

Regular Meeting
Thursday, April 28, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

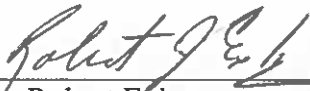
Agenda

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
APRIL 28, 2022**

It is hereby certified that a notice of this meeting was posted on the 22nd day of April 2022, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 22nd day of April 2022.



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
 - 9.A. **Personnel Action**



Dr. Robert J. Exley, Ph.D
President

Your College **Right Now**

MEMORANDUM NO: 57-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): College Store Manager

The individual listed below has been recommended to fill the full-time position of College Store Manager.

Candidate Recommended: Carole Pounds

Education: Alvin Community College
Associate in Applied Science, Executive Office Education
Alvin Community College
Certificates in Office Administration and Word Processing
Santa Fe High School
High School Diploma

Experience: Alvin Community College
Accounting Specialist, College Store July 1998 - Present
Occidental Chemical Corporation Engineer
Contract Purchasing Secretary / Admin. Asst. September 1997 - July 1998
Wrinkle, Gardner & Company
Staff Accountant January 1997 - September 1997
Henderson Dickey & Company and d.b.a.
Payroll Representative / Receptionist April 1994 - January 1997
Alvin Community College
Student Worker, Media Center / Print Shop January 1993 - April 1994

Salary: \$60,646.03
Grade 202 / 2021-22 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Manager, College Store	
Department:	College Store	FLSA Status: Exempt
Reports to:	Vice President, Administrative Services	Grade Level: 202
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/LH	Date: 02/15/2022
Last updated by:	VP Administrative Services/KS	Date: 02/15/2022

SUMMARY

Manages the operational, budgetary, planning, and personnel activities of the Alvin Community College (ACC) store in order to achieve the mission of the store which is to provide required and recommended textbooks, course materials, supplies, quality customer service and scholarships. Provides managerial assistance to all operations of the college store and coffee bar. Assists Textbook Technician and Accounting Specialist with the ordering process of textbooks, soft goods, and miscellaneous supplies. Diagnose and correct software issues for Campus Hub, Jumpbooks, Faculty Textbook Requisitions, and Tender Retail. Responsible for all store promotions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Responsible for developing and monitoring the operational budget of the College store.
- Maintains Point-of-Sale, Inventory Control, Accounting, Campus Hub, Faculty Textbook Requisitions and Jump Books (eBooks) software, which includes working directly with support personnel from Nebraska Book Company to diagnose problems and repair them in a timely manner. Also includes hardware and software upgrades, and loading new buyer's guides nine times yearly, purging sales and clearing monthly sales totals.
- Assist with the development of new promotions for the College store and website, Campus Hub.
- Responsible for the College store side of A/R Export Link, which includes: testing software each semester, troubleshooting problems during rush, and balancing financial aid student accounts each semester.
- Assist with placing orders for new clothing, soft goods, trade books, and miscellaneous items for the store.
- Share responsibility with the Accounting Specialist for preparing the daily deposit for the College store and the coffee bar.
- Print purchase order and make arrangements with Business office to pay invoice for Buy Back. Reconcile with buyer and process commission.
- Assist with annual physical inventory: run pre-inventory reports, enter data into handheld computers, generate reports, diagnose problems, post inventory, and run ending inventory reports.
- Responsible for monthly time approvals.
- Responsible for updating College store website (alvincstore.com)
- Provide relief on sales terminals at beginning of semesters.
- Maintain RedShelf software (eBooks) and train store employees as needed.

- Change out daily and weekly back-up tapes to point-of-sale and inventory control system, WinPRISM.
- General office duties such as: typing, filing, answering telephone and directing calls, making copies.
- Train all store personnel on new updates from WinPRISM.
- Assist with training of student workers on daily operations, policies and procedures of the ACC store.
- Responsible for organizing agendas for staff meetings.
- Distribute trade magazines, and industry related information to store personnel to keep them abreast of new store trends.
- Responsible for daily Book Buy Back: assist customers, print receipts, balance cash, sort titles to be processed and reconciled with wholesale company.
- Assist Inventory Technician with web orders, print invoice, pull merchandise, process payments and arrange for shipping.
- Print budget transactions and reconcile monthly.
- Assist Accounting Specialist with posting vendor invoices to WinPrism system. Design reports on report generator as needed, such as vendor lists, inventory lists, etc.
- Responsible for attending WinPrism user meetings and College store conferences.
- Train faculty on Textbook Requisitions software as needed.
- Load new Buyers Guide through Nebraska Book nine (9) times yearly.
- Print purchase order to replenish cash for Daily Buy Back and Mini Semester Buy Backs.
- Order graduation items which include student cap and gowns, honor cords, announcements, and nursing degree pins.
- Responsible for verification of accounting reports for ACC store which include the following: sales, purchase, mark-up and mark-down, and merchandising inventory through creating spreadsheet in Winprism.
- Verify and sign all vendor invoices for payment.
- Supervise and secure operating funds for ACC store which includes starting daily cash, petty cash, and daily buy back cash.
- Responsible for interviewing and making recommendations for hiring ACC store personnel. Must update job descriptions as needed.
- Responsible for annual ACC store personnel evaluations.
- Develop and maintain a procedures manual to include all major job duties of ACC store personnel.
- Work with students, faculty, staff and community on special orders, such as trade and reference books, software and soft goods.
- Keep abreast of latest merchandising and buying trends for college stores through attending regional and national college store association conferences and reading college store publications.
- Oversees operation of Winprism, the store's textbook management and point-of-sale system. Arrange for updates and training on system as needed.
- Meet and confer with publishing, manufacturing, and sales representatives to make purchasing decisions.
- Assist Food Service Manager with daily coffee bar/catering operations.
- Maintain a staff schedule to rotate all employees through bookstore/coffee Bar/processing web orders.
- Ensure that every 20+ hour employee is cross trained in the daily operations of Bookstore/Coffee Bar/web orders.
- 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

- Associate's degree required or combination of High School diploma or equivalent and relevant work experience may be considered.

EXPERIENCE

- Three (3) years of experience working in a college store, book store or relevant retail experience required.
- One (1) year of experience in college store operations such as accounting, sales, or inventory control is preferred.
- Managerial or supervisory experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong supervisory and interpersonal skills required.
- Demonstrated proficiency in Microsoft Excel, Word and Adobe required.
- Must be willing to cross train all employees.
- Must have working knowledge of NACS Freight Program and Nebraska's Connect to One buying group programs.
- Must have working knowledge of calculators, copy machine, fax machines, printers, sales terminals, bar code printers, and other office machines.
- Must be able to maintain a high degree of accuracy in data entry.
- Must have knowledge of Point-of-Sale System and Textbook Management System.
- Must have knowledge and skill in packing and shipping textbooks.
- Some knowledge of computer hardware and software maintenance required.
- Knowledge of A/R Export Link, an accounts receivable software link between WinPrism and Colleague/Ellucian preferred.

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 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.



Your College > Right Now

Dr. Robert J. Exley, Ph.D
President

MEMORANDUM NO: 53-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): Information Security Officer

The individual listed below has been recommended to fill the full-time position of Information Security Officer.

Candidate

Recommended: Charles Layton

Education: ISACA Professional Association
Certified Information Security Officer (CISM)

Western Governor's University
Coursework completed toward Bachelor of Science, IT

Experience: Self Employed
Senior Cybersecurity Consultant September 2016 - Present

Santa Fe ISD
Cybersecurity / Criminal Justice Teacher August 2018 – September 2021

NASA Johnson Space Center
Chief Information Security Officer (CISO) September 2011 – September 2016

Federal Bureau of Prisons
Chief Information Technology Specialist June 1996 – September 2011

Salary: \$80,001.61
Grade 208 / 2021–22 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Information Security Officer		
Department:	Information Technology	FLSA Status:	Exempt
Reports to:	VP, Information Technology	Grade Level:	208
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	10/25/2021
Last updated by:	VP, Information Technology/KK	Date:	8/12/2021

SUMMARY

The Information Security Officer (ISO) is responsible for creating and maintaining the College's Information Security Program, which ensures the confidentiality, integrity, and availability of the College's critical information resources. This position evaluates, frames, and communicates risks to executive leadership, creates and maintains enforceable administrative procedures, standards, and supporting process documents. The Information Security Officer provides security recommendations to the Vice President, Information Technology and staff based on needs, audit discoveries, and security incidents, and creates, maintains, evaluates, and refines administrative, physical, and technical security controls. This position facilitates risk assessments with functional departments to maintain compliance with industry-specific regulations. The goals of the Information Security Officer are to manage risks for college and student data, effectively communicate a strategic security plan, provide an effective and timely response to any incidents, and ensure compliance with regulatory requirements, including Texas Administrative Code 202 (TAC 202).

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

- Creates information security strategies in support of the College's mission and goals. Documents and maintains an up-to-date institutional information security program. Develops and maintains the College information security plan as required by §2054.133, Texas Government Code.
- Provides clear guidance and assistance to senior College officials, information owners, information custodians, and end users concerning their TAC 202 responsibilities. Communicates risks and mitigation recommendations to executive administration in cost/benefit terms to ensure the security and integrity of institutional and student data.
- Reports, at least annually, to the College President the status and effectiveness of security controls.
- Reports to Texas Department of Information Resources (DIR) as needed for matters concerning information security.
- Assists functional departments to ensure regulatory compliance in areas such as the Payment Card Industry – Data Security Standards (PCI-DSS), the Graham Leach Bliley Act (GLBA), and the Health Insurance Portability and Accountability Act (HIPAA). Ensures that annual information security risk assessments are performed and documented by information-owners.
- Participates in risk management planning related to information security features of systems, networks, and related administrative activities. Performs information security risk

assessments and serves as an internal auditor for security issues. Serves as an internal information security consultant to the College; participates in any external information security audits.

- Ensures disaster recovery and business continuity plans are in place, tested, and improved.
- Informs executive level parties in the event of noncompliance with regulatory requirements and/or with the College's information security policies.
- Develops and recommends policies, procedures, and practices, in cooperation with the Information Resources Manager, information-owners, and custodians as necessary to ensure the security of information and information resources against unauthorized or accidental modification, destruction, or disclosure.
- Works with business and technical resources to ensure that controls are utilized to address all applicable requirements and the College's information security risks
- Responds to security surveys and audits from DIR. Works as needed with the College legal counsel and College executive leadership to ensure conformity with federal and state laws and regulations as well as College IT security standards, policies, and procedures
- Coordinates the review of data security requirements, specifications, and, if applicable, third-party risk assessment of any new computer applications or services that receive, maintain, and/or share confidential data.
- Verifies that security requirements are identified and risk mitigation plans are developed and contractually agreed and obligated prior to the purchase of information technology hardware, software, and systems development services for any applications that receive, maintain, and/or share confidential data.
- Reviews the College's inventory of information systems and related ownership and responsibilities.
- Participates in the review and monitoring of assessments, plans, implementations, operations, and usage related to information security throughout the College.
- Research, provide, and audit system security measures, recommendations, and patches.
- Ensures vulnerabilities are managed by directing periodic vulnerability scans of the campus network and server infrastructure.
- Develops and administers information security awareness training and education programs
- Ensures that proper protections are in place, such as intrusion detection and prevention systems, firewalls, and effective physical safeguards.
- Leads the investigation and remediation of security breaches. Evaluates security incidents and determines what response, if any, is needed and coordinates College responses, including technical incident response teams, when sensitive information is breached.
- Participates in local, regional, and national awareness and education events, as appropriate. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, attending training, conferences, and/or courses as directed by the supervisor, and obtaining certifications relevant to job duties.
- Contributes to the overall success of the College by performing all other duties and responsibilities as assigned
- 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 in Computer Information Systems or closely related field required
- Professional certification (CISSP, CISM, GIAC, or other) required.

EXPERIENCE

- Minimum of five years of varied information technology experience is required.
- Three years of experience in systems and/or network administration supporting a complex and enterprise-level network.
- Two years of direct experience in information security-related duties is required. Experience in a higher education setting is preferred.
- Experience with configuring and securing network and server hardware, operating systems and software is preferred.
- Experience with enterprise-level networking equipment, including firewalls, routers, and switches is preferred.
- Experience with administration of ERP (Enterprise Resource Planning) systems in an information technology environment is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of NIST 800-53 standards
- Ability to work with end-users to design, develop, test and implement support applications for Departments
- Ability to work independently and in a team environment; diagnose problems and recommend appropriate solutions
- Ability to travel to off-campus locations, including high schools and Texas Department of Corrections sites, as may be necessary
- Must be available for scheduled and/or occasional work outside of normal business hours
- Excellent critical thinking, analytical, problem solving, organizational, and collaborative skills
- Ability to communicate effectively both orally and in writing

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: 55-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): Custodian

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

Candidate
Recommended: Marisol Rodriguez

Education: Colegio De Bachilleres Del Estado De Michoacan
High School Diploma

Experience: Alvin Community College
Substitute Custodian October 2019 - Present
Kentucky Fried Chicken
Food Handler / Kitchen Cleaner February 2019 - Present

Salary: \$23,520.00
Grade 102 / 2021-22 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Custodian		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports to:	Supervisor, Custodial	Grade Level:	102
Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/01/2020

SUMMARY

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

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

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

QUALIFICATIONS

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

EDUCATION

- High school education or equivalent preferred.

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must have and pass a complete physical.
- Must be able to work un-supervised.
- The Custodian must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.
- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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: 58-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): Pathways Advisor

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

Candidate

Recommended: Sarahy Farley

Education: Stephen F. Austin State University
Bachelor of Arts, Spanish with a Minor in Latin American Studies

Experience: Alvin Community College
Career Services Coordinator January 2019 - Present

Workforce Solutions
Employment Counselor July 2017 – August 2018

Angleton ISD
Spanish Teacher August 2016 – June 2017

Fort Bend ISD
Spanish Teacher August 2015 – June 2016

Tyler ISD
Teacher – Spanish I & II August 2014 – June 2015

Salary: \$53,960.04
Grade 204 / 2021–22 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Pathways Advisor		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Director, Student Success & Advising	Grade Level:	204
Safety Sensitive:	No	Job Category:	Professional
HR approved:	Human Resources/LH	Date:	01/06/2022
Last updated by:	Akilah Martin/Jade Borne	Date:	01/06/2022

SUMMARY

Using an advising case-management model, works with assigned students to develop an academic pathway success plan. Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Provides college and community support resources to assigned case-loads as needed. Maintains contact with faculty and staff and provides consultation as requested.

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

- Works with assigned advising student case-loads in academic and technical pathways.
- Guides students towards meeting certain mandatory advising benchmarks throughout the first year of enrollment.
- Provides career advising to assigned advising case-loads and other students.
- Interprets college programs and policies to students, faculty, and the community.
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life.
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades.
- Handles early alerts from faculty and others for assigned advising case-load.
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals.
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community.
- Serves as a liaison to area high schools and universities.
- Coordinates projects and special events as assigned.
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog.
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars.
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration.
- Conducts presentations and programs related to student success, student onboarding and new student orientation.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Offer online advising for distance education students.

- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- 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 required.

EXPERIENCE

- At least one (1) year working in student services at community college or university.
- At least one (1) year advising, counseling, or providing case management student success support to high school level or college students (to include college and career, financial aid, career counseling, or other forms of admission/college readiness support).
- Case management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to work collaboratively with faculty, administrators, and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.

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: 59-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): Pathways Advisor

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

Candidate

Recommended: Iris Hilliard

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

**Laredo Community College
Associate of Science, Criminal Justice**

Experience:	<u>University of Houston - Clear Lake</u> Enrollment Management Counselor	June 2018 - Present
	<u>Brightwood College</u> Admission Representative	May 2016 - December 2018
	<u>Office of the Attorney General</u> Child Support Officer	November 2016 - May 2017
	<u>ITT Technical Institute</u> Admission Representative	August 2015 - July 2016
	<u>Maxum Industries</u> Administration Assistant	November 2013 - July 2014
	<u>Perry Homes</u> Training Assistant	September 2011 - March 2012
	<u>Textile Recycler</u> Secretary	November 2009 - August 2011

Sullo & Sullo Law Firm

Legal Assistant

August 2009 – July 2011

Zaffirini Library

Circulation Assistant / Clerk

January 2005 – November 2007

Salary: \$55,422.96
Grade 204 / 2021-22 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Pathways Advisor		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Director, Student Success & Advising	Grade Level:	204
Safety Sensitive:	No	Job Category:	Professional
HR approved:	Human Resources/LH	Date:	01/06/2022
Last updated by:	Akilah Martin/Jade Borne	Date:	01/06/2022

SUMMARY

Using an advising case-management model, works with assigned students to develop an academic pathway success plan. Assists students with admission, registration, and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Provides college and community support resources to assigned case-loads as needed. Maintains contact with faculty and staff and provides consultation as requested.

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

- Works with assigned advising student case-loads in academic and technical pathways.
- Guides students towards meeting certain mandatory advising benchmarks throughout the first year of enrollment.
- Provides career advising to assigned advising case-loads and other students.
- Interprets college programs and policies to students, faculty, and the community.
- Assists students in making decisions regarding program of study, transfer information, careers, and other choices that might affect their work/personal life.
- Fosters retention of identified groups of students through mentoring, and monitoring of student grades.
- Handles early alerts from faculty and others for assigned advising case-load.
- Reviews academic degree evaluations for necessary program completion.
- Provides initial crisis intervention to students and makes immediate counseling referrals.
- Interprets standardized tests and communicates local college readiness standards to students, faculty and the community.
- Serves as a liaison to area high schools and universities.
- Coordinates projects and special events as assigned.
- Assists with the development and review of the college career planning program, college student handbook, semester credit schedule and college catalog.
- Arranges career evaluations for students and interprets career diagnostic surveys. Conducts academic enhancement seminars.
- Advises special populations such as veterans, international and dual enrollment students.
- Assists students with admission and course registration.
- Conducts presentations and programs related to student success, student onboarding and new student orientation.
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials.
- Offer online advising for distance education students.

- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- 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 required.

EXPERIENCE

- At least one (1) year working in student services at community college or university.
- At least one (1) year advising, counseling, or providing case management student success support to high school level or college students (to include college and career, financial aid, career counseling, or other forms of admission/college readiness support).
- Case management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bilingual – Spanish preferred.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Ability to manage a high work volume with attention to detail and accuracy.
- Ability to work collaboratively with faculty, administrators, and other staff members.
- Ability to work well with individuals from diverse backgrounds.
- Ability to communicate virtually using a variety of available platforms.

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: 56-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: April 11, 2022
SUBJECT: Personnel Action (Replacement): Pathways Success Coach

The individual listed below has been recommended to fill the full-time position of Pathways Success Coach.

Candidate

Recommended: Gabriela Saucier

Education: University of Houston - Clear Lake
Bachelor of Science, General Business - In Process

San Jacinto Community College
Associate of Science, Mathematics

Experience: Mathnasium of Friendswood
Instructor December 2020 - Present

University of Houston - Clear Lake
Student Tech III August 2021 - October 2021

Space Center Houston
Operations Lead August 2015 - September 2020
Operations Secretary July 2017 - September 2020

Salary: \$36,699.00
Grade 111 / 2021-22 TSCM Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Pathways Success Coach		
Department:	Student Services	FLSA Status:	Non-Exempt
Reports to:	Coordinator, QEP	Grade Level:	111
Safety Sensitive:	No	Job Category:	TSCM
HR approved:	Karen Edwards	Date:	12/15/2020
Last updated by:	Human Resources/LH	Date:	12/15/2020

SUMMARY

Under the Guided Pathways Model, the Pathways Success Coach provides direct services for enrollment, registration, financial aid, retention, recruitment, and general student services for new and prospective students.

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

- Provides enrollment case-management services for prospective students related to all aspects of the enrollment process.
- Works with assigned case-loads of new students to determine their individual enrollment needs.
- Provides triage services for students related to all aspects of the enrollment process.
- Determine the appropriate testing requirements for new students and provide testing referrals to the Testing Center.
- Assist students with identifying test preparation materials and workshops.
- Facilitate activities related to career exploration and guidance for new students.
- Communicate degree plan information for all ACC degrees and certificate programs to new students.
- Communicate developmental education requirements to new students.
- Communicate available academic pathways to new students.
- Assist students with completing the financial aid application process.
- Assist students in determining the appropriate documents needed for the financial aid application process.
- Serve as liaison between Financial Aid and the student regarding the financial aid process and needed documents.
- Assist students with online enrollment process.
- Assist students with completing the application for admissions.
- Assist students with completing the appropriate paperwork related to veteran student benefits.
- Assist students with the completing the appropriate paperwork related to international student admissions.
- Perform outreach and recruitment services for students who have expressed interest in attending ACC.
- Transition students to their assigned academic advisor and assist with scheduling advising appointments.
- Communicate and screen withdrawal requests for new students.
- Information source.
- Releases departmental holds.

- Determines need and makes referrals for academic advising, career and personal counseling.
- Guides and directs students regarding course registration.
- Determines and processes residency classifications.
- Processes Change of Major Program requests.
- Accepts documentation and forms needed for admission and registration.
- Advises students about the status of the financial aid application.
- Serves as the primary information source for new students on campus.
- Answers general information inquiries directed to the Call Center or via chat services.
- Perform group presentations on or off campus to prospective students.
- Assist with group advising sessions and New Student Orientation.
- Must maintain knowledge of state regulations regarding residency, tuition exemptions and waivers, THECB policies that affect students, federal financial aid regulations, federal privacy laws
- Other duties as assigned.

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 Degree required.

EXPERIENCE

- One (1) year of related customer service experience required.
- Bachelor's degree in a related field preferred.
- Related certifications or continuing education training beyond the required education as listed above, preferred.
- One (1) year of experience in a directly related role at a community college or university preferred.
- Bilingual-Spanish preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires demonstrated customer service skills.
- Requires accuracy and attention to detail.
- Must be able to maintain a professional demeanor when dealing with difficult situation and persons.
- Must be able to process and handle multiple tasks simultaneously.
- Requires stamina during peak periods.
- Must be able to problem solve and think creatively.
- Must be patient and even tempered.
- Excellent communication skills both verbally and in writing.
- Ability to make presentation to large groups of students and others.
- Proficient with computer and office machines.
- Ability to sit for long periods of time in one location.
- Ability to speak clearly and concisely.
- Ability to work extended office hours during peak periods of enrollment and registration.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

The employee is regularly required to sit (for extended periods of time), 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.

9.B. Headcount Report

ALVIN COMMUNITY COLLEGE**EMPLOYEE CATEGORIES**

SPRING 2022 As of 4/8/2022

APRIL

	Budgeted 2021-22	APRIL 2022	Funded Vacancies
Administrative	14	12	2
Professional	84	67	14
Faculty	118	112	5
Technical Support, Clerical & Maintenance (TSCM)	113	102	10
Total Full-Time (FT) Employees	329	293	31

9.C. Resignation/Retirement Report

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

10.B. **Consider Approval of Personnel Action (Replacement): Instructor/Art - 9
Month**

10.C. **Consider Approval of the Federal, State, and Private Grants Awarded during the 2021-2022 and Projected for 2022-2023 Report**

11. **Student Report**
12. **Faculty Senate Report**
13. **President's Report**
14. **President's Goal #5 Report - Complete Phase I of ACC's Student Enrollment Management (SEM) Plan**

15. **Consider Approval of Remote Work Policy**

16. **Consider Approval of TASB Risk Management Fund Membership**

17. **Consider Approval of Student Pay Rate Increase**

18. **Financial Report**

19. **Adjournment**