

Regular Meeting  
Thursday, November 18, 2021 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  
NOVEMBER 18, 2021**

It is hereby certified that a notice of this meeting was posted on the 12<sup>th</sup> day of November 2021, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 12<sup>th</sup> day of November 2021.



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Dr. Robert Exley  
President

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



Dr. Robert J. Exley, Ph.D  
President

YourCollege Right Now

MEMORANDUM NO: 156-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 3, 2021  
SUBJECT: Personnel Action (Replacement): Financial Aid Advisor

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The individual listed below has been recommended to fill the full-time position of Financial Aid Advisor.

**Candidate**

**Recommended:** Anais Duran

**Education:** University of St. Thomas  
M.A., International Studies

University of St. Thomas  
B.A., History

<b>Experience:</b> <u>University of Houston - Clear Lake</u>	Financial Aid Counselor	April 2020 - Present
<u>Cosmetic Boat Repair</u>	Bookkeeper	March 2019 - April 2020
<u>University of St. Thomas</u>	Financial Aid Counselor	January 15, 2015 - March 2019
	Front Counter Supervisor	June 2014 - January 2015
<u>University of Houston - Clear Lake</u>	Student Associate	August 2012 - June 2014
<u>University of St. Thomas</u>	Administrative Assistant	September 2009 - May 2012

**Certificate / Licenses:**  
Basic Mediation Certificate

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**Salary:** \$40,773.00  
Grade 108 / 2021-22 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Financial Aid Advisor</b>		
<b>Department:</b>	Financial Aid	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Director, Financial Aid	<b>Grade Level:</b>	108
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/LH	<b>Date:</b>	02/10/2021

### SUMMARY

The Financial Aid Advisor counsels perspective and current credit hour and continuing education aid applicants on availability and eligibility requirements, and prepares applications for processing. Duties include ensuring completion of ACC admission requirements, and receipt and evaluation of academic transcripts to determine aid eligibility. Staff must stay current on federal and state regulations and policies to perform verification and exercise professional judgment for special circumstances. Communication, Satisfactory Academic Progress, and file tracking must also be maintained for the financial aid population. In Addition to the above job duties, the Financial Aid Advisor performs other duties as assigned by the Director of Financial Aid.

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

- Counsel students, parents, and other involved parties on the availability of aid, eligibility requirements, Satisfactory Academic Progress Requirements, and maximizing aid eligibility to achieve educational goals.
- Access available resources to advise applicants on how to accurately document application verification items.
- Ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), state law, community college system regulations, and college policies and procedures.
- Conducts verification of student and parent application data in compliance with federal and Institutional criteria.
- Maintain knowledge of Internal Revenue Service, Department of Homeland Security, Selective Service, Social Security Administration, and other federal and state agencies' policies.
- Perform verification of required data elements.
- Use professional judgment to identify and document any special circumstances in the students' family situation.
- Evaluate academic history to determine initial Satisfactory Academic Progress eligibility, and review eligibility every semester.
- Counsel students on Satisfactory Academic Progress eligibility, and advise them on options when enrolling, dropping/withdrawing, and regaining eligibility.
- Keep abreast of current federal and state regulations and guidelines; maintain close working relationship with staff and faculty to ensure compliance with the regulations.
- Identify and resolve inconsistencies with the Registrar's Office, Business Office, Academic Advising, and Academic Department and Division Chairpersons.
- Administer and maintain various programs, including: Texas Grant, Texas Educational Opportunity Grant, TDCJ, Continuing Education (TPEG), and Texas Work-study.

- Participates in the development of institutional financial aid policies and procedures that will positively impact efficiency and quality of service provided.
  - Process necessary paperwork to complete the FAFSA application.
  - On-going maintenance of initial, pending, inactive, and completed files.
  - Initiate, respond to, maintain, and document communication with internal and external customers; including personal and mass emails, phone calls, and in-person counseling sessions.
  - Demonstrate integrity and ethical behavior in working with confidential information, and maintain high level of confidentiality.
- 
- Participate in outreach activities including orientations, classroom presentations, and various marketing activities. Uphold long-standing relationships with local schools and/or affiliates by providing presentations and support to students and staff.
  - Assist with federal and state reporting as required.
  - Assist with special projects and other duties as assigned based on state and federal programs.

### **QUALIFICATIONS**

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

### **EDUCATION**

- Requirements include a minimum of a high school diploma.

### **EXPERIENCE**

- Office/Clerical experience and experience with federal and state policies and regulations is required.

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

- Must possess ability to interact with a diverse student population in an effective and appropriate manner.
- Requires well developed critical thinking skills for professional judgment.
- The position requires the ability to multi-task and prioritize.
- The position requires proficiency in the use of a computer and average ability with the use of a calculator.
- Ability to perform basic to intermediate financial calculations.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 157-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Personnel Action (Replacement): Financial Aid Advisor - TDCJ

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The individual listed below has been recommended to fill the full-time position of Financial Aid Advisor - TDCJ.

**Candidate**

**Recommended:** LaTrisha Wells

**Education:** University of Phoenix  
B.S.; Psychology

<b>Experience:</b> <u>University of Houston</u>	
Office Assistant, University Police Department	April 2017 - Present
<u>Mercer/Aerotek</u>	
Benefits Administrator	May 2014 - April 2017
<u>Republic Services</u>	
Customer Specialist	March 2015 - April 2017
<u>Sutherland Global Services</u>	
Customer Service Agent	January 2014 - March 2015

**Certificate(s)/Licenses:**  
CJIS Security & Awareness Certification

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**Salary:** \$33,504.00  
Grade 108 / 2021-22 TSCM Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Financial Aid Advisor</b>		
<b>Department:</b>	Financial Aid	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Director, Financial Aid	<b>Grade Level:</b>	108
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Date:		
<b>Last updated by:</b>	Human Resources/LH	<b>Date:</b>	02/10/2021

### SUMMARY

The Financial Aid Advisor counsels perspective and current credit hour and continuing education aid applicants on availability and eligibility requirements, and prepares applications for processing. Duties include ensuring completion of ACC admission requirements, and receipt and evaluation of academic transcripts to determine aid eligibility. Staff must stay current on federal and state regulations and policies to perform verification and exercise professional judgment for special circumstances. Communication, Satisfactory Academic Progress, and file tracking must also be maintained for the financial aid population. In Addition to the above job duties, the Financial Aid Advisor performs other duties as assigned by the Director of Financial Aid.

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

- Counsel students, parents, and other involved parties on the availability of aid, eligibility requirements, Satisfactory Academic Progress Requirements, and maximizing aid eligibility to achieve educational goals.
- Access available resources to advise applicants on how to accurately document application verification items.
- Ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), state law, community college system regulations, and college policies and procedures.
- Conducts verification of student and parent application data in compliance with federal and Institutional criteria.
- Maintain knowledge of Internal Revenue Service, Department of Homeland Security, Selective Service, Social Security Administration, and other federal and state agencies' policies.
- Perform verification of required data elements.
- Use professional judgment to identify and document any special circumstances in the students' family situation.
- Evaluate academic history to determine initial Satisfactory Academic Progress eligibility, and review eligibility every semester.
- Counsel students on Satisfactory Academic Progress eligibility, and advise them on options when enrolling, dropping/withdrawing, and regaining eligibility.
- Keep abreast of current federal and state regulations and guidelines; maintain close working relationship with staff and faculty to ensure compliance with the regulations.
- Identify and resolve inconsistencies with the Registrar's Office, Business Office, Academic Advising, and Academic Department and Division Chairpersons.
- Administer and maintain various programs, including: Texas Grant, Texas Educational Opportunity Grant, TDCJ, Continuing Education (TPEG), and Texas Work-study.

- Participates in the development of institutional financial aid policies and procedures that will positively impact efficiency and quality of service provided.
  - Process necessary paperwork to complete the FAFSA application.
  - On-going maintenance of initial, pending, inactive, and completed files.
  - Initiate, respond to, maintain, and document communication with internal and external customers; including personal and mass emails, phone calls, and in-person counseling sessions.
  - Demonstrate integrity and ethical behavior in working with confidential information, and maintain high level of confidentiality.
- 
- Participate in outreach activities including orientations, classroom presentations, and various marketing activities. Uphold long-standing relationships with local schools and/or affiliates by providing presentations and support to students and staff.
  - Assist with federal and state reporting as required.
  - Assist with special projects and other duties as assigned based on state and federal programs.

### **QUALIFICATIONS**

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### **EDUCATION**

- Requirements include a minimum of a high school diploma.

### **EXPERIENCE**

- Office/Clerical experience and experience with federal and state policies and regulations is required.

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

- Must possess ability to interact with a diverse student population in an effective and appropriate manner.
- Requires well developed critical thinking skills for professional judgment.
- The position requires the ability to multi-task and prioritize.
- The position requires proficiency in the use of a computer and average ability with the use of a calculator.
- Ability to perform basic to intermediate financial calculations.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 158-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 3, 2021  
SUBJECT: Personnel Action (Replacement): Instructional Designer

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The individual listed below has been recommended to fill the full-time position of Instructional Designer.

**Candidate**

**Recommended:** Sha Swiger

**Education:** The University of Akron  
Ph.D., Education  
M.A., Instructional Technology  
M.A., Education

SIAS International University, China  
B.A., English

**Experience:** Galveston College  
Title V Instructional Technologist February 2019 - Present

The University of Akron  
Graduate Research & Teaching Assistant January 2012 – August 2018  
Educational Technology Instructor January 2014 – January 2015

SIAS International University, China  
English Instructor September 2008 – June 2011  
Executive Administrative Assistant of the President June 2007 – August 2008

**Certificate(s)/Licenses:**  
TESL Certification

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**Salary:** \$58,081.60  
Grade 203 / 2021-22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	Instructional Designer		
<b>Department:</b>	Distance Education	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, Distance Education	<b>Grade Level:</b>	203
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	8/12/2021
<b>Last updated by:</b>	Dean, General Education & Academic Support/NN	<b>Date:</b>	8/12/2021

### SUMMARY

The Instructional Designer is responsible for supporting faculty in the design and development of their face to face, hybrid and Internet courses in the college's learning management system. He/She will also assist the providing training in various modalities to college faculty in the areas of course development, instructional technology integration, and other related training that will support faculty in the use of the learning management system and other instructional software. He/She will also be responsible for various distance education projects and tasks as needed.

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

- Consult with faculty in the creation and facilitation of online, hybrid and face to face courses using best practices and current instructional design methodologies.
- Support faculty and staff with designing and facilitating training in the creation and facilitation of online, face to face and hybrid courses using best practices and current instructional design methodologies.
- Design and develop courses demonstrating knowledge and experience of instructional design, development, implementation, and assessments in an academic environment; instructional technology, and learning theories.
- Design and develop courses demonstrating knowledge and experience of instructional design, development, implementation, and assessments in an academic environment; instructional technology, and learning theories
- Provide collegial feedback to faculty in assisting them with meeting institutional expectations for distance learning courses.
- Serve as backup Learning Management System administrator.
- Troubleshoot student and faculty issues related to the learning management system including some after-hours phone and web support
- Participate on the Distance Education Committee
- 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.

### EDUCATION

- Bachelor's degree in instructional design, curriculum development or equivalent

**EXPERIENCE**

- At least 1 year of experience as an instructional designer at a higher education institution

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of accessibility of web-based content
- Knowledge of FERPA
- Knowledge of course design models, such as ADDIE
- Knowledge of learning management systems as both an administrator and instructor
- Ability to work with faculty from various academic and workforce subjects
- Able to work independently and meet specified deadlines
- Able to effectively communicate with students, faculty and staff

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 159-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Personnel Action (Replacement): Developmental Education Specialist

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

**Candidate Recommended:** Julie Heiman

**Education:** Sam Houston State University  
B.S., Interdisciplinary Studies/EC-8 Math

**Experience:** Alvin Community College  
Adjunct Instructor August 2021 – Present  
H.S.I. Stem Math Tutor IV September 2018–September 2021  
Angleton ISD  
Teacher (Grades 6-8), Math Intervention Teacher August 2009 – May 2018

**Certificate(s)/Licenses:**  
Teacher Educator Certificate

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**Salary:** \$54,126.96  
Grade 203 / 2021-22 Professional Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Developmental Education Specialist</b>	
<b>Department:</b>	Learning Commons	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	Academic Support Center Coordinator	<b>Grade Level:</b> 203
<b>Safety</b>	No	<b>Job Category:</b> Professional
<b>HR approved:</b>		<b>Date:</b>
<b>Last updated by:</b>	Human Resources	<b>Date:</b> 6/30/2021

### SUMMARY

Develop programs for Academic Support and Developmental Education with focus on student success initiatives for under-prepared student population.

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

- Lead design of academic support curricular options, with assistance of faculty.
- Organize and provide training for faculty and staff instructing various curricular options.
- Lead piloting of new academic support and developmental education options and provide instruction.
- Assist in developing, implementing, and evaluating results of the new initiatives.
- Assist in designing tutorial options and train tutors.
- Assist academic coaches in identifying at-risk students for participation in Bridge program and other academic support options.
- Coordinate meetings with tutors to review lessons.
- Create reports on progress of developmental work.
- Present work in stages at program development meetings with team.

### QUALIFICATIONS

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

### EDUCATION

- Bachelor's degree in Developmental Education, Math, English or related field required.
- Emphasis on Curriculum Design preferred.

### EXPERIENCE

- Minimum of three years of experience teaching Developmental Education courses and working with academically under-prepared students.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Be proficient in use of technology to support instruction.
- Be experienced in utilization of MyMathLab and Hawkes in instruction preferred.
- Have strong knowledge of current, successful pedagogies in Developmental Education.
- Be able to convey excellent communication and leadership abilities.
- The ability to develop excellent rapport with students and colleagues.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 160-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Personnel Action (Replacement): Web Administrator

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The individual listed below has been recommended to fill the full-time position of Web Administrator.

**Candidate**

**Recommended:** Dacia Henderson

**Education:** College of the Mainland  
A.A.S., Graphic Design/Web Design

**Experience:** Alvin Community College  
Web Designer November 2007 – Present

UTMB School of Nursing  
Graphic/Web Designer November 2004 – November 2007

American National Insurance Co.  
Graphic/Web Designer August 2000 – October 2004

**Certificate(s)/Licenses:**

Graphic Arts & Desktop Publishing Certificate

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**Salary:** \$75,907.15  
Grade 207 / 2021-22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Website Administrator</b>	
<b>Department:</b>	Marketing & Media	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	Director, Marketing and Media	<b>Grade Level:</b> 207
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b> Professional
<b>HR approved:</b>		<b>Date:</b>
<b>Last updated by:</b>	Marketing/LS	<b>Date:</b> 08/31/2021

### SUMMARY

The Website Administrator is responsible for creating, designing, testing, and maintaining the college website's User Experience (UX) and User Interface (UI) design. The Website Administrator approves and publishes information to the campus, community, and the public using current Internet resources, programming languages, and technology. This individual will also ensure the ACC website meets and adheres to federal 508 & WCAG accessibility standards and is required to manage all www.alvincollege.edu website operations and individuals contributing to the website's content and design. This information is one of the college's primary digital marketing sources and a significant representation of the college, reaching a broad spectrum of individuals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- Administers, maintains, and monitors the website Content Management System (CMS) and associated applications.
- Designs, develops, and maintains the public-facing college website. Ensure the website UX/UI design framework is in accordance with Marketing branding guidelines.
- Identifies, creates, and implements new or updates existing web marketing solutions. (i.e., interactive web pages, landing pages, motion graphics, HTML newsletters, micro-sites, video streaming, and other online marketing initiatives). Provides web design, illustrations, and project coordination for marketing and advertising initiatives on the college website.
- Maintains and monitors the web site by reporting and analyzing web site traffic and SEO reports.
- Ensures the college website meets A & AA compliance requirements set forth by W3C, 508 & WCAG.
- Creates operational procedures and documentation for Web Administrative tasks and project requests.
- Assigns and manages work performed by the PT Web Content Specialist.
- Meets regularly with other Marketing Team members to develop and implement college marketing campaigns for deployment on the website.
- Provides online or in-person training materials to enable website content managers to create content and update departmental/program web pages.
- Serves as liaison to the ACC IT department & external vendors regarding server hardware, web development, and software applications.
- Prepares standards and guidelines to ensure unity in design to effectively communicate the college brand position. Provide online content compliance guidelines.

- Reviews and monitors web services budget to ensure area needs are met.
- Creates and maintains a consistent website hierarchy infrastructure.
- Finds, diagnoses, and fixes web site problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
- Recommends and implements both technical and design enhancements and modifications.
- Ensures sensitive and/or classified organizational information is not inadvertently posted to the web site.
- Tracks and evaluates new standards, technologies and trends in web site development, design, and delivery.
- Utilizes HTML, CSS, JavaScript, XML and XSLT languages to develop, test, debug, and publish web pages.
- Receives and responds to all email messages, project requests and feedback in a timely and courteous matter.
- Performs duties and attend college or off campus events/meetings that may involve weekend and evening work.
- Performs 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.

### **EDUCATION**

- Requires an Associate Degree in Web Design, Digital Media, Communication Design, Interactive Media, or directly related degree as well as 15 years of directly related work experience particularly in Higher Education
- Or a Bachelor's degree in Web Design, Digital Media, Communication Design, Interactive Media, or directly related degree with 10 years of directly related work experience particularly in Higher Education

### **EXPERIENCE**

- Minimum of ten years of website management experience including website design/development, content management or directly related work experience preferably in a professional or higher education environment.

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

- Experience and strong knowledge of Modern Campus/Omni CMS a plus
- Experience with .NET and iOS operating systems
- Strong understanding of communications, marketing, and customer service principles
- Excellent written and oral communication skills
- Highly self-motivated and directed
- Advanced graphic user interface (GUI) skills
- Demonstrate best practices using solid design and web usability standards
- Strong web design skills to include proficiency in Photoshop, Illustrator, Dreamweaver, Animate and JavaScript is required.
- Ability to build web banner ads using HTML5 or Adobe Animate
- Highly proficient with HTML, XHTML, and CSS
- Understand website architecture and site mapping standards
- Ability to utilize a Windows network environment
- Must have strong time management skills and be detail-oriented with the ability to complete multiple projects within very tight deadlines

- Strong interpersonal skills, ability to work independently, excellent oral and written communication skills, ability to work well under pressure and positive attitude are required
- Experienced in professional web writing
- Working knowledge of Bootstrap framework 3.0 and up
- Highly experienced in online content compliance guidelines to ensure the college website meets A & AA compliance requirements set forth by (W3C, 508 & WCAG) is required

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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EMPLOYEE PRINTED NAME

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EMPLOYEE SIGNATURE AND DATE

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SUPERVISOR SIGNATURE AND DATE

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Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 162-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Personnel Action (Replacement): Grant Compliance Specialist

---

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

**Candidate**

**Recommended:** Rene Garcia

**Education:** University of Houston - Downtown  
B.S., Computer Science, minor in Applied Mathematics

**Experience:** Alvin Community College  
Project Manager, Wagner-Peyser Grant February 2017 – July 2021  
University of Houston - Downtown  
Program Manager, Scholars Academy October 2003 – September 2015  
Administrative Technician II,  
Center for Computational Sc. December 1995 – August 2003

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**Salary:** \$58,081.60  
Grade 203 / 2021-22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Grant Compliance Specialist</b>		
<b>Department:</b>	Grants	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Coordinator, Grants	<b>Grade Level:</b>	203
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	8/20/2021
<b>Last updated by:</b>	Dean/Executive Director, Institutional Effectiveness & Research/PS	<b>Date:</b>	8/20/2021

### SUMMARY

This position will assist the Grant Coordinator in successfully assuring that all grants at Alvin Community College are in compliance. The Grant Compliance Specialist will assist with monitoring, reporting, and ensuring compliance of institutional grants.

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

- Carefully and critically review, analyze, monitor, and evaluate progress of active grant projects, plans, budgets, and reports.
- Provide ongoing grant monitoring, compliance, and administrative/business support to grant teams to assure consistent progress, grant processing, and reporting.
- Monitor and assist grant teams to achieve project goals through appropriate program design modifications.
- Identify and organize appropriate technical assistance and training for grantees.
- Identify needs for midstream program and budgetary adjustments to achieve desired results and facilitate where necessary.
- Provide accurate, timely grants summary and analysis reports, responses to inquiries, and grant histories according to reporting schedules and upon request.
- Work closely with internal and external teams to effectively promote grant success.
- Assure compliance with marketing requirements of grant contracts.
- Assist in the preparation of all necessary grant application/forms with accurate institutional information including final consolidation of all required components of the proposal, review the written text, verify the correct format, and appropriate number of proposal copies.
- Assist teams to analyze and interpret an agency's request for proposal (RFP), which includes eligibility requirements, instructions for proposal development and submission, budgeting requirements for allowable or unallowable costs, cost sharing requirements, and appropriate agency forms.
- Assist in review all known contract terms/requirements noted at the proposal stage of a grant project and obtain additional approvals from appropriate departments as necessary, including facilitation of written responses related to future negotiations of terms and conditions through Contract Negotiations, Executive Leadership Team, and other administrative offices at the college.
- Assist in the review and negotiate policy relative to grant program and financial compliance.

- Promote and maintain an inclusive environment where diverse perspectives are recognized and respected to build an equitable campus community.
- Other duties may be assigned

### **QUALIFICATIONS**

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

### **EDUCATION**

- Bachelor's Degree (Master's degree preferred) in accounting, psychology, social services, higher education administration, public policy, or related degree

### **EXPERIENCE**

- Three (3) years related experience working in grant making organization, higher education grant work, and/or non-profit/business grant work.
- Prefer experience with budgeting and finance and program development.
- Prefer experience working a variety of grant programs including private, state, and federally funded initiatives.

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

- Understanding of state and federal grant compliance policies on fiscal and programmatic areas.
- Excellent oral and written communication skills.
- Knowledge of and proficiency with a variety of computer software applications including Microsoft Word, Excel, Access, PowerPoint, and Outlook.
- Ability to work in a fast-paced, team-oriented environment while juggling and coordinating multiple projects and deadlines.
- Demonstrated attention to detail.
- Cultural sensitivity and experience in working with diverse populations.
- Ability to operate independently with moderate supervision.
- Ability to travel.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

**X**

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

**X**

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

**X**

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

**X**

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

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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 173-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 8, 2021  
**SUBJECT:** Personnel Action (Replacement): Computer Support Specialist

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

**Candidate**

**Recommended:** Beau Enochs

**Education:** Alvin Community College  
A.A.S., Information Technology - Networking

**Experience:** Park USA IT Support Technician November 2019 – Present  
The Cheesecake Factory Server January 2019 – October 2019  
Alvin Community College IT Student Worker May 2017 – August 2018

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**Salary:** \$38,236.94  
Grade 112 / 2021-22 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Computer Support Specialist I</b>		
<b>Department:</b>	Information Technology	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Network Manager	<b>Grade Level:</b>	112
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/LH	<b>Date:</b>	12/09/2020

### SUMMARY

Under the supervision of the Computer Support Specialist II and reporting to the Network Manager, the Computer Support Specialist is responsible for supporting and maintaining in-house computer systems, desktops, mobile devices, and peripherals. This includes installing, diagnosing, repairing, maintaining, and upgrading all hardware and equipment while ensuring optimal workstation performance and connectivity. The position troubleshoots problem areas and responds to service requests in a timely and courteous manner. On occasion, this position performs work on off-campus locations such as TDCJ and other off-campus locations.

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

- Installs, configures, tests, maintains, monitors, and troubleshoots end user workstation hardware/software, networked peripheral devices, and networking hardware/software products.
- Performs on-site analysis, diagnosis, and resolution of complex PC problems for a variety of end users, and recommends and implements corrective hardware and software solutions, including off-campus repair as needed to meet service level agreements.
- Receives and responds to incoming calls, and/or emails regarding PC hardware and software problems.
- Maintains and audits inventory of all computer equipment, including laptops, desktop PCs and mobile devices. Verifies accurate inventory with the college's administrative fixed asset module, Active Directory, and other inventory databases.
- Assists in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring PC performance.
- Accurately documents instances of hardware failure, repair, installation, and removal.
- Constructs, installs, and tests customized software configurations based on various platforms and operating systems.
- Liaises with third-party support and PC equipment vendors.
- Provides primary support for operating systems, application software, and other specialty/instructional software packages.
- Disposes of all computer equipment in accordance with College Board Policy and the U.S. Department of Defense data destruction methods.
- Assists the Computer Support Specialist II with projects relating to desktop support and Instructional Technology.
- Assists in the installation and management of the college's telecommunications hardware.
- Provides technical expertise to end-users.

- When necessary, provides assistance with hardware/software operation for the IT Services Open Lab.
- 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.

### **EDUCATION**

Associates Degree in Computer Science or related field required.

### **EXPERIENCE**

- Two (2) years experience in the installation and configuration of computer workstations.
- Hands-on hardware troubleshooting experience of at least two (2) years.

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

- Excellent technical knowledge of network and PC hardware, including current PC standards and mobile technologies is required.
- Working technical knowledge of TCP/IP network protocols, Windows operating systems and applications, including office productivity applications.
- Ability to travel to off-campus locations, including high schools and Texas Department of Corrections sites, to perform network management and upgrades.
- Must be available for scheduled and/or occasional work outside of normal business hours.
- Ability to conduct research into PC issues and products as required.
- Working knowledge of telecommunications.
- Effective interpersonal skills and relationship-building skills.
- Strong written and oral communication skills.
- Strong customer-service mindset.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 175-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 10, 2021  
**SUBJECT:** Personnel Action (Replacement): of Academic Support Center Coordinator

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The individual listed below has been recommended to fill the full-time position of Academic Support Center Coordinator.

**Candidate**

**Recommended:** Dr. Eliseo Herrera

**Education:** Northcentral University  
Ph.D., Leadership in Higher Education

United States Sports Academy  
M.S.S., Sports Management

Texas A & M University - Corpus Christi  
B.S., Kinesiology

**Experience:** Alvin Community College  
H.S.I. STEM Grant Math Success Center Coordinator October 2020 – August 2021

Houston ISD  
Teacher December 2016 - Current

San Jacinto College  
Retention Specialist August 2011 – May 2016

University of Houston - Victoria  
Sr. Coordinator LEAD and Student Recruitment October 2010 – August 2011

Del Mar College  
Tutor Coordinator February 2009 – March 2010

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**Salary:** \$60,986.00  
Grade 204 / 2021-22 Administrative/Professional Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Academic Support Center Coordinator</b>	
<b>Department:</b>	Learning Commons	<b>FLSA Status:</b> Exempt
<b>Reports to:</b>	Director, Learning Commons	<b>Grade Level:</b> 204
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b> Professional
<b>HR approved:</b>		<b>Date:</b>
<b>Last updated by:</b>	Human Resources	<b>Date:</b> 6/28/2021

### SUMMARY

Supervise personnel and operations of the Academic Support Center

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Oversee daily operations of Academic Support Center; schedule and coordinate staff training.
- Supervise design and pilot of academic support programs and curricular (tutoring, academic coaching, STEM Bridge program and other)
- Supervise academic coaches, tutors, Developmental Education and Academic Support specialists.
- Assist in the evaluation process as described in the Evaluation section.
- Advise at risk students as needed.
- Coordinate meetings with program team.
- Make presentations to team and college administration at meetings.
- Create reports and track student success data
- Perform other duties as assigned.

### QUALIFICATIONS

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

### EDUCATION

- Bachelor's in Education or related field

### EXPERIENCE

- Minimum of 3 years of supervisory experience
- Minimum of 3-5 years of experience in working with Hispanic and low-income students in advisement

### KNOWLEDGE, SKILLS, AND ABILITIES

- Be proficient in use computer-aided programs to support advising and developmental math
- Be able to utilize excellent communication and leadership skills in work
- Have strong knowledge of tutoring pedagogy and successful tutoring programs
- Have strong knowledge of effective advisement strategies

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 179-2021

**TO:** Board of Regents

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

**DATE:** November 12, 2021

**SUBJECT:** Personnel Action (Replacement): Sr. Administrative Assistant CEWD

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The individual listed below has been recommended to fill the full-time position of Sr. Administrative Assistant CEWD.

**Candidate**

**Recommended:** Trisha Groth

**Education:** University of Oklahoma  
B.A., Journalism

<b>Experience:</b>	<u>Alvin Community College</u> Assistant Program Coordinator CEWD	May 2014 - Present
	<u>Angleton Chamber of Commerce</u> Director of Operations	November 2012 – May 2014
	<u>Port Freeport</u> Marketing/Public Relations Representative	June 2005 – November 2012

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**Salary:** \$50,744.00  
Grade 112 / 2021-22 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Administrative Assistant - Continuing Education</b>		
<b>Department:</b>	CEWD	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Dean, CEWD	<b>Grade Level:</b>	112
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	06/29/2021
<b>Last updated by:</b>	Stacy E./Cindy Griffith	<b>Date:</b>	06/28/2021

### SUMMARY

The Senior Administrative Assistant of Continuing Education Workforce Development provides administrative support to the Dean and the CEWD division. This position provides oversight of the CEWD front office ensuring efficient workflow, customer service, and timely completion of tasks. The Senior Administrative Assistant prepares compliance reports, data collection, schedule development, as well as other responsibilities.

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

- Performs all daily accounting tasks, preparing billings, preparing and coding refunds to for Business Office to issue.
- Manages Account Receivables for all Continuing Education accounts and programs.
- Prepares and processes CEWD requisitions and purchase orders.
- Assists with entering Ed2Go and other online courses into Colleague, including billing.
- Prepares monthly and quarterly financial reports. Assists the Business Office with annual state audit as requested.
- Assists Dean with oversight of CEWD budget accounts. Responsible for ordering CE office supplies and maintaining adequate inventory.
- Responsible for answering phones, resolving registration and scheduling issues as needed, setting up course files, filing registrations into course folders, mailing out receipts to students once the Business Office has applied the payment.
- Provides information regarding CEWD programs and ACC policies and procedures to students and the community.
- Counsels perspective continuing education applicants on availability and eligibility requirements for financial assistance. Assists students with admission and registration.
- Collaborates with Financial Aid to assist students with various financial aid programs, including funds from: Continuing Education (TPEG), Block Grant, and ACC Foundation CEWD Scholarships.
- Assists Dean with review and verification of CE payroll.
- Responsible for monthly CE credit card reconciliation.
- Provides administrative support to the Dean of Continuing Education Workforce Development including call/visitor screening, calendar maintenance, travel arrangements, etc.
- Assists CEWD Directors and Workforce Training Coordinators with development and preparation of contract training for Workforce Development.
- 
-

- Assists with preparation of course schedule for Workforce Development courses, maintains course and employee files, schedule rooms, secures equipment, and performs follow-up procedures.
- Plans and coordinates special functions, teleconferences, luncheons, seminars, workshops, etc. for Continuing Education Workforce Development, and other departments and groups who work with Continuing Education.
- Assists the Dean in the coordination of social media advertising for CEWD programs.
- Assists the Dean in the scheduling and coordination of the CEWD support team to ensure that adequate support coverage is maintained for the CEWD office during normal operating hours.
- 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.

### **EDUCATION**

- High school diploma or equivalent required.
- Associates Degree preferred.

### **EXPERIENCE**

- At least five (5) years of experience in a similar or related position.
- Previous experience in a college environment preferred.

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

- Extensive knowledge of accounting required.
- Must be proficient in MS Excel and Word.
- Requires a high level of organizational skills.
- Requires analytical ability, creative thinking, and good judgment.
- Must be able to perform multiple tasks simultaneously during heavy volume days.
- Requires a high tolerance for interruptions.

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

B. Headcount Report

**ALVIN COMMUNITY COLLEGE****EMPLOYEE CATEGORIES**

FALL 2021 As of 10/29/2021

NOVEMBER

	<b>Budgeted 2021-22</b>	<b>NOVEMBER 2021</b>	<b>Funded Vacancies</b>
<b>Administrative</b>	14	14	0
<b>Professional</b>	84	66	14
<b>Faculty</b>	118	110	9
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	113	105	7
<b>Total Full-Time (FT) Employees</b>	<b>329</b>	<b>295</b>	<b>30</b>

C. Resignation/Retirement Report

## Resignation/Termination Report

Name	Position / Department	Last Day Worked	Reason
Gayland Capps	Grant Coordinator	12/31/2021	Retirement
Alpha Trevino	Academic Advisor	12/31/2021	Retirement
Amairani Hernandez Garcia	Math Instructor	12/31/2021	Resignation
Charzetta Fleming	Web Administrator	12/31/2021	Retirement

10. **Consent Agenda**
  - A. **Minutes**

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF OCTOBER 21, 2021  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 21<sup>st</sup> day of October at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Jake Starkey	Regent
Roger Stuksa	Regent
Andy Tacquard	Regent
Robert Exley	President, Alvin Community College
Jade Borne	Alvin Community College
Wendy Del Bello	Alvin Community College
Nichole Eslinger	Alvin Community College
Cindy Griffith	Alvin Community College
Kelly Klimpt	Alvin Community College
Karl Stager	Alvin Community College

Akilah Martin  
Anita Exley  
Clay Grover  
David Garcia  
Gayland Capps  
Jeff Parks

John Matula  
Kelly Klimpt  
Laura Trigo  
Laurel Joseph  
Lilly Garcia  
Lloyd Cox

Mamie Turay  
Nadia Nazarenko  
Ollie Day  
Stacy Ebert  
Tammy Giffrow

**Call to Order**

The meeting was called to order by Chair Sanchez at 6:00 p.m.

**Certification of Posting of Notice**

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

**Executive Session**

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; To deliberate the appointment, employment, evaluation, duties, of a public officer or employee in accordance with Tex. Gov't Code Section 551.074. To discuss regarding commercial or financial information that the Board has received from a business prospect near the College district in accordance with Tex. Gov't Code Section 551.087.*

The meeting was called back into session by Chair Sanchez at 7:00 p.m.

- **Pledge**
- **Invocation**  
Invocation by Mr. Marvel.

### **Citizen Inquiries**

There were no citizen inquiries.

### **Board Comments/Recognitions**

The Regents talked about the following: the ABC Channel 13 segments highlighting the TDCJ and Process Technology programs and what a great job those programs do, attending the drama production and Community Band concert and what a wonderful job they did, looking forward to the ACC Foundation gala in November, how good it is to see the students on campus and full parking lots again, and lastly, Regent Starkey added that he was grateful for the opportunity to attend the Board Of Trustees Institute.

Recently, 12 adjunct instructors completed an 8-week Adjunct Certificate Course. The program provided the instructors with an opportunity to discuss and collaborate while learning more about the best teaching practices for adjunct faculty members.

Recognized were: History instructor Jonevic Angco, Art instructor Yvonne Casique, Philosophy instructor Ferdinand Durano, Psychology instructor Jamie Dyess, English instructor Carrie Hatfield, English instructor Arlandis Jones, Art instructor Jennifer McClish, Psychology instructor Kristin O'Brien, Sociology instructor Annie Swank, English instructor Melody Toppins, Government instructor Megan Udall and Math instructor Elayni Kinsey.

### **Approval of the Consent Agenda**

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the approval of minutes from the Regular Board meeting of September 16, 2021 and the Grant Update for October 2021. A motion to approve the Consent Agenda was made by Mr. Tacquard. Seconded by Mr. Marvel. Motion passed unanimously.

### **President's Report**

Dr. Exley gave a summary that included the following:

Southern Association of Colleges and Schools Commission on Colleges visited the campus and even though ACC received accreditation reaffirmation following a virtual site visit last October, SACSCOC officials, U.S. Department of Education required on-site verification of key federal standards via an in-person visit to speak with staff members and tour the facilities, Spring 2022 registration will begin on November 11, the ACC Community Band held its first indoor concert in nearly two years on October 14, ABC Channel 13 came to campus on Tuesday to speak with students and instructors with the Process Technology Department and former TDCJ program director Sara Bouse was also interviewed for the segment, the annual Fall Festival will be held on Saturday, October 30 on the grounds outside Building S, the ACC Foundation will host its 22<sup>nd</sup> Annual Gala on Friday, November 12 at the South Shore Harbor Resort with all proceeds benefiting student scholarships/programs, and a feature story was done on Oletia Teas, 90, who is the college's oldest student and is currently taking a sculpture course through the Art Department.

Also, the Student Government Association recently elected its 2021-22 officers and Ollie Day was elected president and Mamie Precious Turay was elected vice president, Student Activities has hosted several events during Hispanic Heritage month including a panel discussion on Hispanics in Higher Education and a Lunch and Learn about Latino culture, and ACC Dual Enrollment hosted The Connection which is a career expo where professionals from various career fields will be on hand to answer questions about their jobs and the education needed for it. This report was for information only.

**President's Goal #1 Report Regarding Network and Building Relationships with Regents, ACC Employees and External Community Members and Partners Report**

Dr. Exley reported on his President's Goal #1 regarding networking and building relationships with Regents, ACC employees and external community members and partners. He gave an overview of all the various area leaders, employees, and groups in which he has met with to date. This report was for information only.

**Faculty Senate Report**

Dr. Esther Kempen, Faculty Senate President, reported the following: Faculty Senate will have a pumpkin carving contest at the fall festival to raise money for student scholarships and invited the Board members Board to the festivities, preparing to help Dr. Pam Shefman and the Office of Institutional Effectiveness and Research review and give input into the new iteration of end of course surveys, that student participation in the end of course surveys has increased from 26% in Fall of 2015 to 44% Fall of 2020 53% in Spring 2021 and 45% in Summer of 2021 and that the faculty assisted the college's campaign to increase student participation by offering class incentives and/or class time for students to complete surveys. This report was for information only.

**Culinary Arts Spotlight**

Dean Jeff Parks introduced Ms. Laura Trigo, Director of the Culinary Arts Program, and highlighted her various Culinary Arts accomplishments and noted her extensive experience. Ms. Trigo talked about the new culinary arts area, the advanced classroom technology, student tours, the good news of the Fall 2021 classes being at near capacity, working on an advanced curriculum with other schools in the area and meeting with the advisory group for input, along with the area high schools. This report was for information only.

**Access and Accountability Report**

Dr. Pam Shefman gave the Board a report on Access and Accountability. She noted that ACC has moved into the position of the second most affordable college in our area and is doing a good job of offering affordable quality education to students. This report was for information only.

**Application for Tax Abatement from Maxter Health Inc. Information**

Dr. Exley updated the Board with information regarding the upcoming abatement request from Maxter Health of Aurora, Illinois. He noted that representatives from Alvin Community College would be in attendance at the Brazoria County Commissioner's Court hearing on October 26, 2021 in which Maxter Health will be presenting their information. Dr. Exley will report back to the Board of Regents at the November Board meeting. This report was for information only.

**Consider Approval of 2020-2021 Budget Amendment**

The motion to approve the 2020-2021 Budget Amendment was made by Dr. Hertenberger. Seconded by Mr. Marvel. Motion passed unanimously.

**Financial Report Ending September 2021**

Mr. Tacquard made the motion to approve the financial and investment report for September 2021. Seconded by Mr. Starkey. Motion passed unanimously.

**Adjournment**

Meeting was adjourned at 8:00 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**

B. **Consider Approval of Personnel Action (Replacement): Faculty/Mathematics**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 154-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Personnel Action (Replacement): Instructor/Mathematics

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The individual listed below has been recommended to fill the full-time position of Instructor/Mathematics - 9 Month.

**Candidate**

**Recommended:** Dr. Laurie English

**Education:** University of Houston - Downtown  
PhD., Mathematics

Sam Houston State University  
PhD., Educational Leadership  
M.Ed., Administration

Texas A & M University  
BBA, Accounting

**Experience:** Alvin Community College  
Developmental Math Specialist  
Adjunct Professor August 2018 – August 2021

Resolution Ranch Academy  
Director of Education July 2015 – July 2018

Sophia Learning, LLC  
Curriculum Specialist/Author February 2013 – June 2015

Austin ISD  
Math Instructional Specialist August 2010 – December 2012

**Coldspring-Oakhurst CISD**

Teacher

August 2009 – August 2010

**Snook ISD**

Teacher

August 2007 – August 2009

**Sam Houston State University**

Lecturer

August 2006 – August 2007

**Bryan ISD**

Teacher

August 2002 – August 2006

**Texas Youth Commission**

Teacher

June 1998 - July 2002

**Bryan ISD**

Teacher

August 1988 – August 1998

**Certificates / Licenses:**

Blackboard Fundamentals of Digital Teaching and Learning

Blackboard Designing Digital Teaching and Learning

Blackboard Excellence in Digital Teaching and Learning

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**Salary:** \$70,034.85

9DOCT / Step 10, 9 Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Mathematics</b>		
<b>Department:</b>	Mathematics	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of General Education and Academic Support	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/KC	<b>Date:</b>	01/05/2021

### SUMMARY

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

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

- 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.

#### **QUALIFICATIONS**

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

#### **EDUCATION**

- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.
- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university

#### **EXPERIENCE**

Prior teaching experience at the college or university level and/or teaching developmental math courses

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

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

#### **WORK ENVIRONMENT**

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

#### **PHYSICAL DEMANDS**

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

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

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

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

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

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

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

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

C. **Consider Approval of Personnel Action (Replacement): Faculty/Mathematics**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 155-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 3, 2021  
SUBJECT: Personnel Action (Replacement): Instructor/Mathematics

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The individual listed below has been recommended to fill the full-time position of Instructor/Mathematics - 9 Month.

**Candidate**

**Recommended:** Elayni Kinsey

**Education:** University of Houston  
M.Ed., Mathematics

Newberry College  
B.S., Mathematics/English

<b>Experience:</b>	<u>Alvin Community College</u> Adjunct Instructor, Mathematics	August 2021 – Present
	<u>Westbrook Intermediate School</u> Teacher, Mathematics	August 2015 – June 2019
	<u>University Baptist Church</u> Summer Intern, Children’s Ministry	May 2015 – August 2015
	<u>Newberry College</u> Student Worker, RETAIN Center of Excellence	September 2013 – December 2014

**Certificates / Licenses:**

- ESL Certified
- Gifted & Talented Certified
- Teaching Certificate, Mathematics Grades 7-12

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**Salary:** \$ 49,949.85  
9TECH/ STEP 4, 9 Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Mathematics</b>		
<b>Department:</b>	Mathematics	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of General Education and Academic Support	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/KC	<b>Date:</b>	01/05/2021

### SUMMARY

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

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

- 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.

### **QUALIFICATIONS**

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

### **EDUCATION**

- Master's degree in Mathematics or Master's degree with 18 graduate hours in Mathematics or Mathematical Statistics.
- Preferred Master's in Mathematics or Statistics with a minimum of 18 graduate hours in Mathematics, or a Master's degree in math education or developmental education with 18 graduate hours in the rubrics MATH or STAT from a regionally accredited college / university

### **EXPERIENCE**

Prior teaching experience at the college or university level and/or teaching developmental math courses

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

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

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

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

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

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

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

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

D. **Consider Approval of Personnel Action (Replacement): Faculty/Biology**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 161-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 3, 2021  
SUBJECT: Personnel Action (Replacement): Faculty/Biology

---

The individual listed below has been recommended to fill the full-time position of Faculty, Biology (9-Month).

**Candidate**

**Recommended: Brittani Bewick**

**Education: University of Houston - Clear Lake  
M.S., Molecular Biotechnology**

**Missouri State University  
B.S., Cell & Molecular Biology, minor in Chemistry**

**Experience: Alvin Community College  
Adjunct Faculty, Biology Department August 2019 – Present**

**Houston Methodist Research Institute  
Assistant Instructor for Neurology Interns June 2018 – August 2018**

**Hamilton Vein Center  
Patient Care Coordinator May 2015 – February 2018**

**Scribe America  
Medical Terminology Instructor January 2014 – May 2015**

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**Salary: \$49,949.85/Prorated \$27,749.92**  
9MA / Step 4, 9-Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	Instructor, Biology		
<b>Department:</b>	Biology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Arts & Sciences	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/KC	<b>Date:</b>	01/05/2021

### SUMMARY

The instructor should be able to teach all courses within the Biology Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

- 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.

## **EDUCATION**

- Master's degree or higher with at least 18 graduate semester hours in biology theoretical or applied biological or life sciences
- Master's or higher with 18 graduate hours in theoretical or applied biological, biochemistry or life sciences or a Doctor of Chiropractic, MD's or DVM's. (BIOL 2401, 2402, 2420)

## **EXPERIENCE**

- Prior teaching experience at the college level preferred.

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

- Knowledge of the use of Blackboard for grade reporting, attendance and content delivery
- Use of a microscope for class demonstrations and tissue identification
- Ability to calculate concentrations of aqueous solutions
- Use of current taxonomic nomenclature to classify plants, fungi, and animals
- 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
- The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential

## **WORK ENVIRONMENT**

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

## **PHYSICAL DEMANDS**

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

E. **Consider Approval of Personnel Action (Replacement): Faculty/Licensed Vocational Nursing**



Your College Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 176-2021

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 10, 2021  
SUBJECT: Consider Approval of Personnel Action (Replacement): Faculty, Licensed Vocational Nursing

The individual listed below has been recommended to fill the full-time position of Faculty, Licensed Vocational Nursing (12-Month).

Candidate

Recommended: Maria Ruiz

Education:

University of Texas Arlington  
B.S., Nursing

Wytheville Community College  
A.A., Nursing

Experience:

HCA Healthcare Clear Lake  
Employee Health Nurse, PRN

September 2020 - Current

Alvin Community College  
Faculty Vocational Nursing, Adjunct

June 2019 - Current

Alvin ISD  
School Nurse

March 2017 - June 2019

WGU Faculty Adjacent  
Clinical Coach

September 2014 - September 2017

Memorial Herman Southeast  
RN III - Women and Children's Services

March 2014 - September 2017

Texas Children's Pediatrics  
Triage Nurse

August 2016 - March 2017

**Memorial Herman Southeast**

Charge Nurse/Clinical Coordinator Progressive Care October 2011 – March 2014

**Twin County Regional Hospital**

RN Staff Nurse

June 2005 – June 2011

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**Salary: \$79,523.21**

**12TECH / Step 10, 12-Month Faculty Salary Schedule**

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Vocational Nursing</b>		
<b>Department:</b>	Vocational Nursing	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Legal and Health Sciences	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Full-Time Faculty
<b>HR approved:</b>		<b>Date:</b>	
<b>Last updated by:</b>	Human Resources/KC	<b>Date:</b>	01/08/2021

### SUMMARY

The instructor of Vocational Nursing shall teach a variety of courses within the 3-semester, 12-month certificate curriculum. The full-time instructor shall have no responsibilities other than to the Vocational Nursing department.

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

- 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.

**QUALIFICATIONS**

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

**EDUCATION**

Associate's or Bachelor's degree in Nursing and 3 year's non-teaching work experience in the field.

**EXPERIENCE**

Prior teaching in a vocational nursing program is desirable

**KNOWLEDGE, SKILLS, AND ABILITIES**

- The instructor should have clinical experience necessary to function effectively and safely in his or her area(s) of teaching.
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Working knowledge of Blackboard course management system preferred.
- Must be familiar with interactive teaching methods and instruction via the Internet.

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

F. **Consider Approval of the Records Management Officer**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 152-2021

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: October 27, 2021

SUBJECT: Appointment of Records Management Officer

According to Board Policy CIA (LOCAL),

*“The head librarian shall serve as and perform the duties of the College District's records management officer, as prescribed by Local Government Code 203.023, and shall administer the College District's records management program pertaining to local government records in compliance with the Local Government Records Act.”*

In addition,

*“The records management officer shall file his or her name with the Texas State Library and Archives Commission (TSLAC) within 30 days of assuming the position.”*

In order for our records management officer to file his/her name with the Texas State Library and Archives Commission, the appointment must first be approved by the Board of Regents.

It is recommended that the Board of Regents approve the appointment of Greg Reid as the College District's records management officer.

RJE:tg

G. **Consider Approval of the Appointment of the Election Clerk**



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

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 168-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 5, 2021  
**SUBJECT:** Appointment of Election Clerk

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Texas Election Code Sec. 31.122 requires the Board appointment of an agent to perform the duties of the secretary, if the Secretary of the Board of Regents does not maintain an office as specified by Election Code. Since the Board Secretary does not occupy a physical office at Alvin Community College, a college employee must be appointed to fulfill these functions. The college recommends the appointment of Mrs. Alyssa Bullock, Executive Administrative Assistant to the Vice President of Administration, as the Alvin Community College Election Clerk as the agent who will perform the administrative duties under the Texas Election Code Sec. 31.123 for the Board of Regents General Elections. We are also requesting that Mrs. Bullock be named the custodian of the election records.

It is recommended that the Board of Regents approve the appointment of Mrs. Alyssa Bullock as the Election Clerk and the custodian of the election records.

Attachment: Copy of Texas State Election Code 31.123

RJE:tg

Sec. 31.123. APPOINTMENT OF AGENT DURING ELECTION PERIOD. (a) If the secretary of the governing body of a political subdivision other than a county or city or the authority performing the duties of a secretary under this code does not maintain an office during the hours and days required by Section 31.122, the secretary or other authority shall appoint another officer or employee of the political subdivision as the secretary's or authority's agent to perform the duties provided by this section. The appointment is subject to the approval of the political subdivision's governing body.

(b) The agent shall maintain office hours, as directed by the appointing authority, for at least the hours and days required by Section 31.122, in the agent's regular office, the office of the appointing authority, or an office designated by the governing body of the political subdivision served by the authority.

(c) The agent shall maintain in the agent's office the documents, records, and other papers relating to the election that:

(1) by law are placed in the custody of the authority appointing the agent; and

(2) are public information.

(d) The agent shall:

(1) receive any personally delivered document relating to the election that the appointing authority is authorized or required to receive; and

(2) make available for inspection and copying, in accordance with applicable regulations, the documents, records, and other papers that are required to be maintained in the agent's office under Subsection (c).

(e) The appointing authority may authorize the agent to perform any other ministerial duties in connection with the election that may lawfully be performed by an employee of the appointing authority.

(f) The appointing authority shall post, on the bulletin board used for posting notice of meetings of the political subdivision's governing body, a notice containing the agent's name, the location of the agent's office, the agent's office hours, and duration of the agent's appointment. The notice shall remain continuously posted during the minimum period for maintaining the agent's office.

H. **Consider Approval of the Brazoria County Appraisal District – Resolution to Cast Votes**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
*President*

**MEMORANDUM NO: 166-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 4, 2021  
**SUBJECT:** Brazoria County Appraisal District – Resolution to Cast Votes

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**Background:**

The Brazoria County Appraisal District's Board of Directors is composed of five (5) members who serve two (2) year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. During the September 16, 2021 Board meeting, the Board voted to nominate Mr. Tommy King as a candidate for the Brazoria County Appraisal District Board of Directors.

Alvin Community College is entitled to cast 122 votes in the election. The votes can be cast to one candidate or votes may be distributed amongst any number of candidates. There are nine candidates running for five seats. (See attached)

The vote must occur by written resolution of the Board of Regents. If the ACC Board of Regents wishes to cast votes for the Brazoria County Appraisal District's Board of Directors, action should occur at the November 21, 2021 Board meeting in order to meet the December 15, 2021 deadline.

It is recommended that the Board consider the nine candidates and cast ACC's 122 votes for one or more nominated candidates.

RJE:tg

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Kristin Bulanck  
Tommy King  
Gail Robinson  
Glenn Salyer  
George Sandars  
Susan Spoor

## CHIEF APPRAISER

Al Baird  
500 N. Chenango  
Angleton, Texas 77515  
979-849-7792  
Fax 979-849-7984

October 21, 2021

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

Dear Dr. Exley,

Thirty-four voting taxing units were entitled to submit by written resolution, nominations to fill the five-member board of directors of the Brazoria County Appraisal District. **Attached is the official ballot with the nominations we received.**

### **ALVIN COMMUNITY COLLEGE IS ENTITLED TO CAST 122 VOTE(S).**

Each voting unit must vote by **Written Resolution** and submit it to the chief appraiser before **December 15, 2021**. The governing body of the taxing unit may cast all its votes for one candidate or distribute the votes among any number of candidates. When you add the column of your votes, your total should not be greater than your allotted number.

A voting unit must cast its votes for a person nominated and named on the ballot. There is no provision for write-in candidates. The chief appraiser may not count votes cast for someone not listed on the official ballot.

Please complete the ballot and return to Al Baird, Chief Appraiser, 500 North Chenango, Angleton, Texas 77515, **along with a Written Resolution** before **December 15, 2021**. If you have any questions about the format of your resolution or any other matter, give me a call immediately.

It is important that you return your **Ballot and Resolution** to the chief appraiser before **December 15, 2021**, so that we may count the votes, declare the winners, and notify all taxing units and candidates of the results.

Sincerely,



Al Baird  
Chief Appraiser

AB/td  
Enclosure

**BRAZORIA COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS ELECTION 2022-2023**

**OFFICIAL BALLOT**

<u>NOMINATIONS/CANDIDATES</u>	<u>VOTE(S) CAST</u>
1. <u>Bobby Brown</u>	1. _____
2. <u>Wil Kennedy</u>	2. _____
3. <u>Tommy King</u>	3. _____
4. <u>Arnetta Murray</u>	4. _____
5. <u>Bobby Jo Newell</u>	5. _____
6. <u>Gail Robinson</u>	6. _____
7. <u>George Sandars</u>	7. _____
8. <u>Susan Spoor</u>	8. _____

**PLEASE ATTACH YOUR RESOLUTION TO THIS FORM**

SUBMITTED BY: \_\_\_\_\_

VOTES ENTITLED TO: \_\_\_\_\_

VOTES CAST: \_\_\_\_\_

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

**WHEREAS**, the official ballot containing the names of the duly nominated candidates for the Board of Directors of the Brazoria County Appraisal District has been received from the Chief Appraiser of the Brazoria County Appraisal District; and

**WHEREAS**, the \_\_\_\_\_ wishes to cast its votes thereon;

**NOW, THEREFORE, BE IT RESOLVED**, the \_\_\_\_\_ does hereby determine and cast its votes for the candidates for the Board of Directors of the Brazoria County Appraisal District as follows:

**BE IT FURTHER RESOLVED** that the official ballot be marked in accordance with this resolution and returned to the Chief Appraiser of the Brazoria County Appraisal District with a copy of this resolution attached hereto prior to December 15, 2021.

**PASSED AND APPROVED** this \_\_\_\_\_ Day of \_\_\_\_\_, 2021.

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

**ATTEST:**

\_\_\_\_\_  
Secretary

I. **Consider Approval of the Accelerating Credentials of Purpose and Value Grant Program**



Dr. Robert J. Exley, Ph.D  
*President*

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

**MEMORANDUM NO: 164-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 3, 2021  
**SUBJECT:** Consider Approval of the Accelerating Credentials of Purpose and Value Grant Program

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Alvin Community College desires to submit a grant proposal of up to \$500,000 for the Accelerating Credentials of Purpose and Value Grant Program provided by Texas Higher Education Coordinating Board. The funding would for the development of a healthcare certificate program required for occupations in demand in the region. The grant can cover costs for program planning, developing instructional models, curriculum, faculty training, and resources to implement the project.

Information about the grant can be found on the next page. Board approval to submit the grant application indicates that the Board of Regents authorizes the college to accept the grant if awarded.

It is recommended that the Board approve the college's submittal of the grant described on the following page.

RJE:tg

## **Grant Information Form**

Grant Program Title: Accelerating Credentials of Purpose and Value Grant Program

Grant Provider: The Texas Higher Education Coordinating Board

Amount Requested: Up to \$500,000

Expected Date of Funding: November 29, 2021

Proposed Grant Period: 11/29/21-9/30/22

Matching Funds: None Required

### **ACC Proposed use of Funds:**

The grant will provide funding for the development of a healthcare certificate program required for occupations in demand in the region. The grant can cover costs for program planning, developing instructional models, curriculum, faculty training, and resources to implement the project.

J. **Consider Approval of the Process Technology Equipment – JET Grant**

**MEMORANDUM NO: 163-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Process Technology Equipment – JET Grant

---

Process Technology was a recipient of a Job and Education for Texans (JET) Award to purchase lab equipment to train our Process Technology students. This equipment will help ACC recruit more students into the program and qualify them faster to better meet industry hiring demand. This lab equipment also supports the Department's Program Learning Outcome (PLO) that students will demonstrate process equipment operations used in petrochemical industries. The sole provider of this equipment in Texas is TECH-labs.

The two pieces of equipment included in this JET grant are:

1. Pignat Distillation of Crude Oil Products  
Model DDP 100  
Cost: \$185,785.00

The unit allows students to observe the separation of diesel fuel into its boiling components at a reduced pressure. Student will be able to adjust various parameters to control the specifications and quality of the products produced.

2. Pignat Computerized Chemical Reactor  
Model REA 3000  
Cost: \$63,490.00

The unit allows students to observe chemical reactions in a reactor while controlling various operating parameters. Students will learn the components of a reactor and be able to adjust temperature and feed rates to impact reaction kinetics.

Other pieces of equipment will be purchased under this grant that do not exceed \$ 50,000 individually, however all of the purchases will exceed \$ 50,000 in the aggregate. They are:

1. A three-phase separator trainer (oil/water/air) that was recommended by our most recent NAPTA recertification for our PTEC students

2. Amatrol Temperature control/workstation/controller/connection.

This control station will integrate with the existing Amatrol flow and level control system to provide PTEC students the understand of all of these operating parameters

3. DAC Crude Oil Desalter Model.

This model demonstrates how salt is removed from crude oil before processing. This was recommended by our most recent NAPTA recertification for our PTEC students

As mentioned, TECH-labs is the sole provider and distributor of this equipment in Texas and this purchase is acceptable under Texas Education Code 44.031j.

It is recommended the Board of Regents approve the purchase of the Jet Grant Process Technology Program equipment from TECH-labs for the total amount of \$ 341,199.00. As a note, the College is obligated and has funding for 10% of this spend.

RJE:tg

K. **Consider Approval of Contract Renewal for Anthology**

**MEMORANDUM NO: 151-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** October 27, 2021  
**SUBJECT:** Contractual Renewal for Anthology (formerly CampusLabs)

---

The Alvin Community Colleges' Departments of Institutional Effectiveness and Research and Information Technology requests authorization to renew a contract for Anthology as a host for institutional information.

Anthology (formerly CampusLabs) hosts five products that IER and ACC uses on a regular basis. The products used are:

- Accreditation - houses our decennial, five-year, and substantive change processes reporting for SACSCOC
- Program Review - is the warehouse and receptacle for the reporting and action planning for all programs undergoing comprehensive program review
- Planning - holds all the Unit Planning and Annual Reporting for Program/Student Learning Outcomes
- Outcomes - tracks the student/course measurements for each term and aggregates on the full year as an Overview
- Course Evaluation - is the on-line feedback tool used to track participation from students in the evaluation of the instruction they receive

These products are on a three-year contract for use and are due for renewal in December 2021. Purchasing considers this purchase as a Sole Source as defined by Section 44.031(j) of the Texas Education Code. These products have ten-plus (10+) years of reporting, tracking, and/or data for the college. The five products we purchase use the same core data structure and the data work seamlessly across products. The company also recently purchased Blackboard and the Outcomes product works directly with our Learning Management System platform to also pull data directly.

This renewal will cover years 2021-2023 and pricing is as described in the grid below:

Description	Annual Price	Start	2021	2022	2023
Accreditation, PRI, Planning, Outcomes	\$ 17,333	2021	\$ 17,333	\$ 17,853	\$ 18,389
Course Evaluations	\$ 14,061	2021	\$ 14,061	\$ 14,483	\$ 14,917
<b>Subtotal</b>			\$ 31,394	\$ 32,336	\$ 33,306
<b>Net Price</b>			\$ 31,394	\$ 32,336	\$ 33,306
<b>Total Contract Price</b>					\$ <b>97,036</b>

College staff believe that this is a great value to the Alvin Community College and request the Board of Regents authorize the renewal of this agreement for three (3) years for a total of \$97,036.00.

RJE:tg

L. **Consider Approval of Comcast Internet Services**



Dr. Robert J. Exley, Ph.D  
*President*

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

**MEMORANDUM NO: 150-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** October 25, 2021  
**SUBJECT:** Comcast Internet Services

---

In a continuing effort to provide exceptional internet services to the campus, Information Technology Services desires to continue the utilization of our internet services provided by Comcast Enterprise Services. Our campus has utilized these services from Comcast for the last several years under an agreement approved by the Board of Regents.

This new agreement provides a minimum bandwidth of 2 Gb/second and scales to 10 Gb/second as needed to meet demand. The monthly cost of \$2,100.00/month is the same price as the current agreement. The new 36-month agreement totals \$ 75,600. This contract meets both the State of Texas and College Purchasing policy with regard to competition, utilizing the National Cooperative Purchasing Alliance Master Contract # 01-98.

College staff believe that this is a great advantage to Alvin Community College for this significant increase in capacity and it is recommended that the Board of Regents authorize the President to execute an Agreement with Comcast Enterprise Services for three years for \$ 75,600.

RJE:tg

M. **Consider Approval of the Contract for AEDs and Monitoring**



Your College **Right Now**

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 169-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 5, 2021  
**SUBJECT:** Contract for AED's and Monitoring

---

In a continuing effort to ensure the safety of students, staff and visitors, the Police Department and Purchasing have reached out to a national vendor to provide brand new Automated External Defibrillator (AED) units to be installed across the campus. Cintas will provide twenty-nine (29) units replacing current units. Further, Cintas will provide routine services for those units. Services provided include:

- 4003Z\_AGRMT ZOLL 3 AED - AUTOMATIC AGREEMENT / EA \$99.00 29  
\$2,871.00/month
- 19140 X-LRG AED CABINET W/ALARM / EA \$411.90 included \$0.00
- 341810 AED V SIGN, 6" X 9" / EA \$16.23 included \$0.00
- 616852 ZOLL 3 UNI-PADZ PADS / EA \$396.31 included \$0.00
- 616853 ZOLL 3 AED BATTERY PACK / EA \$389.18 included \$0.00
- 99984 LifeREADY 360 AED Management - 3 year / EA

This purchase is permissible under the Texas Education Code 44 and ACC Purchasing Policy as this service from Cintas is on the Omnia (formerly U.S. Communities) Cooperative.

It is recommended that the Board approve this three-year agreement with Cintas in the amount of \$ 103,356.00 over three years.

RJE:tg

N. **Consider Approval of Services from Facilities Sources**

**MEMORANDUM NO: 172-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November  
**SUBJECT:** Services from Facilities Sources

---

In an effort to assist the Welding Department with integral elements for continued services to our students, Physical Plant has engaged the services of Facilities Sources. Three projects have either been completed or are on-going:

1. Shop Stations Testing of Gas Lines;
2. Painting of two work areas, and;
3. Install sink and eye-wash station.

These three combined projects are under contract for \$ 40,373.16. Recently, staff determined that the two back gates in Welding require widening to allow for larger equipment to pass. This quote is \$ 19,387.69 which will mean that this purchase will require the affirmation of the Board of Regents as aggregate spend with Facilities Sources will exceed \$ 50,000.

Further, staff have determined that there may be other small projects for which this vendor is qualified to complete that could prove beneficial to the College this year. That said, staff requests authorization to spend up to \$ 100,000.00, including the aforementioned spending, for the balance of this fiscal year.

These purchases are permissible under the Texas Education Code 44 and ACC Purchasing Policy as purchases from Facilities Sources as this provider is on the Purchasing Cooperative of America (PCS), Contract # 3-193-18.

Staff requests that the Board of Regents approve annual spending with Facilities Sources for FY 2021-2022 up to a maximum amount of \$ 100,000.

RJE:tg

O. **Consider Approval of ACC Police Vehicle and Upgrade**



Dr. Robert J. Exley, Ph.D  
*President*

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

**MEMORANDUM NO: 149-2021**

**TO:** Board of Regents

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

**DATE:** October 25, 2021

**SUBJECT:** Alvin Community College Police Vehicle and Upgrade

---

The Alvin Community College Police Department requests authorization to purchase a 2022 Chevrolet Tahoe from Caldwell Country Chevrolet. This new unit will replace an existing unit which will be traded-in (2013 Ford Utility). Coupled with the new vehicle purchase is the need and requirement to “make ready” or upgrade the new unit for police work with decals, special lighting, radios, speakers, etc.

This purchase meets all of the State of Texas and Alvin College Purchasing requirements as the College intends to utilize the Buyboard Cooperative contract for the purchase. The total cost, including trade-in and upgrade, is \$ 49,544.00.

College staff believe that this is a great value to the Alvin Community College fleet and it is recommended that the Board of Regents authorize the purchase of a 2022 Chevrolet Tahoe (with police upgrades) and the trade-in of an existing unit for \$ 49,544.00.

RJE:tg



**PROOF**

Client: Alvin Community College Police Department

Date: 10/18/2021

Vehicle Description: 2021 Chevy Tahoe

Color: White

Proof Number: **1**

Materials Used: 3M 680cr with 3M 8518 laminate.

Estimate Number: 1939

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Please review proof carefully. Check that all spelling, punctuation, Phone numbers, dimensions, and colors are correct prior to approval. Any changes made after approval may be subject to additional charges.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Approved pending revisions

Revise and Resubmit

11. **President's Report**
12. **Student Report**
13. **Annual College Data Report (2020-2021)**



Dr. Robert J. Exley, Ph.D  
*President*

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

**MEMORANDUM NO: 178-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 11, 2021  
**SUBJECT:** College Data Annual Report (2020-2021)

---

Each year the Board of Regents receives the College Data Annual Report (formerly known as the Annual Fact Book). The report is based on data from the 2012-2021 academic year. The 2020-2021 report provides a comprehensive view of the key data about ACC. This marks the 38th year of student and college data being compiled in a single narrative.

This report is for information only.

RJE:tg



# College Data

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## Annual Report

2020-2021

**ANNUAL REPORT  
COLLEGE DATA**

**2020-2021**

**Office of Institutional Effectiveness and Research  
Alvin Community College  
3110 Mustang Road  
Alvin, TX 77511**

**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.**

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## PREFACE

The *Alvin Community College Annual Report – College Data* is intended to serve as a single, easily accessible source of information about the College.

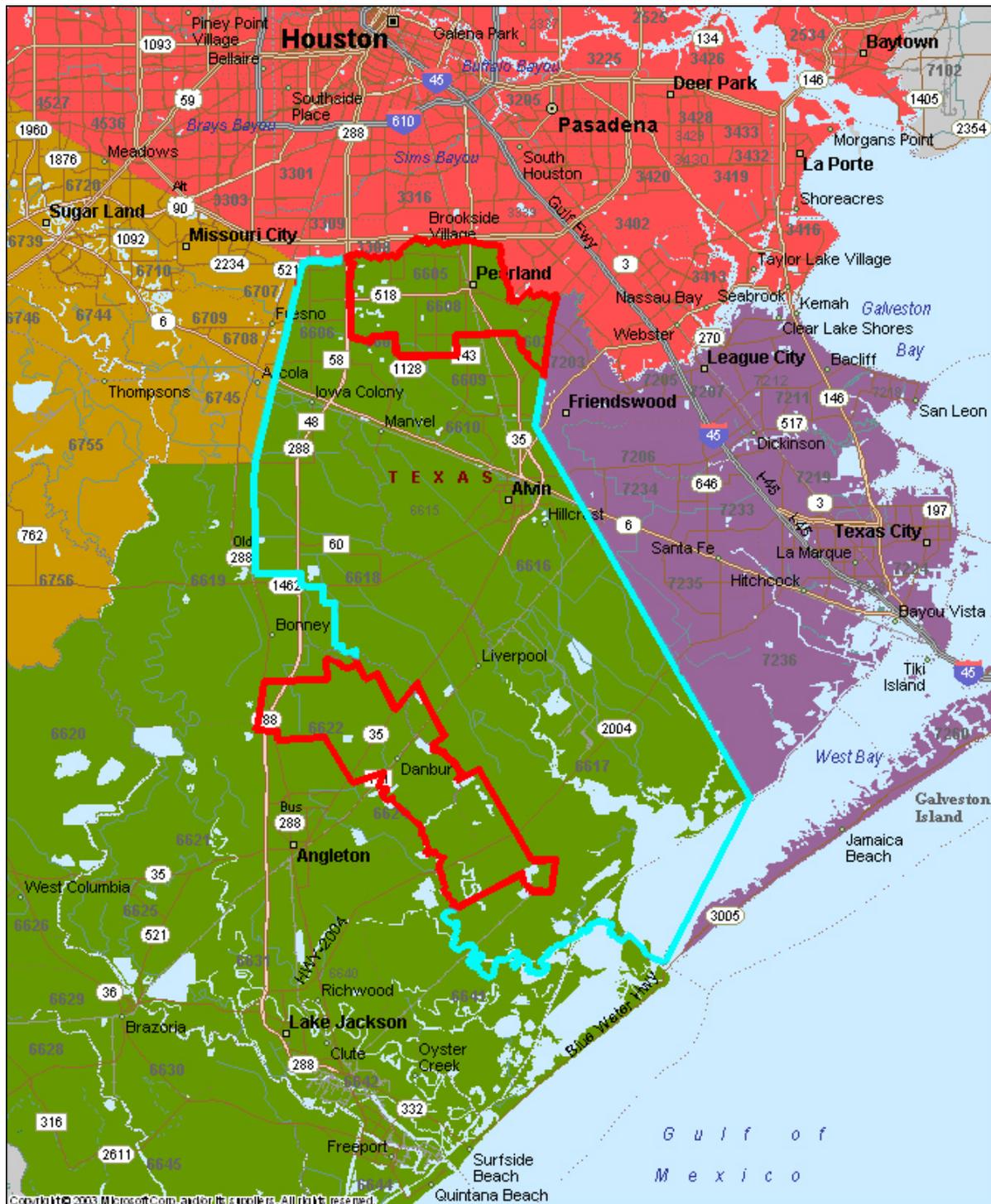
This document is the successor to the Fact Book and marks the 38th year of student and college data being compiled into a single narrative. The document is organized in three sections: Fall student data, the institutional profile, and College data over time. This report continues to evolve while continuing to be a significant source of information about the College.

The report is developed by the Office of Institutional Effectiveness and Research and is updated annually in the Fall semester.

The Alvin Community College District includes 421.8 square miles and covers approximately the eastern third of Brazoria County. Major transportation corridors are: 288 corridor, Highway 6, and Highway 35. A significant geographical feature is Chocolate Bayou, which runs nearly the length of the District. Major cities within the district service area are Alvin, Danbury, Manvel, and Pearland, Texas.

Brazoria County is a Gulf Coast county, the seat of which is located in Angleton. Geographically, the area is a coastal plain, which is interlaced with numerous lakes, rivers, and bayous. The county's economy rests on agriculture, healthcare, oil and gas production, and petrochemical manufacturing.

There are 16 buildings on the main campus of Alvin Community College. It is situated on 113 acres of land between Hwy 35 Bypass and Mustang Road in Alvin.



Each county is a different color.  
 The District is denoted by a blue line and the service area is denoted by a red line.

# **INSTITUTIONAL PROFILE**

## ALVIN COMMUNITY COLLEGE HISTORY

The Alvin Community College District was approved by the qualified voters of the Alvin Independent School District on November 2, 1948. From its inception until the 1971-72 academic year, the College was administered by officials of the Alvin Independent School District. The 1971-72 academic year marked the beginning of a new era in the history of Alvin Community College. A separate administration, tax district, and college board were established to assume the management, control, and operation of a newly created Alvin Junior College District. In 1975, the name was changed to Alvin Community College.

Initially, when the College and public schools were in the same system, the College was part of Alvin High School. The first classes began on September 12, 1949, in facilities which grouped grades 11 through 14 in one building and which placed Alvin under a system known as the 6-4-4 plan. One of the more important changes in the program of Alvin Community College was the building of a separate physical plant for academic work at the college level and dropping of the 6-4-4 plan in favor of a 6-3-3-2 arrangement. The college program was strengthened by additional facilities, by an enlarged faculty, and by successfully meeting the standards of the Southern Association of Colleges and Secondary Schools (1959). Alvin Community College moved to its present campus in the summer session of 1963.

ACC first offered TDCJ courses in 1965, and 90 students enrolled. Although enrollment can fluctuate substantially from one year to the next, these changes seem to result from internal conditions at the units and revisions of TDCJ policies and procedures. Alvin Community College provides postsecondary educational services to incarcerated students in the following TDCJ units: Clemens, Jester III, Jester IV, Ramsey I, and Stringfellow. Programs offered at TDCJ are also impacted by state and national budget changes. ACC offers the following certifications and degree plans in the TDCJ units: Culinary Arts, General Studies, Human Services, Industrial Design, Management, Computer Information Technology – Programming. ACC also offers an Automotive Technology Certificate at TDCJ.

By a vote of both the original district and voters of adjoining territories, the college district was enlarged to nearly twice its geographical size in 1974. Then, in the spring of 1975, an \$8 million bond issue was approved, providing funds for the facilities necessary to meet an expanding enrollment. In 1998 the College expanded into its service area with the establishment of the Pearland Center in the former C.J. Harris Elementary School in Pearland. The Pearland Center was closed in 2013 and the campus was sold in 2016. In 2005, a \$19.9-million-dollar bond issue was approved, providing funds for a new science/health science building to meet the needs of expanding health programs, to provide relief for overcrowded classrooms, and to update technology and simulation labs.

ACC began to offer some courses for Dual Enrollment in 2004. Receiving accreditation approval from SACSCOC in 2007, the College began offering 50% or more of degree offerings to dual enrollment and online. Currently ACC offers dual enrollment courses at the following locations:

Alvin High School, Danbury High School, Glenda Dawson High School, JB Hensler, Living Stones, Manvel High School, Pearland High School, Shadow Creek High School, and Turner High School.

In 2016, the college was named a Hispanic Serving Institution (HSI) by the U.S. Department of Education. The college also received a \$3.8 million HSI grant to expand its offerings in Science, Technology, Engineering and Math fields. That same year, the college was one of 67 pilot colleges in the United States to be named part of the Second Chance Pell program, which offers scholarship assistance for incarcerated students.

The enrollment of Alvin Community College has grown from 134 students in 1949 to almost 6,000. During this period of growth, Alvin Community College has had seven presidents.

<i>Mr. A.G. Welch</i>	<i>1949-1954</i>	<i>Dr. A. Rodney Allbright</i>	<i>1976-2014</i>
<i>Dr. A.B. Templeton</i>	<i>1954-1964</i>	<i>Dr. Christal M. Albrecht</i>	<i>2014-2021</i>
<i>Mr. D.P. O'Quinn</i>	<i>1964-1971</i>	<i>Dr. Robert J. Exley</i>	<i>2021-present</i>
<i>Dr. T.V. Jenkins</i>	<i>1971-1976</i>		

## BOARD OF REGENTS

**Number of Regents:** Nine

**Term of Service on Board:** Six years (consecutive terms are allowed)

**Selection of Regents:** Majority vote of District residents. Regents are selected in biennial elections held in even numbered years.

**Regular Meetings:** Monthly

**Board Officers:** Chairman, Vice Chairman, Secretary

**General Board Responsibility:** The Board of Regents derives its legal status from the Texas Constitution and the State Legislature. In discharging its duties, the Board functions in accordance with applicable state and federal statutes, controlling court decisions, and applicable regulations promulgated pursuant to statute by state and federal agencies. Opinions of the Attorney General shall be used for guidance and interpretation of applicable law. The College Board shall constitute a body corporate and shall govern the community college district. The Board of Regents shall establish policy for the operation of affairs of the college in such a manner as will accomplish the efficient objectives and purposes of higher education for which the college district was created.

### 20120-2021 Regents:

**'Bel Sanchez**, Chair

Term Expires – May 2024

**Jody Droege**, Vice Chair

Term Expires – May 2026

**Patty Hertenberger**, Secretary

Term Expires – May 2022

**Jim Crumm**

Term Expires – May 2024

**Kam Marvel**

Term Expires – May 2024

**Darren Shelton**

Term Expires – May 2026

**Roger Stuksa**

Term Expires – May 2022

**Jay Starkey**

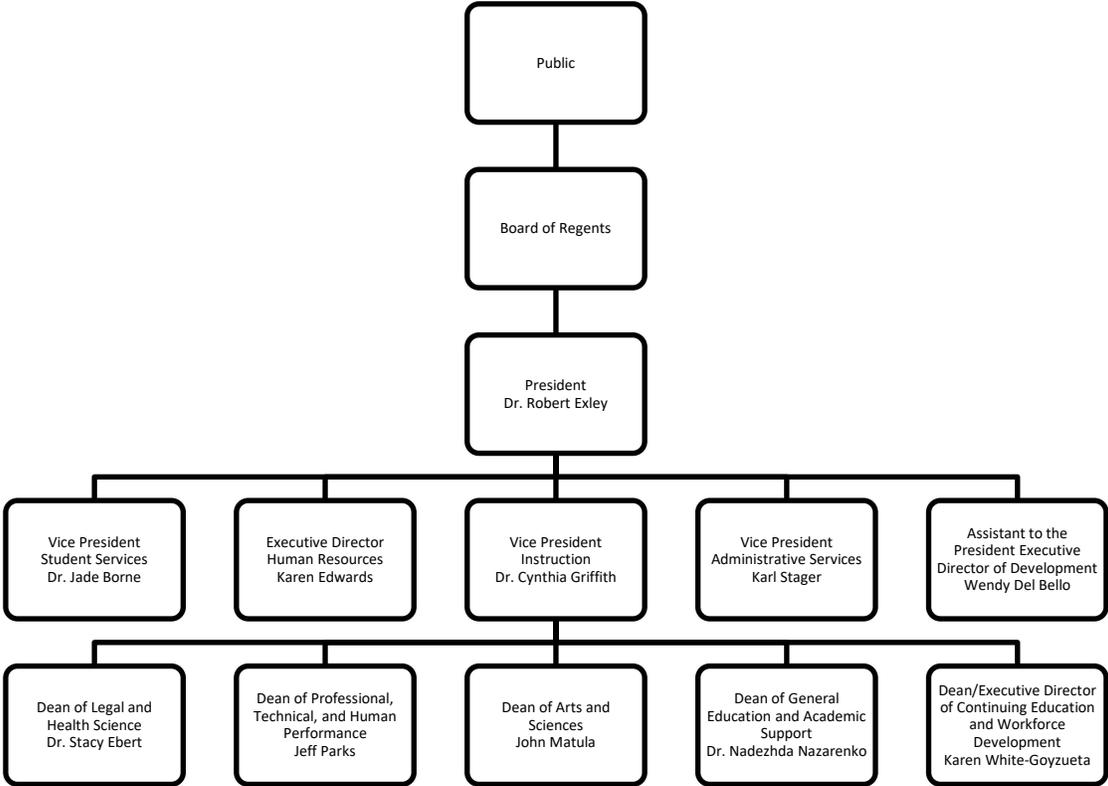
Term Expires – May 2026

**Andy Tacquard**

Term Expires – May 2022

**ORGANIZATIONAL STRUCTURE**

**Alvin Community College  
Organizational Chart  
2020-2021**



## MISSION, VISION, CORE VALUES, AND PURPOSE

### **Mission Statement:**

Alvin Community College exists to improve the lives of its constituents by providing affordable, accessible, high quality and innovative academic, technical and cultural educational opportunities for the diverse communities it serves.

### **Vision Statement:**

As a premier college that provides high-quality academic, technical and cultural programs, Alvin Community College's focus will be to promote student success, enhance quality of life and support economic development.

### **Core Values:**

With input from the community, students, faculty, and staff, Alvin Community College adopted the following Core Values in Fall 2019. The Board of Regents approved these values and statements November 21, 2019 as an addition to the College's Mission and Vision statements.



*Community Asset • Accountable • Responsive • Excellence • Student-centered*

### ***Community Asset:***

Alvin Community College is a strong community asset.

We are the primary resource for lifelong learning opportunities in our community.  
We are committed to effective collaborations with our community partners.

### ***Accountable:***

Alvin Community College is accountable to all its stakeholders.

We commit to fiscal transparency and responsible stewardship of resources.  
We provide innovative quality education as an affordable and worthwhile investment for our community and students.

### ***Responsive:***

Alvin Community College is responsive to the needs of students and the region.

We support all students and staff as individuals; we are responsive, caring, inclusive, and

welcoming; we value all members of the ACC family.

We are a growing community that offers flexibility and innovation, responding to a wide array of community and workforce needs, all in a friendly atmosphere.

***Excellence:***

Alvin Community College strives for educational excellence in programs and services.

We achieve educational excellence by offering diverse curricula, opportunities in workforce education, and a quality student experience.

We provide a variety of innovative career pathways through programs and services to meet the unique needs of our community, lifelong learners and the future workforce in an ever-changing global economy.

***Student-centered:***

Alvin Community College prides itself on being student-centered.

Our quality faculty and staff put students first.

We are success-oriented, providing a supportive environment that guides students to reach their full potential.

**Purpose Statement:**

In addition to the goals described above, Alvin Community College subscribes to the purpose of the public community college as outlined in Section 130.003 of the *Texas Education Code*. The purpose of each public community college shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

## **STRATEGIC PLAN 2016-2021 BREAKTHROUGH STRATEGIC GOALS:**

- #1** Alvin Community College will develop itself as an evidence-based, data-driven organization to improve organizational efficiency and increase student achievement, completion and success.
- #2** Alvin Community College will plan and develop a campus in the vicinity of the west side of the college taxing district, and address facilities' needs and technology update for existing campus.
- #3** Alvin Community College will develop branding that will be an effective representation of the institution and its mission, and will be used to market the college.
- #4** Alvin Community College will develop programs and partnerships to meet employment needs of the community.
- #5** Alvin Community College will maximize the acquisition of revenue, taking into consideration the interest and values of all stakeholders, and allocate them efficiently to the highest and best value for the institution.
- #6** Alvin Community College will strengthen its human resources' capacity to promote a strategically-staffed and nimble organization that embraces change, supports open communication, and provides for ongoing professional development.

## **ACCREDITATION:**

Alvin Community College is a public community college in Brazoria County, Texas. The College provides educational opportunities in workforce training, academics, technical fields, adult basic education, and personal development.

Alvin Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates.

Contact the Southern Association of Colleges and Schools Commission on Colleges for questions about the accreditation of Alvin Community College:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, Georgia 30033-4907  
404-679-4500

## GENERAL INFORMATION

### Degrees Granted:

- Associate of Arts
- Associate of Science
- Associate of Applied Science
- Associate of Arts in Teaching

### Certificates Granted:

- Certificate One – Less than one-year Programs
- Certificate Two – One-year Programs
- Enhanced Skills Certificate – Post Associate
- Advanced Technical Certificate – Post Associate

### Divisions:

- Arts and Sciences
- General Education and Academic Support
- Legal and Health Sciences
- Professional, Technical, and Human Performance
- Continuing Education and Workforce Development

### Member:

- ACEN Accreditation Commission for Education in Nursing
- AACRAO American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- Association of Community College Trustees
- Association of Higher Education and Disabilities
- Association of Title IX Administrators
- CAAHEP Commission on Accreditation of Allied Health Education Programs
- CoAEMSP Committee on Accreditation of Educational Programs for the EMS
- CoARC Commission on Accreditation for Respiratory Care
- CoA-NDT Committee on Accreditation for Neurodiagnostic Technology
- CoA-PSG Committee on Accreditation for Polysomnographic Technology
- Ellucian - Texas State Reporting Solutions Team
- FCC Federal Communications Commission
- Gulf Coast Intercollegiate Honors Council
- Houston Guided Pathways to Success (GPS)
- JBCC - Judicial Branch Certification Commission
- JRC-DMS Joint Review Committee for Diagnostic Medical Sonography
- NAPTA North America Process Technology Alliance
- NASFAA National Association of Student Financial Aid Administrators
- NAFSA: Association of International Educators

- NASPA: Student Affairs Administrators in Higher Education
- National Council for Workforce Education
- National Institute for Staff and Organizational Development
- National Junior College Athletic Association
- NCRC National Certification Reciprocity Consortium
- Region XIV Athletic Conference
- TAP Texas Addiction Professional
- TBON Texas Board of Nursing
- TCOLE Texas Commission on Law Enforcement
- Texas Association Against Sexual Assault
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Collegiate Veteran Program Officials
- Texas Association of Community Colleges
- Texas Community College Teachers Association
- Texas Counseling Association
- Texas Department of Family & Protective Services (License)
- Texas State Department of Health Services
- TSSB Texas Skills Standards Board

## **ALVIN COMMUNITY COLLEGE FOUNDATION, INC.**

The Alvin Community College Foundation was established to support the College and its educational mission. Incorporated in 1974 under Texas law as a 501(c)(3) non-profit corporation, the Foundation is an independent entity that can receive donations and bequests. The foundation also sponsors projects that support student scholarships, faculty development, Innovative Grants, cultural events, and other advancement programs for the College.

The Foundation is organized to aid the College in two major areas: scholarships for students, and support of programs at ACC. In addition, the Foundation is continually seeking ways to assist the college and community through special projects.

All contributions and donations to the Foundation are tax-deductible, to the extent of the law. Donations and gifts from individuals or corporations are solicited for any ongoing program or for new programs which will benefit students and community citizens. The Foundation also accepts bequests and scholarships established as memorials.

Donors have the option of specifying whether their gifts will be for restricted or unrestricted use. Restricted gifts are designated by the donor for a specific purpose such as the Student Scholarship Fund. Unrestricted gifts become part of the Foundation's General Fund and are utilized for those purposes which the Foundation Directors deem the worthiest.

For the 2020-2021 year, Shirley Brothers is President of the Foundation, and Chad Dudley is Vice President. Other officers are Dr. Christal M. Albrecht, Secretary; Joel Marin, Treasurer; and Wendy Del Bello, Executive Director. David Jircik is immediate Past President of the organization.

Foundation Board Members include Michele Adams, Brenda Brown, Delores McKenzie Calhoun, Mary Ellen Carrillo, Donna Coneley, Dr. Jim Crumm, Jody Droege, Chad Dudley, Debra Fontenot, Richard "Jay" Hawkins, Terri Helpenstill, Barbara Lewis, Ann McGilvray, Melinda Moore, Sheila Olson, Julie Pyburn, Yvette Reyes-Hall, Matt Rickaway, Brenda Schibi, Jarrod Smith, Freddie Thompson, Fernando Valdes, and Cathie Woitena.

The Foundation's last audit was completed for the year ending December 31, 2020.

**ALVIN COMMUNITY COLLEGE**

**Type: Public Comprehensive Community College**

**Headcount: Academic and Technical – (certified, unduplicated)**

<b>Fall 2020</b>	5,591
<b>Spring 2021</b>	4,734
<b>Summer 2021</b>	2,450
<b>Fall 2021</b>	4,970

**Headcount: Continuing Education – (annual, unduplicated)**

<b>2019-2020</b>	686
<b>2020-2021</b>	647

**Faculty:**      **Fall 2020**      113 Full-time Academic and Technical Faculty positions  
                  **Fall 2021**      110 Full-time Academic and Technical Faculty positions

**Finances:**      **2020-2021**      Operating Budget = \$36,685,421  
                  **2021-2022**      Operating Budget = \$38,428,839

## FALL 2021 STUDENT DATA FACTS



59% of ACC's students are female



68% of ACC's students are 21 years old and younger



51% of ACC's students live Out-of-District



78% of ACC's students are Part-Time

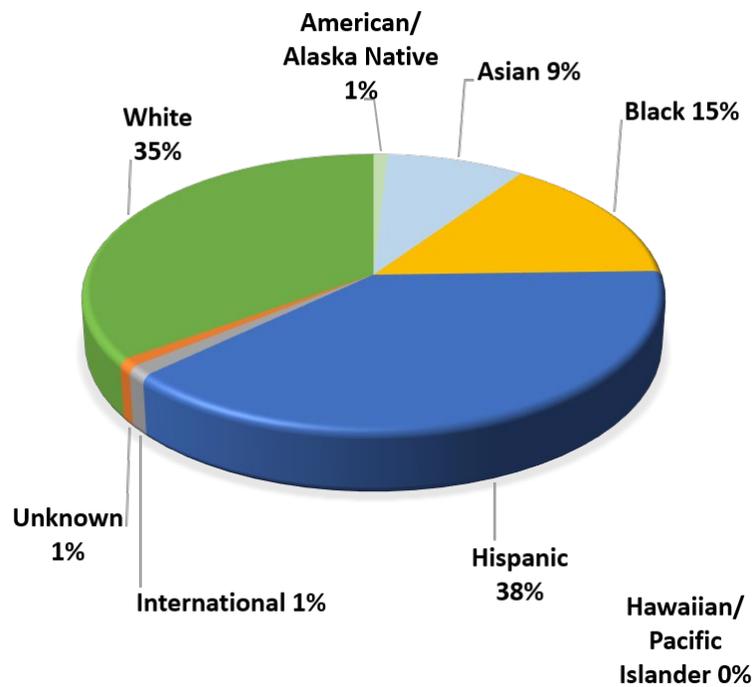


38% of ACC's students are Dual Enrolled



30% of ACC's students are new to the college

### RACE/ETHNICITY BREAKDOWN



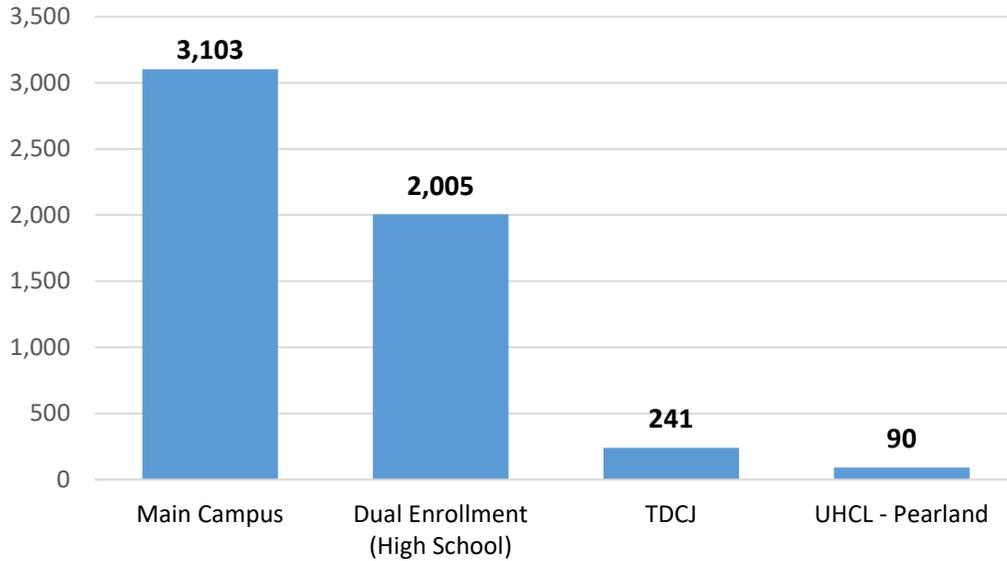
## STUDENT CHARACTERISTICS

(All Terms as of October 27, 2021 from Zogotech)

Fall 2021 certified headcount: 4,970

Fall 2021 All Terms Headcount: 5,293

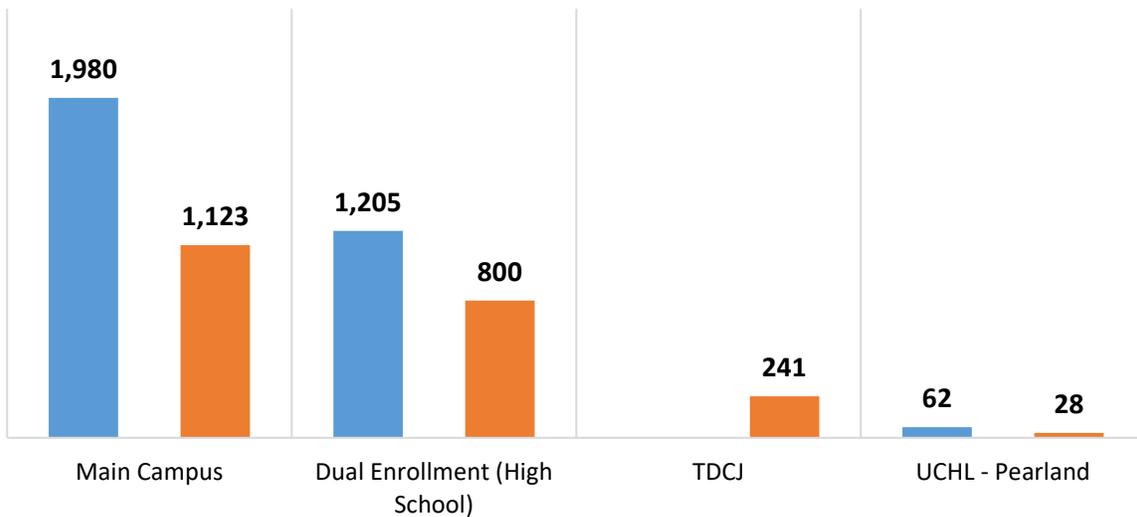
### ENROLLMENT BY LOCATION – UNDUPLICATED, FALL 2021 ALL TERMS



*Main Campus category includes remote, internet, and hybrid enrollments.*

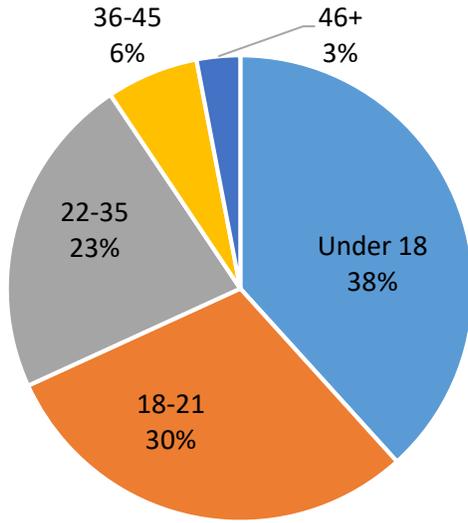
### ENROLLMENT BY GENDER - UNDUPLICATED, FALL 2021 ALL TERMS

■ Female ■ Male

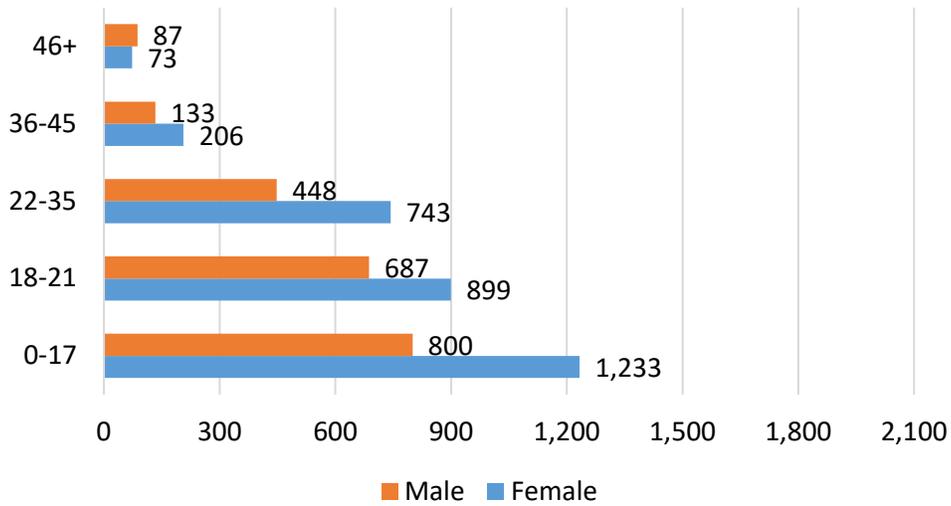


*Students are counted in each location they are enrolled in which allows for some duplication.*

**ENROLLMENT BY AGE - FALL 2021 ALL TERMS**

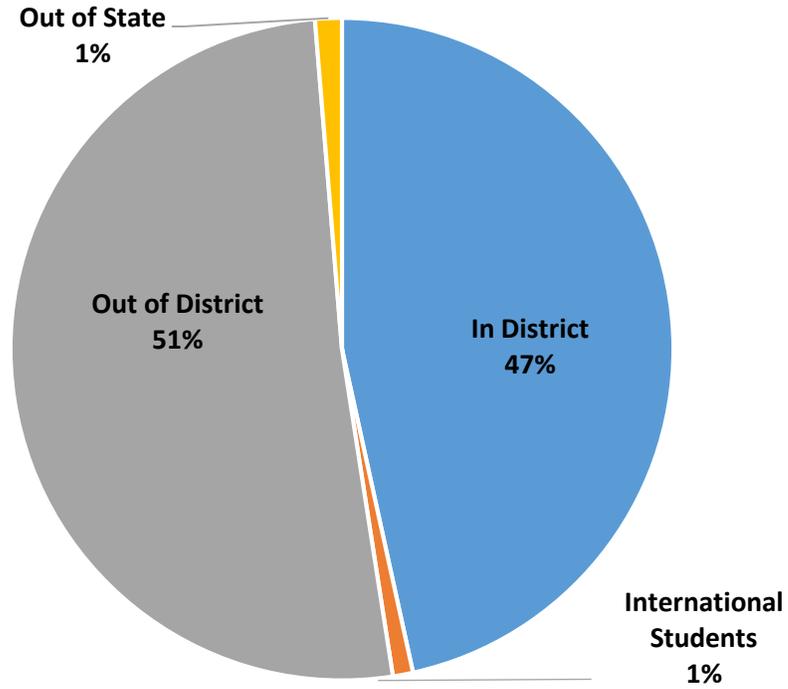


**ENROLLMENT AGE BY GENDER - Fall 2021 All Terms**

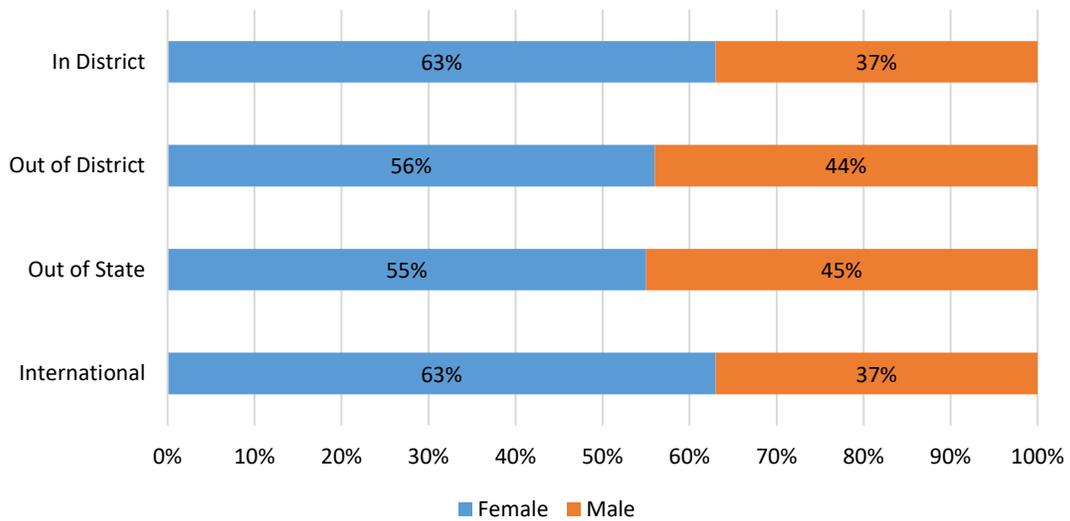


*Students can be counted in two age categories if they have a birthday during this semester.*

**ENROLLMENT BY RESIDENCY STATUS - FALL 2021 ALL TERMS**



**ENROLLMENT RESIDENCY STATUS BY GENDER- Fall 2021 All Terms**

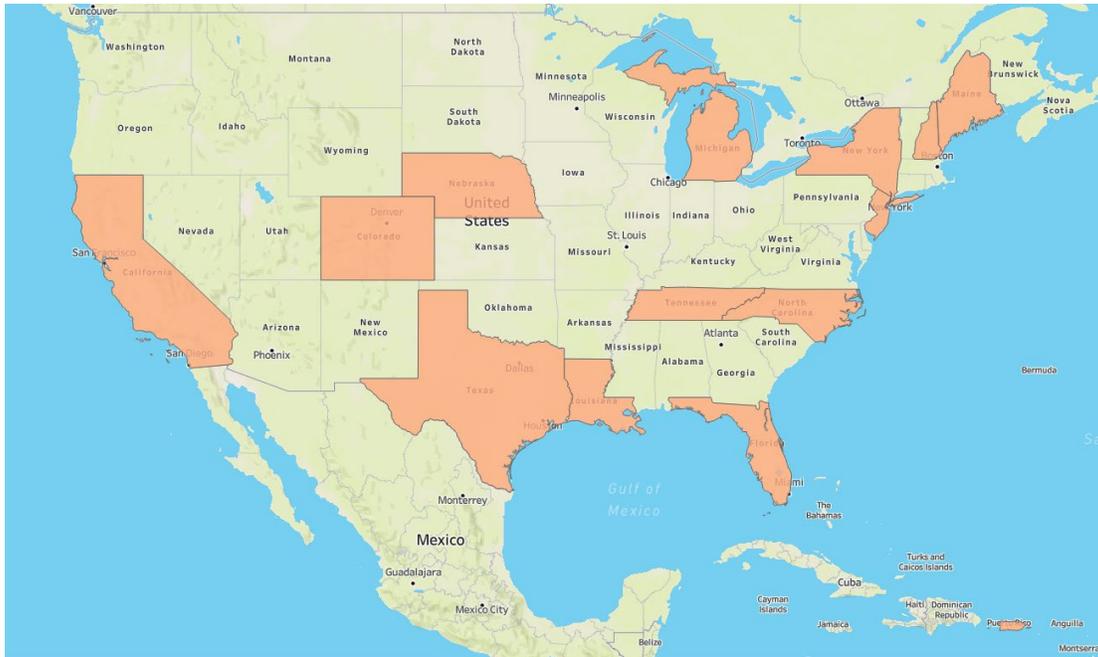


# GEOGRAPHICAL LOCATION OF STUDENTS - FALL 2021 ALL TERMS

## LOCAL AREA

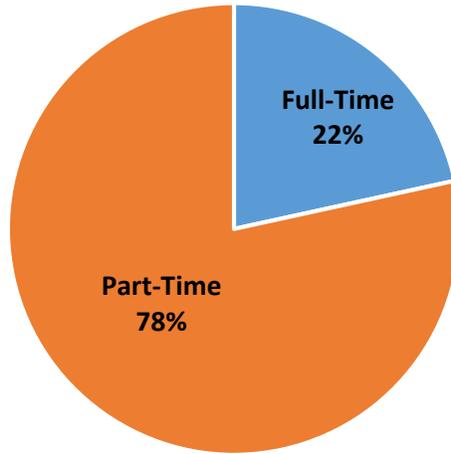


## UNITED STATES

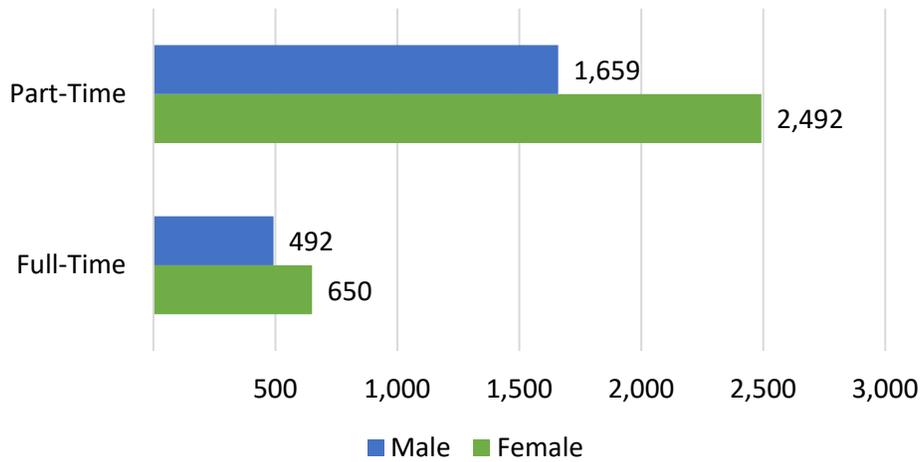


**ENROLLMENT STATUS AND STATUS BY GENDER - FALL 2021 ALL TERMS**

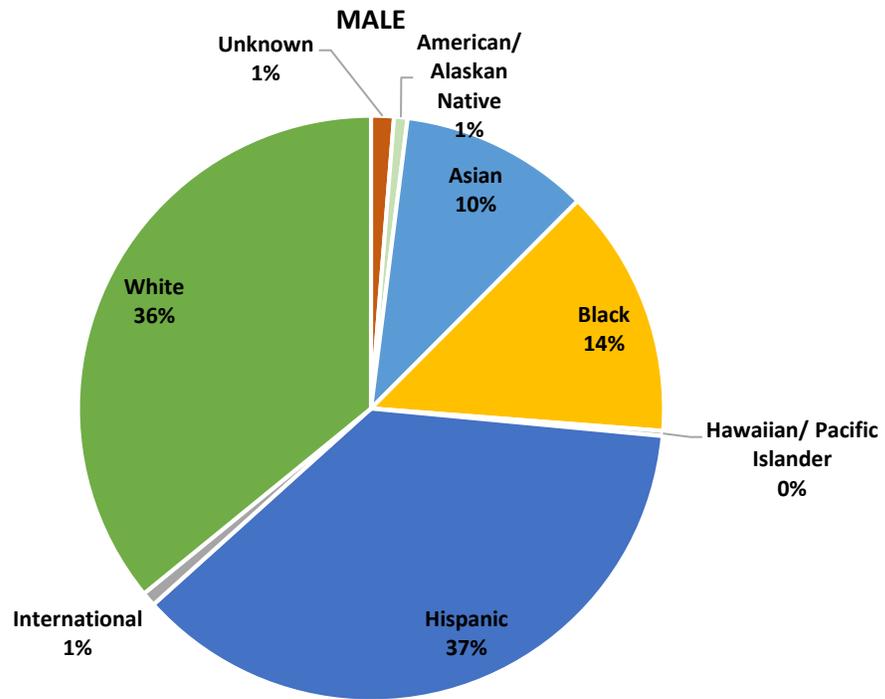
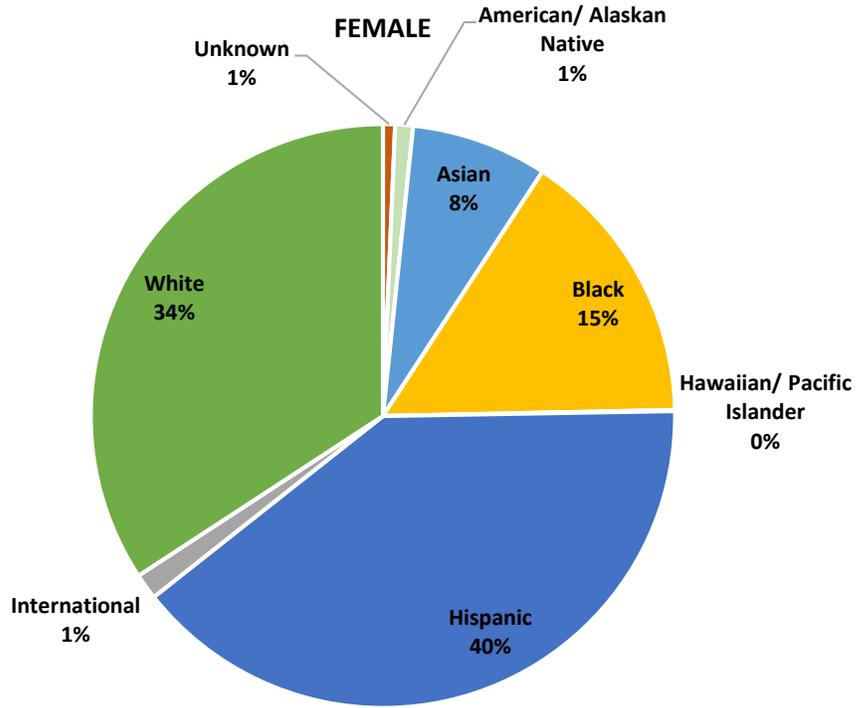
**FULL-TIME/PART-TIME ENROLLMENT**



**FULL-TIME/PART-TIME ENROLLMENT BY GENDER**

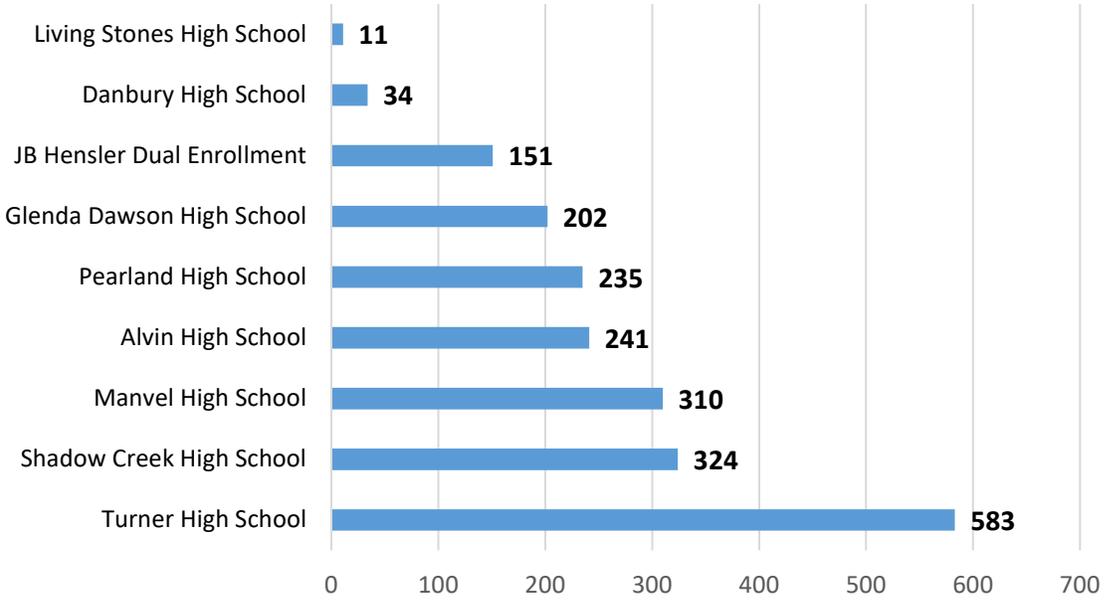


**ENROLLMENT BY ETHNICITY - FALL 2021 ALL TERMS**



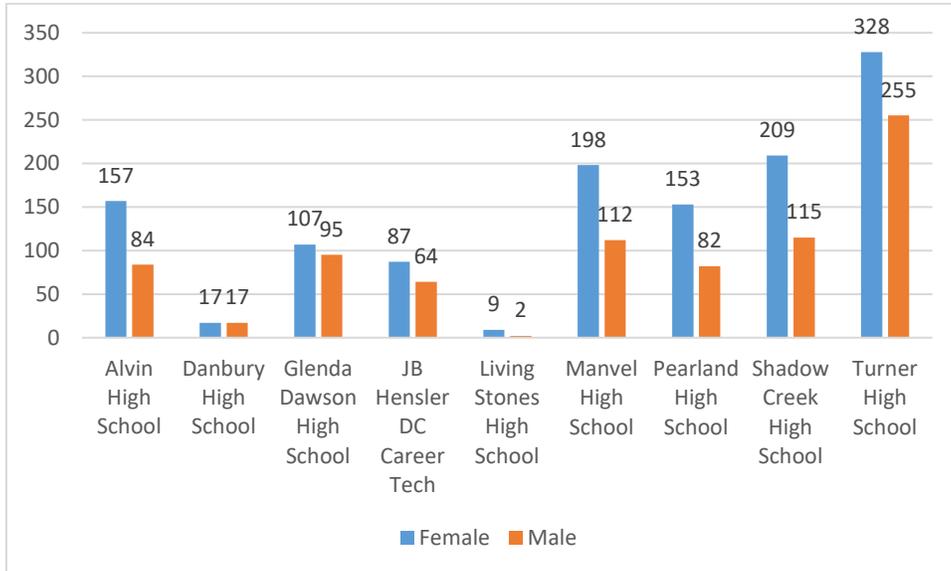
## DUAL ENROLLMENT (UNDUPLICATED) - FALL 2021 ALL TERMS

### DUAL ENROLLMENT BY LOCATION

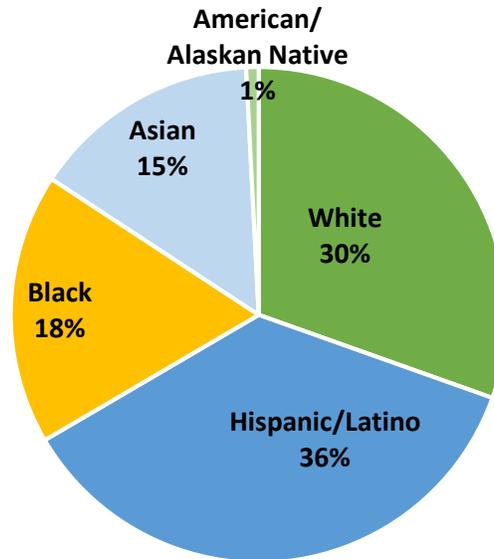


Although unduplicated at each location, some students have a location of JB Hensler and another school due cross enrollment.

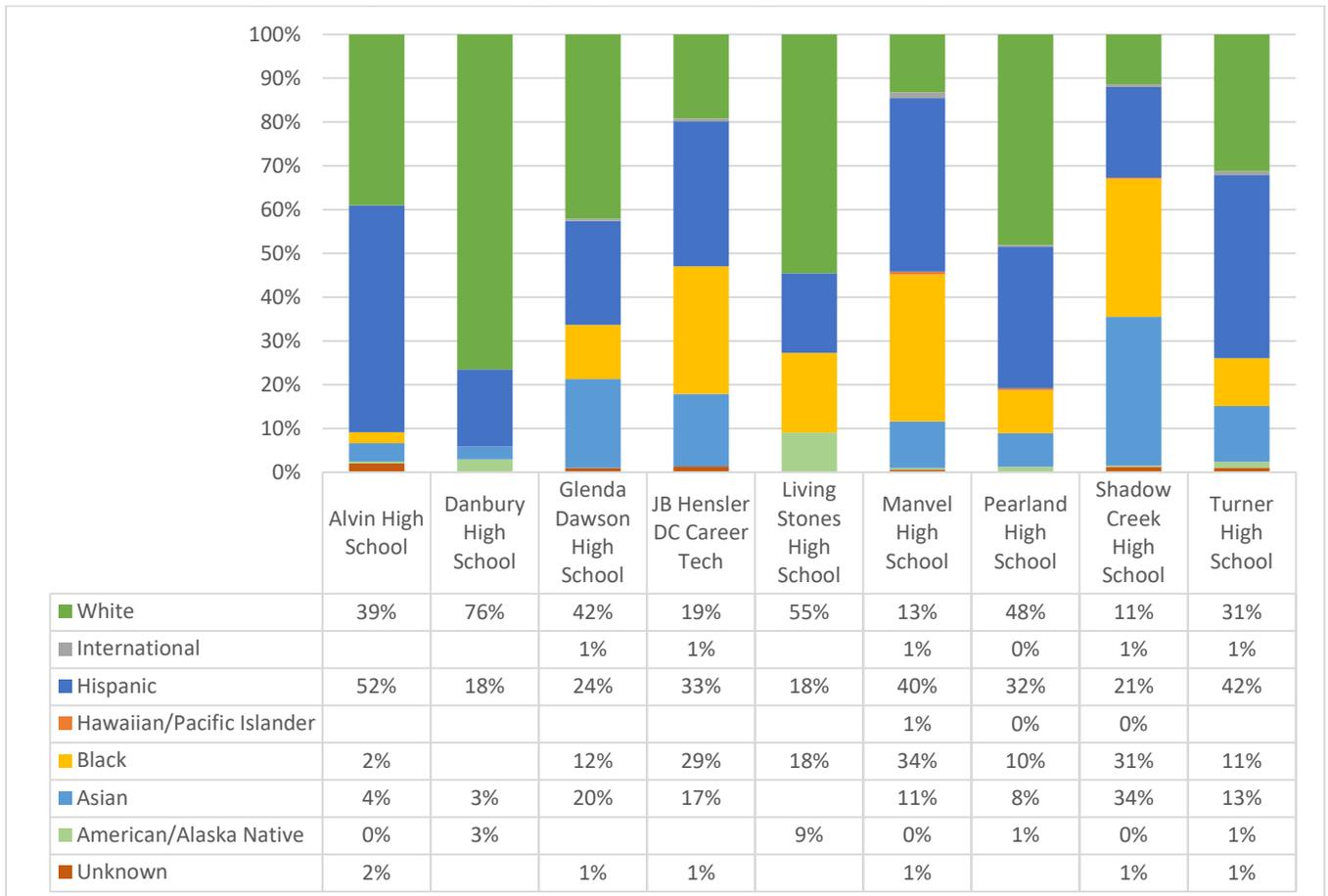
### DUAL ENROLLMENT BY GENDER



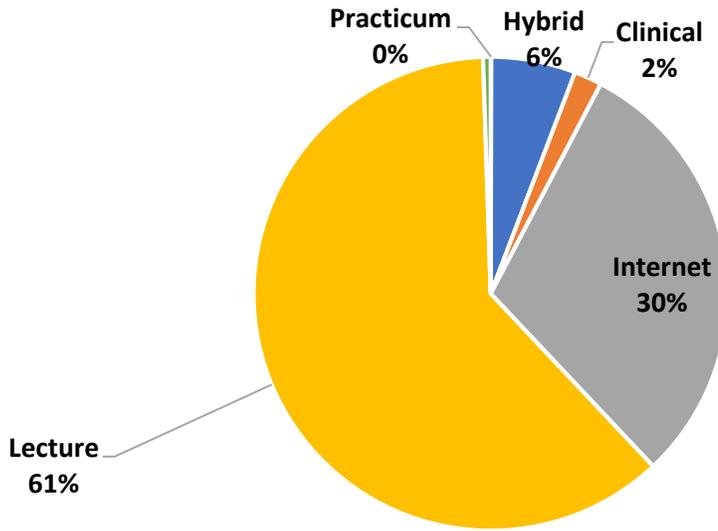
### DUAL ENROLLMENT BY ETHNICITY - FALL 2021 ALL TERMS



### DUAL ENROLLMENT LOCATION BY ETHNICITY BREAKDOWN

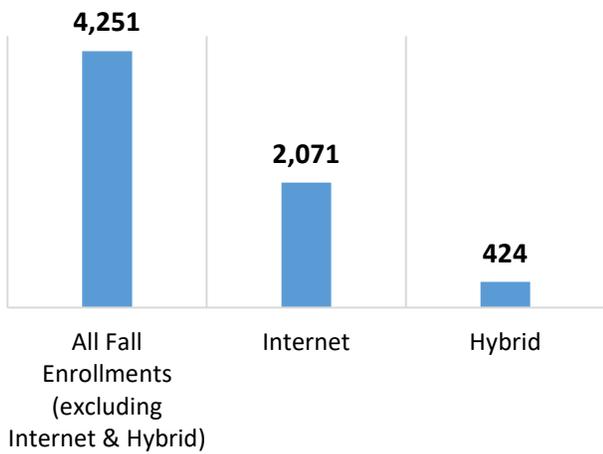


**ENROLLMENT BY COURSE TYPE - FALL 2021 ALL TERMS, ALL STUDENTS**

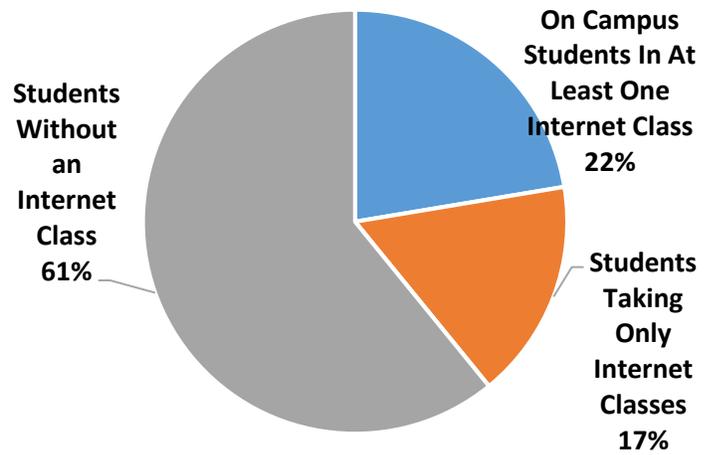


**ENROLLMENT BY INTERNET - FALL 2021 ALL TERMS, ALL STUDENTS**

**UNDUPLICATED ENROLLMENT**



**INTERNET ENROLLMENT**

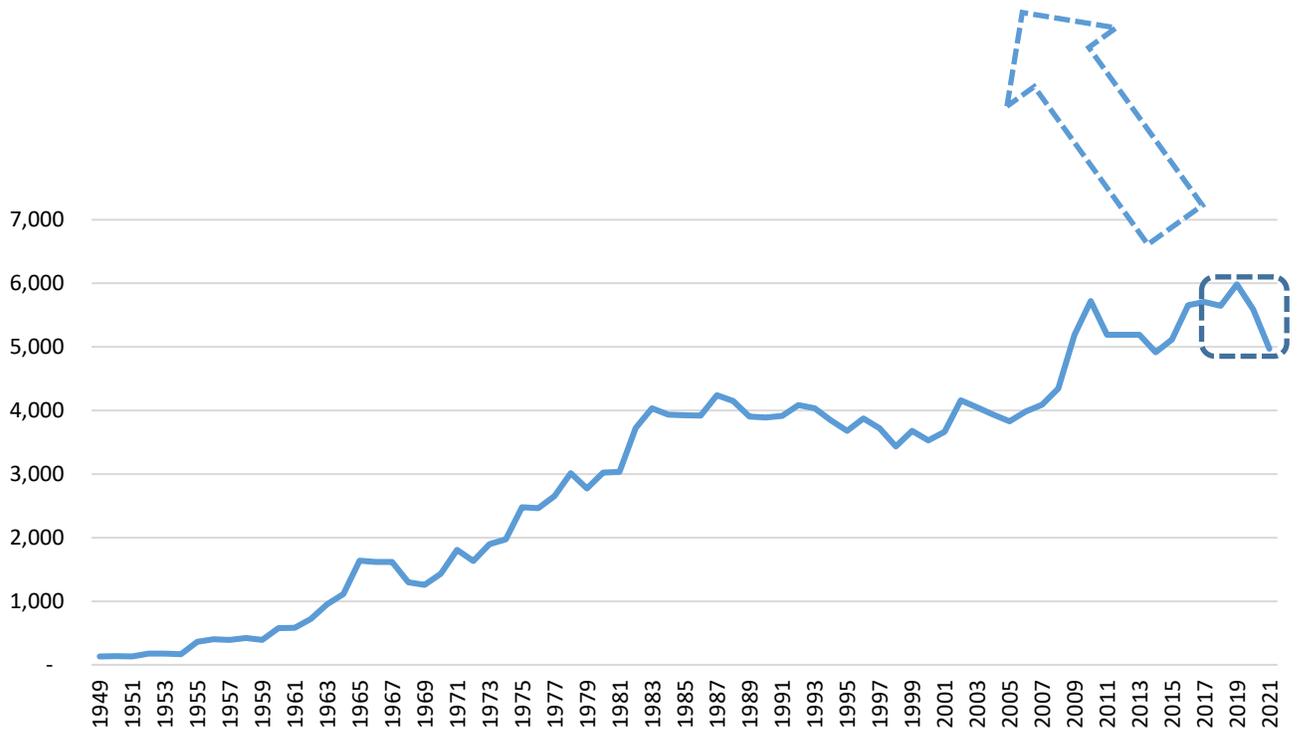
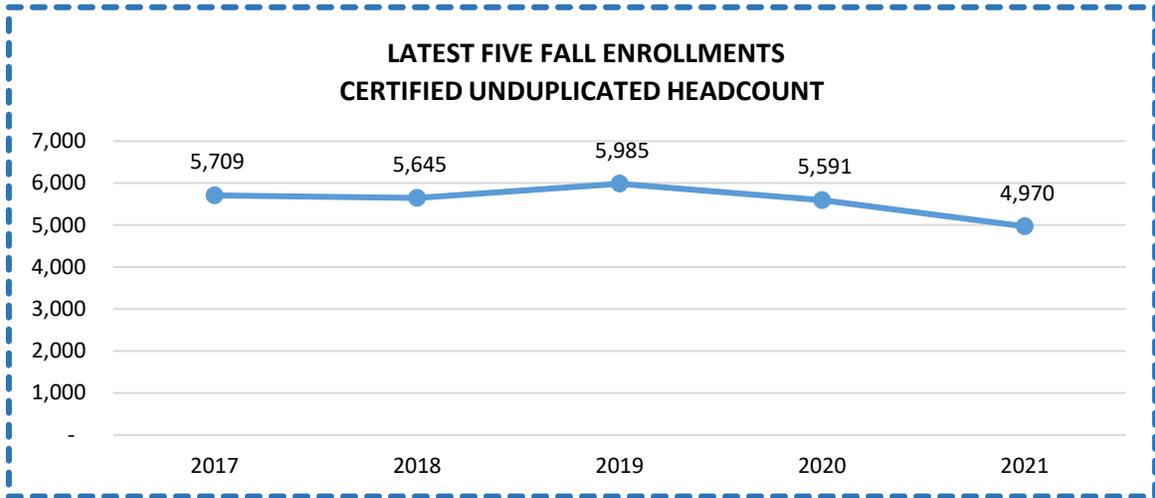


**COLLEGE DATA**

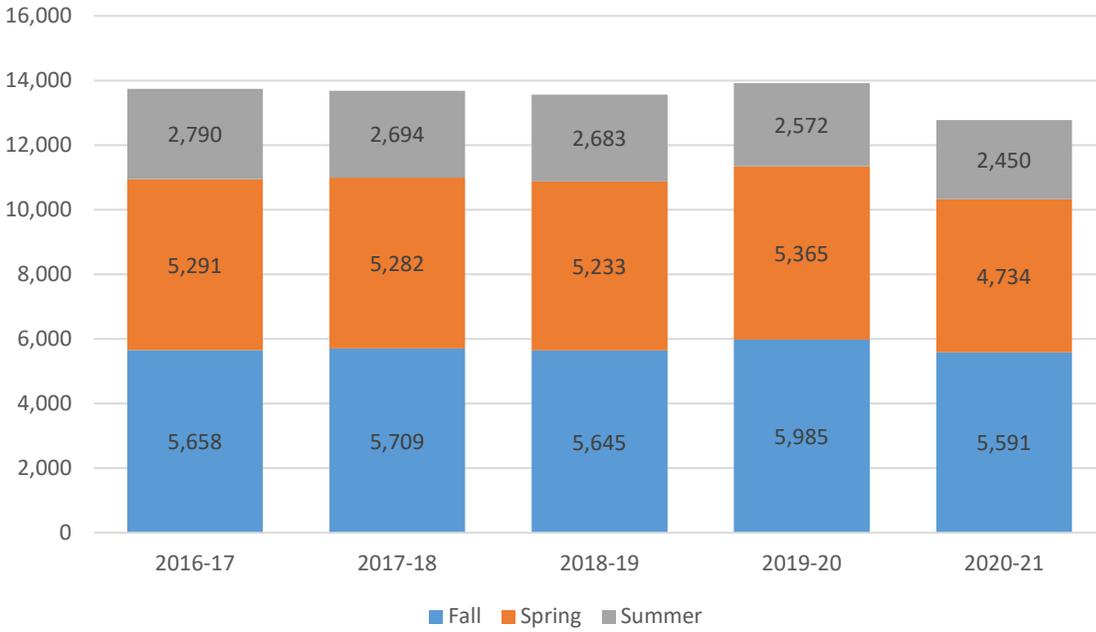
**2020-2021**

## STUDENT DATA

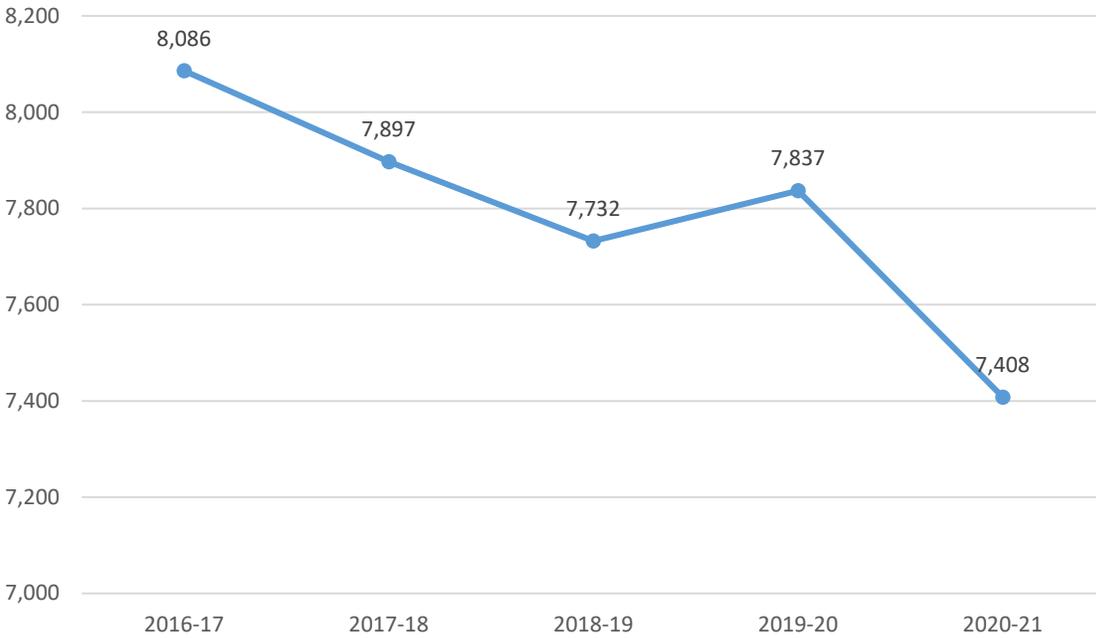
### ENROLLMENT BY UNDUPLICATED HEADCOUNT – 2021 ALL FALL SEMESTERS



### ENROLLMENT BY TERM CERTIFIED UNDUPLICATED HEADCOUNT



### ANNUALIZED UNDUPLICATED HEADCOUNT



Source: Zogotech

### DUAL ENROLLMENT 2020-2021

Locations	Dual Enrollment (Fall 20)	Dual Enrollment (Spring 21)	Dual Enrollment (Summer 21)	Unduplicated Annual Total
Alvin High School	280	223	0	294
Danbury High School	50	31	0	52
Glenda Dawson High School	303	232	0	325
JB Hensler Career Tech	223	193	3	224
Living Stones High School	0	0	0	0
Manvel High School	320	304	0	360
Pearland High School	234	199	73	307
Shadow Creek High School	427	378	361	722
Turner College & Career High School	639	584	235	723
<b>TOTAL</b>	<b>2,379</b>	<b>2,060</b>	<b>623</b>	<b>2,701</b>

*Dual Enrollment is unduplicated by location by semester.*

### TDCJ FALL 2020 & FALL 2021 ENROLLMENT

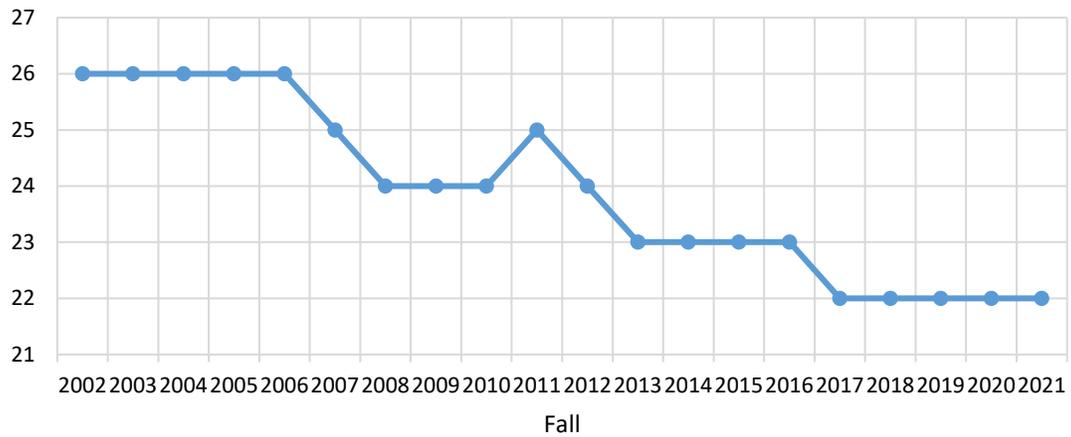
Location		2020* Fall Unduplicated	2021* Fall Unduplicated	% Growth
<b>TDCJ</b>	Clemens Unit	41	36	-12%
	Jester 3 Unit	46	65	41%
	Ramsey Unit	62	92	48%
	Stringfellow Unit	38	48	26%
	<b>TOTAL</b>	<b>187</b>	<b>241</b>	<b>29%</b>

*Source: Location based on same day (Zogotech)*

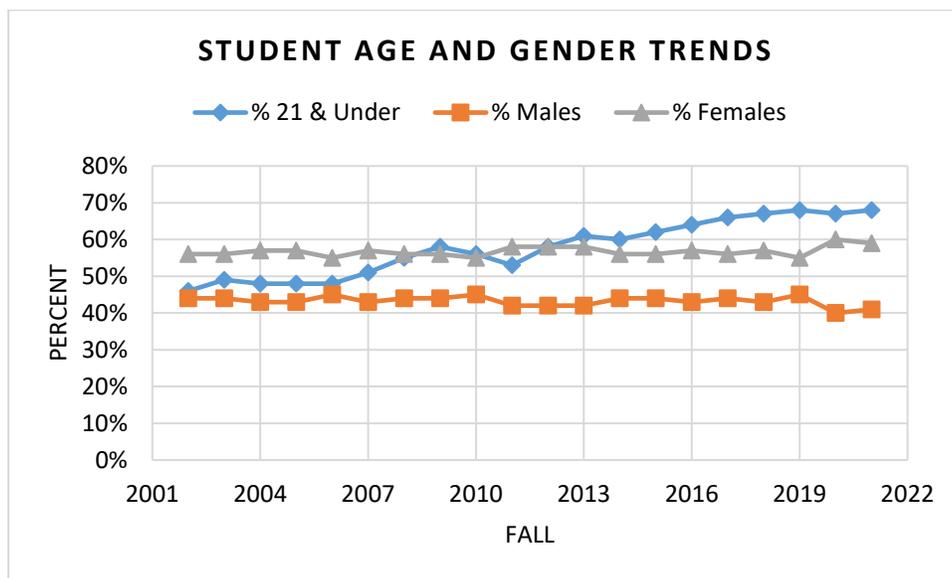
\*Due to the COVID-19 Pandemic, TDCJ enrollment and recruitment was negatively affected.

## STUDENT CHARACTERISTICS

### STUDENT AVERAGE AGE TREND



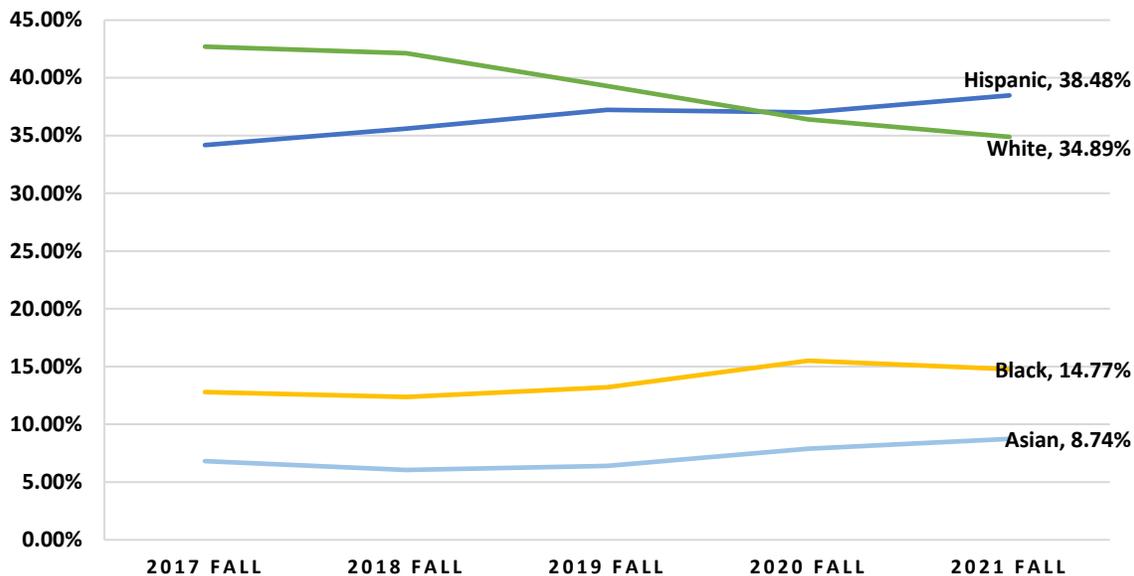
Source: Zogotech



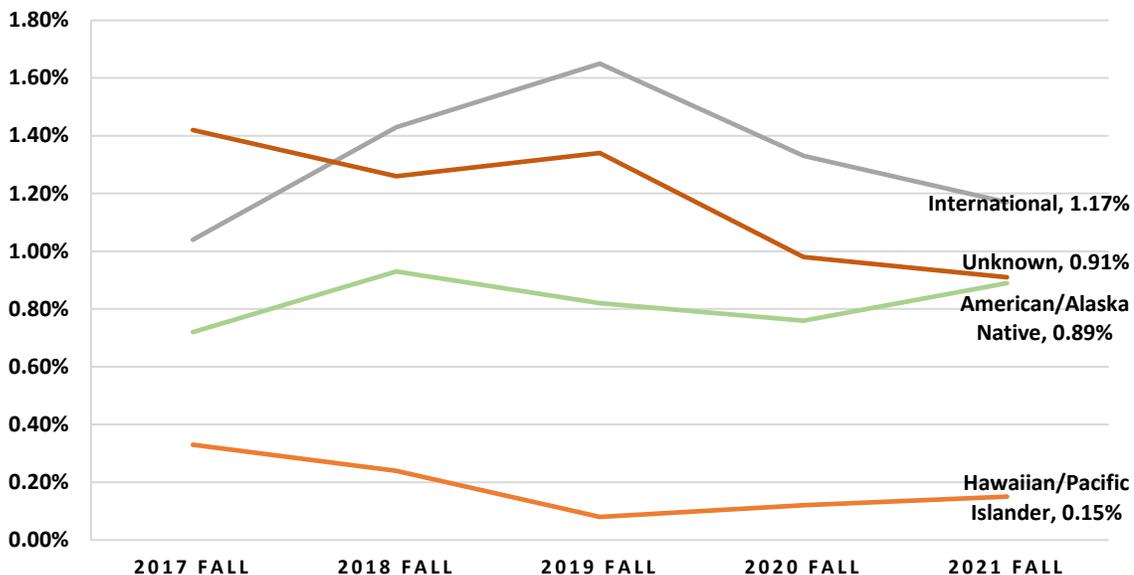
Source: Zogotech

## FALL RACE/ETHNICITY TRENDS OF ALL STUDENTS

### GREATER THAN 5% OF THE TOTAL POPULATION



### LESS THAN 5% OF THE TOTAL POPULATION

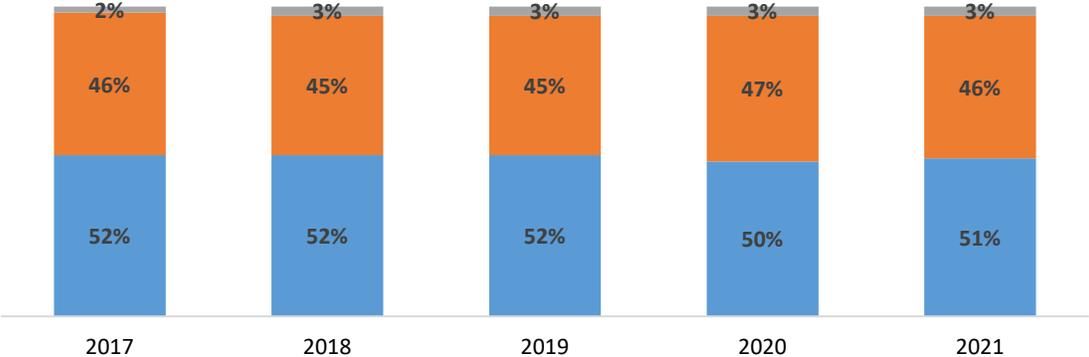


Source: Zogotech

# FALL TUITION TRENDS OF ALL STUDENTS

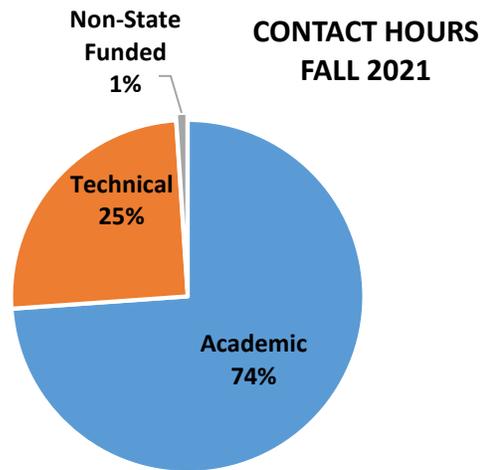
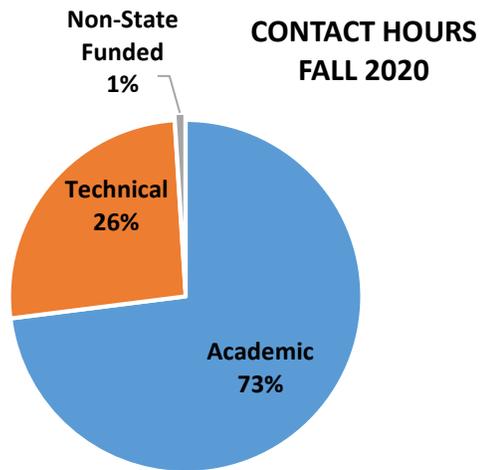
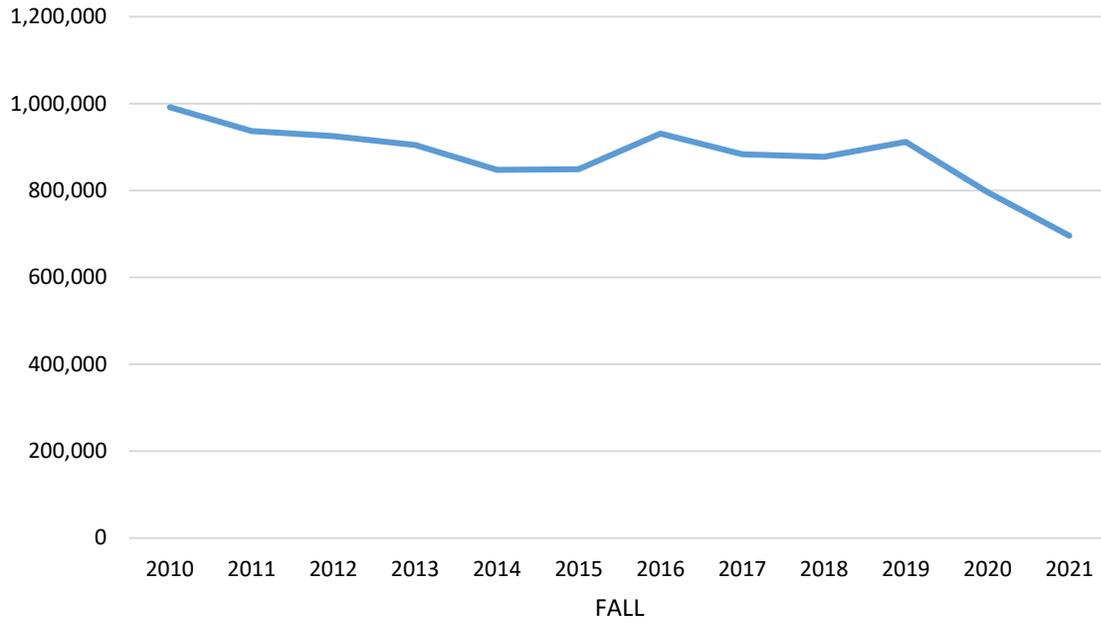
## PERCENT OF STUDENT TUITION

- % of Students Paying Other (Out-of-State, HB1403, Exemption, Non-resident but Granted Exemption)
- % of Students Paying In-District Tuition
- % of Students Paying Out-of-District Tuition



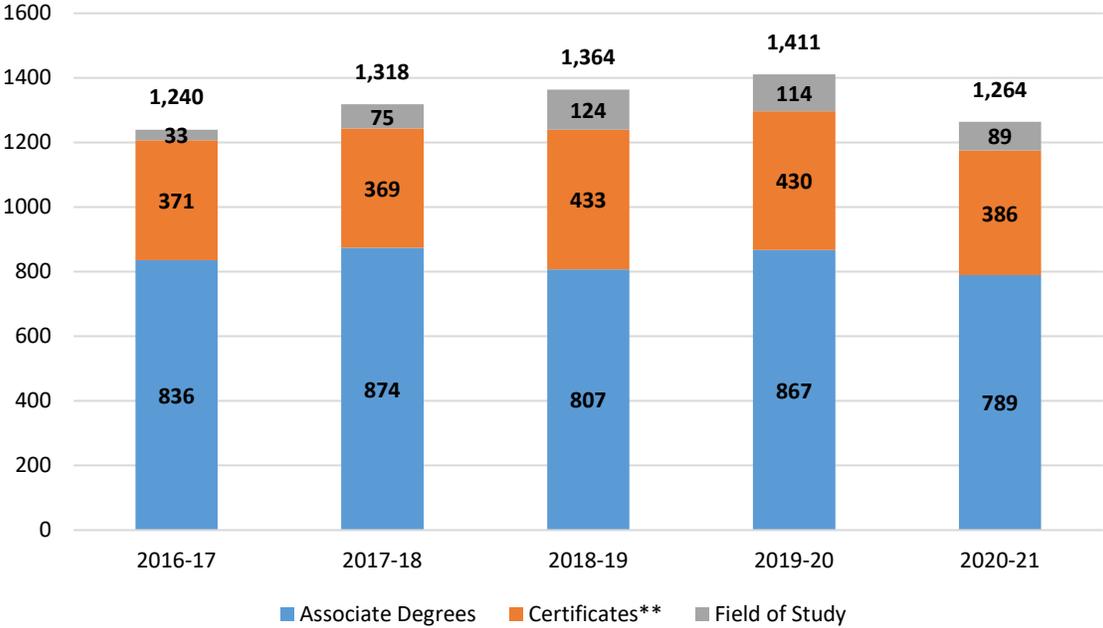
Source: Zogotech

### FALL CONTACT HOURS - CERTIFIED



# DEGREES AND CERTIFICATES

## FIVE-YEAR TREND OF TOTAL AWARDS EARNED



*\*\*Includes Certificates + Advanced Technology Certificates  
Source: Zogotech 10/21/21*

## CONTINUING EDUCATION WORKFORCE DEVELOPMENT (CEWD)

### CEWD EXECUTIVE SUMMARY

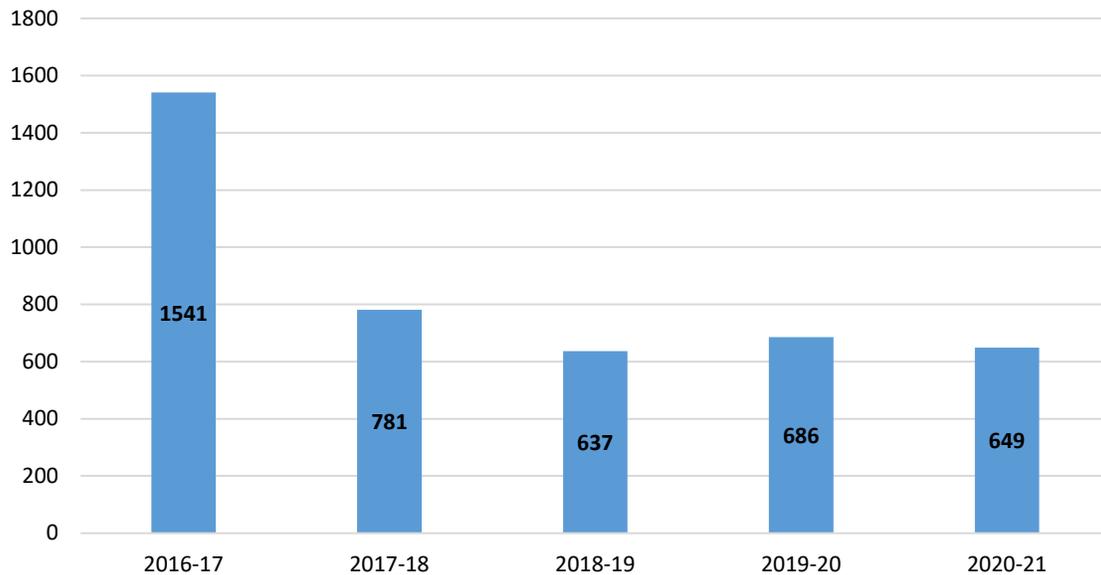
The mission of CEWD is to provide courses that incorporate current and new technical courses, training partnerships with business and industry, and other opportunities for individuals to acquire and upgrade skills or seek personal enrichment.

A variety of courses are offered that allow our students to further or begin new careers in a number of fields including health care, professional services, industrial arts and more. In addition to career training, Alvin and the surrounding communities are offered the opportunity to be life-long learners in our personal enrichment and senior programs.

With the ever-changing economy and the rapid growth of Alvin Community College's district and service area, CEWD is in constant transition. From marketing, offerings, community interaction, and the need to be responsive to business and industry, CEWD is impacting the surrounding communities.

### CEWD STUDENT ENROLLMENT

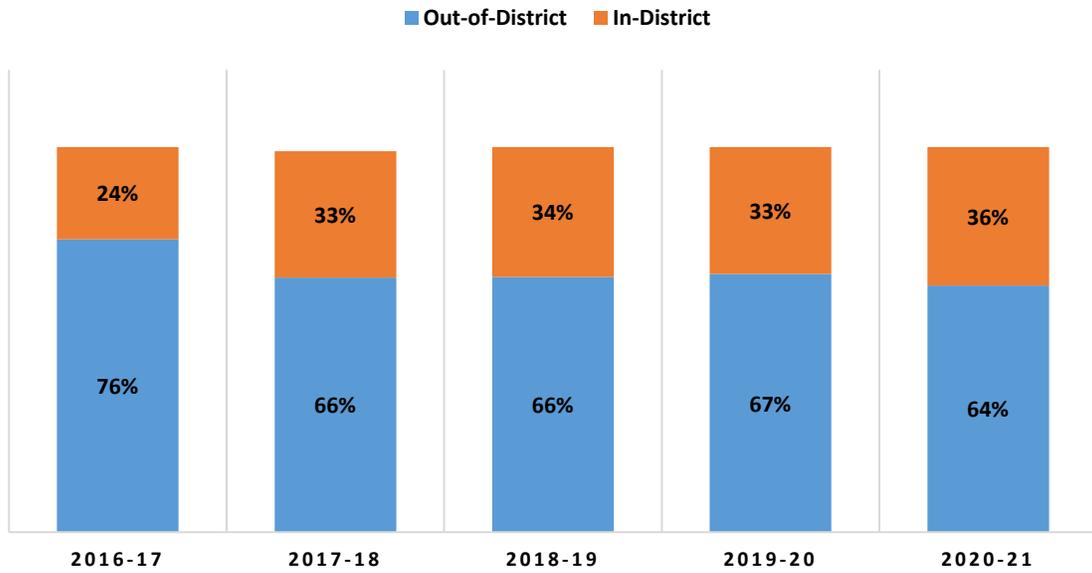
#### CEWD UNDUPLICATED ENROLLMENTS



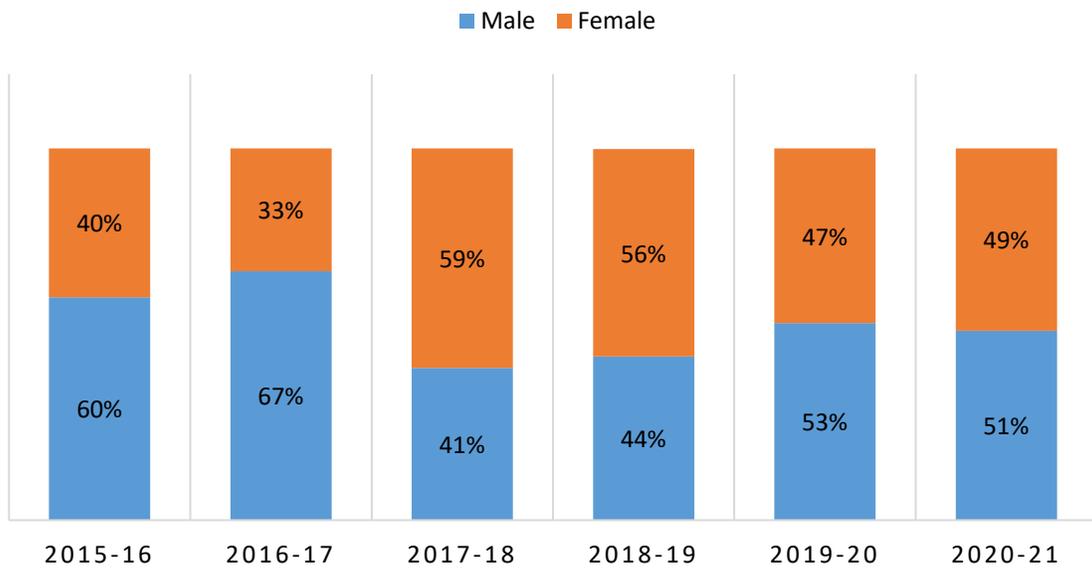
Source: ACC CEWD Department/Zogotech

## CEWD STUDENT DEMOGRAPHICS

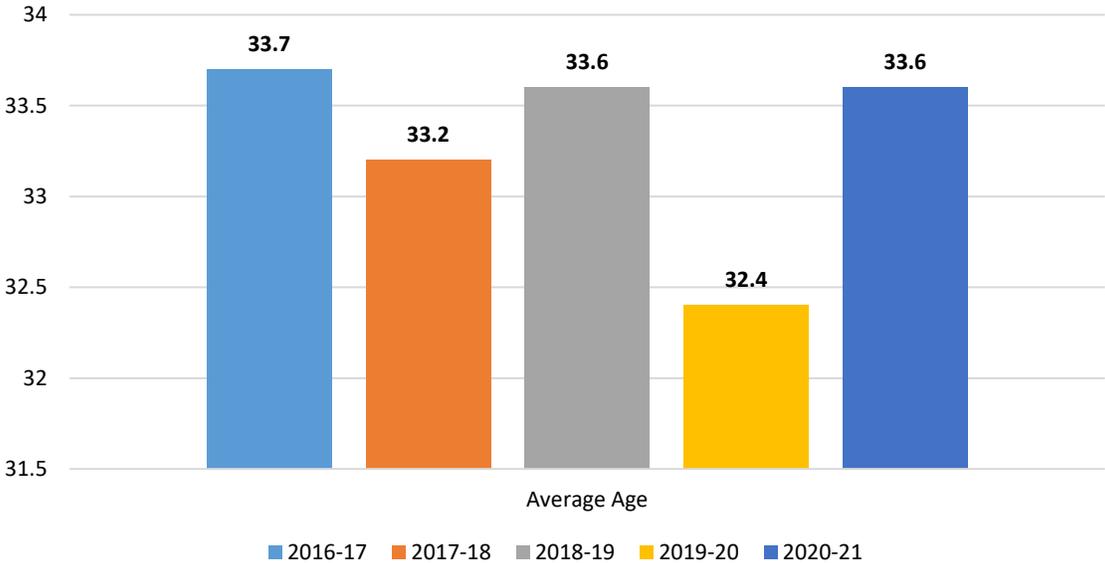
### IN-DISTRICT/OUT-OF-DISTRICT



### CEWD GENDER DISTRIBUTION

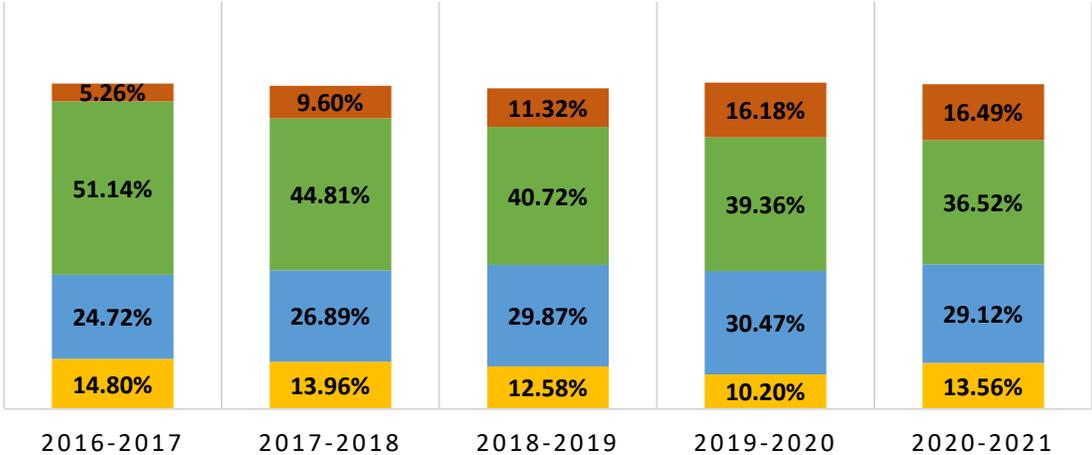


### CEWD STUDENT AVERAGE AGE

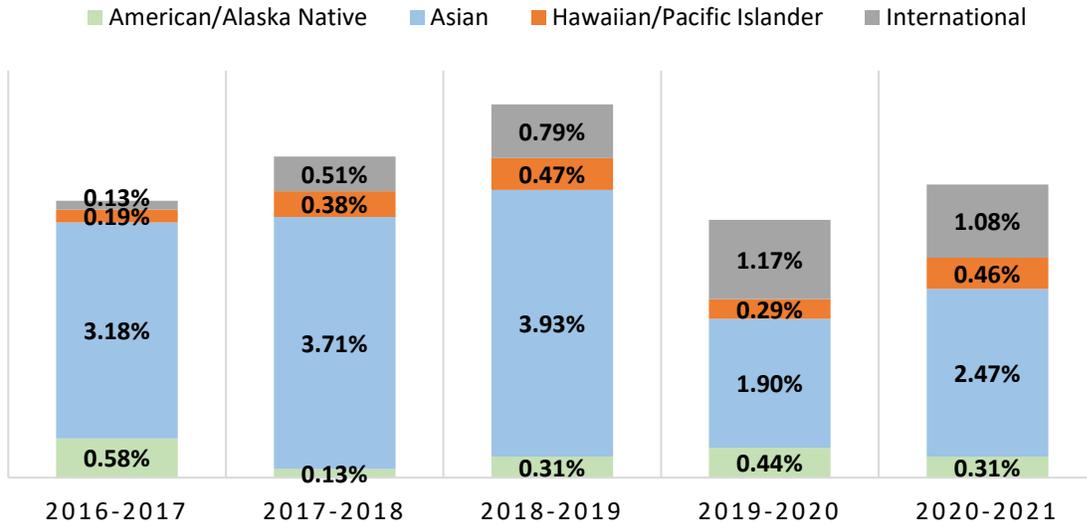


### CEWD ETHNIC & RACE DISTRIBUTION GREATER THAN 5%

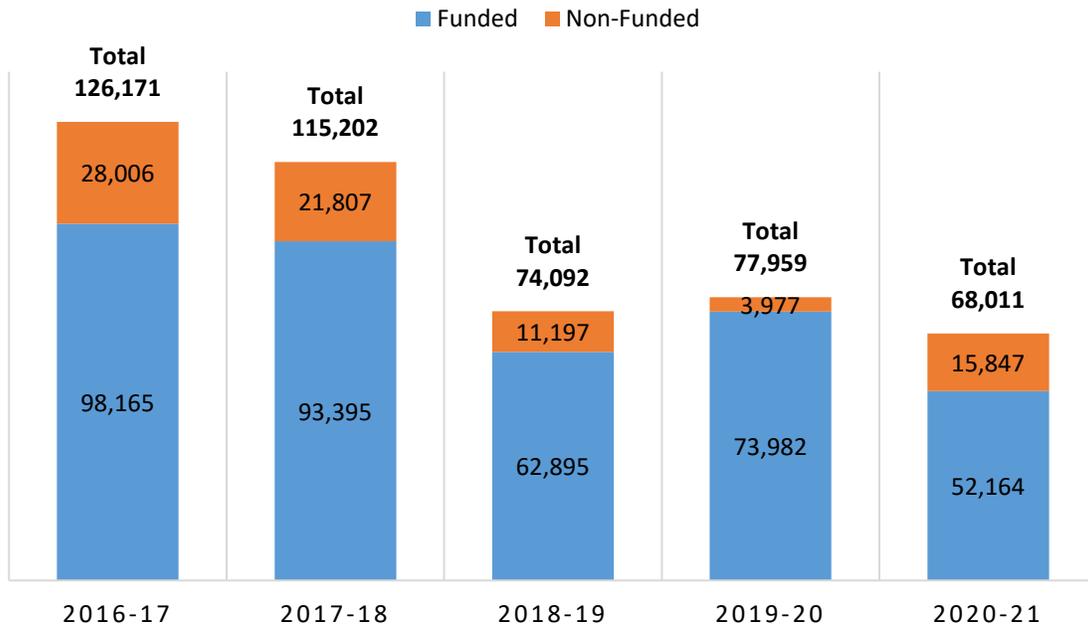
Black or African American Hispanic White Unknown



### CEWD ETHNIC & RACE DISTRIBUTION LESS THAN 5%



### CEWD CERTIFIED CONTACT HOURS



Source: THECB Accountability System, CBM Reports, and CEWD

**CEWD FINANCIAL AID**  
**CEWD FINANCIAL AID AWARDED**



Source: ACC CEWD Department/Business Office

## STUDENT SERVICES

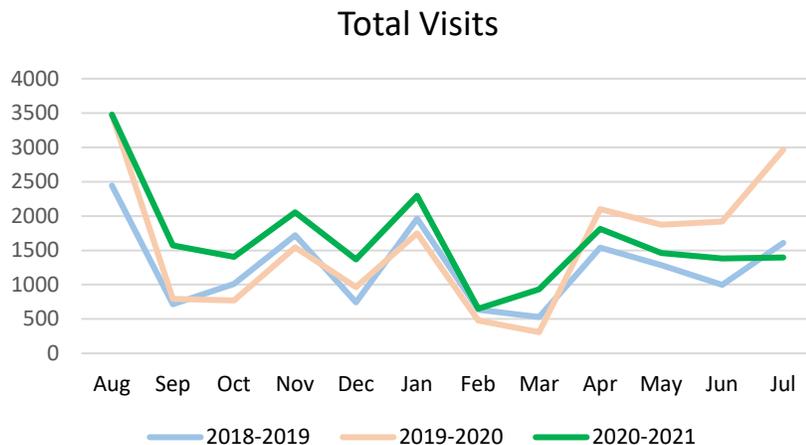
### OFFICE OF STUDENT SUCCESS AND ACADEMIC ADVISING

The Office of Student Success and Academic Advising empowers students in the development of educational plans that are consistent with their academic, personal, and career goals. Intentionally-designed activities, services, and resources are focused on providing educational support for students by pathway. Outreach measures are aimed at increasing persistence, completion, and graduation rates.

Below are some statistics relating to how the Office of Student Success and Academic Advising served students during the academic year. A total of 19,804 advising sessions were completed and these numbers reflect a quick shift to a COVID-19 workspace, which caused the numbers to include on-campus, virtual, and email traffic, some of these traffic types were not included or possible in prior years.

#### 2020-2021 Advising Sessions

Academic Year	Number of Sign-Ins
August	3,477
September	1,572
October	1,406
November	2,052
December	1,367
January	2,297
February	650
March	934
April	1,814
May	1,460
June	1,380
July	1,395
<b>TOTAL</b>	<b>19,804</b>



## TESTING CENTER

Name of Test	Number of Tests Administered 2016-2017	Number of Tests Administered 2017-2018	Number of Tests Administered 2018-2019	Number of Tests Administered 2019-2020*	Number of Tests Administered 2020-2021*
<b>TSI Assessment</b>	15,733	13,685	14,186	8,346	5,757
<b>HESI</b>	2,410	1,655	1,810	276	90
<b>GED</b>	392	225	250	121	6
<b>Nursing A&amp;P Exam</b>	15	29	9	4	12
<b>Correspondence Test</b>	92	65	84	30	4
<b>CLEP</b>	71	70	101	48	55
<b>USA Ultrasound</b>	n/a	n/a	46	n/a	n/a
<b>SAS</b>	n/a	n/a	n/a	n/a	72
<b>TOTAL</b>	<b>18,713</b>	<b>15,729</b>	<b>16,486</b>	<b>8,825</b>	<b>5,996</b>

\*Due to the COVID-19 Pandemic, the number of people who could be on campus from Spring 2020 until August 2021 was limited and affected the testing center access.

The ACC Testing Center provides the following testing services:

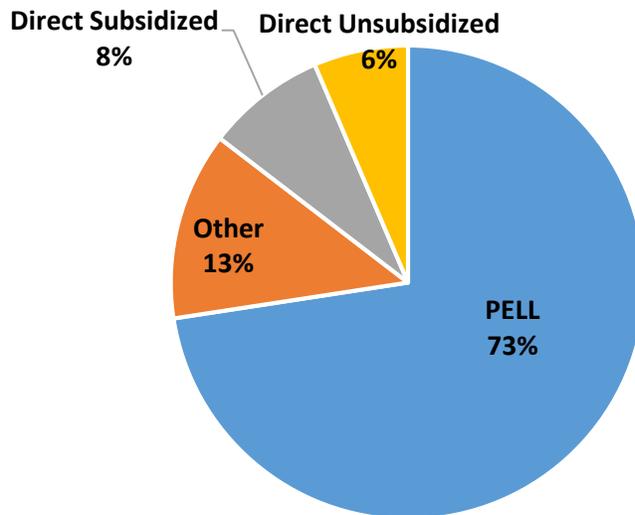
- TSI Assessment (Texas Success Initiative)
- The HESI A2 Exam (Nursing/Allied Health)
- High School Equivalency Exam (HSE)
- CLEP (College Level Examination Program)
- Correspondence Testing (testing proctored for other institutions of education)
- National League for Nursing (NLN) Anatomy & Physiology and Microbiology exams
- Instructor Initiated Testing
- Additional specialized testing.

## FINANCIAL ASSISTANCE

The student financial aid program at Alvin Community College aims to provide financial assistance to eligible students to help meet college expenses. Financial aid is awarded in the form of scholarships, grants, loans, and/or work study according to financial need, academic grades, and academic load.

Type of Financial Assistance	2016-2017 Total	2017-2018 Total	2018-2019 Total	2019-2020 Total	2020-2021 Total
PELL	\$3,565,919	\$3,572,003	\$3,804,299	\$4,301,936	\$3,794,014
SEOG	\$74,849	\$144,360	\$175,147	\$166,350	\$169,307
TPEG	\$438,389	\$195,140	\$130,917	\$125,737	\$230,093
Federal Work Study	\$74,080	\$66,179	\$55,055	\$81,918	\$23,346
Texas Work Study	\$11,917	\$10,045	\$10,440	\$9,449	\$9,167
Texas Educational Opportunity Grant	\$167,382	\$144,810	\$185,361	\$181,180	\$197,188
Direct Subsidized	\$885,352	\$633,061	\$611,337	\$572,369	\$426,052
Direct Unsubsidized	\$445,195	\$347,653	\$336,944	\$394,399	\$336,322
Direct Parent PLUS			\$4,312	\$14,350	\$5,540
Alternative Loans	\$141,169	\$139,256	\$88,422	\$95,905	\$36,606
<b>Total</b>	<b>\$5,804,252</b>	<b>\$5,252,507</b>	<b>\$5,402,234</b>	<b>\$5,943,593</b>	<b>\$5,227,634</b>

### 2020-2021 FINANCIAL ASSISTANCE



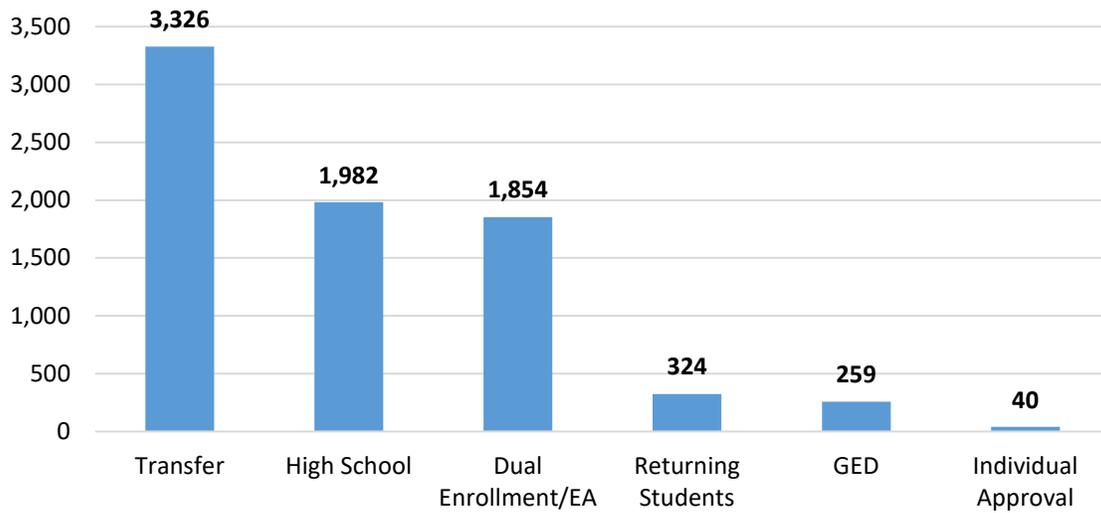
In 2020, as a response to the COVID-19 Pandemic, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed which included a Higher Education Emergency Relief Fund (HEERF) to provide emergency relief grants to students. Alvin Community College distributed **\$1,818,424 HERF grants** to students during the 2020-2021 year.

## STUDENT RECORDS

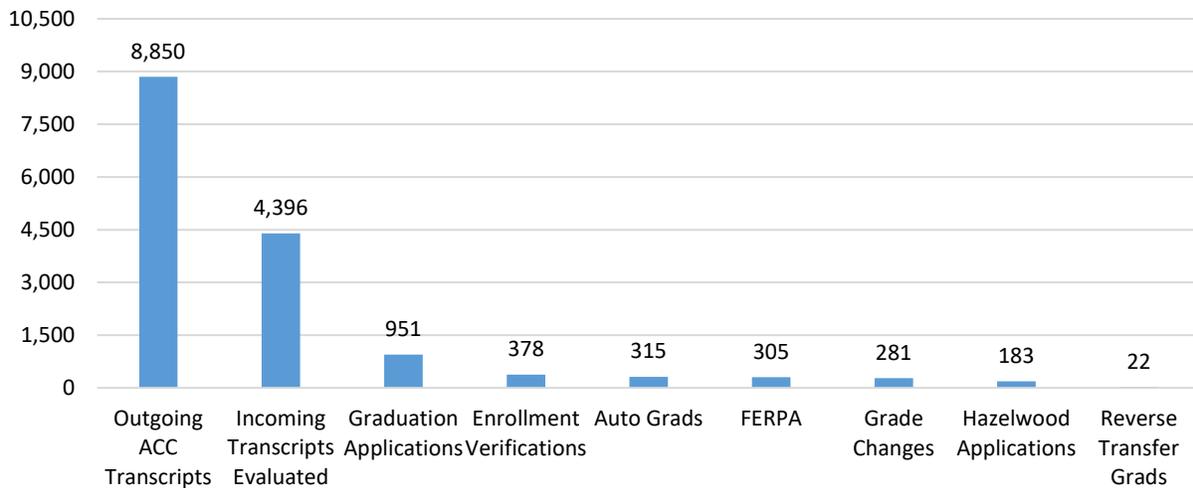
The Registrar’s Office, supervised by the Registrar, is the custodian of student records. Below are some statistics related to the work completed in the Admissions and Registrar’s Office during 2020 Fall, 2021 Spring, and 2021 Summer.

The Registrar’s Office processed 7,899 admission applications and pertinent documents to include high school transcripts, dual credit and GED graduate applications, transfer admissions, returning students, and individual approval for 2020 Fall, 2021 Spring, and 2021 Summer.

### 2020-2021 ADMISSION APPLICATIONS & DOCUMENT PROCESSING



### 2020-2021 REGISTRAR'S OFFICE PROCESSES



Source: Registrar’s Office

## **LIBRARY**

The Alvin Community College Library is dedicated to providing information access to students, faculty, staff, and community members. The ACC Library offers:

- In class bibliographic, research and informatics instruction
- Citation assistance
- 10,500 books, 350,000 E-books collections, 146 databases
- Expanding research capabilities and access to digital books
- Comfortable study areas with private study rooms
- 24-hour electronic database accessibility and research help and training

### **LIBRARY STATISTICS FOR 2020-2021**

- 26 Periodical Subscriptions
- 34,254 Database sessions
- 10,500 books in the collection

The COVID-19 Pandemic has dramatically impacted the physical use of the library. It is anticipated that the 2021-2022 year will see the physical usage increase.

Source: Library

## OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities plans and implements extra-curricular activities that enrich campus life, develop well-rounded individuals, and enhance students' identification with the institution. Listed below are some of the activities for the 2020-2021 academic year.

Note: Due to COVID-19, many events were held virtually.

### EVENTS

- Black Cinema
- Blood Drive
- BSA Food Festival
- Calling Campaign
- Career Week: Email Contest
- Career Week: Networking Seminar
- Career Week: Virtual Career Fair
- Career Week: Virtual Resume Building/LinkedIn Seminar
- Club and Orgs Meet and Greet
- Constitution Day
- Culture Table Talk
- Disco Donuts
- Dolphin Camp
- Encouraging Words from Student Activities
- Gift Card Distribution
- Grocery Bingo
- Hip to the Groove Hashtags
- Hispanic Heritage Month Comedy Cooking Show
- Hispanic Heritage Month Latin Dance and Pop Culture
- Hispanic Heritage Month Poetry Night
- Hispanic Heritage Month Virtual Game Show
- Life Hack of the Week
- Lunch and Learn
- Missing Monday
- National Sundae Day: FREE Ice Cream in Student Activities Office
- Party on the Patio
- President's Day Trivia
- Pride Fact of the Week
- Pumpkin Painting Contest
- Rethinking Drugs
- SACSOC Interviews
- SACSOC Preparation Through Meeting
- SGA Election Results
- SGA Meet and Greet

- Shoe Drive
- Take Time to Ask
- Therapy Thursday
- Virtual Bingo
- Virtual Charades
- Virtual Grocery Bingo
- Welcome Back Donuts
- Where in the World Am I? Virtual Game
- Word Scramble Madness

## **STUDENT PROGRAMS AND FACILITIES**

The Office of Student Activities operates and maintains a game room featuring a variety of games and activities available for student use. The game room features two pool tables, a ping pong table, foosball and multiple video game systems. It is open daily and may be utilized by students with a current ACC ID.

Note: Due to our ongoing construction, the Game Room which is located in the E-Building has been closed. Our office is currently operating out of room K102.

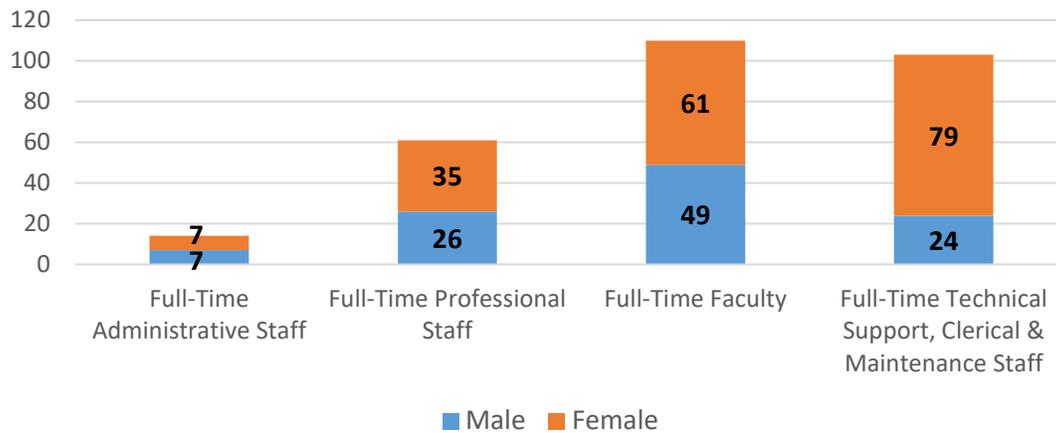
Alvin Community College has over 20 different student clubs and organizations. Information about these can be found in the POD/Life at ACC/Club Listings.

### EEO POLICY STATEMENT

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.

### DEMOGRAPHICS OF FULL TIME FACULTY AND STAFF, 2020-21\*

#### GENDER DISTRIBUTION OF FULL-TIME FACULTY AND STAFF



\*as of 10/27/21

#### RACIAL/ETHNIC DISTRIBUTION OF FULL TIME FACULTY AND STAFF, 2020-21

	Full-Time Administrative Staff	Full-Time Professional Staff	Full-Time Faculty	Full-Time Technical Support, Clerical & Maintenance Staff	Combined Full Time all Staff, & Faculty
American/Alaskan Native		2%	3%		1.4%
Asian		3%	1%	2%	1.7%
Black	7%	18%	9%	4%	9.0%
Hawaiian/Pacific Islander			1%		0.3%
Hispanic		21%	9%	32%	19.4%
Unknown		5%	3%	2%	3.1%
White	93%	51%	74%	60%	64.9%

<b>AVERAGE NUMBER OF YEARS AT ACC FOR FULL-TIME FACULTY</b>	10 years
<b>AVERAGE NUMBER OF YEARS AT ACC FOR FULL-TIME STAFF</b>	10 years

Source: Ellucian/Informer

The Texas Association of Community College collects tax data estimates for the colleges (FY20).

Sorted By					
Order	College	Taxable Valuation	Tax Rate	Estimated Tax Levy 'FY 20	Contact Hours 'FY20
1	Alamo Community College District	\$171,366,800,868	0.14915	\$255,593,583	19,223,703
2	Alvin Community College	\$11,263,683,753	0.18586	\$20,934,908	2,018,166
3	Amarillo College	\$17,730,657,216	0.2279	\$40,408,168	3,558,500
4	Angelina College	\$4,718,253,980	0.17096	\$8,066,233	1,629,534
5	Austin Community College	\$237,568,841,892	0.1049	\$249,209,715	13,630,011
6	Blinn College District	\$3,395,505,902	0.056	\$1,901,483	7,399,264
7	Brazosport College	\$9,533,665,135	0.30018	\$28,617,870	1,330,444
8	Central Texas College	\$10,726,185,518	0.1279	\$13,718,791	3,996,312
9	Cisco College	\$603,935,405	0.2	\$1,207,871	1,341,668
10	Clarendon College	No Response	No Response	No Response	646,080
11	Coastal Bend College	\$1,846,236,442	0.17687	\$3,265,438	1,649,408
12	College of the Mainland Community College District	\$12,085,638,929	0.20425	\$24,685,401	1,773,536
13	Collin County Community College District	\$148,379,524,714	0.08122	\$120,516,818	12,740,360
14	Dallas College District	\$269,683,889,444	0.124	\$334,408,023	19,567,794
15	Del Mar College	\$26,850,961,808	0.28067	\$75,361,252	4,309,818
16	El Paso Community College District	\$44,159,315,329	0.14117	\$62,338,381	9,330,816
17	Frank Phillips College	\$1,290,465,828	0.72	\$9,291,354	608,851
18	Galveston College	\$8,274,772,360	0.17119	\$14,165,417	1,087,360
19	Grayson College	\$11,811,563,560	0.17175	\$20,286,597	1,701,739
20	Hill College	\$1,795,137,196	0.09194	\$1,650,359	1,732,524
21	Houston Community College	\$211,806,878,420	0.10026	\$212,363,931	18,319,136
22	Howard County Junior College District	\$5,488,355,101	0.21064	\$11,560,507	1,259,075
23	Kilgore College	No Response	No Response	No Response	2,609,407
24	Laredo College	\$14,740,026,158	0.32864	\$48,442,064	2,805,968
25	Lee College	\$15,559,650,312	0.2301	\$35,802,755	2,667,287
26	Lone Star College System	\$201,532,147,596	0.1078	\$217,251,655	23,968,412
27	McLennan Community College	\$19,096,614,413	0.1477	\$28,204,936	3,306,564
28	Midland College	\$36,632,531,925	0.09121	\$33,412,532	1,745,509
29	Navarro College	\$4,016,198,688	0.1164	\$4,674,855	3,307,560
30	North Central Texas College	\$4,137,148,904	0.1013	\$4,190,932	3,197,936
31	Northeast Texas Community College	\$4,197,251,337	0.13	\$5,456,427	1,209,976
32	Odessa College	\$15,495,738,680	0.18679	\$28,944,490	2,610,811
33	Panola College	\$3,973,663,885	0.25112	\$9,978,665	1,091,104
34	Paris Junior College	\$3,181,156,462	0.0845	\$2,688,077	1,929,816
35	Ranger College	\$166,237,760	0.37498	\$623,355	933,236
36	San Jacinto Community College District	\$61,520,000,000	0.17817	\$109,609,569	6,784,672
37	South Plains College	\$2,941,784,159	0.3927	\$11,552,475	3,791,024
38	South Texas College	\$40,256,755,406	0.1733	\$69,764,957	11,843,600
39	Southwest Texas Junior College	\$3,485,087,915	0.1614	\$5,624,932	2,453,878
40	Tarrant Community College District	\$201,498,689,997	0.13017	\$262,290,845	16,730,188
41	Temple College	\$5,398,631,380	0.1886	\$10,181,819	1,693,032
42	Texarkana College	\$5,830,333,051	0.12308	\$7,176,032	1,663,815
43	Texas Southmost College	\$11,834,119,027	0.13854	\$16,394,989	2,607,146
44	Trinity Valley Community College	\$13,771,801,467	0.16241	\$22,366,370	2,573,908
45	Tyler Junior College	\$12,181,480,024	0.19993	\$24,353,946	5,224,256
46	Vernon College	\$1,217,230,662	0.22106	\$2,690,749	1,141,280
47	Victoria College	\$7,287,331,319	0.2206	\$16,075,853	1,193,408
48	Weatherford College	\$14,725,826,274	0.11495	\$16,927,337	2,279,553
49	Western Texas College	\$3,194,876,918	0.2655	\$8,482,398	763,264
50	Wharton County Junior College	No Response	0.13934	No Response	2,538,928

		Sorted By			
Order	College	Taxable Valuation	Tax Rate	Estimated Tax Levy 'FY 20	Contact Hours 'FY20
1	Dallas College District	\$269,683,889,444	0.124	\$334,408,023	19,567,794
2	Austin Community College	\$237,568,841,892	0.1049	\$249,209,715	13,630,011
3	Houston Community College	\$211,806,878,420	0.10026	\$212,363,931	18,319,136
4	Lone Star College System	\$201,532,147,596	0.1078	\$217,251,655	23,968,412
5	Tarrant Community College District	\$201,498,689,997	0.13017	\$262,290,845	16,730,188
6	Alamo Community College District	\$171,366,800,868	0.14915	\$255,593,583	19,223,703
7	Collin County Community College District	\$148,379,524,714	0.08122	\$120,516,818	12,740,360
8	San Jacinto Community College District	\$61,520,000,000	0.17817	\$109,609,569	6,784,672
9	El Paso Community College District	\$44,159,315,329	0.14117	\$62,338,381	9,330,816
10	South Texas College	\$40,256,755,406	0.1733	\$69,764,957	11,843,600
11	Midland College	\$36,632,531,925	0.09121	\$33,412,532	1,745,509
12	Del Mar College	\$26,850,961,808	0.28067	\$75,361,252	4,309,818
13	McLennan Community College	\$19,096,614,413	0.1477	\$28,204,936	3,306,564
14	Amarillo College	\$17,730,657,216	0.2279	\$40,408,168	3,558,500
15	Lee College	\$15,559,650,312	0.2301	\$35,802,755	2,667,287
16	Odessa College	\$15,495,738,680	0.18679	\$28,944,490	2,610,811
17	Laredo College	\$14,740,026,158	0.32864	\$48,442,064	2,805,968
18	Weatherford College	\$14,725,826,274	0.11495	\$16,927,337	2,279,553
19	Trinity Valley Community College	\$13,771,801,467	0.16241	\$22,366,370	2,573,908
20	Tyler Junior College	\$12,181,480,024	0.19993	\$24,353,946	5,224,256
21	College of the Mainland Community College District	\$12,085,638,929	0.20425	\$24,685,401	1,773,536
22	Texas Southmost College	\$11,834,119,027	0.13854	\$16,394,989	2,607,146
23	Grayson College	\$11,811,563,560	0.17175	\$20,286,597	1,701,739
24	Alvin Community College	\$11,263,683,753	0.18586	\$20,934,908	2,018,166
25	Central Texas College	\$10,726,185,518	0.1279	\$13,718,791	3,996,312
26	Brazosport College	\$9,533,665,135	0.30018	\$28,617,870	1,330,444
27	Galveston College	\$8,274,772,360	0.17119	\$14,165,417	1,087,360
28	Victoria College	\$7,287,331,319	0.2206	\$16,075,853	1,193,408
29	Texarkana College	\$5,830,333,051	0.12308	\$7,176,032	1,663,815
30	Howard County Junior College District	\$5,488,355,101	0.21064	\$11,560,507	1,259,075
31	Temple College	\$5,398,631,380	0.1886	\$10,181,819	1,693,032
32	Angelina College	\$4,718,253,980	0.17096	\$8,066,233	1,629,534
33	Northeast Texas Community College	\$4,197,251,337	0.13	\$5,456,427	1,209,976
34	North Central Texas College	\$4,137,148,904	0.1013	\$4,190,932	3,197,936
35	Navarro College	\$4,016,198,688	0.1164	\$4,674,855	3,307,560
36	Panola College	\$3,973,663,885	0.25112	\$9,978,665	1,091,104
37	Southwest Texas Junior College	\$3,485,087,915	0.1614	\$5,624,932	2,453,878
38	Blinn College District	\$3,395,505,902	0.056	\$1,901,483	7,399,264
39	Western Texas College	\$3,194,876,918	0.2655	\$8,482,398	763,264
40	Paris Junior College	\$3,181,156,462	0.0845	\$2,688,077	1,929,816
41	South Plains College	\$2,941,784,159	0.3927	\$11,552,475	3,791,024
42	Coastal Bend College	\$1,846,236,442	0.17687	\$3,265,438	1,649,408
43	Hill College	\$1,795,137,196	0.09194	\$1,650,359	1,732,524
44	Frank Phillips College	\$1,290,465,828	0.72	\$9,291,354	608,851
45	Vernon College	\$1,217,230,662	0.22106	\$2,690,749	1,141,280
46	Cisco College	\$603,935,405	0.2	\$1,207,871	1,341,668
47	Ranger College	\$166,237,760	0.37498	\$623,355	933,236
48	Clarendon College	No Response	No Response	No Response	646,080
49	Kilgore College	No Response	No Response	No Response	2,609,407
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4	Laredo College	\$14,740,026,158	0.32864	\$48,442,064	2,805,968
5	Brazosport College	\$9,533,665,135	0.30018	\$28,617,870	1,330,444
6	Del Mar College	\$26,850,961,808	0.28067	\$75,361,252	4,309,818
7	Western Texas College	\$3,194,876,918	0.2655	\$8,482,398	763,264
8	Panola College	\$3,973,663,885	0.25112	\$9,978,665	1,091,104
9	Lee College	\$15,559,650,312	0.2301	\$35,802,755	2,667,287
10	Amarillo College	\$17,730,657,216	0.2279	\$40,408,168	3,558,500
11	Vernon College	\$1,217,230,662	0.22106	\$2,690,749	1,141,280
12	Victoria College	\$7,287,331,319	0.2206	\$16,075,853	1,193,408
13	Howard County Junior College District	\$5,488,355,101	0.21064	\$11,560,507	1,259,075
14	College of the Mainland Community College District	\$12,085,638,929	0.20425	\$24,685,401	1,773,536
15	Cisco College	\$603,935,405	0.2	\$1,207,871	1,341,668
16	Tyler Junior College	\$12,181,480,024	0.19993	\$24,353,946	5,224,256
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18	Odessa College	\$15,495,738,680	0.18679	\$28,944,490	2,610,811
19	Alvin Community College	\$11,263,683,753	0.18586	\$20,934,908	2,018,166
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26	Trinity Valley Community College	\$13,771,801,467	0.16241	\$22,366,370	2,573,908
27	Southwest Texas Junior College	\$3,485,087,915	0.1614	\$5,624,932	2,453,878
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33	Tarrant Community College District	\$201,498,689,997	0.13017	\$262,290,845	16,730,188
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5	Tarrant Community College District	\$201,498,689,997	0.13017	\$262,290,845	16,730,188
6	Austin Community College	\$237,568,841,892	0.1049	\$249,209,715	13,630,011
7	Collin County Community College District	\$148,379,524,714	0.08122	\$120,516,818	12,740,360
8	South Texas College	\$40,256,755,406	0.1733	\$69,764,957	11,843,600
9	El Paso Community College District	\$44,159,315,329	0.14117	\$62,338,381	9,330,816
10	Blinn College District	\$3,395,505,902	0.056	\$1,901,483	7,399,264
11	San Jacinto Community College District	\$61,520,000,000	0.17817	\$109,609,569	6,784,672
12	Tyler Junior College	\$12,181,480,024	0.19993	\$24,353,946	5,224,256
13	Del Mar College	\$26,850,961,808	0.28067	\$75,361,252	4,309,818
14	Central Texas College	\$10,726,185,518	0.1279	\$13,718,791	3,996,312
15	South Plains College	\$2,941,784,159	0.3927	\$11,552,475	3,791,024
16	Amarillo College	\$17,730,657,216	0.2279	\$40,408,168	3,558,500
17	Navarro College	\$4,016,198,688	0.1164	\$4,674,855	3,307,560
18	McLennan Community College	\$19,096,614,413	0.1477	\$28,204,936	3,306,564
19	North Central Texas College	\$4,137,148,904	0.1013	\$4,190,932	3,197,936
20	Laredo College	\$14,740,026,158	0.32864	\$48,442,064	2,805,968
21	Lee College	\$15,559,650,312	0.2301	\$35,802,755	2,667,287
22	Odessa College	\$15,495,738,680	0.18679	\$28,944,490	2,610,811
23	Kilgore College	No Response	No Response	No Response	2,609,407
24	Texas Southmost College	\$11,834,119,027	0.13854	\$16,394,989	2,607,146
25	Trinity Valley Community College	\$13,771,801,467	0.16241	\$22,366,370	2,573,908
26	Wharton County Junior College	No Response	0.13934	No Response	2,538,928
27	Southwest Texas Junior College	\$3,485,087,915	0.1614	\$5,624,932	2,453,878
28	Weatherford College	\$14,725,826,274	0.11495	\$16,927,337	2,279,553
29	Alvin Community College	\$11,263,683,753	0.18586	\$20,934,908	2,018,166
30	Paris Junior College	\$3,181,156,462	0.0845	\$2,688,077	1,929,816
31	College of the Mainland Community College District	\$12,085,638,929	0.20425	\$24,685,401	1,773,536
32	Midland College	\$36,632,531,925	0.09121	\$33,412,532	1,745,509
33	Hill College	\$1,795,137,196	0.09194	\$1,650,359	1,732,524
34	Grayson College	\$11,811,563,560	0.17175	\$20,286,597	1,701,739
35	Temple College	\$5,398,631,380	0.1886	\$10,181,819	1,693,032
36	Texarkana College	\$5,830,333,051	0.12308	\$7,176,032	1,663,815
37	Coastal Bend College	\$1,846,236,442	0.17687	\$3,265,438	1,649,408
38	Angelina College	\$4,718,253,980	0.17096	\$8,066,233	1,629,534
39	Cisco College	\$603,935,405	0.2	\$1,207,871	1,341,668
40	Brazosport College	\$9,533,665,135	0.30018	\$28,617,870	1,330,444
41	Howard County Junior College District	\$5,488,355,101	0.21064	\$11,560,507	1,259,075
42	Northeast Texas Community College	\$4,197,251,337	0.13	\$5,456,427	1,209,976
43	Victoria College	\$7,287,331,319	0.2206	\$16,075,853	1,193,408
44	Vernon College	\$1,217,230,662	0.22106	\$2,690,749	1,141,280
45	Panola College	\$3,973,663,885	0.25112	\$9,978,665	1,091,104
46	Galveston College	\$8,274,772,360	0.17119	\$14,165,417	1,087,360
47	Ranger College	\$166,237,760	0.37498	\$623,355	933,236
48	Western Texas College	\$3,194,876,918	0.2655	\$8,482,398	763,264
49	Clarendon College	No Response	No Response	No Response	646,080
50	Frank Phillips College	\$1,290,465,828	0.72	\$9,291,354	608,851

							Sorted By
Order	College	Taxable Valuation	Tax Rate	Estimated Tax Levy 'FY 20	Contact Hours 'FY20	Taxes Levied Per Contact Hour (Levy/Contact Hours)	
1	Brazosport College	\$9,533,665,135	0.30018	\$28,617,870	1,330,444	\$21.51	
2	Midland College	\$36,632,531,925	0.09121	\$33,412,532	1,745,509	\$19.14	
3	Austin Community College	\$237,568,841,892	0.1049	\$249,209,715	13,630,011	\$18.28	
4	Del Mar College	\$26,850,961,808	0.28067	\$75,361,252	4,309,818	\$17.49	
5	Laredo College	\$14,740,026,158	0.32864	\$48,442,064	2,805,968	\$17.26	
6	Dallas College District	\$269,683,889,444	0.124	\$334,408,023	19,567,794	\$17.09	
7	San Jacinto Community College District	\$61,520,000,000	0.17817	\$109,609,569	6,784,672	\$16.16	
8	Tarrant Community College District	\$201,498,689,997	0.13017	\$262,290,845	16,730,188	\$15.68	
9	Frank Phillips College	\$1,290,465,828	0.72	\$9,291,354	608,851	\$15.26	
10	College of the Mainland Community College District	\$12,085,638,929	0.20425	\$24,685,401	1,773,536	\$13.92	
11	Victoria College	\$7,287,331,319	0.2206	\$16,075,853	1,193,408	\$13.47	
12	Lee College	\$15,559,650,312	0.2301	\$35,802,755	2,667,287	\$13.42	
13	Alamo Community College District	\$171,366,800,868	0.14915	\$255,593,583	19,223,703	\$13.30	
14	Galveston College	\$8,274,772,360	0.17119	\$14,165,417	1,087,360	\$13.03	
15	Grayson College	\$11,811,563,560	0.17175	\$20,286,597	1,701,739	\$11.92	
16	Houston Community College	\$211,806,878,420	0.10026	\$212,363,931	18,319,136	\$11.59	
17	Amarillo College	\$17,730,657,216	0.2279	\$40,408,168	3,558,500	\$11.36	
18	Western Texas College	\$3,194,876,918	0.2655	\$8,482,398	763,264	\$11.11	
19	Odessa College	\$15,495,738,680	0.18679	\$28,944,490	2,610,811	\$11.09	
20	Alvin Community College	\$11,263,683,753	0.18586	\$20,934,908	2,018,166	\$10.37	
21	Collin County Community College District	\$148,379,524,714	0.08122	\$120,516,818	12,740,360	\$9.46	
22	Howard County Junior College District	\$5,488,355,101	0.21064	\$11,560,507	1,259,075	\$9.18	
23	Panola College	\$3,973,663,885	0.25112	\$9,978,665	1,091,104	\$9.15	
24	Lone Star College System	\$201,532,147,596	0.1078	\$217,251,655	23,968,412	\$9.06	
25	Trinity Valley Community College	\$13,771,801,467	0.16241	\$22,366,370	2,573,908	\$8.69	
26	McLennan Community College	\$19,096,614,413	0.1477	\$28,204,936	3,306,564	\$8.53	
27	Weatherford College	\$14,725,826,274	0.11495	\$16,927,337	2,279,553	\$7.43	
28	El Paso Community College District	\$44,159,315,329	0.14117	\$62,338,381	9,330,816	\$6.68	
29	Texas Southmost College	\$11,834,119,027	0.13854	\$16,394,989	2,607,146	\$6.29	
30	Temple College	\$5,398,631,380	0.1886	\$10,181,819	1,693,032	\$6.01	
31	South Texas College	\$40,256,755,406	0.1733	\$69,764,957	11,843,600	\$5.89	
32	Angelina College	\$4,718,253,980	0.17096	\$8,066,233	1,629,534	\$4.95	
33	Tyler Junior College	\$12,181,480,024	0.19993	\$24,353,946	5,224,256	\$4.66	
34	Northeast Texas Community College	\$4,197,251,337	0.13	\$5,456,427	1,209,976	\$4.51	
35	Texarkana College	\$5,830,333,051	0.12308	\$7,176,032	1,663,815	\$4.31	
36	Central Texas College	\$10,726,185,518	0.1279	\$13,718,791	3,996,312	\$3.43	
37	South Plains College	\$2,941,784,159	0.3927	\$11,552,475	3,791,024	\$3.05	
38	Vernon College	\$1,217,230,662	0.22106	\$2,690,749	1,141,280	\$2.36	
39	Southwest Texas Junior College	\$3,485,087,915	0.1614	\$5,624,932	2,453,878	\$2.29	
40	Coastal Bend College	\$1,846,236,442	0.17687	\$3,265,438	1,649,408	\$1.98	
41	Navarro College	\$4,016,198,688	0.1164	\$4,674,855	3,307,560	\$1.41	
42	Paris Junior College	\$3,181,156,462	0.0845	\$2,688,077	1,929,816	\$1.39	
43	North Central Texas College	\$4,137,148,904	0.1013	\$4,190,932	3,197,936	\$1.31	
44	Hill College	\$1,795,137,196	0.09194	\$1,650,359	1,732,524	\$0.95	
45	Cisco College	\$603,935,405	0.2	\$1,207,871	1,341,668	\$0.90	
46	Ranger College	\$166,237,760	0.37498	\$623,355	933,236	\$0.67	
47	Blinn College District	\$3,395,505,902	0.056	\$1,901,483	7,399,264	\$0.26	
48	Kilgore College	No Response	No Response	No Response	2,609,407	Unable to Calculate	
49	Wharton County Junior College	No Response	0.13934	No Response	2,538,928	Unable to Calculate	
50	Clarendon College	No Response	No Response	No Response	646,080	Unable to Calculate	

- Alvin Community College Administrative Procedures Manual
- Alvin Community College Annual Financial Report
- Alvin Community College Continuing Education and Workforce Development (CEWD)
- Alvin Community College Department of Continuing Education
- Alvin Community College Ellucian Data System – Colleague
- Alvin Community College Fiscal Analysis and Budget
- Alvin Community College Foundation
- Alvin Community College Office of Human Resources (Informer)
- Alvin Community College Office of Student Services
- Alvin Community College Office of the President
- Alvin Community College Registrar’s Office
- Alvin Community College Strategic Plan
- Alvin Community College THECB CBM001 Report
- Alvin Community College ZogoTech Data Warehouse
- Texas Association of Community Colleges (TACC) (<https://tacc.org>)
- Texas Education Agency (<http://www.tea.state.tx.us>)
- THECB Accountability System (<http://www.txhigheredaccountability.org/acctpublic/>)
- THECB Educational Data Center (<http://www.thecb.state.tx.us>)

14. **Annual Report on Board Member Trainings**



Dr. Robert J. Exley, Ph.D  
President

Your College  Right Now

MEMORANDUM NO: 170-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 5, 2021  
**SUBJECT:** Annual Report on Required Board Training

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According to Board Policy BBD (LEGAL), the minutes of the last regular meeting held by the Board of Regents during a calendar year must reflect whether each member of the Board has completed any required training required as of the meeting date, under Education Code 61.084.

The following chart indicates various trainings available to Regents and the “x” in the column indicates that the particular Regent has taken the training.

This report is for information only.

RJE:tg

## Board Member Training December 2020 – November 2021

Regent	BOTI Annual Conference	Online THECB Training For New Regents*	Cybersecurity Training
Dr. Jim Crumm			X
Jody Droege			X
Patty Hertenberger			X
Kam Marvel			X
'Bel Sanchez			X
Darren Shelton	X	X	X
Jake Starkey	X	X	X
Roger Stuksa			X
Andy Tacquard			X

\*Required trainings for new Regents only. Other Regents completed the training in their initial year of service.

Updated 11/5/21

15. **Annual Title IX CEO Report**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
President

**MEMORANDUM NO: 165-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 3, 2021  
**SUBJECT:** Chief Executive Officer Reporting Requirements under  
Tex. Educ. Code § 51.253(c)

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

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report (Appendix A) includes all of the required reporting information to the Alvin Community College Board of Regents for the 2020-2021 academic year, as of [Insert Date]. The summary data in Appendix A is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories. The summary data report is also posted on the Alvin Community College as per the public reporting requirements under TEC, Section 51.253(c).

As of October 4, 2021, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

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

RJE:tg

## Title IX Coordinator Report Template

TO: **Dr. Robert Exley, President / Chief Executive Officer**  
FROM: **Dr. Jade E. Borne**  
DATE: **10/4/2021**  
RE: **Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)**

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Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), the attached written report<sup>1</sup> (Appendix A, Table 1) includes all of the required reporting information to **Dr. Robert Exley, President / Chief Executive Officer for Alvin Community College** for the 2021-2022 academic year, as of **10/4/2021**. For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 features information necessary for the Chief Executive Officer's Report to report on any disciplinary actions taken under TEC, Section 51.255.

An attached summary data report (Appendix B), based on the Title IX Coordinator's written report (Appendix A), has also been included for your review. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.<sup>2</sup>

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

<sup>2</sup> For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

**Appendix A**  
**Title IX Coordinator Report**  
**2021-2022 Academic Year**

**Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252**

TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

As of October 4, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

**Table 2. Alleged Conduct under TEC, Section 51.255(a)**

As of October 4, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

**Appendix B**  
**Summary Data Report**  
**2021-2022 Academic Year**

As of October 4, 2021 – there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

16. **Consider Approval of Award of Landscaping and Tree Service Contracts**

**MEMORANDUM NO: 174-2021**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 10, 2021  
**SUBJECT:** Award of Landscaping and Tree Service Contracts

In a continuing effort to provide a beautiful and inviting campus landscape for our students, families, visitors and staff, Physical Plant requested the solicitation of a campus-wide landscaping and tree service contract. Invitation to Bid # 22-15 was let in September 2021 and bids were received on October 12, 2021. The solicitation was posted on the State of Texas Electronic State Business Daily website and posted in the local newspaper. A mandatory pre-bid walk-through was conducted on September 15, 2021 with eight potential respondents present.

The solicitation was divided into two categories: routine monthly landscape and one-time and then quarterly tree trimming services. The College received three responses to the solicitation: Brightview; Special Touch Landscaping and ABM. The responses are as follows:

ITB 22-15 October 12, 2021 Bid Tabulation				
<u>Bidder</u>	<u>Monthly</u>	<u>Annual</u>	<u>Tree Trim, One-Time</u>	<u>Quarterly Tree Trim</u>
Special Touch Landscaping	\$ 13,776.00	\$ 165,312.00	\$ 32,000.00	\$ 7,500.00
ABM	\$ 25,320.25	\$ 303,843.00	\$ 30,000.00	\$ 2,250.00
Bright View	\$ 11,296.23	\$ 135,554.80	\$ 39,600.00	\$ 13,500.00

Realizing that the responses exceeded our budget projections, we approached Bright View and Special Touch Landscaping, as the apparent low bidders in each category, to:

- a. To only consider a one-time and not quarterly upkeep as indicated in the solicitation, and
- b. Consider reducing the frequencies for general landscape (mow, edge and blow)

Bright View has been very accommodating in this bid/negotiation process and reduced the original frequencies of 41 to 22 per year, with emphasis on high growth seasons. The final price per year would be \$ 80,066.19 which is more in-line with our budget.

Special Touch Landscaping was also very accommodating with regard to budget and will accept a contract for \$ 32,000.00 for a one-time tree and brush trim.

Special note: When staff reached out to ABM regarding their services they were clear that it was an "all or none". Staff decided to move on as indicated above.

With regard to funding, Physical Plant currently has two vacated positions in the Grounds department that are funded at \$ 33,959.00 per year each (\$67,918 total) plus benefits. These positions will not be funded but will remain FTE's. The Tree Trim contract will be funded by General Service Fee funds.

It is recommended that the Board approve an agreement with Bright View for the balance of this fiscal year and the next (2022-2023) and authorize negotiation for future annual renewals for up to three years and authorize the President to execute those contracts. And, it is recommended that the Board approve a one-time purchase with Special Touch Landscaping.

RJE:tg

17. **Consider Approval of Additional Funds - Corestone Construction Services**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 171-2021

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 11, 2021  
**SUBJECT:** Additional Funds for Corestone Construction Services

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Previously at the May 2021 Board of Regents meetings, the Board approved \$1,854,480.75 in Contract funds to Corestone Construction Service for the Sidewalk and Landscaping project. Subsequent to construction having commenced, there have been items that have affected both the project schedule and cost. These can be attributed to Unforeseen Field Conditions, Owner Requested Changes, and Design Detail Completion. A list of the change items can be found attached.

In addition, for the ongoing Parking Lot Repaving Project, it is requested to approve funds to cover work items found in the attached document.

It is proposed to reallocate funds from other budgets (such as moving scopes from OSC to Corestone) and use a portion of the remaining Program Contingency / furniture allowance to fund this work. In order to expedite the procurement process, it is requested the board approve an additional contingency that would only be used on items approved by President Dr. Exley. Unused contingency would revert back to ACC.

It is requested that the Board approve a \$299,846.51 in additional funds to Corestone Construction Service's contracts.

RJE:tg

Vendor	Project	Change Order Description	Proposed Change Order Amount	Estimated or Actual Costs?	Reason for Change	Approved by President? (Y/ N)
Corestone Construction	Sidewalks & Landscape	Head wall & culvert extensions, Additional Fencing at Daycare, Canopy Removal at SE of Bldg E, Furnish and Install new Sanitary Ring and Cover at D manhole, Deduct Cost of 1 set of Flags (to be provided by ACC), Deduct for Dry Stream Bed Stone	(\$ 1,144.25)	Actual	Unforeseen Conditions, Owner Requested Change, Design Detail Completion	Y
	Sidewalks & Landscape	Misc changes (updating placeholder as we resolve items) Bldg E sidewalk coating - Net add of \$20,512	\$ 28,012.00	Estimated	Unforeseen Conditions, Design Detail Completion	
	Sidewalks & Landscape	Catch Basins at Building E - Coat exterior only, pour back edges that were demo'd with sidewalk. - ESTIMATED: \$7500				
	Sidewalks & Landscape	Addendum #5 - Owner added power recepticals quantities	\$ 56,429.68	Actual	Owner Requested Change	
	Sidewalks & Landscape	Replace unforeseen shallow conduit and wire for courtyard light poles	\$ 18,648.78	Actual	Unforeseen Conditions	Y
	Sidewalks & Landscape	Repair and Replace Tree Up-Light Shallow Electrical Conduit and Wire	\$ 22,657.00	Actual	Unforeseen Conditions	Y
	Sidewalks & Landscape	Footers for seat wall, Change pole heights, Black star gravel at islands, Handicap ramps, HDPE Pipe for Drainage at G, Additional Concrete Paver bands per RFI 14	\$ 12,378.30	Estimated	Unforeseen Conditions, Owner Requested Change, Design Detail Completion	
	Sidewalks & Landscape	Existing Flagpole Removal & Concrete Pad Reconfiguration	\$ 3,879.00		Owner Requested Change	Y
	Sidewalks & Landscape	Descope some added trees around campus	(\$ 15,625.00)		Owner Requested Change	Y
	Sidewalks & Landscape	Paver area changes	TBD	Estimated	Unforeseen Conditions Design Detail Completion	
	Sidewalks & Landscape	Add fill dirt for elevation changes that did not show on the survey for proper drainage	\$ 23,500.00	Estimated	Unforeseen Conditions	
	Sidewalks & Landscape	Unforeseen Grade beam demo	\$ 4,500.00	Estimated	Unforeseen Conditions	
	Sidewalks & Landscape	Descope some sodding that may not needed to be replaced.	TBD	Estimated	Owner Requested Change	
	Sidewalks & Landscape	Contingency to complete project (unused funds would revert to ACC)	\$ 39,110	Estimated		
	Parking Lot Repaving	E bldg service yard (descoped from OSC to add to Corestone)	\$ 74,567.00	Actual	Work being descoped from O'Donne Snider and Added to Corestone Construction	
	Parking Lot Repaving	H & E building parking lot rework	\$ 32,934.00	Estimated	Error and Omission In Design did not account properly for fire truck accesses	
		Change Order Amounts	\$ 299,846.51			

All line items except Contingency item X 15% = ----->      Original Contingency Estimate      50,000.00  
260,736.51      15%      39,110      39110

18. **Consider Approval of Resale of Trust Property**  
Action Item:  
Account # 0158-0103-120, Brazoria County Suit # 96258-T

**ALVIN COMMUNITY COLLEGE  
EXECUTIVE SUMMARY  
COLLEGE BOARD OF REGENTS  
TRUST PROPERTY**

<i>Tax Suit #</i>	<i>Legal Description</i>	<i>Court Adjudged Value</i>	<i>Current Value</i>	<i>Total Taxes Due</i>	<i>ACC Taxes Due</i>	<i>Bid/Offer</i>
96258-T	A0158 G M BRYAN, TRACT 1D2 Acres .015 ALVIN	\$8,170.00	\$9,800.00	\$7,750.37	\$542.98	\$4,085.00



## Brazoria County Tax Office

KRISTIN R. BULANEK

TAX ASSESSOR-COLLECTOR

111 E. Locust  
Angleton, Texas 77515

979.864.1838  
FAX 979.864.1346

Tuesday, October 26, 2021

*Alvin Community College  
Attention: Tammy Giffrow  
3110 Mustang Rd.  
Alvin, TX 77511*

*Re: See Attached*

Dear Board Members:

The Property Tax Resale Committee of Brazoria County has received an offer on certain property(s) held in trust.

Property tax resale data is as follows:

Account Number- 0158-0013-120

Tax suit number-96258-T

Legal description-A0158 G M BRYAN TRACT 1D2 ACRES 0.15

Court adjudged value-\$8,170.00

Total taxes due-\$7,750.37

ACC taxes due-\$542.98

Bid/Offer-\$4,085.00

Minimum Bid-\$8,170.00

Current Value: \$9,800.00

When your governing body has made their decision notify the Brazoria County Tax office with a copy of the minutes. Also, include the property Tax Account number in your reply.

If you have any questions, you can contact me at 979-864-1634 or 281-756-1634.

Sincerely,

Betreace McFatter



**Tax Resale Property Information**

RESALE MEETING OF: October 26, 2021

**Legal Description:** A0158 G M BRYAN TRACT 1D2 ACRES 0.15

**Physical Address:** COUNTY ROAD 227

**Account Number:** 0158-0013-120

**In Trust To:** ANGLETON ISD

**Adjudged Value:** \$8,170.00

**Minimum Bid at Sale:** \$8,170.00

**Offer:** \$4,085.00

**Offer made by:** MARIA GOODLY

**Sheriff's Deed Filed:** 11/26/2019

**Redemption Expiration:** 5/26/2020

**Post Judgment Taxes:** \$310.62

**Post Judgment Years:** 2019

**City weed/demo liens:** UNKNOWN

**Land Value: (Current)** \$9,800.00

**Improvement Value:(Current)** \$0.00

**Previous Owner:** DONALD A. WILLIAMS ET AL

**Precinct:** 1

**School District:** ANGLETON ISD

<b>Vote:</b>	<b>AYE</b>	<b>NAY</b>
K. Bulanek	X	
K. Stewart	X	
Judge Sebesta	X	
D. Payne	X	
Civil Div. Rep.	X	

**Notes:** PBFCM representative present

**BID ANALYSIS**

<b>Cause Number:</b>	96258-T	<b>Account Number:</b>	0158-0013-120
<b>Offer Amount:</b>	\$4,085.00	<b>Value \$:</b>	\$9,800.00
<b>Person Offering:</b>	MARIA GOODLY	<b>Adjudged Value\$:</b>	\$8,170.00

**Judgement Information**

Taxing Entity	Tax Years	Amount Due
BC	1998-2018	\$1,136.81
BCED	1998-2018	\$0.00
Angleton ISD	1998-2018	\$3,762.04
Angleton-Danbury Hospital District	1998-2018	\$726.41
BRHND	1998-2018	\$137.10
BCES #3	1998-2018	\$228.59
Alvin Comm College	1998-2018	\$519.23
BDD #8	1998-2018	\$894.38
		<b>\$7,404.56</b>

**Costs**

Court Costs	\$372.10	Sheriff Fee's	\$441.92
Publication Fee's	\$105.79	Research Fee's	\$200.00
Ad Litem		Recording Fee's	\$25.00
Liens		Certified Mail	\$10.10
Cost of Deed		Deed File Date	
	<b>Total</b>		<b>\$1,154.91</b>

**Post Judgement Information**

Taxing Entity	Tax Year's	
BC	2019	\$49.73
BCED	2019	\$0.00
Angleton ISD	2019	\$165.88
Angleton-Danbury Hospital District	2019	\$29.00
BRHND	2019	\$4.80
BCES #3	2019	\$11.98
Alvin Comm College	2019	\$21.33
BDD #8	2019	\$27.90
	<b>Post Judgment Total</b>	<b>\$310.62</b>

**Proposed Distribution**

<b>Offer Amount</b>	<b>Costs</b>
\$4,085.00	\$1,154.91
<b>Net to Distribute \$</b>	<b>\$2,930.09</b>

BC	15.35%	449.85
BCED	0.00%	0.00
Angleton ISD	50.81%	1,488.69
Angleton-Danbury Hospital District	9.81%	287.45
BRHND	1.85%	54.25
BCES #3	3.09%	90.46
Alvin Comm College	7.01%	205.47
BDD #8	12.08%	353.92



1 Property with Property ID matching "163021"

A0158 G M BRYAN TRACT 1D2 ACRES 0.15

Property ID 163021

Geo ID 0158-0013-120

Owned by ANGLETON ISD IN TRUST

Address COUNTY ROAD 227

[Full Details](#)



1 Property with Property ID matching "163021"

A0158 G M BRYAN TRACT 1D2 ACRES 0.15

Property ID 163021

Geo ID 0158-0013-120

Owned by ANGLETON ISD IN TRUST

Address COUNTY ROAD 227

[Full Details](#)

**0158-0013-120 PCT. 1**



**10/07/2020**

19. **Financial Report**

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

	October 31, 2021	October 31, 2020	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	8,052,477	2,175,657	5,876,820	
Short-term investments	13,461,003	26,945,534	(13,484,531)	
Accounts receivable, net	1,283,589	853,082	430,507	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	162,928	220,647	(57,719)	
Prepays	5,990	36,300	(30,310)	Travel advances and prepaid expenses
<b>Total Current Assets</b>	<b>22,965,988</b>	<b>30,231,220</b>	<b>(7,265,232)</b>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,750,000	(750,000)	
Capital assets, net	45,576,905	30,933,665	14,643,240	
<b>Total Assets</b>	<b>69,542,893</b>	<b>62,914,885</b>	<b>6,628,008</b>	
<b>Deferred Outflows of Resources</b>				
Deferred charge on refunding	-	-	-	Bonds
Deferred outflows - pensions	4,339,605	4,339,605	-	TRS pension
Deferred outflows - OPEB	5,951,439	3,241,398	2,710,041	OPEB
<b>Total Deferred Outflows of Resources</b>	<b>10,291,044</b>	<b>7,581,003</b>	<b>2,710,041</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	29,016	(2,384)	31,400	
Net pension liability	9,596,705	9,596,705	-	
Net OPEB liability	26,895,555	23,714,290	3,181,265	
Funds held for others	47,124	47,004	120	Agency funds - groups, clubs, etc on campus
Deferred revenues	61,031	162,638	(101,607)	Grants paid in advance and fall registrations
Compensated absences	465,914	528,706	(62,792)	Entry made annually for change in liability
Bonds payable	6,562,444	7,927,444	(1,365,000)	Annual payment
Tax note payable	20,420,000	21,165,000	(745,000)	Annual payment
<b>Total Liabilities</b>	<b>64,077,788</b>	<b>63,139,403</b>	<b>938,385</b>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,911,006	1,911,006	-	TRS pension
Deferred inflow - OPEB	6,709,983	9,178,950	(2,468,967)	OPEB
Deferred inflows - premium on tax note	2,461,286	2,461,286	-	Tax Note
<b>Total Deferred Inflows of Resources</b>	<b>11,082,275</b>	<b>13,551,242</b>	<b>(2,468,967)</b>	
<b>Net Assets</b>				
Fund Balance - Equity	4,673,873	(6,194,757)	10,868,630	
<b>Total Net Assets</b>	<b>4,673,873</b>	<b>(6,194,757)</b>	<b>10,868,630</b>	

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**October 31, 2021 and October 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	734,674	2,861,350	6,688,719	(3,827,370)	42.78%	786,938	2,799,036	6,052,116	(3,253,080)	46.25%
Federal grants and contracts	3,591,774	-	245,993	(245,993)	0.00%	2,972,177	-	1,138,749	(1,138,749)	0.00%
State grants	182,073	-	-	-	0.00%	131,448	-	-	-	0.00%
Local grants	73,017	-	-	-	0.00%	117,569	-	-	-	0.00%
Auxiliary enterprises	333,485	-	-	-	0.00%	341,348	-	-	-	0.00%
Other operating revenues	103,625	14,715	75,000	(60,285)	19.62%	71,040	7,807	52,500	(44,693)	14.87%
<b>Total operating revenues</b>	<b>5,018,647</b>	<b>2,876,065</b>	<b>7,009,712</b>	<b>(4,133,647)</b>	<b>41.03%</b>	<b>4,420,520</b>	<b>2,806,843</b>	<b>7,243,365</b>	<b>(4,436,522)</b>	<b>38.75%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	1,641,917	7,869,087	6,227,170	20.87%	-	1,694,213	6,891,734	5,197,521	24.58%
Institutional	-	1,343,477	7,588,392	6,244,915	17.70%	-	975,412	6,854,512	5,879,100	14.23%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	863,313	6,329,305	5,465,992	13.64%	-	802,047	6,017,287	5,215,240	13.33%
University Parallel Instruction	-	1,222,639	8,296,763	7,074,124	14.74%	-	1,181,766	7,484,982	6,303,216	15.79%
Student Services	-	748,786	5,043,330	4,294,544	14.85%	-	720,575	4,756,104	4,035,529	15.15%
Physical Plant	-	339,760	3,301,962	2,962,202	10.29%	-	320,968	3,203,462	2,882,494	10.02%
Unbudgeted Unrestricted (Fund 12)	610,332	-	-	-	0.00%	206,060	-	-	-	0.00%
Continuing Education	143,608	-	-	-	0.00%	178,833	-	-	-	0.00%
Auxiliary Enterprises	374,644	-	-	-	0.00%	217,301	-	-	-	0.00%
Local Grants	547	-	-	-	0.00%	7,600	-	-	-	0.00%
TPEG	105,916	-	-	-	0.00%	96,460	-	-	-	0.00%
Institutional Scholarships	42,609	-	-	-	0.00%	66,291	-	-	-	0.00%
State Grants	182,073	-	-	-	0.00%	131,448	-	-	-	0.00%
Federal Grants	3,399,769	-	-	-	0.00%	2,972,177	-	-	-	0.00%
Donor Scholarships	163,662	-	-	-	0.00%	171,046	-	-	-	0.00%
Unexpended Plant Fund	101,176	-	-	-	0.00%	87,798	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	22,400	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	-	-	-	-	0.00%	1,765,485	-	-	-	0.00%
<b>Total operating expenses</b>	<b>5,146,236</b>	<b>6,159,893</b>	<b>38,428,839</b>	<b>32,268,946</b>	<b>16.03%</b>	<b>5,900,499</b>	<b>5,694,981</b>	<b>36,685,421</b>	<b>30,990,440</b>	<b>15.52%</b>
<b>Operating Gain/(Loss)</b>	<b>(128,089)</b>	<b>(3,283,828)</b>	<b>(31,419,127)</b>	<b>(36,402,594)</b>		<b>(1,479,979)</b>	<b>(2,888,138)</b>	<b>(29,442,056)</b>	<b>(35,426,962)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	2,006,044	7,587,622	(5,581,578)	26.44%	-	1,865,895	7,772,636	(5,906,741)	24.01%
Property tax revenue - Current	3,221	90,981	23,612,061	(23,521,080)	0.39%	3,698	49,034	20,117,080	(20,068,046)	0.24%
Property tax revenue/Insttit Reserve	-	-	144,444	(144,444)	-	-	-	1,477,340	(1,477,340)	-
Property tax revenue - Delinquent	2,802	-	-	-	0.00%	3,105	34,520	-	34,520	0.00%
Property tax revenue - Interest & Penalties	832	-	-	-	0.00%	856	9,340	-	9,340	0.00%
Investment income	114	6,813	75,000	(68,187)	9.08%	3,981	18,854	75,000	(56,146)	25.14%
Other non-operating revenues	64,990	-	-	-	0.00%	78,108	424	-	424	0.00%
<b>Total nonoperating revenues</b>	<b>71,959</b>	<b>2,103,838</b>	<b>31,419,127</b>	<b>(29,315,289)</b>	<b>6.70%</b>	<b>89,748</b>	<b>1,978,067</b>	<b>29,442,056</b>	<b>(27,463,989)</b>	<b>6.72%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	274,186	-	274,186	0.00%	-	54,497	-	54,497	0.00%
State Insurance Match	-	(102,610)	-	(102,610)	0.00%	-	-	-	-	0.00%
State Retirement Match	-	(117,448)	-	(117,448)	0.00%	-	(54,497)	-	(54,497)	0.00%
State Retiree Insurance	-	(54,128)	-	(54,128)	0.00%	-	-	-	-	0.00%
<b>Increase/(decrease) in net assets</b>	<b>(56,130)</b>	<b>(1,179,990)</b>	<b>-</b>	<b>(65,717,883)</b>		<b>(1,390,231)</b>	<b>(910,071)</b>	<b>-</b>	<b>(62,890,951)</b>	

\* State Approp portion generated by CE = 54,564

\* Institutional Reserve 9,347,000

50,752

7,610,059

**Alvin Community College**  
**Consolidated Statement of Revenue and Expense**  
**October 31, 2021 and October 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
Operating revenues										
Total operating revenues	5,018,647	2,876,065	7,009,712	(4,133,647)	41.03%	4,420,520	2,806,843	7,243,365	(4,436,522)	38.75%
Nonoperating revenues										
Total nonoperating revenues	71,959	2,103,838	31,419,127	(29,315,289)	6.70%	89,748	1,978,067	29,442,056	(27,463,989)	6.72%
<b>Less Expenses</b>										
Operating expenses										
Total operating expenses	(5,146,736)	(6,159,893)	(38,428,839)	(32,268,946)	16.03%	(5,900,499)	(5,694,981)	(36,685,421)	(30,990,440)	15.52%
<b>Increase/(decrease) in net assets</b>	(56,130)	(1,179,990)	-	(65,717,883)		(1,390,231)	(910,071)	-	(62,890,951)	

- \* State Approp portion generated by CE = 54,564 50,752
- Institutional Reserve 9,347,000 7,610,059

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**October 31, 2021 and October 31, 2020**

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	22,642	292,546	1,755,274	1,462,728	16.67%	-	260,111	1,664,975	1,404,864	15.62%
Professional Sal	114,049	762,341	5,490,048	4,727,707	13.89%	180,429	754,091	4,838,733	4,084,642	15.58%
Tech/Clerical Sal	127,792	735,976	5,135,350	4,399,374	14.33%	150,903	734,550	4,876,121	4,141,571	15.06%
Faculty Sal	50,259	1,793,142	12,289,001	10,495,859	14.59%	82,973	1,680,632	11,394,578	9,713,946	14.75%
Misc Sal	11,279	29,912	144,855	114,943	20.65%	11,926	11,535	64,980	53,445	17.75%
Reg Students Sal	7,950	10,732	161,279	150,547	6.65%	1,204	11,392	169,454	158,062	6.72%
Work Study Students Sal	7,514	-	-	-	0.00%	8,686	-	-	-	0.00%
Staff Benefits	47,750	884,352	4,305,770	3,421,418	20.54%	57,980	577,676	4,000,775	3,423,099	14.44%
Subtotal	389,235	4,509,000	29,281,577	24,772,577	15.40%	494,101	4,029,987	27,009,616	22,979,629	14.92%
Equipment	12,090	10,870	-	(10,870)	0.00%	26,253	550	43,400	42,850	1.27%
Computer Hardware	-	-	-	-	0.00%	1,456	-	93,050	93,050	0.00%
Capital Improvements	-	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	144,444	144,444	0.00%	-	-	1,477,340	1,477,340	0.00%
Travel/Prof Development	1,690	10,603	213,374	202,771	4.97%	6,352	12,185	440,524	428,339	2.77%
Supplies & Exp	721,206	1,592,134	6,574,244	4,982,110	24.22%	351,563	1,601,429	5,413,866	3,812,437	29.58%
Institutional Scholarships	42,609	37,286	333,700	296,414	11.17%	66,291	50,830	323,000	272,170	15.74%
Financial Aid	3,562,326	-	-	-	0.00%	2,905,087	-	-	-	0.00%
Donor Scholarships	163,662	-	-	-	0.00%	171,046	-	-	-	0.00%
Purchases (Store/Concession)	130,342	-	-	-	0.00%	25,067	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	22,400	-	-	-	0.00%	-	-	-	-	0.00%
Tax Maintenance Note	-	-	1,781,500	1,781,500	0.00%	1,765,485	-	1,784,625	1,784,625	0.00%
Unexpended Plant	101,176	-	-	-	0.00%	87,798	-	-	-	0.00%
	\$ 5,146,736	\$ 6,159,893	\$ 38,428,839	\$ 32,268,946	16.03%	\$ 5,900,499	\$ 5,694,981	\$ 36,685,421	\$ 30,990,440	15.52%
State Insurance Match	-	102,610	-	(102,610)	0.00%	-	184,168	-	(184,168)	0.00%
State Retirement Match	-	117,448	-	(117,448)	0.00%	-	108,922	-	(108,922)	0.00%
State Retiree Insurance	-	54,128	-	(54,128)	0.00%	-	103,576	-	(103,576)	0.00%

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense (Fund 13)**  
**October 31, 2021**

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	54,564			54,564	71,908	(17,343)
GED	3,682			3,682	390	3,292
Law Enforcement	-			-		-
Real Estate	639			639		639
Dental Assistant	14,330	(860)		13,470	12,407	1,063
Phlebotomy	13,960	(838)		13,122	4,019	9,104
Health and Medical	1,512	-		1,512	1,853	(340)
Welding	41,348	(2,377)	(1,729)	37,242	16,645	20,596
Certified Nursing / Medication Aide	24,210	(1,453)		22,757	3,218	19,540
Truck Driving	84,413	(4,716)	(1,729)	77,968	21,094	56,874
Center for Professional Workforce Dev	7,207			7,207		7,207
Education to Go	2,284			2,284		2,284
Concealed Handguns	-			-		-
Occupational Health & Safety	-			-	-	-
Community Programs	-	-		-	-	-
Clinical Medical Assistant	24,210	(1,453)		22,757	-	22,757
Vet Assistant	2,328	(140)		2,188	1,247	942
Yoga	455			455	-	455
Human Resource Program	-			-		-
Activity Director Program	2,070	(124)		1,946	-	1,946
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	-	-		-	-	-
STRIVE	36,745	(2,205)		34,540	10,829	23,712
TWC INEOS/TEAM	-	-		-	-	-
TWC Ascend	2,286	(137)				
Industrial Maintenance	-					
TWC Building Construction Trades	-				-	-
<b>Total</b>	<b>316,243</b>	<b>(14,301)</b>	<b>(3,458)</b>	<b>296,335</b>	<b>143,608</b>	<b>152,727</b>

\*2.72% of the state appropriation for FY21/22 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvin Community College  
Auxiliary Profit/(Loss) Statement as of October 31, 2021 and October 31, 2020

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	95,133		80,211	775	60,525	1,236	237,879	243,566
Student Fees		95,606					95,606	97,782
	95,133	95,606	80,211	775	60,525	1,236	333,485	341,348
<b>Expenses</b>								
Purchases & Returns			130,230	112			130,342	25,067
Salaries	17,253	16,799	37,645		46,049	548	118,293	103,734
Staff Benefits	4,951	2,411	9,743		14,423	27	31,556	31,631
Supplies & Other Operating Expenses	51,131	18,628	4,974		4,396		79,129	53,406
Equipment			14,788		122		14,910	-
Building Repairs							-	-
Bank Charges			413				413	3,463
Contingency							-	-
Scholarships							-	-
	73,335	37,838	197,794	112	64,990	575	374,644	217,301
Excess revenue over expenses	21,797	57,768	(117,584)	663	(4,465)	661	(41,160)	124,047
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			8,021				8,021	1,285
Interfund Receivables	290,115	451,047	542,794	3,952	39,781	76,697	1,404,385	878,227
Prepaid Expenses							-	-
Inventory			162,928	-			162,928	220,647
<b>Total Assets</b>	<b>290,115</b>	<b>451,047</b>	<b>716,256</b>	<b>3,952</b>	<b>39,781</b>	<b>76,697</b>	<b>1,577,848</b>	<b>1,102,672</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	6,063	638	30,796		7,459		44,956	46,893
Deferred Revenue							-	-
Deposits							-	-
<b>Total Liabilities</b>	<b>6,063</b>	<b>638</b>	<b>30,796</b>	<b>-</b>	<b>7,459</b>	<b>-</b>	<b>44,956</b>	<b>46,893</b>
Restricted Fund Balance (includes inventories)			162,928				162,928	220,647
Unrestricted Fund Balance	284,052	450,409	522,532	3,952	32,322	76,697	1,369,964	835,132
<b>Total Liabilities &amp; Fund Balance</b>	<b>290,116</b>	<b>451,047</b>	<b>716,256</b>	<b>3,952</b>	<b>39,781</b>	<b>76,697</b>	<b>1,577,848</b>	<b>1,102,672</b>

Alvin Community College  
Auxiliary Profit/(Loss) Statement as of October 31, 2020

	Student					Fitness Center	Total
	Parking	Activities	Bookstore	Vending	Childcare		
<b>Revenue</b>							
Sales & services	97,957		93,066	354	50,861	1,328	243,566
Student Fees		97,782					97,782
	97,957	97,782	93,066	354	50,861	1,328	341,348
<b>Expenses</b>							
Purchases & Returns			25,067				25,067
Salaries	15,561	12,431	34,936		40,806		103,734
Staff Benefits	4,825	3,683	9,468		13,655		31,631
Supplies & Other Operating Expenses	23,669	15,949	8,878		4,910		53,406
Equipment							-
Building Repairs							-
Bank Charges			3,026		437		3,463
Contingency							-
Scholarships							-
	44,055	32,063	81,375	-	59,808	-	217,301
<b>Excess revenue over expenses</b>	<b>53,902</b>	<b>65,719</b>	<b>11,691</b>	<b>354</b>	<b>(8,947)</b>	<b>1,328</b>	<b>124,047</b>
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable					1,285		1,285
Interfund Receivables	249,687	339,333	339,039	6,059	(102,103)	46,212	878,227
Prepaid Expenses							-
Inventory			220,332	315			220,647
<b>Total Assets</b>	<b>249,687</b>	<b>339,333</b>	<b>561,884</b>	<b>6,374</b>	<b>(100,818)</b>	<b>46,212</b>	<b>1,102,672</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	4,523	885	29,297		12,188		46,893
Deferred Revenue							-
Deposits							-
<b>Total Liabilities</b>	<b>4,523</b>	<b>885</b>	<b>29,297</b>	<b>-</b>	<b>12,188</b>	<b>-</b>	<b>46,893</b>
Restricted Fund Balance (includes inventories)			220,332	315			220,647
Unrestricted Fund Balance	245,164	338,448	312,255	6,059	(113,006)	46,212	835,132
<b>Total Liabilities &amp; Fund Balance</b>	<b>249,687</b>	<b>339,333</b>	<b>561,884</b>	<b>6,374</b>	<b>(100,818)</b>	<b>46,212</b>	<b>1,102,672</b>

20. **Adjournment**