,513 |
| Accounts Receivable | | | 75,385 | | | | 75,385 |
| Interfund Receivables | (65,991) | 320,632 | 510,299 | 3,479 | (80,393) | (12,470) | 675,555 |
| Inventory | | | 156,950 | | | | 156,950 |
| Total Assets | (65,991) | 320,632 | 745,147 | 3,479 | (80,393) | (12,470) | 910,403 |
| Liabilities: | | | | | | | |
| Accounts Payable/Gift Certificates | 4,214 | 1,585 | 47,069 | | 4,908 | 86 | 57,862 |
| Deferred Revenue | | | | | | | - |
| Total Liabilities | 4,214 | 1,585 | 47,069 | - | 4,908 | 86 | 57,862 |
| Restricted Fund Balance (includes inventories) | | - | 156,950 | - | | | 156,950 |
| Unrestricted Fund Balance | (70,206) | 319,047 | 541,128 | 3,479 | (85,301) | (12,556) | 695,591 |
| Total Liabilities & Fund Balance | (65,991) | 320,632 | 745,147 | 3,479 | (80,393) | (12,470) | 910,403 |

TO: Board of Regents
FROM: Elizabeth (Beth) Nelson
DATE: January 9, 2025
SUBJECT: Investment Transactions Report

Investment Position:

As of November 30, 2024, Alvin Community College has \$ 24,149,141 invested in 15 certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

| | | |
|------------------------------------|------------|----------------------|
| Beginning market value | 9/1/2024 | \$ 29,749,141 |
| a. Sale of CDs | | (11,400,000) |
| b. Purchase of CDs | | 5,800,000 |
| c. TexSTAR | | 256,344 |
| Ending market value | 11/30/2024 | <u>\$ 24,405,485</u> |
| Fully accrued interest | | \$ 165,863 |
| Interest earned on Bond Note funds | | \$ 3,109 |

Pooled Funds:

| | |
|---------------|--|
| \$ 24,405,485 | currently invested was taken from the following major fund groups: |
| \$ 24,149,141 | General Fund 11 |
| \$ 256,344 | 2018 Maintenance Tax Note 66 |

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

Elizabeth Nelson, CPA

Elizabeth Nelson, CPA
Vice President & CFO

Laurel Joseph

Laurel Joseph
Controller

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

ALVIN COMMUNITY COLLEGE
Investment Schedule
September 1, 2024 -November 30, 2024

Alvin Community College's investments for the quarter ended November 30, 2024 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 15, 2024 board meeting.

| CD No. | Purchase Date | Due Date | Interest Rate | Term | Days Held | Principal | Interest Earned | Accrued Interest | Total |
|--|---------------|----------|---------------|------|-----------|----------------------|-----------------|------------------|----------------------|
| BEGINNING INVESTMENTS: | | | | | | | | | |
| 1026798627 | 02/16/23 | 02/12/26 | 3.000% | 1092 | 91 | 250,000 | | | 250,000 b |
| 520890 | 02/21/23 | 02/21/26 | 1.700% | 1096 | 91 | 250,000 | | | 250,000 a |
| 1861710-12 | 05/15/23 | 05/15/26 | 4.350% | 1096 | 91 | 249,141 | | | 249,141 c |
| 200000691 | 02/06/23 | 02/05/26 | 4.199% | 1095 | 91 | 1,000,000 | | | 1,000,000 |
| 200000770 | 01/12/24 | 01/12/25 | 2.750% | 366 | 91 | 1,000,000 | | | 1,000,000 |
| 200000771 | 01/12/24 | 07/12/25 | 2.750% | 547 | 91 | 1,000,000 | | | 1,000,000 |
| 200000775 | 01/26/24 | 01/26/27 | 3.000% | 1096 | 91 | 1,000,000 | | | 1,000,000 |
| 200000781 | 01/30/24 | 07/14/26 | 3.000% | 896 | 91 | 1,000,000 | | | 1,000,000 |
| 200000782 | 02/05/24 | 09/03/24 | 2.988% | 211 | 3 | 2,000,000 | | | 2,000,000 |
| 200000784 | 02/23/24 | 09/23/24 | 3.337% | 213 | 23 | 1,800,000 | | | 1,800,000 |
| 200000788 | 03/06/24 | 10/03/24 | 3.119% | 211 | 33 | 2,000,000 | | | 2,000,000 |
| 200000790 | 03/25/24 | 10/25/24 | 3.187% | 214 | 55 | 1,800,000 | | | 1,800,000 |
| 200000794 | 04/04/24 | 11/04/24 | 3.331% | 214 | 65 | 2,000,000 | | | 2,000,000 |
| 200000798 | 05/08/24 | 12/04/24 | 3.625% | 210 | 91 | 2,000,000 | | | 2,000,000 |
| 200000802 | 06/05/24 | 01/06/25 | 3.500% | 215 | 91 | 2,000,000 | | | 2,000,000 |
| 200000804 | 06/25/24 | 11/22/24 | 4.260% | 150 | 83 | 1,800,000 | | | 1,800,000 |
| 200000808 | 07/18/24 | 02/06/25 | 3.083% | 203 | 91 | 2,000,000 | | | 2,000,000 |
| 200000809 | 07/26/24 | 03/15/25 | 3.137% | 232 | 91 | 1,000,000 | | | 1,000,000 |
| 200000810 | 07/26/24 | 12/13/24 | 3.137% | 140 | 91 | 1,800,000 | | | 1,800,000 |
| 200000812 | 08/05/24 | 03/06/25 | 2.621% | 213 | 91 | 2,000,000 | | | 2,000,000 |
| 200000816 | 08/27/24 | 01/21/25 | 2.671% | 147 | 91 | 1,800,000 | | | 1,800,000 |
| Subtotal for CD Investments for Beginning of the Period | | | | | | \$ 29,749,141 | \$ - | \$ - | \$ 29,749,141 |
| SALES: | | | | | | | | | |
| 200000782 | 02/05/24 | 09/03/24 | 2.988% | 211 | 3 | 2,000,000 | | | 2,000,000 |
| 200000784 | 02/23/24 | 09/23/24 | 3.337% | 213 | 23 | 1,800,000 | | | 1,800,000 |
| 200000788 | 03/06/24 | 10/03/24 | 3.119% | 211 | 33 | 2,000,000 | | | 2,000,000 |
| 200000790 | 03/25/24 | 10/25/24 | 3.187% | 214 | 55 | 1,800,000 | | | 1,800,000 |
| 200000794 | 04/04/24 | 11/04/24 | 3.331% | 214 | 65 | 2,000,000 | | | 2,000,000 |
| 200000804 | 06/25/24 | 11/22/24 | 4.260% | 150 | 83 | 1,800,000 | | | 1,800,000 |
| Total Sales | | | | | | 11,400,000 | - | - | 11,400,000 |
| PURCHASES: | | | | | | | | | |
| 200000825 | 10/25/24 | 02/24/25 | 3.040% | 122 | 36 | 1,900,000 | | | 1,900,000 |
| 200000826 | 10/25/24 | 03/24/25 | 3.040% | 150 | 36 | 1,900,000 | | | 1,900,000 |
| 200000819 | 09/06/24 | 04/07/25 | 2.543% | 213 | 85 | 2,000,000 | | | 2,000,000 |
| Total Purchases | | | | | | 5,800,000 | - | - | 5,800,000 |
| ENDING INVESTMENTS: | | | | | | | | | |
| 1026798627 | 02/16/23 | 02/12/26 | 3.000% | 1092 | 91 | 250,000 | | 1,870 | 251,870 b |
| 520890 | 02/21/23 | 02/21/26 | 1.700% | 1096 | 91 | 250,000 | | 1,060 | 251,060 a |
| 1861710-12 | 05/15/23 | 05/15/26 | 4.350% | 1096 | 91 | 249,141 | | 2,702 | 251,843 c |
| 200000691 | 02/06/23 | 02/05/26 | 4.199% | 1095 | 91 | 1,000,000 | | 10,469 | 1,010,469 |
| 200000770 | 01/12/24 | 01/12/25 | 2.750% | 366 | 91 | 1,000,000 | | 6,856 | 1,006,856 |

| | | | | | | | | |
|-----------|----------|----------|--------|------|----|-----------|--------|-----------|
| 200000771 | 01/12/24 | 07/12/25 | 2.750% | 547 | 91 | 1,000,000 | 6,856 | 1,006,856 |
| 200000775 | 01/26/24 | 01/26/27 | 3.000% | 1096 | 91 | 1,000,000 | 7,479 | 1,007,479 |
| 200000781 | 01/30/24 | 07/14/26 | 3.000% | 896 | 91 | 1,000,000 | 7,479 | 1,007,479 |
| 200000798 | 05/08/24 | 12/04/24 | 3.625% | 210 | 91 | 2,000,000 | 18,075 | 2,018,075 |
| 200000802 | 06/05/24 | 01/06/25 | 3.500% | 215 | 91 | 2,000,000 | 17,452 | 2,017,452 |
| 200000808 | 07/18/24 | 02/06/25 | 3.083% | 203 | 91 | 2,000,000 | 15,373 | 2,015,373 |
| 200000809 | 07/26/24 | 03/15/25 | 3.137% | 232 | 91 | 1,000,000 | 7,821 | 1,007,821 |
| 200000810 | 07/26/24 | 12/13/24 | 3.137% | 140 | 91 | 1,800,000 | 14,078 | 1,814,078 |
| 200000812 | 08/05/24 | 03/06/25 | 2.621% | 213 | 91 | 2,000,000 | 13,069 | 2,013,069 |
| 200000816 | 08/27/24 | 01/21/25 | 2.671% | 147 | 91 | 1,800,000 | 11,987 | 1,811,987 |
| 200000819 | 09/06/24 | 04/07/25 | 2.543% | 213 | 85 | 2,000,000 | 11,844 | 2,011,844 |
| 200000825 | 10/25/24 | 02/24/25 | 3.040% | 122 | 36 | 1,900,000 | 5,697 | 1,905,697 |
| 200000826 | 10/25/24 | 03/24/25 | 3.040% | 150 | 36 | 1,900,000 | 5,697 | 1,905,697 |

Total for End of Period for CD Investments

| | | | |
|---------------|------|------------|---------------|
| \$ 24,149,141 | \$ - | \$ 165,863 | \$ 24,315,004 |
|---------------|------|------------|---------------|

INVESTMENT POOL

TexSTAR

| | | | |
|------------|----------|------|------------|
| \$ 253,235 | \$ 3,109 | \$ - | \$ 256,344 |
|------------|----------|------|------------|

a Texas Advantage Bank

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

c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule
September 1, 2024 -November 30, 2024

Below is a list of Alvin Community College Foundation's investments for the quarter ended November 30, 2024
All securities have been purchased according to the investment policy approved by the ACC Foundation
Board of Directors at the March 21, 2023 board meeting.

| | | |
|--------------------------------------|-----------|--------------------------------|
| BEGINNING INVESTMENTS | \$ | 5,193,208 |
| Deposits | | 1,176 |
| Sales Proceeds/Redemptions | | - |
| Dividends | | 23,467 |
| Interest | | 220 |
| Capital Gains | | - |
| Fees | | (11,882) |
| Withdrawals | | (8,536) |
| Change in value of priced securities | | <u>221,111</u> |
| ENDING INVESTMENTS | \$ | <u><u>5,418,764</u></u> |

24. **Adjournment**