

Regular Meeting  
Thursday, February 24, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE  
3110 Mustang Road  
Alvin, TX 77511

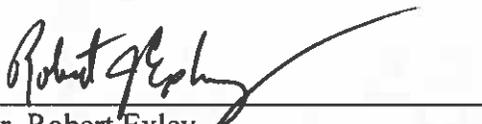
## **Agenda**

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  
FEBRUARY 24, 2022**

It is hereby certified that a notice of this meeting was posted on the 18<sup>th</sup> day of February 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 18<sup>th</sup> day of February 2022.

  
\_\_\_\_\_  
Dr. Robert Exley  
President

3. **Consider Acceptance of Board Regent Resignation**



Your College **Right Now**

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 33-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: February 9, 2022

SUBJECT: Approval of Board of Regent Andy Tacquard's Resignation

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Regent Andy Tacquard submitted his letter of resignation to Board Chair Bel Sanchez on Monday, February 7, 2022.

According to Legal Policy BB:

*"If an officer submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the appropriate authority or on the eighth day after the date of its receipt by the authority, whichever is earlier. Election Code 201.023"*

I am requesting that even though eight days have passed since Chair Sanchez received Regent Tacquard's resignation letter, the Board officially vote to accept it and also thank him for his service.

RJE:tg

4. **Consider Approval of Procedure for Board Policy BBC (LOCAL)**



Dr. Robert J. Exley, Ph.D  
President

Your College > Right Now

MEMORANDUM NO: 35-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022  
SUBJECT: Adoption of Local Policy BBC

With the recent resignation of Regent Andy Tacquard, I am recommending approval of Local Policy BBC. This has been fully vetted by the College's legal counsel. I also consulted with the legal counsel at the Texas Association of School Boards for guidance.

**Legal Foundation**

Legal Policy BBC, Board Members Vacancies and Removal from Office, provides the requirements for filling a vacancy. I have highlighted sections relevant to appointing a replacement.

Filling a Vacancy

Any vacancy occurring on the board through death, resignation, or otherwise, shall be filled by a special election ordered by the board or by **appointment by resolution or order of the board.** Education Code 130.082(d)

Special Election

A special election to fill a board vacancy is conducted in the same manner as the district's general election except as provided by the applicable provisions of the Election Code. [See BBB] If a vacancy in office is to be filled by special election, the election shall be ordered as soon as practicable after the vacancy occurs. A special election to fill a vacancy shall be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even-numbered years), the election shall be ordered not later than the 78th day before election day.

In all elections to fill vacancies of office in this state, it shall be to fill the unexpired term only. Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d); Election Code 41.002, 201.051-.052

Appointment

An appointment to the governing body of a local government shall be made as required by the law applicable to that local government and may be made with the intent to ensure that the

governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision shall adopt procedures for the implementation. Local Gov't Code 180.005(b)–(c)

To be eligible to be appointed to a public elective office, a person must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d). [See BBA] Election Code 141.001(a); Education Code 130.082(d)

The person appointed to fill the unexpired term shall serve until the next regular election of members to the board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)

RJE:tg

BOARD MEMBERS  
VACANCIES AND REMOVAL FROM OFFICE

BBC  
(LOCAL)

**Resignation**

A resigning Board member will deliver their resignation to the Board Chair or Board Secretary, with a copy to the College President or designee.

Announcement

The Board will notify the public of the resignation.

**Filling a Vacancy**

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. *Education Code 130.082(d)*

For a vacancy that occurs with six months or less remaining in the term of office, the Board will fill such Board vacancies by appointment within 30 days after the vacancy occurs.

For appointments to vacated Board positions with less than six months remaining in the unexpired term, the Board may follow the following procedures:

1. The Board Chairperson and College President will identify one or more candidates for consideration by the Board.
2. The Board may restart the process or consider candidates who were not previously identified.
3. The Board will select one or more candidates for their appointment to be voted on by the Board.
4. To be appointed, a candidate must receive the affirmative votes of a majority of the remaining Board members. *Education Code 130.082(d)*
5. Any person appointed must fulfill the applicable legal requirements to hold such a position.

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



Your College Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 21-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022  
SUBJECT: Personnel Action (Replacement): Academic Advisor - TDCJ

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

**Candidate**  
**Recommended:** Rose Pulido

**Education:** University of Houston – Clear Lake  
B.A., Communication

San Jacinto College  
A.A, Journalism

**Experience:** San Jacinto College  
Shared Educational Planner/Outreach Advisor      September 2016 – Present  
Senior Executive Assistant      August 2014 – September 2016  
Coordinator, Events and Campus Services      January 2013 – August 2014

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**Salary:** \$58,000.00  
Grade 204 / 2021 – 22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Academic Advisor – Texas Department of Criminal Justice</b>		
<b>Department:</b>	Professional, Technical & Human Performance	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, TDCJ Programs	<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/MK	<b>Date:</b>	12/10/2020

### SUMMARY

Assists eligible students housed through the Texas Department of Criminal Justice (TDCJ) with admission, registration, financial aid and career planning. Provides educational guidance and assistance for students by planning schedules, recommending courses, assisting with completion of financial aid application, and determining appropriate education solutions to meet students' academic goals. Maintains contact with faculty, Alvin Community College (ACC) and TDCJ staff and serves as an advocate for enrolled students.

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

- Works with ACC's TDCJ Program staff to accomplish college and departmental goals and objectives
- Provides academic advising to incarcerated non-traditional students regarding program of study, course selection, transfer information, and course options
- Meets directly with students to process necessary paperwork for admission enrollment, registration, and tuition funding
- Serves as an advocate supporting incarcerated students with their postsecondary goals
- Collaborates with academic deans and faculty regarding curriculum updates, student concerns, and schedule building
- Analyzes degree plans to determine a student's progress toward completion of academic goals and advise student of proper course selection
- Interprets college programs and policies in the context of ACC and TDCJ policies
- Maintains a caseload of students to foster retention of an identified group of students through monitoring of student grades and progress
- Interprets standardized tests and communicates college readiness standards to students
- Assists students with the completion of the FAFSA application and collaborate with financial aid personnel to process funding for 2<sup>nd</sup> Chance Pell funds
- Conducts orientations and presentations to potential incoming students
- Maintains direct contact with students by meeting individually and in small groups on an ongoing basis to build rapport and identify barriers to success
- Assists in the annual graduation ceremony held at the TDCJ unit
- Completes other job-related duties as assigned

**QUALIFICATIONS**

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

**EDUCATION**

- Bachelor's degree required.

**EXPERIENCE**

- At least one year working at a postsecondary institution or within a criminal justice system
- At least one year in academic advising or related careers in post-secondary education

**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: 22-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Specialist Temporary Grant Funded

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

**Candidate**  
**Recommended: Inez Ihezue**

**Education:** Prairie View A & M University  
M.A., Sociology  
B.A., Criminal Justice

**Experience:** Alvin Community College  
Adjunct, Sociology Instructor December 2010 – Present

Harris County Juvenile Probation Department  
Field Service Rep / Special Assignments September 2017 – June 2021  
Juvenile Probation Officer August 2010 – September 2017  
Field Representative August 1994 – September 2010

Brighter Future Inc Non-Profit  
Board Member / Volunteer August 2010 – May 2014

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**Salary:** \$55,000.00  
Grade 201 / 2021 – 22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Specialist – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Project Manager – Temporary – Grant Funded	<b>Grade Level:</b>	201
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/1/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/1/2021

### SUMMARY

The Project Specialist – Temporary – Grant Funded position supports the Re-Entry program, courses, and process through advising and assisting formerly incarcerated individuals with transition related needs including post-secondary enrollment and/or transfer services and workforce placement connections under the Wanger-Peyser Grant. Additionally, the position will work with outside agencies to assist participants in meeting personal needs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists with preparing and delivering the Re-Entry course to grant participants
- Assists in the research of Re-Entry resources such as felony-friendly employers, colleges, programs, best practices, mentorships, etc.
- Delivers workshops and training to groups of incarcerated and paroled individuals about the Re-Entry course and program services available to support the Re-Entry process
- Functions in a team environment to accomplish the stated objectives of the grant program
- Delivers training to college staff related to working with formerly incarcerated individuals
- Develops relationships with industry and business partners to establish and sustain a viable job placement network for paroled students
- Establishes partnerships with community colleges, job training centers and local workforce boards to assist students with workforce training and job placement
- In collaboration with business and industry partners, develop and administer a portfolio of internships, on the job training opportunities, apprenticeships, and other work-based-learning opportunities that are appropriate for transitioning students
- Establishes relationships with local social services entities, faith-based organizations and private organizations to provide resources to transitioning students
- Assists with the mentoring program for paroled students
- Works with Alvin Community College and Lee College staff to increase wrap-around services for all students and ensure that the specific needs of minority and under-served populations are met
- Assists with data analysis as needed
- Assists in organization and facilitation of employer network meetings
- Assists the with alumni networking email, phone call, social media, and alumni events
- Records, tracks, and reports performance measures and deliverables
- Assists in responding to participant communication
- Assists in the development and distribution of promotional materials
- Assists in the implementation of grant outcomes and deliverables
- Participates in evening and weekend special events and activities
- Other related 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 a related field such as Social Work, Advising/Counseling, Criminal Justice

## **EXPERIENCE**

- 3-years of experience working with offenders or similar populations
- 3-years of experience in higher education regarding issues related to transfer and articulation, low-income, first generation and under-served college populations preferred

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

- Excellent interpersonal skills
- Exceptional communication (written, oral, and presentation) skills
- Positive attitude about work, ability to motivate and empower students
- Proficiency working in Microsoft Office Suite and other applicable software, and the ability to successfully navigate the Internet
- Must be available to work evenings and weekends as needed
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

## **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: 23-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Manager Temporary Grant Funded

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The individual listed below has been recommended to fill the full-time position of Project Manager Temporary Grant Funded.

**Candidate**

**Recommended:** Robert Sanchez

**Education:** University of Houston - Victoria  
M.Ed., Adult and Higher Education

Texas A&M University - Corpus Christi  
B.A., Arts in Communication

Victoria College  
A.A., Science

**Experience:** Wharton County Junior College  
Title V HSI Career Development and Transfer Coordinator April 2021 - Present

University of Houston - Victoria  
Student Success Coach, UNIV Instructor March 2020 - April 2021  
College Recruitment Specialist June 2015 - June 2018  
Admissions Analyst I August 2014 - May 2015

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**Salary:** \$61,219.00  
Grade 206 / 2021 - 22 Professional Salary Sched

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Grants Coordinator	<b>Grade Level:</b>	206
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional (Based on Grant Pay not to exceed \$ 63,349.36/yr)
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/2/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/1/2021

### SUMMARY

The Project Manager – Temporary – Grant Funded position manages personnel, budget and performance for the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works in a Team Environment to lead the successful implementation of the grant outcomes and deliverables
- Generates grant reports
- Monitors budget expenditures and procures supplies
- Oversees payroll records
- Facilitates and lead discussions in grant meetings
- Ensures specialists are meeting scheduled timelines on program outcomes
- Coordinates training sessions with key support staff on each campus
- Generates program reports on achieving benchmarks and objectives
- Facilitates meetings with staff and faculty on program development and participant support and retention
- Presents program development reports at meetings with college administration as needed
- Develops information related to Re-Entry resources for formerly incarcerated individuals.
- Serves as chief liaison between the Texas Workforce Commission and the institution on the project
- Ensures all external contract arrangements are executed according to schedule and operating according to institutional policy
- Coordinates services between all grant partners as outlined in grant contract(s)
- Ensures that grant partners produce all requested grant financial and performance documentation in a timely manner
- Other related 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 Business Administration or related field
- Master's degree in related field, preferred

**EXPERIENCE**

- 3-years of experience in administrative and grant management in higher education or related industry, including program evaluation and personnel and budget management
- 5-years of experience of grant administration preferred

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication skills (written, oral, and presentation)
- Illustrate strong interpersonal skills
- Have keen evaluation skills when reviewing complex projects
- Possess intermediate skills with Microsoft Word, Excel and Outlook
- Be able to apply good leadership and strong organizational abilities
- Effectively lead team through project objectives
- Must be available to work evenings and weekends as needed
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check
- Candidate must pass clearance requirements of the Texas Department of Criminal Justice (TDCJ)

**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: 27-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022

SUBJECT: Personnel Action (Replacement): Project Assistant Temporary Grant Funded

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The individual listed below has been recommended to fill the full-time position of Project Assistant Temporary Grant Funded.

**Candidate**

**Recommended: Pareshkumar Patel**

**Education: University of Houston - Clear Lake  
M.A., Literature  
B.A., Humanities**

**Alvin Community College  
A.A., Art**

<b>Experience: <u>University of Houston - Clear Lake</u></b>	September 2021 - Present
Temporary Professor	
<b><u>Texas Department of Criminal Justice</u></b>	
College Tutor helped support Alvin Community College	September 2015 - December 2020
PEER Health Educator	January 2013 - August 2020
<b><u>Windham School District</u></b>	
Newspaper Reporter	May 2005 - August 2020
Teacher's Aide	January 1993 - December 2002
<b><u>Texas Correctional Industries</u></b>	
Accounting Clerk	January 2001 - August 2020

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**Salary: \$31,996.00**  
Grade 107 / 2021 - 22 TSCM Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Assistant – Temporary – Grant Funded</b>		
<b>Department:</b>	Academic Affairs and Instruction	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Project Manager – Temporary – Grant Funded	<b>Grade Level:</b>	107
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	TSCM
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	11/01/2021
<b>Last updated by:</b>	Dean/Exec Director IER/PS	<b>Date:</b>	11/01/2021

### SUMMARY

The Project Assistant – Temporary – Grant Funded position provides office, budgetary and clerical support to the Project Manager – Temporary – Grant Funded and departments that support the Re-Entry program of formerly incarcerated individuals under the Wanger-Peyser Grant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Generates and coordinate correspondence among college departments for grant Project Manager
- Maintains program files
- Monitors budget disbursements
- Assists with grant report/document creation/submission
- Maintains all records pertinent to evaluation component
- Manages correspondence between Project Manager and Business Office on budgetary issues
- Coordinates meetings with Project Manager and project team
- Updates Project Manager and Business Office on any changes in grant budget amendments
- Provides general clerical support to Project Manager and Project Specialists as assigned
- Assists with all project events and workshops in planning, invitations, set up, facilities requests, works orders, programs and all catering needs. Personal participation is frequently required at the events
- Other related duties as assigned

### QUALIFICATIONS

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

### EDUCATION

- Associate's degree in Office Management or related field

### EXPERIENCE

- 3-years of experience in office operations

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Intermediate to advanced skill level with Microsoft Word, Excel, and Outlook
- Show evidence of proficiency in verbal/written applications in office work, organized, solid recordkeeping abilities (electronic and physical)
- Must be available to work evenings and weekends as needed
- Ability to travel to work related locations using personal vehicle (travel reimbursement may be provided)
- Must be able to travel on a daily basis: This position requires frequent travel between work sites, as well as travel to conferences, workshops and the training opportunities
- Driver's license and vehicle insurance must be current at all times
- Must be able to pass a criminal and motor vehicle background check

**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: 24-2022

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: February 9, 2022  
SUBJECT: Personnel Action (New): Business Optimization Manager

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

**Candidate**

**Recommended: Jasmine Parker**

**Education: Prairie View A&M University  
B.S., Mathematics**

**University of Phoenix  
M.B.A., Technology Management**

**Experience: Independent Consultant February 2018 - Present  
PT Migration Manager for ACC June 2021 - Present**

**Dallas County Community College District  
Programmer Analyst III February 2019 - October 2021**

**Ellucian  
Senior Solutions Consultant February 2011 - August 2017**

**Texas Woman's University  
Manager April 2007 - February 2011**

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**Salary: \$84,763.61**  
Grade 208 / 2021 - 22 Professional Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	Business Optimization Manager – Temporary Remote		
<b>Department:</b>	Information Technology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, Enterprise Business Solutions	<b>Grade Level:</b>	208
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	10/25/2021
<b>Last updated by:</b>	VP, Information Technology/KK	<b>Date:</b>	10/8/2021

### SUMMARY

\*\*\*This position is temporarily a remote position and on-going remote work may be re-evaluated based on the needs of the College and/or department. \*\*\*

The Business Optimization Manager works directly with business unit director and executive level positions while supervising programming staff to ensure the success of operational activities and business process improvement initiatives across the institution. The position identifies weaknesses in business software and where sustainable, creates customized processes and subroutines that better support the needs of the business unit. This is a hands-on working position. The Manager's goal is to analyze business functional area processes and work with departmental leadership to optimize the use of software in support of support of institutional, student, and employee success.

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

- Coordinates and consults with business functional departments, identifies key business processes and problem areas, guides development of best practices, and determines procedural changes and/or application program modifications.
- Works with business leadership teams to develop better metrics to improve business performance and outcomes
- Directs analyses, plans and testing/verification procedures for computer applications.
- Manages technical programming team ensuring that delivered products fulfill business units' needs, are fully documented, and meet standard security protocols
- Assigns applications programming projects to programming staff, creates project plans and defines milestones.
- Prepares and presents acceptance documentation and obtains approval from affected business unit leadership.
- Manages projects, from discovery and development of scope, resource selection, timeline development, milestone achievement, to completion and operationalization.
- Creates, presents, and distributes training to end-users prior to implementation of new or revised systems.
- Assists business units in the creation of procedural documentation to facilitate business continuity.
- Analyzes, reviews and revises application programs and file structures to increase operating efficiency.
- Evaluates programming team techniques and efficiency. Assigns training as needed.

- Assists the Assistant Director, Enterprise Business Solutions in prioritizing, directing and planning the activities of the department; assigns and schedules the work load including programming projects, monitors and evaluates programmers' progress.
- Manages and may perform the daily administration of the campus administrative software system, to include, but not limited to, user account management application, software installations, back up and recovery.
- Coordinates problem resolution with the Information Technology personnel, including the Network Manager.
- 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**

- Requires a Bachelor's degree in Computer Science, Information Systems, or technical field directly related to the primary purpose of this position.

### **EXPERIENCE**

- Requires five years of progressive experience working in an Information Technology department and two years of supervisory experience in an Information Technology department.
- Requires five experience in the higher-education space. Support of multiple higher-education functional areas within strongly preferred.
- Experience with documenting standards and processes, especially in support of regulatory compliance, strongly preferred
- Ellucian Colleague experience strongly preferred
- Unidata and/or SQL experience strongly preferred

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

- Ability to be able to manage a team to accomplish department and unit goals.
- Proven experience in software and process planning, organization, and development
- Ability to meet deadlines, schedules and target dates; demonstrate follow-through skills.
- Ability to present ideas in business-friendly and user-friendly language
- Must be available for occasional work outside of normal business hours
- Hands on working manager

### **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: 26-2022

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 9, 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:** Marissol Montalvo

**Education:** Wichita State University  
B.A., Psychology (Spanish minor)

**Experience:** Harris County Department of Education  
Family Services Coordinator July 2014 – Present  
Family Service Provider October 2008 – July 2014

AVANCE  
Family Service Worker December 2006 – October 2008

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**Salary:** \$42,072.45  
Grade 111 / 2021 – 22 TSCM Salary Schedule

RJE:tg

## JOB DESCRIPTION

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

11.B. Headcount Report

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

SPRING 2022 As of 1/31/2022

FEBRUARY

	<b>Budgeted 2021-22</b>	<b>FEBRUARY 2022</b>	<b>Funded Vacancies</b>
<b>Administrative</b>	14	14	0
<b>Professional</b>	84	66	13
<b>Faculty</b>	118	111	7
<b>Technical Support, Clerical &amp; Maintenance (TSCM)</b>	113	103	9
<b>Total Full-Time (FT) Employees</b>	<b>329</b>	<b>294</b>	<b>29</b>

11.C. Resignation/Retirement Report

## Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Leyah Acrey	FT TSCM / Custodian	1/14/2022	Resignation
2	Dameria Boston	FT TSCM / Academic Advisor	1/21/2022	Resignation
3	Michael Goodman	FT TSCM / Pathways Success Coach	1/31/2022	Resignation
4	Shannon Graham	FT FACIL / Instructor- EMT	1/17/2022	Resignation
5	Neisha Pander	PT TSCM / Administrative Assistant/Media Services	1/14/2022	Resignation
6	Stacey Chambless	FT TSCM / Telecommunications Operator (ACC PD)	1/28/2022	Termination
7	Andrea Celestine	Assistant Registrar	2/19/2022	Resignation
8	Cynthia Griffith	VPI	2/25/2022	Retirement

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

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF JANUARY 13, 2022  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 13<sup>th</sup> day of January 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
Darren Shelton	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

Anita Exley  
Ben Cohen  
Ben Deadwyler  
Beth Nelson  
Breanna Wichart  
Candace Harms  
Chris Roche  
Christian Baez  
Clay Grover  
Deb Fontenot  
Emmanuella Onwukwe

George Tacquard  
Hannah Langlais  
Haven Franks  
Jeff Parks  
Jerri Farmer  
John Matula  
Kelly Sanders  
Lloyd Cox  
Lysa Britt  
Maria Ruiz  
Michael Hoover

Mikaela Hinojosa  
Miquela Guajardo  
Nadia Nazarenko  
Nayui Garcia  
Shelby Robinson  
Shirley Brothers  
Stacy Ebert  
Tammy Giffrow  
Tori McTaggart  
Victoria Ruios

**Call to Order**

The meeting was called to order by Chair Sanchez at 6:06 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; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 7:02 p.m.

- **Pledge**
- **Invocation**  
Invocation by Dr. Crumm.

### **Citizen Inquiries**

There were no citizen inquiries.

### **Board Recognitions/Comments**

The ACC Softball team helped raise donations of food and toys that were then given to the Kidz Harbor foster care facility in Liverpool. Recognized for their hard work were: Jeri Torres-Farmer, Softball Coach, along with members of the team.

The ACC Licensed Vocational Nursing program gave their time to the community by hosting a two-day Health Fair at the Alvin Senior Center. The event included free health screenings as well as informational booths and demonstrations. Recognized were: Tori McTaggart, LVN Director, along with the instructors and students who assisted with the event.

ACC had a few minutes in the limelight with the popular TLC reality show “My 600 lbs Life.” A subject of the documentary series came to campus to visit with an advisor about his options at the college and also attending a class while it was in session. Staff members who assisted in making the filming of this segment possible included: Brett Haduch, Disability Services Coordinator, John J. Murray, Paralegal Instructor, Lori King, Instructional Support Specialist, Yolanda Warren, Upward Bound Director and John Tompkins, Communications Coordinator.

The Regents wished the staff and faculty a happy new year and good start to the new semester and Chair Sanchez stated that she was proud to have represented ACC at the Pearland Chamber and Dawson High School events.

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

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda, with the removal of items 10.f. Consider Approval of Revisions to Local Board Policies in TASB Update 42 and item 10.h Consider Approval of Permission for Procurement Solution but would include Approval of Minutes of Regular Board Meeting of November 18, 2021, Approval of Personnel Action (Replacement): Instructor/Mathematics, Instructor/Speech, Instructor/Government, Personnel Action (New): IT Director, Enterprise Business Solutions, Approval of Assessment Technologies Institute, LLC - Examination Preparation Services, and the Call Order of Election by Secretary Hertenberger. Seconded by Mr. Starkey. Motion passed unanimously.

### **President's Report**

Dr. Exley gave a summary that included the following:

Convocation for the Spring Semester began this Tuesday with virtual sessions. The week continued with division meetings and more than 30 breakout sessions.

The college hosted the Super Saturday Registration Blitz on January 8. Students were able to come by for testing, advising, Financial Aid assistance and more. (Enrollment update)

The Lab School was able to have its annual Snow Day on December 10. The event was made possible through a grant from the ACC Foundation.

The Associate Degree Nurse program hosted its Fall pinning ceremony on December 8 at the Alvin High School Performing Arts Center. The Fall 2021 class included 38 graduates from various backgrounds as well as a diversity of ethnicity and gender.

The 117th Law Enforcement Academy held its graduation ceremony for the cadets on December 13 here at the Nolan Ryan Center. Sixteen cadets received their certification and six received police badges for their new positions.

Our Fine Arts programs had their holiday performances throughout the month of December. The Band performed its Christmas Concert on December 12 while the Choir had its concert on November 30. The Drama Department performed A Tuna Christmas from December 4-11.

We celebrated the retirement of five very deserving employees on December 8. We wish all the best for Physics instructor Joe Mills, grants coordinator Gayland Capps, College Store manager Vicki Marvel, advisor Alpha Trevino and webmaster Charzetta Fleming.

On December 7 the Southern Association of Colleges and Schools Commission on Colleges board members voted to approve the decennial accreditation for ACC during their board meeting.

This report was for information only.

### **President's Goal # 2 Report - Implement the QEP on Engaged Advising and Refine ACC's Four Pillar Career Pathways Model**

Dr. Exley gave the President's Goal #2 report on Implementing the QEP on engaged advising and the refining of ACC's four pillar career pathways model. This report was for information only.

### **President's Goal #3 Report - Refine the Employee On-Boarding Process**

Vice President, Nichole Eslinger, reported on the President's Goal #3 stating that Human Resources is working to create an online system (onboarding) for new employees, an orientation for new hires, off boarding, exit interviews, a portal, and the streamlining of steps in the hiring process. This report was for information only.

**Foundation Report and Audit Results**

Ms. Shirley Brothers, Alvin Community College Foundation 2019-2021 President, presented the annual Foundation Report that included the following: the number of innovative grants given to ACC, amount of Adopt A Grant funds, virtual 2020 Granting Wishes Gala success, the record amount raised at the 2021 Unlocking Futures Gala of \$95,000, new scholarships created for 2022, increase in recipients of the Employee Excellence award, the Choose Kind Employee giving program, and the Board of Directors involvement in the community. Mr. Scott Bolton, RBC Wealth Management, presented the annual financial update and announced the current balance of \$4.5 million in the Foundation account. This report was for information only.

**Consider Approval of the Annual Audit Results and Report**

Mr. Ben Cohen of Belt, Harris and Pechacek presented the highlights and conclusions from the 2020-2021 Audit. We received an unmodified opinion, which the best audit opinion one can receive. The motion to accept the 2020-21 audit as presented was made by Vice Chair Droege. Seconded by Mr. Tacquard. Motion passed unanimously.

**Consider Approval of Change to CM (Local) Policy to Adopt a Change Order Threshold of \$50,000 or Higher (replacing the current \$20,000 threshold) which Require Board Action and Retroactively Approve Change Orders that are \$20,000 to \$50,000**

The motion to approve the change order threshold beyond which requires official Board approval from the current \$20,000 limit to a \$50,000 limit and as well as to retroactively approve the AVI-SPL Contract change order in the amount of \$22,123.49, the Galt Construction Contract change order in the amount of \$39,409.00 and the Kudela & Weinheimer Contract in the amount of \$20,067.73 was made by Mr. Marvel. Seconded by Secretary Hertenberger. Motion passed unanimously.

**Consider Approval of Audited Fund Balance to Transfer to Institutional Reserve**

The motion to authorize the College to make the transfer of the Unrestricted Fund Balance of \$4,060,706.58 for the fiscal year ending August 31, 2021 to the Institutional Reserve was made by Mr. Starkey. Seconded by Mr. Marvel. Motion passed unanimously.

**Financial Report Ending November 2021**

Vice Chair Droege made the motion to approve the financial report for November 2021 and the audited August 31, 2021 financial report. Seconded by Secretary Hertenberger. Motion passed unanimously.

**Consider Approval of TASB Board Policy Update #42**

The motion to approve Local Policies as recommended in TASB Board Policy Update #42 except for Local Policy CM which is Item 16 on the present agenda and with the amendment of Local Policy DIAA Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence whereby each use of "executive director, human resources" be replaced with "Vice President for Human Resources" was made by Chair Sanchez. Seconded by Dr. Crumm. Motion passed unanimously.

**Consider Approval of Permission for Procurement Solution**

The motion to authorize the utilization of the Job Order Contract methodology to solicit competitive quotes for new construction projects was made by Chair Sanchez. Seconded by Mr. Marvel. Motion passed unanimously.

**Adjournment**

The meeting was adjourned at 8:14 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**

**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF JANUARY 24, 2022  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 24<sup>th</sup> day of January at Noon, 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
Darren Shelton	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

Tammy Giffrow  
Kyle Marasckin

**Call to Order**

The meeting was called to order by Chair Sanchez at Noon.

**Certification of Posting of Notice**

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

- **Pledge**
- **Invocation**  
Invocation by Dr. Crumm.

**Citizen Inquiries**

There were no citizen inquires.

### **Talent Acquisition and Development**

Dr. Exley and the Regents discussed the need for and the impact of recruiting, retaining, and making ACC a compelling place to work. Discussion included the need for hiring an additional person in the Human Resources department and the possible need for using search firms that may specialize in the hire area of need. Also discussed was professional development for faculty and staff, a succession program/plan, various incentives for working at ACC, and an evaluation tool.

Dr. Exley will research the options discussed and bring back ideas and suggestions to the Board at a later date.

### **Future of Work**

The conversation was started as to what work of the future will look like, automated and robotic format in which employees will be replaced and how ACC can begin to look at preparation for the movement to this format. Discussion included state funding for contact hours in career tech is being considered, possible training for current staff in the technology programs, and building partnerships with the area high schools.

### **Consent Agenda Effectiveness**

Dr. Exley asked that some clear guidelines for consent agenda items be recommended and the Board requested that large cost items and complex items be stand-alone agenda items and that all managers submit the sufficient documentation/information to Dr. Exley to include with those types of agenda items.

### **Information Packets for Board Candidates**

Regent Starkey asked that a more comprehensive package be compiled and given to anyone who is seeking a Board position so that they may obtain a better understanding about what their role would be if elected to the ACC Board of Regents. Dr. Exley noted that he would review and look toward the next future election cycle.

### **Adjournment**

The Board Workshop was adjourned at 1:48 p.m.

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Dr. Patty Hertenberger, Secretary

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Bel Sanchez, Chair

**12.B. Consider Approval of Personnel Action (Replacement): Instructor-Administrative Office Technology**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 25-2022

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 9, 2022  
**SUBJECT:** Personnel Action (Replacement): Instructor/Administrative Office Technology – 9 Month

---

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

**Candidate Recommended:** Andrea Busch

**Education:** University of Houston  
Ph.D., Educational Administration and Supervision

University of North Texas  
M.A., Personnel and Industrial Relations

Tarleton State University  
A.A., Business Administration

**Experience:** Alvin Community College Instructor, Office Administration August 2016 - Present  
Alvin ISD Business Teacher October 2012 – May 2016  
Sunshine Children’s Academy Owner/Executive Director October 2002 – July 2011

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**Salary:** \$72,133.99 (JOB TITLE CHANGE ONLY – NO SALARY CHANGE)  
9PHD/11 - Step 11, 9 Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Instructor, Office Administration</b>		
<b>Department:</b>	Computer and Office Administration	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean of Professional, Technical, and Human Performance	<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 will teach a variety of courses within the Office Administration 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**

Bachelor's degree in Office Administration, Business or Business or Occupational Education or Associate Degree in Office Administration and 3 years non-teaching work experience

**EXPERIENCE**

- Prior teaching experience at the college level preferred.
- Strong background in accounting, office technology, computer applications and business communications preferred.

**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.**

12.C. **Consider Approval of Personnel Action (News): Instructor - Cybersecurity**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 34-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 16, 2022  
**SUBJECT:** Personnel Action (New): Instructor - Cybersecurity – 12 Month

---

The individual listed below has been recommended to fill the full-time position of Instructor/Cybersecurity – 12 Month.

**Candidate**

**Recommended:** Mikel Chamblee

**Education:** Capella University  
Ph.D., Philosophy – Information Assurance and Cybersecurity – Pending

Texas A&M University – San Antonio  
M.B.A., Business Administration

University of Texas – Dallas  
B.S., Business Administration

**Experience:** Code Up  
Senior Cybersecurity Instructor May 2021 – August 2021

USAA  
Senior Information Security Officer June 2014 – June 2020

Contract  
IT Curriculum Writer 2020 - Present

Red Oak Urgent Care  
COO and CISO 2006 - 2013

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**Salary:** \$79,523.21  
12TECH/10 – Step 10, 12 Month Faculty Salary Schedule

RJE:tg

# ACC ALVIN COMMUNITY COLLEGE

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Faculty, Cybersecurity – Computer Information Technology</b>		
<b>Department:</b>	Cyber Security - Computer Information Technology	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Dean, Professional, Technical and Human Performance	<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>	Human Resources/JE	<b>Date:</b>	12/8/2021
<b>Last updated by:</b>	Dean, Professional, Technical and Human Performance/JP	<b>Date:</b>	12/2/2021

### SUMMARY

For this position, a demonstrable knowledge of cybersecurity is necessary. Such knowledge includes secure programing; malware and software security analysis, software assurance, network penetration testing, ethical hacking, systems/data design and architecture, and security analytics.

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

- Instructs and supervises a diverse population of students in the classroom at various times and locations
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists in the recruitment and retention of students
- Advises 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
- Engages students through posted office hours and electronic communication.
- Utilizes technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others
- Assists in the development, distribution and collection of assessments for courses and program objectives
- Builds positive and professional relationship with students, colleagues, college administration, and the community
- Submits timely college reports and forms to the appropriate divisions and departments
- Attends institutional meetings and provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and program operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to Alvin Community College's policies and procedures

- Provides classroom or lab-based instruction that teaches assigned students in a manner that aligns with the learning outcome listed in the course syllabus and course catalogue as defined by WECM
- Maintains formal office and on-campus hours; participating in department and division meetings
- 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 in Cybersecurity, Computer Science, Computer Information Systems, Computer Information Technology, networking, computer engineering, or computer-based information systems
- Bachelor's degree in Cybersecurity, Computer Information Systems, Computer Information Technology, computer engineering, computer-based information systems or related field preferred

### **EXPERIENCE**

- Three (3) years of non-teaching work experience in an industry specifically related to cybersecurity, network security, penetration testing, forensics, security administrator, security analysis, or security architecture

### **PREFERRED CERTIFICATIONS**

- OSCP, SSCP, CompTIA Security+, CompTIA Network+, Cisco CCNA, CEH, CISM, CISSP, GSEC, ECSA, GPEN, GIAC, CCIE, Cisco Cybersecurity Specialist

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

- Skills and experience in firewall administration, network intrusion detection system (IDS) administration, Active Directory and Group Policy Objects, Anti-virus administration consoles, Data Loss Prevention (DLP) systems, Microsoft Windows operating systems and Windows 7/8/10/Server 2012, Linux operating systems and advanced cybersecurity toolkits, malware analysis, penetration testing, and digital forensics tools, vulnerabilities, and hardening across multiple layers
- Current hardware and network infrastructure equipment such as switches and hubs (Cisco, Juniper, Extreme, Nortel)
- Network protocols and server services (IPv4, IPv6, Active Directory and GPO, DNS)
- Computer security software (Bitdefender, Cisco Network Security, Wireshark, PowerShell, Webroot, FireEys, Qualys, Avast, Endpoint, SolarWinds)
- Experience with Firewall Tools
- Familiarity with virtualized networks (Hyper-V server, VMware, VirtualBox)
- Implementing a new Cyber Security degree plan and certificate program

### **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.**

12.D. **Consider Approval of Joint Election Agreement and Contract for Election Services**



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

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

**MEMORANDUM NO: 28-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 15, 2022  
**SUBJECT:** Joint Election Agreement and Contract for Election Services

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The General Election will be held May 7, 2022. The following pages represent the contract between Alvin Community College and the County Clerk of Brazoria County. Upon Board of Regents approval, the contract requires Chair Sanchez's signature.

It is recommended that the Board of Regents approve the Joint Election Agreement and Contract for Election Services.

RJE:tg

# RATE SHEETS FOR BRAZORIA COUNTY ELECTIONS:

## MAY (COUNTYWIDE JOINT)

### EQUIPMENT RENTAL

CONTROLLER .....	\$365.00 each
ACCESS WITH TOUCH UNIT (DAU).....	\$350.00 each
TOUCH UNITS .....	\$325.00 each
POLLPADS .....	\$50.00 each
MI-FI/ HOTSPOT .....	\$50.00 each

This is not a daily charge. This price is for the entire election even if it is for 12 days of voting.

### OTHER CHARGES

Programming .....	\$300.00
Tabulating.....	\$150.00
Equipment Delivery and Pickup	
Truck Rental (per delivery location) .....	\$25.00
Labor (Per delivery location) .....	\$75.00
Supply tubs EV-ED (see attached list for contents) .....	\$75.00
Mail Ballots will be billed per entity kits including postage ....Domestic...\$1.74...Overseas...\$2.36	
Publications charged based on % of registered voters.....	

Workers-Judges	\$14.00 per hour -Overtime rate \$21.00 per hour
Clerks	\$12.00 per hour- Overtime rate \$18.00 per hour

### ELECTION DAY

For Election Day, we will calculate the cost for each location (see Exhibit 'A2") the total cost for Election Day will then be calculated per percentage of registered voters of each political subdivision. All political subdivisions in Brazoria County less than 1000 registered voters, charges will be the minimum of \$1500.00 for Election Day.

### EARLY VOTING

For Early Voting we also calculate worksheets for each of the 10-11 early voting locations. Once we have the total cost for all locations, we do a spreadsheet that divides the cost between all political subdivisions based on the percentage of registered voters in each. Since we have large and small cities in our county, the minimum charge for early voting will be \$1500.00.

### OVERTIME

We keep a record of our overtime for the May Elections and the staff gets paid overtime. Since we charge for programming and tabulations that money goes towards the employee's overtime. If we have more overtime than covered by a calculated programming and tabulation fees, we will add in the additional overtime when sending the final bills.

## **RATE SHEETS FOR BRAZORIA COUNTY ELECTIONS:**

### **NOVEMBER (COUNTYWIDE JOINT)**

For November Elections, the Election Day and Early voting charges are just like the countywide joint in May. If the only political subdivisions at a location are Brazoria County and one entity, total cost calculated will be per percentage of registered voters for the entity.

Runoffs Elections will be the responsibility of whichever entity will be conducting a runoff election.

Any errors or changes related to a Political Subdivision oversight and if it results in reprogramming the entirety election, will be responsible for all associated cost.

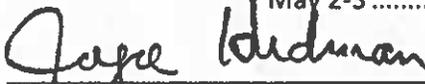
### NOTICE OF EARLY VOTING AT BRANCH POLLING PLACES

Early voting by personal appearance will be conducted at the following locations:

Angleton (Main) ..... East Annex, 1524 E Mulberry  
Alvin ..... Alvin Library, 105 S Gordon  
Brazoria ..... Brazoria Library, 620 S Brooks  
Freeport ..... Freeport Library, 410 Brazosport Blvd  
Lake Jackson ..... Lake Jackson Annex, 202 Peach St, Rm 144  
Manvel ..... North Annex, 7313 Corporate Dr  
Pearland ..... Pct. 3 Sub Office, 2436 S Grand Blvd  
Pearland East ..... Tom Reid Library, 3522 Liberty Dr  
Pearland West ..... Westside Event Center, 2150 Countryplace Pkwy  
Shadow Creek ..... West Pearland Library, 11801 Shadowcreek Pkwy  
Sweeny ..... Sweeny Community Center, 205 W Ashley Wilson Rd  
West Columbia ..... Precinct 4, 121 N 10<sup>th</sup> St, Building 2

#### DATES AND HOURS:

April 25-29 ..... 8 AM – 5 PM  
April 30 ..... 7 AM – 7 PM  
May 2-3 ..... 7 AM – 7 PM



Early Voting Clerk

### AVISO DE VOTACIÓN ADELANTADA EN LOS SITIOS DE VOTACIÓN AUXILIARES

La votación adelantada en persona se llevará a cabo en los siguientes sitios de esta manera:

Angleton (Ubicación Principal) ..... East Annex, 1524 E Mulberry  
Alvin ..... Alvin Library, 105 S Gordon  
Brazoria ..... Brazoria Library, 620 S Brooks  
Freeport ..... Freeport Library, 410 Brazosport Blvd  
Lake Jackson ..... Lake Jackson Annex, 202 Peach St, Rm 202  
Manvel ..... North Annex, 7313 Corporate Dr  
Pearland ..... Pct. 3 Sub Office, 2436 S Grand Blvd  
Pearland Este ..... Tom Reid Library, 3522 Liberty Dr  
Pearland Oeste ..... Westside Event Center, 2150 Countryplace Pkwy  
Shadow Creek ..... West Pearland Library, 11801 Shadowcreek Pkwy  
Sweeny ..... Sweeny Community Center, 205 W Ashley Wilson Rd  
West Columbia ..... Precinct 4, 121 N 10<sup>th</sup> St, Building 2

#### FECHAS Y HORAS

25-29 de abril ..... 8 AM – 5 PM  
30 de abril ..... 7 AM – 7 PM  
2-3 de mayo ..... 7 AM – 7 PM



Secretaria de la Votación Adelantada

## JOINT CONTRACT FOR ELECTION SERVICES

THIS CONTRACT (this "Agreement") is made effective as of the Effective Date (as defined below), by and between the ALVIN COMMUNITY COLLEGE, TEXAS, acting by and through its governing body, hereinafter referred to as "Political Subdivision," and County Clerk of Brazoria County, Texas, hereinafter referred to as "County," and by authority of Section 31.092(a), Texas Election Code, and Chapter 791, Texas Local Government Code, for the conduct and supervision of the Political Subdivision's election to be held on MAY 7, 2022. Political Subdivision and County may be referred to individually as a "Party" and collectively as "the Parties."

This contract is made by and between the ALVIN COMMUNITY COLLEGE, TEXAS, acting by and through its governing body, hereinafter referred to as "Political Subdivision," and the County Election Officer of Brazoria County, defined by statute as the County Clerk through the authority set forth in Texas Election Code §§31.091 and 31.092. The purpose of this contract is for the performance of election services as authorized by statute. This contract shall serve as the general contract for each election for which the Political Subdivision requests the assistance of the County Clerk. Provisions specific to each particular election will be included as an attachment to the original contract. Political Subdivision and County Clerk may be referred to individually as "Party" or collectively as "Parties."

### RECITALS

The County Clerk has care, custody, and control over the electronic voting system, the Hart InterCivic Verity Voting System (Version 2.4), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122, as amended, and is compliant with the accessibility requirements set forth by Texas Election Code Section 61.012. Political Subdivision desires to use the electronic voting system and to compensate the County Clerk for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

### I. ADMINISTRATION

The Parties agree to hold a "Joint Election" in accordance with Chapter 271 of the Texas Election Code and this Agreement. The County Clerk shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement. Political Subdivision agrees to pay County Clerk for equipment, supplies, services, and administrative costs as provided in this Agreement. The County Clerk shall serve as the administrator for the Joint Election; however, the Political Subdivision shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The County Clerk shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of the Political Subdivision.

It is understood that other political subdivisions may wish to participate in the use of the electronic voting system and polling places, and it is agreed that the County Clerk may enter into

other joint election agreements and contracts for election services for those purposes on terms and conditions set forth in the Election Code. Political Subdivision agrees that County Clerk may enter into joint election agreements with other political subdivisions that may have territory located partially or wholly within the boundaries of Political Subdivision, and, in such case, all parties sharing common territory shall share a joint ballot on the electronic voting system at the applicable polling places. In such cases, total costs shall be divided among the participants.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap.

## II. LEGAL DOCUMENTS

Political Subdivision shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code or Political Subdivision's governing body, charter, or ordinances. With reference to publications, the County Clerk will publish the "Notice of Test of Automatic Tabulating Equipment" and the "Notice of Election." If a Political Subdivision is holding any type of Special Election, the Political Subdivision may have to publish their own "Notice of Election" in order to meet additional requirements. Please advise the County Clerk's Elections Office if the Political Subdivision must publish a separate notice so the Political Subdivision's notice is not included in the Notice published by the County Clerk.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the County Clerk's Election Department.

## III. STATUTORY COMPLIANCE

Political subdivisions shall follow all applicable State and Federal laws related to elections, including, but not limited to, Section 52.072 of the Election Code, which states in part, "A proposition shall be printed on the ballot in the form of a single statement." **Failure to do so may prohibit the political subdivision's participation in a Joint Election.**

## IV. VOTING LOCATIONS

The County Clerk's Election Office shall select and arrange for the use of and payment for all election day voting locations. Voting locations will be, whenever possible, the usual voting location for each election precinct in elections conducted by the county. The proposed voting locations are listed in Attachment "A" of this agreement. In the event a voting location is not available, the Elections Department will arrange for use of an alternate location with the approval of the Political Subdivision. The Elections Department shall notify the Political Subdivision of any changes from the locations listed in Attachment "A".

If polling places for the joint election in Attachment "A" are different from the polling place(s) used by Political Subdivision in its most recent election, Political Subdivision agrees to post a notice no later than the date of the election described in Attachment "A", at the entrance to any previous polling places in the jurisdiction, stating that the polling location has changed, and stating the political subdivision's polling place name(s) and address(s) in effect for the election described in Attachment "A". Any changes in voting location from those that were used in the most recent COUNTYWIDE JOINT election will be posted by the County Clerk's Election Office.

#### V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Brazoria County Commissioners Court shall be responsible for the appointment of the presiding judge and alternate judge for each polling location in accordance with Chapter 32 of the Texas Election Code. In the event an emergency appointment is necessary, appointment shall be made in accordance with Election Code §32.007, which authorizes the presiding officer of the Brazoria County Commissioners Court to make an emergency appointment. Should that officer not be available, the County Clerk's office shall make emergency appointments of election officials. Upon request by the County Clerk, Political Subdivision agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish).

The County's Elections Department shall notify all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to ensure that all election judges appointed for the Joint Election are eligible to serve.

The County Clerk shall arrange for the training and compensation of all election judges and clerks. The Elections Department shall arrange for the date, time, and place for the presiding election judge to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Department notifying him of his appointment, the time and location of training and distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge will receive compensation at an hourly rate of \$14.00. Each election clerk will receive compensation at an hourly rate of \$12.00. The election judge will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close. All judges and clerks who attend training will be compensated at an hourly rate of \$8.00 as compensation for same.

It is agreed by all Parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this election are temporary part-time employees subject only to those benefits available to such employees.

## VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The County Clerk Elections Department shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs and other materials used by the election judges at the voting locations. At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The County Clerk Elections Department shall provide the necessary voter registration information, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election. If special maps are needed for a particular Political Subdivision, the County Clerk Election Department will order the maps and pass that charge on to that particular Political Subdivision.

Political Subdivision shall furnish the County Clerk a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles and text in each language in which the authority's ballot is to be printed). THE POLITICAL SUBDIVISION SHALL ALSO PROVIDE A COPY OF EACH CANDIDATE'S APPLICATION TO THE COUNTY CLERK ELECTIONS OFFICE. This list shall be delivered to the County Clerk Elections Department as soon as possible after ballot positions have been determined by each of the participating authorities. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions. If any error or changes are discovered after the Logic and Accuracy test has been conducted and ballots prepared then the Political Subdivision will be responsible for all cost.

## VII. EARLY VOTING

The Parties agree to conduct joint early voting and to appoint the County Clerk as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Political Subdivision agrees to appoint the County Clerk's permanent county employees as deputy early voting clerks. The Parties further agree that each Early Voting Location will have an "Officer in Charge" who will receive compensation at an hourly rate of \$14.00. The clerks at each location will receive compensation at an hourly rate of \$12.00. Early Voting by personal appearance will be held at the locations, dates, and times listed in Attachment "B" of this document. Any qualified voter of the Joint Election may vote early by personal appearance at any one of the joint early voting locations.

As Early Voting Clerk, the County Clerk shall receive applications for early voting ballots to be voted by mail in accordance with Chapter 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the Political Subdivision shall be forwarded immediately by fax or courier to the Elections Department for processing.

The County Clerk Elections Department shall, upon request, provide the Political Subdivision a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

### VIII. EARLY VOTING BALLOT BOARD

The County Clerk shall appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the County Clerk Elections Department, shall appoint two or more additional members to constitute the EVBB. The County Clerk Elections Department shall determine the number of EVBB members required to efficiently process the early voting ballots.

### IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The County shall be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

The participating authorities hereby, in accordance with Section 127.002, 127.003, and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Counting Station Manager:	Lisa Mujica
Alternate Counting Station Manager:	Brandy Pena
Tabulation Supervisor:	Susan Cunningham
Alternate Tabulation Supervisor:	Johnathan Escamilla
Presiding Judge:	Tamara Reynolds
Alternate Presiding Judge:	Dottie Cornett

The County Clerk Elections Department will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to the Political Subdivision as soon as possible after all returns have been tabulated. All participating authorities shall be responsible for the official canvass of their respective elections.

The County Clerk Elections Department shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

The County Clerk Elections Department shall submit all Cities' precinct by precinct returns to the Texas Secretary of State's Office electronically.

The County Clerk Elections Department shall post all election night results to County website on election night. <http://www.Brazoriacountyvotes.com>.

## X. ELECTION EXPENSES AND ALLOCATION OF COSTS

The Parties agree to share the costs of administering the Joint Election. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared. The County participates in "Vote Centers," therefor all political subdivisions can vote at any location.

It is agreed that the normal rental rate charged for the County's voting equipment used on election day shall be calculated per polling locations and among the participants utilizing each polling location. (See "Exhibit 1" for rental rates.) Total cost will be calculated, and then multiplied by the Political Subdivisions percentage number of registered voters or with the minimum of \$1500.00, for those with lesser amount, additional cost associated will be itemized and billed.

Costs for Early Voting by Personal Appearance will also be charge with the same formula as Election Day. Those political subdivisions with the percentage of registered voters less than amount equal to \$1500.00 charged will be a minimum amount of \$1500.00.

Political Subdivision contracting for a runoff shall be responsible for all associated costs.

## XI. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Political Subdivision may withdraw from this agreement and the Joint Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code, or should it be later ruled that the election is not needed. Political Subdivision is fully liable for any expenses incurred by County Clerk on behalf of the Political Subdivision. Any monies deposited with the county by the withdrawing authority shall be refunded, minus the aforementioned expenses.

## XII. RECORDS OF THE ELECTION

The County Clerk is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority, as well as to the public, in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the County Clerk or at an alternate facility used for storage of county records. The County Clerk Elections Department shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the County Clerk shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the County Clerk any notice of pending election contest, investigation, litigation or open records request which may be filed with the participating authority.

### XIII. RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. Political Subdivision agrees that any recount shall take place at the offices of the County Clerk and that the County Clerk shall serve as Recount Supervisor and the Political Subdivision's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The County Clerk Elections Department agrees to provide advisory services to the Political Subdivision as necessary to conduct a proper recount and cost of the recount depends on the size of the election and number of precincts to be recounted.

### XIV. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, that other districts and political subdivisions may wish to participate in the use of the election equipment and voting places; it is agreed that the County Clerk may contract with such other districts or political subdivisions for such purposes, and that in such event, there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The County Clerk shall file copies of this document with the County Treasurer and the County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. In the event that legal action is filed contesting the Political Subdivision's election under Title 14 of the Texas Election Code, Political Subdivision shall choose and provide, at its own expense, legal counsel for the County, the County Clerk, and additional election personnel as necessary.
4. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code; however, any action taken is subject to any immunity provided by statute or common law to governmental entities. For purposes of this contract, the County Clerk's office is acting as a governmental entity covered by any immunity available to Brazoria County.
5. The parties agree that under the Constitution and laws of the State of Texas, neither Brazoria County nor Political Subdivision can enter into an agreement whereby either party agrees to indemnify or hold harmless another party; therefore, all references of any kind, if any, to indemnifying or holding or saving harmless for any reason are hereby deleted.
6. This agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazoria County, Texas.
7. In the event of one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement

shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

8. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
9. The waiver by any party of a breach of any provision of this agreement shall not operate as or be construed as a waiver of any subsequent breach.
10. Any amendments of this agreement shall be of no effect unless in writing and signed by all parties hereto.
11. **Authorization of Agreement.** This Agreement has been approved and authorized by the governing body of the Political Subdivision.
12. **Purpose, Terms, Rights, and Duties of the Parties.** The purpose, terms, rights, and duties of the Parties shall be as set forth in this Agreement.
13. **Payments from Current Revenues.** Each Party paying for the performance of governmental functions or services must make those payments from current revenues available to that paying Party.
14. **Fair Compensation.** The Parties acknowledge and agree that each of the payments contemplated by this Agreement fairly compensate the performing Party.
15. **Termination.** At any time and for any reason, either Party may terminate this Agreement by providing thirty (30) days' written notice of termination to the other Party.
16. **Funding.** The Parties understand and acknowledge that the funding of this Agreement is contained in each Party's annual budget and is subject to the approval of each Party in each fiscal year. The Parties further agree that should the governing body of any Party fail to approve a budget that includes sufficient funds for the continuation of this Agreement, or should the governing body of any Party fail to certify funds for any reason, then and upon the occurrence of such event, this Agreement shall automatically terminate as to that Party and that Party shall then have no further obligation to the other Party. When the funds budgeted or certified during any fiscal year by a Party to discharge its obligations under this Agreement are expended, the other Party's *sole and exclusive remedy* shall be to terminate this Agreement.
17. **No Joint Enterprise.** The Agreement is not intended to, and shall not be construed to, create any joint enterprise between or among the Parties.
18. **Public Information.** This Agreement is public information. To the extent, if any, that any provision of this Agreement is in conflict with Texas Government Code Chapter 552, et seq., as amended (the "Texas Public Information Act"), such provision shall be void and have no force or effect.

19. **No Third-Party Beneficiaries.** This Agreement is entered solely by and between, and may be enforced only by and among the Parties. Except as set forth herein, this Agreement shall not be deemed to create any rights in, or obligations to, any third parties.
20. **No Personal Liability.** Nothing in this Agreement shall be construed as creating any personal liability on the part of any employee, officer, or agent of any Party to this Agreement.
21. Nothing in this Agreement requires that either the Political Subdivision or County incur debt, assess or collect funds, or create a sinking fund.
22. **Sovereign Immunity Acknowledged and Retained.** **THE PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT NO PROVISION OF THIS AGREEMENT IS IN ANY WAY INTENDED TO CONSTITUTE A WAIVER BY ANY PARTY OF ANY IMMUNITY FROM SUIT OR LIABILITY THAT A PARTY MAY HAVE BY OPERATION OF LAW. THE CITY AND THE COUNTY RETAIN ALL GOVERNMENTAL IMMUNITIES.**

#### XV. COST ESTIMATES AND DEPOSIT OF FUNDS

It is estimated that the Political Subdivision's obligation under the terms of this agreement shall be DETERMINED AFTER THE ELECTION. Political Subdivision agrees to pay to County a deposit of **\$10,000.00.** This deposit shall be paid to County within 10 business days after the final candidate filing deadline. The final candidate filing deadline is February 18, 2022. Therefore, deposit is due by **MARCH 4, 2022.** The exact amount of the Political Subdivision's obligation under the terms of this Agreement shall be calculated after the MAY 7, 2022, election; and if the amount of the Political Subdivision's obligation exceeds the amount deposited, the Political Subdivision shall pay to County the **balance due within thirty (30) days after receipt of the final invoice from the County's Election Department.** However, if the amount of the Political Subdivision's obligation is less than the amount deposited, County shall refund to the Political Subdivision the excess amount paid within thirty (30) days after final costs are calculated.

IN TESTIMONY HEREOF, this agreement, its multiple originals all of equal force, has been executed on behalf of the parties.

(1) On the \_\_\_\_\_ day of \_\_\_\_\_, 2022 been executed on behalf of the County Clerk by the County Clerk pursuant to the Texas Election Code;

(2) On the \_\_\_\_\_ day of \_\_\_\_\_, 2022 been executed on behalf of the Political Subdivision by its Mayor or authorized representative, pursuant to an action of the Political Subdivision.

BRAZORIA COUNTY, COUNTY CLERK by

\_\_\_\_\_  
Joyce Hudman, County Clerk

ATTEST:

ALVIN COMMUNITY COLLEGE, TEXAS

By

\_\_\_\_\_  
Presiding Officer or Authorized Representative  
ALVIN COMMUNITY COLLEGE

13. **President's Report**

14. **President's Goal Report #4 - Research on Feasibility of ACC Bachelor's Degrees**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
President

MEMORANDUM NO: 20-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: February 9, 2022

SUBJECT: President's Goal Report #4 – Research on Feasibility of ACC Bachelor's Degrees

On August 12, 2021, Alvin Community College Board of Regents approved seven transition year goals for the President for the 2021-2022 year.

Goal #4 states:

*"Complete the research on feasibility of ACC bachelor's degrees."*

The report will provide information and an update on the progress of this goal during the transition year.

This item is for information only.

RJE:tg

15. **Census Day Internal Enrollment by Location Report**



**Your College > Right Now**

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

**MEMORANDUM NO: 30-2022**

**TO:** Board of Regents

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

**DATE:** February 18, 2022

**SUBJECT:** Spring 2022 Census Day Report and Internal Enrollment by Location Report

---

The Spring 2022 Census Day Internal Enrollment by Location Report will be presented by Dr. Pam Shefman, Executive Director of Institutional Effectiveness and Research. This report represents our Spring 2022 Census Day enrollment which will be reviewed and certified by the Texas Higher Education Coordinating Board. The Certified Report numbers may be slightly different from the numbers reported at the meeting.

This report is for information only.

RJE:tg

16. **Remote Work Presentation**

**MEMORANDUM NO: 31-2022**

**TO:** Board of Regents

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

**DATE:** February 16, 2022

**SUBJECT:** Presentation of the Results of Internal Remote Work Policy Review

---

As you may recall, we formed an ad hoc working group to review our current remote work policy (established specifically to address the pandemic generated issues) and to complete a review of the need for a permanent policy addressing our work in the future. We utilized two distinct working groups as members on the Remote Work Policy Review and Recommendation for Board Policy Task Force. One group included instructional faculty to address issues related to faculty members and the other included non-faculty employees. The two working groups collaborated to produce the final work product.

This presentation provides the findings of the work.

The timeline for the work is below and as you can see the group(s)

October	November - January	February
<ul style="list-style-type: none"><li>• Initial meeting with groups to outline the charge and scope of work</li><li>• Introduce chairs/co-chairs</li><li>• Identification and assignment of specific tasks within each group</li></ul>	<ul style="list-style-type: none"><li>• Complete research</li><li>• Analyze and dialogue within groups</li><li>• Draft Reports from each working group shared with the other group</li><li>• Collaboration between the working groups</li></ul>	<ul style="list-style-type: none"><li>• Production of a Final Report</li><li>• Board Presentation and Formal Request</li></ul>

The process for the work included these steps.

1. Research – complete a careful identification, review, and analysis of existing resources for information including articles, studies/surveys, existing college and university policies, and webinars, podcasts, and online seminars. Include review of current relevant ACC policies and procedures.
2. Dialogue – engage within each working group to review research and agree upon key lessons learned from the research.
3. Written Report – produce draft report addressing each item of the purpose statement.

4. Collaborate – two working groups will convene for a joint meeting for dialogue on each group's draft report.
5. Final Written Report and Board Presentation – produce one combined report and collaborate on a presentation of findings to the Board of Regents. The final presentation will include formal request for the Board of Regents.

This report is for information only.

RJE:tg

17. **Consider Appointment of Board Regent Replacement**



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

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

**MEMORANDUM NO: 36-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 9, 2022  
**SUBJECT:** Appointment of Board of Regent for Position 8

---

Action is requested of the Board in the form of a 'Resolution of the Board for Board Position 8'. This appointment will be for the remainder of the current term of office. As you are aware, this position is up for election on May 7, 2022.

RJE:tg

**Resolution of the Board Appointing Regent for Board Position 8**

**WHEREAS**, the Board of Regents of Alvin Community College (the "Board") accepted the resignation of Regent Andy Tacquard, Board Position 8, on \_\_\_\_\_.

**WHEREAS**, Board Position 8 is vacant under Texas Election Code 201.023.

**WHEREAS**, Texas Education Code 130.082(d) authorizes the Board to appoint legally qualified persons to fill vacant board positions.

**WHEREAS**, the Board finds that \_\_\_\_\_ is qualified to serve the unexpired term for Board Position 8.

**NOW, THEREFORE, BE IT RESOLVED** that the Board appoints \_\_\_\_\_ to fill the unexpired term for Board Position 8. In accordance with Texas Education Code 130.082(d), \_\_\_\_\_'s term shall expire on \_\_\_\_\_.

Adopted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year), by the Board.

\_\_\_\_\_  
**'Bel Sanchez, Chair**

\_\_\_\_\_  
**Dr. Patty Hertenberger, Secretary**

18. **Consider Approval of Resolution of Payment for Personnel during Closure due to a Winter Storm**



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

Dr. Robert J. Exley, Ph.D  
President

**MEMORANDUM NO: 29-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** February 16, 2022  
**SUBJECT:** Resolution of Payment for Personnel during Closure due to a Winter Storm

---

Alvin Community College Board Policy DEA (LOCAL) states:

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

Due to the Winter Storm, the college administration closed the campus on Friday, February 4, 2022 and all classes and services were cancelled through Friday, February 4, 2022 at 11:59 p.m. The resolution that follows authorizes the payment of employees for this period. Additionally, the resolution calls for premium pay for police and other TSCM employees who worked during the period of college closure.

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

RJE:tg

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

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

**WHEREAS**, on Friday, February 4, 2022, as the winter storm threatened the Texas Gulf Coast, and dangerous driving conditions were predicted by local weather stations and by local officials including those in Brazoria County;

**WHEREAS**, the Winter Storm struck the Texas Gulf Coast Thursday night February 3, 2022 causing wide-spread dangerous travel conditions to coastal and inland communities;

**WHEREAS**, ACC closed its facilities on the morning of Friday, February 4, 2022 and remained closed through Friday, February 4, 2022 at 11:59 p.m.;

**WHEREAS**, ACC's Childcare Services remained closed from February 4, 2022, 7:00am through Friday, February 4, 2022, 5:30pm;

**WHEREAS**, ACC police officers worked throughout the closure to safeguard ACC facilities;

**WHEREAS**, ACC environmental and custodial staff and other TSCM employees worked periodically throughout the closure to maintain and clean ACC facilities;

**WHEREAS**, all College operations resumed on Saturday February 5, 2022;

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

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

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

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

1. The Board delegates authority to President Exley to
  - a. compensate all full-time and part-time staff (excluding substitutes and independent contractors) for workdays and hours they were unable to work due to the above-described emergency closure at their regular hourly or daily rate of pay, according to regular duty schedules they would have otherwise worked if not for the closure on Friday, February 4 through Friday, February 4, 2022 at 11:59pm, or other schedule(s) as determined by the College President; and
  - b. administer additional compensation for non-exempt employees as he deems appropriate beginning Friday, February 4, 2022 at 6:00am, the first day of emergency closure, through Friday, February 4, 2022 at 11:59pm, provided, however, that under no circumstance shall a non-exempt employee's total hourly rate of pay exceed 1.5 times their normal hourly rate.

ADOPTED THIS 24th DAY OF FEBRUARY 2022.

ALVIN COMMUNITY COLLEGE

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

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

19. **Consider Approval of Additional Personal Leave Days for Fiscal Year 2021-2022**



Your College  Right Now

Dr. Robert J. Exley, Ph.D  
President

**MEMORANDUM NO: 38-2022**

**TO:** Board of Regents

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

**DATE:** February 17, 2022

**SUBJECT:** Approval of Additional Personal Leave Days for Fiscal Year 2021-2022

In recognition of the ongoing challenges and the significant stress the COVID Pandemic has placed on our employees, I would like to propose the following:

1. Three additional personal leave days to be utilized by the end of this fiscal year – August 31, 2022
2. The leave must be utilized in minimum increments of 8 hours.
3. Employees must submit the leave request and receive the approval of their supervisor no less than three workdays prior to the requested time off.

It is recommended that the Board approve an additional three (3) days of personal leave to be granted under the guidelines stated above for this 2021-2022 fiscal year only.

RJE:tg

20. **Consider Approval of Applying 6% Cost of Living Increase for Employees Hired from March 1 through August 31, 2021**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 39-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 17, 2022

**SUBJECT:** Approval of Applying 6% COLA for Specific Employees

---

The Board is requested to approve a pro-rated application of the FY2021-2022 6% Cost of Living Increase (COLA) for twelve employees who were hired between March 1, 2021 and August 31, 2021 for a total cost of \$30,259.85.

The 6% adjustment to base salary will be based on each individual's hiring date and applied on the six-month anniversary date of employment. This is a one-time request specific to this fiscal year.

Examples shown below:

Start Date / 6-Months Date	Starting Annual Salary	6% Adjustment	Final Annual Salary	Monthly Adjustment	Months of Pay Increase	Total Cost to FY 2021-2022
04/01/2021 10/01/2021	\$ 67,557.00	\$ 4,053.42	\$ 71,610.42	\$ 337.785	11.00	\$3,715.64
08/16/2021 02/16/2022	\$ 57,905.00	\$ 3,474.30	\$ 61,379.30	\$289.525	6.45	\$ 1,867.44

RJE:tg

21. **Consider Approval of Change Order for AGCM for Soil and Concrete Testing Services**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

MEMORANDUM NO: 32-2022

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** February 16, 2022  
**SUBJECT:** Consider Approval of Change Order for AGCM for Soil and Concrete Testing Services

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As a routine aspect of managing the bond projects, AGCM utilized the services of Paradigm Consultants, Inc. for construction materials testing – specifically related to soil and concrete testing services. From their website, “Materials engineering is the specialized branch of civil engineering that deals with the properties and science of materials, specifically construction materials. Sometimes called an independent testing laboratory, the materials engineering laboratory deals primarily with testing, evaluating, and monitoring materials and processes used in construction.”

For ACC, this work relates to the parking lot and small bridge work done initially and to the concrete work for the sidewalks in and around the College’s central courtyard.

Since the contracts with Corestone for 1) the parking lot and 2) the sidewalks were completed over a period of time, this cost involved multiple testing as new concrete was poured in various sections of the parking lot and courtyard.

Attached with this memo you will find a listing of the invoices for these multiple tests. Since AGCM pays Paradigm, and the total of these related services exceeds \$50,000, a change order payable to AGCM requires board approval for the work that AGCM contracted out to Paradigm. The following is a list of said testing and inspections:

- Soil & subgrade compaction testing for parking lots and sidewalks
- Concrete testing for sidewalks and bridges built over ditches
- Asphalt testing for parking lots
- Concrete pre-pour inspections for rebar, vapor barrier etc.

It is proposed that the Board accept the payment to AGCM for \$66,715.61 as a change order to their contract for this work. These funds are included in overall budget and do not require approval of additional funds.

RJE:tg

Item	Vendor	Invoice Date	Invoice #	Invoice Description	Invoice Amount	Approved (Y/N)	AGCM invoice amount (+10% fee)
1.01	Paradigm	5/7/2020	53901	April 2020 Invoice	\$ 2,883.00	Y	\$ 3,171.30
1.02	Paradigm	6/8/2020	53987	May 2020 Invoice	\$ 2,556.00	Y	\$ 2,811.60
1.03	Paradigm	7/2/2020	54075	June 2020 Invoice	\$ 5,520.75	Y	\$ 6,072.83
1.04	Paradigm	8/26/2020	54153	July 2020 Invoice	\$ 2,878.50	Y	\$ 3,166.35
1.05	Paradigm	9/23/2020	54213	August 2020 Invoice	\$ 2,818.00	Y	\$ 3,099.80
1.06	Paradigm	11/5/2020	54276	September 2020 Invoice	\$ 6,495.10	Y	\$ 7,144.61
1.07	Paradigm	11/12/2020	54311	October 2020 Invoice	\$ 2,760.00	Y	\$ 3,036.00
1.08	Paradigm	12/17/2020	54415	November 2020 Invoice	\$ 604.00	Y	\$ 664.40
1.09	Paradigm	1/8/2021	54447	December 2020 Invoice	\$ 4,489.00	Y	\$ 4,937.90
1.10	Paradigm	12/28/2020	54426	November 2020 PAVING Invoice	\$ 2,207.50	Y	\$ 2,428.25
1.11	Paradigm	2/24/2021	54542	January 2021 PAVING Invoice	\$ 2,328.00	Y	\$ 2,560.80
1.12	Paradigm	3/10/2021	54591	February 2021 Invoice	\$ 557.70	Y	\$ 613.47
1.13	Paradigm	3/11/2021	54592	February 2021 PAVING Invoice	\$ 541.00	Y	\$ 595.10
1.14	Paradigm	1/15/2021	54473	December 2021 PAVING Invoice	\$ 1,385.50	Y	\$ 1,524.05
1.15	Paradigm	4/9/2021	54677	March 2021 PAVING Invoice	\$ 3,886.50	Y	\$ 4,275.15
1.16	Paradigm	7/16/2021	54944	June 2021 Invoice	\$ 1,760.50	Y	\$ 1,936.55
1.17	Paradigm	8/24/2021	55048	July 2021 Invoice	\$ 2,757.00	Y	\$ 3,032.70
1.18	Paradigm	9/10/2021	55094	August 2021 Invoice	\$ 3,838.50	Y	\$ 4,222.35
1.19	Paradigm	10/18/2021	55181	September 2021 Invoice	\$ 1,831.00	Y	\$ 2,014.10
1.20	Paradigm	12/10/2021	55322	October 2021 Invoice	\$ 2,976.00	Y	\$ 3,273.60
1.21	Paradigm	12/22/2021	55357	November 2021 Invoice	\$ 2,608.50	Y	\$ 2,869.35
1.22	Paradigm	1/12/2022	55424	December 2021 Invoice	\$ 1,683.00	Y	\$ 1,851.30
1.23	Paradigm	2/2/2022	55453	January 2022 Invoice	\$ 1,285.50	Y	\$ 1,414.05
				Cost to Date	\$ 60,650.55		\$ 66,715.61

TOTAL AGCM CHANGE ORDER

## 22. Financial Report

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

	January 31, 2022	January 31, 2021	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	24,380,093	5,133,618	19,246,475	
Short-term investments	10,885,188	30,401,429	(19,516,241)	
Accounts receivable, net	2,089,298	2,110,239	(20,941)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	147,690	211,369	(63,679)	
Prepays	-	-	-	Travel advances and prepaid expenses
<b>Total Current Assets</b>	<b>37,502,268</b>	<b>37,856,655</b>	<b>(354,387)</b>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	45,576,905	30,953,322	14,623,583	
<b>Total Assets</b>	<b>84,079,173</b>	<b>69,809,977</b>	<b>14,269,196</b>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	3,651,781	4,339,605	(687,824)	TRS pension
Deferred outflows - OPEB	9,755,156	5,951,439	3,803,717	OPEB
<b>Total Deferred Outflows of Resources</b>	<b>13,406,937</b>	<b>10,291,044</b>	<b>3,115,893</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	236,218	672	235,546	
Net pension liability	9,854,249	9,596,705	257,544	
Net OPEB liability	28,599,258	26,895,555	1,703,703	
Funds held for others	52,565	48,355	4,210	Agency funds - groups, clubs, etc on campus
Deferred revenues	36,643	186,163	(149,520)	Grants paid in advance and fall registrations
Compensated absences	465,914	528,706	(62,792)	Entry made annually for change in liability
Bonds payable, net of premiums	6,468,955	6,562,444	(93,489)	Annual payment
Tax note payable, net of premiums	20,420,000	20,420,000	-	Annual payment
<b>Total Liabilities</b>	<b>66,133,802</b>	<b>64,238,600</b>	<b>1,895,202</b>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,499,947	1,911,006	(411,059)	TRS pension
Deferred inflow - OPEB	7,280,493	6,709,983	570,510	OPEB
Deferred inflow - premium on tax note	2,324,548	2,461,286	(136,738)	OPEB
<b>Total Deferred Inflows of Resources</b>	<b>11,104,988</b>	<b>11,082,275</b>	<b>22,713</b>	
<b>Net Assets</b>				
Fund Balance - Equity	20,247,319	4,780,146	15,467,173	
<b>Total Net Assets</b>	<b>20,247,319</b>	<b>4,780,146</b>	<b>15,467,173</b>	

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**January 31, 2022 and January 31, 2021**

	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	M&O Budget	Remaining Budget	% of Budget
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	1,343,076	5,451,461	6,688,719	(1,237,258)	81.50%	1,483,632	5,561,499	6,052,116	(490,617)	91.89%
Federal grants and contracts	5,440,116	-	245,993	(245,993)	0.00%	3,788,296	-	1,138,749	(1,138,749)	0.00%
State grants	209,334	-	-	-	0.00%	193,850	-	-	-	0.00%
Local grants	115,140	-	-	-	0.00%	205,131	-	-	-	0.00%
Auxiliary enterprises	1,018,277	-	-	-	0.00%	999,757	-	-	-	0.00%
Other operating revenues	225,791	21,319	75,000	(53,681)	28.43%	170,190	25,324	52,500	(26,976)	48.62%
<b>Total operating revenues</b>	<b>8,351,735</b>	<b>5,472,780</b>	<b>7,009,712</b>	<b>(1,536,932)</b>	<b>78.07%</b>	<b>6,840,856</b>	<b>5,587,023</b>	<b>7,243,365</b>	<b>(1,656,342)</b>	<b>77.13%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	3,327,544	7,869,087	4,541,543	42.29%	-	3,152,301	6,891,734	3,739,433	45.74%
Institutional	-	2,024,832	7,576,546	5,551,714	26.72%	-	3,252,187	6,854,512	3,602,325	47.45%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	2,134,121	6,341,151	4,207,030	33.66%	-	1,982,110	6,017,287	4,035,177	32.94%
University Parallel Instruction	-	3,050,684	8,296,763	5,246,079	36.77%	-	2,864,930	7,484,982	4,620,052	38.28%
Student Services	-	1,800,107	5,043,330	3,243,223	35.69%	-	1,648,184	4,756,104	3,107,920	34.65%
Physical Plant	-	1,072,224	3,301,962	2,229,738	32.47%	-	986,396	3,203,462	2,217,066	30.79%
Unbudgeted Unrestricted (Fund 12)	624,742	-	-	-	0.00%	569,899	-	-	-	0.00%
Continuing Education	348,876	-	-	-	0.00%	471,897	-	-	-	0.00%
Auxiliary Enterprises	1,035,373	-	-	-	0.00%	640,095	-	-	-	0.00%
Local Grants	4,859	-	-	-	0.00%	78,980	-	-	-	0.00%
TPEG	135,184	-	-	-	0.00%	111,008	-	-	-	0.00%
Institutional Scholarships	45,053	-	-	-	0.00%	67,245	-	-	-	0.00%
State Grants	209,327	-	-	-	0.00%	193,850	-	-	-	0.00%
Federal Grants	5,439,498	-	-	-	0.00%	3,788,296	-	-	-	0.00%
Donor Scholarships	171,851	-	-	-	0.00%	185,557	-	-	-	0.00%
Unexpended Plant Fund	636,086	-	-	-	0.00%	253,898	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	154,601	-	-	-	0.00%	152,019	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	270,019	-	-	-	0.00%	5,551,548	-	-	-	0.00%
<b>Total operating expenses</b>	<b>9,075,469</b>	<b>13,409,512</b>	<b>38,428,839</b>	<b>25,019,327</b>	<b>34.89%</b>	<b>12,064,292</b>	<b>13,886,108</b>	<b>36,685,421</b>	<b>22,799,313</b>	<b>37.85%</b>
Operating Gain/(Loss)	(723,734)	(7,936,731)	(31,419,127)	(26,556,259)		(5,223,436)	(8,299,085)	(29,442,056)	(24,455,655)	
<b>Nonoperating revenues</b>										
State appropriations*	-	3,447,692	7,587,622	(4,139,930)	45.44%	-	3,343,157	7,772,636	(4,429,479)	43.01%
Property tax revenue - Current	1,197,548	17,468,631	23,612,061	(6,143,430)	73.98%	1,116,810	13,331,793	20,117,080	(6,785,287)	66.27%
Property tax revenue/Instlt Reserve	-	-	144,444	(144,444)	-	-	1,477,340	1,477,340	-	-
Property tax revenue - Delinquent	5,146	63,911	-	63,911	0.00%	7,438	80,382	-	80,382	0.00%
Property tax revenue - Interest & Penalties	1,677	19,605	-	19,605	0.00%	2,599	27,619	-	27,619	0.00%
Investment income	208	11,761	75,000	(63,239)	15.68%	6,856	41,224	75,000	(33,776)	54.97%
Other non-operating revenues	151,731	6,859	-	6,859	0.00%	194,096	7,427	-	7,427	0.00%
<b>Total nonoperating revenues</b>	<b>1,356,310</b>	<b>21,018,459</b>	<b>31,419,127</b>	<b>(10,400,668)</b>	<b>66.90%</b>	<b>1,327,799</b>	<b>18,308,942</b>	<b>29,442,056</b>	<b>(11,133,114)</b>	<b>62.19%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	769,164	-	769,164	0.00%	-	993,609	-	993,609	0.00%
State Insurance Match	-	(305,960)	-	(305,960)	0.00%	-	(460,856)	-	(460,856)	0.00%
State Retirement Match	-	(298,950)	-	(298,950)	0.00%	-	(274,249)	-	(274,249)	0.00%
State Retiree Insurance	-	(164,254)	-	(164,254)	0.00%	-	(258,504)	-	(258,504)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>632,576</b>	<b>13,081,728</b>	<b>-</b>	<b>(36,956,927)</b>		<b>(3,895,637)</b>	<b>10,009,857</b>	<b>-</b>	<b>(35,588,769)</b>	
* State Approp portion generated by CE =	88,950					90,934				
* Institutional Reserve	10,868,668					9,347,000				

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**January 31, 2022 and January 31, 2021**

	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	8,351,735	5,472,780	7,009,712	(1,536,932)	78.07%	6,840,856	5,587,023	7,243,365	(1,656,342)	77.13%
Nonoperating revenues										
Total nonoperating revenues	1,356,310	21,018,459	31,419,127	(10,400,668)	66.90%	1,327,799	18,308,942	29,442,056	(11,133,114)	62.19%
<b>Less Expenses</b>										
Operating expenses										
Total operating expenses	(9,075,469)	(13,409,512)	(38,428,839)	(25,019,327)	34.89%	(12,064,292)	(13,886,108)	(36,685,421)	(22,799,313)	37.85%
<b>Increase/(decrease) in net assets</b>	632,576	13,081,728	-	(36,956,927)		(3,895,637)	10,009,857	-	(35,588,769)	

- \* State Approp portion generated by CE = 88,950 90,934
- \* Institutional Reserve 10,868,668 9,347,000

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**January 31, 2022 and January 31, 2021**

	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	34,862	731,364	1,755,274	1,023,910	41.67%	22,064	666,196	1,664,975	998,779	40.01%
Professional Sal	250,472	1,940,076	5,490,048	3,549,972	35.34%	457,818	1,842,024	4,838,733	2,996,709	38.07%
Tech/Clerical Sal	306,619	1,873,534	5,135,350	3,261,816	36.48%	368,639	1,796,740	4,876,121	3,079,381	36.85%
Faculty Sal	121,631	4,462,685	12,289,001	7,826,316	36.31%	194,832	4,138,328	11,394,578	7,256,250	36.32%
Misc Sal	22,239	58,623	144,855	86,232	40.47%	24,446	29,021	64,980	35,959	44.66%
Reg Students Sal	12,722	19,971	161,279	141,308	12.38%	4,477	23,036	169,454	146,418	13.59%
Work Study Students Sal	22,436	-	-	-	0.00%	18,196	-	-	-	0.00%
Staff Benefits	110,155	1,531,332	4,305,770	2,774,438	35.56%	147,391	1,512,859	4,000,775	2,487,916	37.81%
Subtotal	881,136	10,617,585	29,281,577	18,663,992	36.26%	1,237,863	10,008,204	27,009,616	17,001,412	37.05%
Equipment	12,090	18,710	-	(18,710)	0.00%	73,729	3,034	43,400	40,366	6.99%
Computer Hardware	-	4,627	-	(4,627)	0.00%	227,564	23,297	93,050	69,753	25.04%
Capital Improvements	37,959	-	-	-	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	4,668	58,099	213,374	155,275	27.23%	11,243	35,647	440,524	404,877	8.09%
Supplies & Exp	934,206	2,631,091	6,574,244	3,943,153	40.02%	1,027,244	3,709,209	5,413,866	1,704,657	68.51%
Institutional Scholarships	45,053	79,400	333,700	254,300	23.79%	67,245	106,717	323,000	216,283	33.04%
Financial Aid	5,443,838	-	-	-	0.00%	3,094,207	-	-	-	0.00%
Donor Scholarships	171,851	-	-	-	0.00%	185,557	-	-	-	0.00%
Purchases (Store/Concession)	483,962	-	-	-	0.00%	182,175	-	-	-	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)	154,601	-	-	-	0.00%	152,019	-	-	-	0.00%
Tax Maintenance Note	270,019	-	1,781,500	1,781,500	0.00%	5,551,548	-	1,784,625	1,784,625	0.00%
Unexpended Plant	636,086	-	-	-	0.00%	253,898	-	-	-	0.00%
	9,075,469	\$ 13,409,512	\$ 38,428,839	\$ 25,019,327	34.89%	\$ 12,064,292	\$ 13,886,108	\$ 36,685,421	\$ 22,799,313	37.85%
State Insurance Match	-	305,960	-	(305,960)	0.00%	-	460,856	-	(460,856)	0.00%
State Retirement Match	-	298,950	-	(298,950)	0.00%	-	274,249	-	(274,249)	0.00%
State Retiree Insurance	-	164,254	-	(164,254)	0.00%	-	258,504	-	(258,504)	0.00%

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense**  
**January 31, 2022**

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	88,950	-		88,950	179,247	(90,297)
GED	1,862	-		1,862	442	1,420
Law Enforcement	-	-		-		-
Real Estate	674	-		674		674
Dental Assistant	27,505	(1,650)		25,855	29,105	(3,251)
Phlebotomy	27,990	(1,679)		26,311	5,896	20,415
Health and Medical	-	-		-		-
Welding	53,794	(2,972)	(3,697)	47,126	37,758	9,367
Certified Nursing / Medication Aide	44,040	(2,642)		41,398	4,124	37,274
Truck Driving	118,515	(6,428)		112,087	50,503	61,584
Center for Professional Workforce Dev	13,998	-		13,998		13,998
Education to Go	2,745	-		2,745		2,745
Concealed Handguns	70	-		70		70
Occupational Health & Safety	2,410	-		2,410	223	2,187
Community Programs	800	-		800	140	660
Clinical Medical Assistant	58,230	(3,494)		54,736	7,240	47,496
Vet Assistant	2,328	(83)		2,245	1,247	998
Yoga	520	-		520	700	(180)
Human Resource Program	-	-		-		-
Activity Director Program	2,070	(124)		1,946	-	1,946
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	-	-		-	-	-
STRIVE	84,795	(4,712)	(6,254)	73,829	27,414	46,415
TWC INEOS/TEAM	-	-		-	-	-
TWC Ascend	2,286	(137)		2,149		
Industrial Maintenance	-	-		-		-
TWC Building Construction Trades	-	-		-	4,836	(4,836)
Total	533,582	(23,923)	(9,951)	499,709	348,876	148,684

\*2.58% 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 Year-To-Date Through January 31, 2022 and January 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	180,413		522,257	1,555	133,012	2,375	839,612	820,407
Student Fees		178,665					178,665	179,350
	180,413	178,665	522,257	1,555	133,012	2,375	1,018,277	999,757
<b>Expenses</b>								
Purchases & Returns			483,850	112			483,962	182,175
Salaries	43,745	37,148	90,981		113,122	2,223	287,219	254,484
Staff Benefits	12,435	6,282	22,932		37,645	110	79,404	79,085
Supplies & Other Operating Expenses	108,733	36,633	8,616		9,313	212	163,507	119,557
Equipment			14,788				14,788	-
Building Repairs							-	-
Bank Charges			3,123		1,570		4,693	4,794
Contingency							-	-
Scholarships		1,800					1,800	-
	164,912	81,863	624,290	112	161,650	2,545	1,035,373	640,095
<b>Excess revenue over expenses</b>	<b>15,501</b>	<b>96,802</b>	<b>(102,033)</b>	<b>1,443</b>	<b>(28,638)</b>	<b>(170)</b>	<b>(17,095)</b>	<b>359,662</b>
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			65,141				65,141	53,859
Interfund Receivables	283,819	490,082	502,192	4,732	15,608	75,866	1,372,298	1,225,956
Prepaid Expenses							-	-
Inventory			147,690				147,690	211,369
<b>Total Assets</b>	<b>283,819</b>	<b>490,082</b>	<b>717,535</b>	<b>4,732</b>	<b>15,608</b>	<b>75,866</b>	<b>1,587,641</b>	<b>1,493,697</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	6,063	638	44,710		7,459		58,870	63,234
Deferred Revenue							-	-
Deposits							-	-
<b>Total Liabilities</b>	<b>6,063</b>	<b>638</b>	<b>44,710</b>	<b>-</b>	<b>7,459</b>	<b>-</b>	<b>58,870</b>	<b>63,234</b>
Restricted Fund Balance (includes inventories)			147,690				147,690	211,369
Unrestricted Fund Balance	277,755	489,444	525,135	4,732	8,149	75,866	1,381,081	1,219,094
<b>Total Liabilities &amp; Fund Balance</b>	<b>283,819</b>	<b>490,082</b>	<b>717,535</b>	<b>4,732</b>	<b>15,608</b>	<b>75,866</b>	<b>1,587,641</b>	<b>1,493,697</b>

Alvin Community College  
Auxiliary Profit/(Loss) Statement - Year-To Date Through January 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	178,420		534,200	354	104,868	2,565	820,407
Student Fees		179,350					179,350
	178,420	179,350	534,200	354	104,868	2,565	999,757
<b>Expenses</b>							
Purchases & Returns			182,175				182,175
Salaries	41,051	32,794	86,153		94,486		254,484
Staff Benefits	12,148	9,258	23,417		34,262		79,085
Supplies & Other Operating Expenses	70,777	23,901	12,039	3,926	8,914		119,557
Equipment							-
Building Repairs							-
Bank Charges			3,851		943		4,794
Contingency							-
Scholarships							-
	123,976	65,953	307,635	3,926	138,605	-	640,095
Excess revenue over expenses	54,444	113,397	226,565	(3,572)	(33,737)	2,565	359,662
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			53,859				53,859
Interfund Receivables	253,765	382,812	527,963	2,133	9,683	49,600	1,225,956
Prepaid Expenses							-
Inventory			211,054	315			211,369
<b>Total Assets</b>	<b>253,765</b>	<b>382,812</b>	<b>795,389</b>	<b>2,448</b>	<b>9,683</b>	<b>49,600</b>	<b>1,493,697</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	4,523	885	45,638		12,188		63,234
Deferred Revenue							-
Deposits							-
<b>Total Liabilities</b>	<b>4,523</b>	<b>885</b>	<b>45,638</b>	<b>-</b>	<b>12,188</b>	<b>-</b>	<b>63,234</b>
Restricted Fund Balance (includes inventories)			211,054	315			211,369
Unrestricted Fund Balance	249,242	381,927	538,697	2,133	(2,505)	49,600	1,219,094
<b>Total Liabilities &amp; Fund Balance</b>	<b>253,765</b>	<b>382,812</b>	<b>795,389</b>	<b>2,448</b>	<b>9,683</b>	<b>49,600</b>	<b>1,493,697</b>

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

	<u>December 31, 2021</u>	<u>December 31, 2020</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
<b>Current Assets</b>				
Cash and cash equivalents	22,685,905	1,521,446	21,164,458	
Short-term investments	8,150,000	39,272,339	(31,122,339)	
Accounts receivable, net	2,005,135	3,643,784	(1,638,649)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	218,775	524,160	(305,385)	
Prepays	6,333	47,481	(41,148)	Travel advances and prepaid expenses
<b>Total Current Assets</b>	<u>33,066,147</u>	<u>45,009,210</u>	<u>(11,943,063)</u>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	45,576,905	26,458,542	19,118,363	
<b>Total Assets</b>	<u>79,643,052</u>	<u>72,467,752</u>	<u>7,175,300</u>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	3,651,781	3,444,030	207,751	TRS pension
Deferred outflows - OPEB	9,755,156	3,890,376	5,864,780	OPEB
<b>Total Deferred Outflows of Resources</b>	<u>13,406,937</u>	<u>7,334,406</u>	<u>6,072,531</u>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	35,192	141,924	(106,732)	
Net pension liability	9,854,249	9,552,203	302,046	
Net OPEB liability	28,599,258	23,714,290	4,884,968	
Funds held for others	53,651	41,582	12,069	Agency funds - groups, clubs, etc on campus
Deferred revenues	44,564	133,212	(88,648)	Grants paid in advance and fall registrations
Compensated absences	465,914	414,719	51,195	Entry made annually for change in liability
Bonds payable, net of premiums	6,468,955	9,215,068	(2,746,113)	Annual payment
Tax note payable, net of premiums	22,744,548	23,762,256	(1,017,708)	Annual payment
<b>Total Liabilities</b>	<u>68,266,332</u>	<u>66,975,254</u>	<u>1,291,078</u>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,499,947	1,675,395	(175,448)	TRS pension
Deferred inflow - OPEB	7,280,493	8,310,135	(1,029,642)	OPEB
<b>Total Deferred Inflows of Resources</b>	<u>8,780,440</u>	<u>9,985,530</u>	<u>(1,205,090)</u>	
<b>Net Assets</b>				
Fund Balance - Equity	<u>16,003,216</u>	<u>2,841,374</u>	<u>13,161,842</u>	
<b>Total Net Assets</b>	<u><u>16,003,216</u></u>	<u><u>2,841,374</u></u>	<u><u>13,161,842</u></u>	

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**December 31, 2021 and December 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	1,169,359	5,056,869	6,688,719	(1,631,850)	75.60%	1,177,538	4,954,894	6,052,116	(1,097,222)	81.87%
Federal grants and contracts	4,601,470	-	245,993	(245,993)	0.00%	2,420,385	-	1,138,749	(1,138,749)	0.00%
State grants	179,632	-	-	-	0.00%	221,872	-	-	-	0.00%
Local grants	115,140	-	-	-	0.00%	179,868	-	-	-	0.00%
Auxiliary enterprises	769,699	-	-	-	0.00%	731,337	-	-	-	0.00%
Other operating revenues	216,614	14,929	75,000	(60,071)	19.91%	179,385	14,698	52,500	(37,802)	28.00%
<b>Total operating revenues</b>	<b>7,051,914</b>	<b>5,071,798</b>	<b>7,009,712</b>	<b>(1,937,914)</b>	<b>72.35%</b>	<b>4,910,384</b>	<b>4,969,592</b>	<b>7,243,365</b>	<b>(2,273,773)</b>	<b>68.61%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	2,795,447	7,869,087	5,073,640	35.52%	-	2,652,570	6,891,734	4,239,164	38.49%
Institutional	-	1,538,384	7,576,546	6,038,162	20.30%	-	1,634,185	6,854,512	5,220,327	23.84%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	1,757,553	6,341,151	4,583,598	27.72%	-	1,634,260	6,017,287	4,383,027	27.16%
University Parallel Instruction	-	2,521,203	8,296,763	5,775,560	30.39%	-	2,392,920	7,484,982	5,092,062	31.97%
Student Services	-	1,439,469	5,043,330	3,603,861	28.54%	-	1,308,581	4,756,104	3,447,523	27.51%
Physical Plant	-	805,670	3,301,962	2,496,292	24.40%	-	750,265	3,203,462	2,453,197	23.42%
Unbudgeted Unrestricted (Fund 12)	573,920	-	-	-	0.00%	287,026	-	-	-	0.00%
Continuing Education	284,457	-	-	-	0.00%	368,795	-	-	-	0.00%
Auxiliary Enterprises	533,195	-	-	-	0.00%	400,656	-	-	-	0.00%
Local Grants	2,061	-	-	-	0.00%	12,210	-	-	-	0.00%
TPEG	124,589	-	-	-	0.00%	98,949	-	-	-	0.00%
Institutional Scholarships	44,528	-	-	-	0.00%	67,095	-	-	-	0.00%
State Grants	195,376	-	-	-	0.00%	193,850	-	-	-	0.00%
Federal Grants	5,096,772	-	-	-	0.00%	3,643,104	-	-	-	0.00%
Donor Scholarships	170,406	-	-	-	0.00%	184,446	-	-	-	0.00%
Unexpended Plant Fund	(334,496)	-	-	-	0.00%	104,863	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	154,809	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	490,017	-	-	-	0.00%	6,030,538	-	-	-	0.00%
<b>Total operating expenses</b>	<b>7,335,633</b>	<b>10,857,725</b>	<b>38,428,839</b>	<b>27,571,114</b>	<b>28.25%</b>	<b>11,391,533</b>	<b>10,372,781</b>	<b>36,685,421</b>	<b>26,312,640</b>	<b>28.27%</b>
Operating Gain/(Loss)	(283,720)	(5,785,927)	(31,419,127)	(29,509,028)		(6,481,148)	(5,403,189)	(29,442,056)	(28,586,413)	
<b>Nonoperating revenues</b>										
State appropriations*	-	3,447,692	7,587,622	(4,139,930)	45.44%	-	3,343,157	7,772,636	(4,429,479)	43.01%
Property tax revenue - Current	768,287	11,280,267	23,612,061	(12,331,794)	47.77%	763,189	10,208,596	20,117,080	(9,908,484)	50.75%
Property tax revenue/Instat Reserve	-	-	144,444	(144,444)	-	-	-	1,477,340	(1,477,340)	-
Property tax revenue - Delinquent	4,604	-	-	-	0.00%	5,996	-	-	-	0.00%
Property tax revenue - Interest & Penalties	1,394	-	-	-	0.00%	2,338	-	-	-	0.00%
Investment income	185	15,210	75,000	(59,790)	20.28%	6,202	36,511	75,000	(38,489)	48.68%
Other non-operating revenues	104,063	7,245	-	7,245	0.00%	97,735	4,990	-	4,990	0.00%
<b>Total nonoperating revenues</b>	<b>878,532</b>	<b>14,750,413</b>	<b>31,419,127</b>	<b>(16,668,714)</b>	<b>46.95%</b>	<b>875,461</b>	<b>13,593,253</b>	<b>29,442,056</b>	<b>(15,848,803)</b>	<b>46.17%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	555,328	-	555,328	0.00%	-	653,670	-	653,670	0.00%
State Insurance Match	-	(203,988)	-	(203,988)	0.00%	-	(275,636)	-	(275,636)	0.00%
State Retirement Match	-	(241,852)	-	(241,852)	0.00%	-	(222,054)	-	(222,054)	0.00%
State Retiree Insurance	-	(109,488)	-	(109,488)	0.00%	-	(155,980)	-	(155,980)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>594,813</b>	<b>8,964,486</b>	<b>-</b>	<b>(46,177,742)</b>		<b>(5,605,687)</b>	<b>8,190,064</b>	<b>-</b>	<b>(44,435,216)</b>	

\* State Approp portion generated by CE = 88,950

90,934

\* Institutional Reserve 10,868,668

8,047,791

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**December 31, 2021 and December 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	7,051,914	5,071,798	7,009,712	(1,937,914)	72.35%	4,910,384	4,969,592	7,243,365	(2,273,773)	68.61%
Nonoperating revenues										
Total nonoperating revenues	878,532	14,750,413	31,419,127	(16,668,714)	46.95%	875,461	13,593,253	29,442,056	(15,848,803)	46.17%
<b>Less Expenses</b>										
Operating expenses										
Total operating expenses	(7,335,633)	(10,857,725)	(38,428,839)	(27,571,114)	28.25%	(11,391,533)	(10,372,781)	(36,685,421)	(26,312,640)	28.27%
<b>Increase/(decrease) in net assets</b>	594,813	8,964,486	-	(46,177,742)		(5,605,687)	8,190,064	-	(44,435,216)	

- \* State Approp portion generated by CE = 88,950 90,934
- \* Institutional Reserve 10,868,668 8,047,791

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**December 31, 2021 and December 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	51,546	585,091	1,755,274	1,170,183	33.33%	14,075	526,529	1,664,975	1,138,446	31.62%
Professional Sal	188,282	1,552,402	5,490,048	3,937,646	28.28%	366,085	1,476,263	4,838,733	3,362,470	30.51%
Tech/Clerical Sal	252,832	1,484,014	5,135,350	3,651,336	28.90%	294,503	1,428,032	4,876,121	3,448,089	29.29%
Faculty Sal	96,960	3,727,464	12,289,001	8,561,537	30.33%	158,957	3,470,424	11,394,578	7,924,154	30.46%
Misc Sal	22,119	54,350	144,855	90,505	37.52%	23,606	30,588	64,980	34,392	47.07%
Reg Students Sal	15,545	18,390	161,279	142,889	11.40%	1,972	16,181	169,454	153,273	9.55%
Work Study Students Sal	13,638	-	-	-	0.00%	16,071	-	-	-	0.00%
Staff Benefits	91,305	1,124,082	4,305,770	3,181,688	26.11%	117,919	1,208,933	4,000,775	2,791,842	30.22%
Subtotal	732,227	8,545,793	29,281,577	20,735,784	29.18%	993,188	8,156,950	27,009,616	18,852,666	30.20%
Equipment	12,090	14,467	-	(14,467)	0.00%	75,403	2,384	43,400	41,016	5.49%
Computer Hardware	-	4,627	-	(4,627)	0.00%	1,456	4,986	93,050	88,064	5.36%
Capital Improvements	5,162	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instiit Reserve	-	-	144,444	144,444	0.00%	-	-	1,477,340	1,477,340	0.00%
Travel/Prof Development	4,683	47,404	213,374	165,970	22.22%	10,355	15,659	440,524	424,865	3.55%
Supplies & Exp	927,700	2,190,804	6,574,244	4,383,440	33.32%	840,706	2,119,152	5,413,866	3,294,714	39.14%
Institutional Scholarships	44,528	54,500	333,700	279,200	16.33%	67,095	73,650	323,000	249,350	22.80%
Financial Aid	5,036,723	-	-	-	0.00%	3,055,723	-	-	-	0.00%
Donor Scholarships	170,406	-	-	-	0.00%	184,446	-	-	-	0.00%
Purchases (Store/Concession)	91,785	-	-	-	0.00%	27,759	-	-	-	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)	154,809	-	-	-	0.00%	-	-	-	-	0.00%
Tax Maintenance Note	490,017	-	1,781,500	1,781,500	0.00%	6,030,538	-	1,784,625	1,784,625	0.00%
Unexpended Plant	(334,496)	-	-	-	0.00%	104,863	-	-	-	0.00%
	7,335,633	\$ 10,857,595	\$ 38,428,839	\$ 27,571,244	28.25%	\$ 11,391,533	\$ 10,372,781	\$ 36,685,421	\$ 26,312,640	28.27%
State Insurance Match	-	203,988	-	(203,988)	0.00%	-	275,636	-	(275,636)	0.00%
State Retirement Match	-	241,852	-	(241,852)	0.00%	-	222,054	-	(222,054)	0.00%
State Retiree Insurance	-	109,488	-	(109,488)	0.00%	-	155,980	-	(155,980)	0.00%

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense**  
**December 31, 2021**

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	88,950	-		88,950	147,244	(58,293)
GED	2,163	-		2,163	411	1,752
Law Enforcement	-	-		-		-
Real Estate	674	-		674		674
Dental Assistant	16,250	(975)		15,275	23,477	(8,202)
Phlebotomy	19,230	(1,154)		18,076	5,270	12,806
Health and Medical	-	-		-		-
Welding	53,794	(2,972)	(3,697)	47,126	30,405	16,720
Certified Nursing / Medication Aide	26,845	(1,611)		25,234	3,087	22,148
Truck Driving	100,445	(5,510)		94,935	40,544	54,391
Center for Professional Workforce Dev	9,448	-		9,448		9,448
Education to Go	1,705	-		1,705		1,705
Concealed Handguns	70	-		70		70
Occupational Health & Safety	2,322	-		2,322	112	2,211
Community Programs	-	-		-	140	(140)
Clinical Medical Assistant	42,735	(2,564)		40,171	5,631	34,540
Vet Assistant	2,328	(83)		2,245	1,247	998
Yoga	520	-		520	-	520
Human Resource Program	-	-		-		-
Activity Director Program	2,070	(124)		1,946	-	1,946
Machinist Program	-	-		-	-	-
TWC Pipefitter Program	-	-		-	-	-
STRIVE	61,810	(3,331)	(6,254)	52,225	22,053	30,172
TWC INEOS/TEAM	-	-		-	-	-
TWC Ascend	2,286	(137)		2,149		
Industrial Maintenance	-	-		-		-
TWC Building Construction Trades	-	-		-	4,836	(4,836)
Total	433,645	(18,460)	(9,951)	405,234	284,457	118,628

\*2.58% 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 Year-To-Date Through December 31, 2021 and December 31, 2020**

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To- Date
<b>Revenue</b>								
Sales & services	163,724		337,951	1,179	102,166	2,214	607,234	574,615
Student Fees		162,465					162,465	156,721
	163,724	162,465	337,951	1,179	102,166	2,214	769,699	731,337
<b>Expenses</b>								
Purchases & Returns			91,673	112			91,785	27,759
Salaries	36,502	33,243	79,736		89,068	1,686	240,235	198,758
Staff Benefits	10,086	4,822	19,486		29,696	83	64,173	62,718
Supplies & Other Operating Expenses	68,469	32,386	7,380		8,267	212	116,714	103,511
Equipment			14,788				14,788	3,801
Building Repairs							-	-
Bank Charges			2,500		1,201		3,700	4,109
Contingency							-	-
Scholarships		1,800					1,800	-
	115,058	72,251	215,562	112	128,231	1,981	533,195	400,656
Excess revenue over expenses	48,666	90,214	122,389	1,067	(26,065)	233	236,504	330,681
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			6,024				6,024	-
Interfund Receivables	316,984	483,200	707,149	4,356	18,181	76,269	1,606,139	1,150,938
Prepaid Expenses							-	-
Inventory			218,775				218,775	304,171
Total Assets	316,984	483,200	934,460	4,356	18,181	76,269	1,833,450	1,457,622
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	6,063	638	37,214		7,459		51,374	51,940
Deferred Revenue							-	-
Deposits							-	-
Total Liabilities	6,063	638	37,214	-	7,459	-	51,374	51,940
Restricted Fund Balance (includes inventories)			218,775				218,775	304,171
Unrestricted Fund Balance	310,920	482,562	678,472	4,356	10,722	76,269	1,563,302	1,101,511
Total Liabilities & Fund Balance	316,984	483,200	934,460	4,356	18,181	76,269	1,833,450	1,457,622

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement - Year-To Date Through December 31, 2020**

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	156,988		334,831	354	80,365	2,078	574,615
Student Fees		156,721					156,721
	156,988	156,721	334,831	354	80,365	2,078	731,337
<b>Expenses</b>							
Purchases & Returns			27,759				27,759
Salaries	33,619	24,628	66,936		73,575		198,758
Staff Benefits	9,802	7,395	18,674		26,847		62,718
Supplies & Other Operating Expenses	63,204	20,891	7,133	3,926	8,357		103,511
Equipment			3,691		110		3,801
Building Repairs							-
Bank Charges			3,410		699		4,109
Contingency							-
Scholarships							-
	106,625	52,913	127,602	3,926	109,589	-	400,656
<b>Excess revenue over expenses</b>	<b>50,363</b>	<b>103,808</b>	<b>207,228</b>	<b>(3,572)</b>	<b>(29,224)</b>	<b>2,078</b>	<b>330,681</b>
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable							-
Interfund Receivables	249,683	377,423	458,390	2,133	14,197	49,113	1,150,938
Prepaid Expenses							-
Inventory			303,856	315			304,171
<b>Total Assets</b>	<b>249,683</b>	<b>377,423</b>	<b>764,760</b>	<b>2,448</b>	<b>14,197</b>	<b>49,113</b>	<b>1,457,622</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	4,522	885	34,345		12,188		51,940
Deferred Revenue							-
Deposits							-
<b>Total Liabilities</b>	<b>4,522</b>	<b>885</b>	<b>34,345</b>	<b>-</b>	<b>12,188</b>	<b>-</b>	<b>51,940</b>
Restricted Fund Balance (includes inventories)			303,856	315			304,171
Unrestricted Fund Balance	245,161	376,538	426,558	2,133	2,008	49,113	1,101,511
<b>Total Liabilities &amp; Fund Balance</b>	<b>249,683</b>	<b>377,423</b>	<b>764,760</b>	<b>2,448</b>	<b>14,196</b>	<b>49,113</b>	<b>1,457,622</b>

23. **Insurance Renewal Anticipated Price Increase**



Dr. Robert J. Exley, Ph.D  
President

Your College **Right Now**

**MEMORANDUM NO: 40-2022**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** February 18, 2022  
**SUBJECT:** Anticipated Insurance Renewal Price Increase (For Information Only)

Karl and I recently met with our representatives from Gallaher Insurance to review anticipated changes in property and casualty premiums. As you can imagine, the news was somewhat disconcerting as they indicated that we should anticipate an increase of at least 35% in the price of our property and casualty insurance. AmRisc previously covered about 85% of the college's property and casualty insurance and they have communicated that they will not participate in our insurance coverage this year. We have available to you their presentation materials for your review if you so desire.

Two salient points of reference are the 13-year history of the College's insurance costs and the renewal strategy.

ACC Premium History

<i>Year</i>	<i>Total Premium Cost</i>
2008	\$ 612,602
2009	\$ 672,319
2010	\$ 613,353
2011	\$ 554,760
2012	\$ 613,135
2013	\$ 570,710
2014	\$ 648,868
2015	\$ 474,515
2016	\$ 413,598
2017	\$ 348,280
2018	\$ 338,799
2019	\$ 363,398
2020	\$ 433,109
2021	\$ 562,722

### Renewal Strategy

- Explore Program Structure options based on reduced incumbent capacity.
- Consider Loss Limit option based on probable maximum loss analysis.
- Leverage incumbent carriers against market for most desirable terms.
- Consider third party property valuation appraisal.
- Consider CORE360 Loss Control Portal.
- Continue management of open reserves.

One other important item is the Renewal Timeline. The renewal date is April 1, 2022 which means the Board will need to officially act at the March Board of Regents Meeting.

### Renewal Timeline

<i>Task</i>	<i>Date (Status)</i>
<i>CORE360™ Strategic Review - Gallagher</i>	Complete
<i>CORE360™ Strategic Review – with Client</i>	Complete
<i>Request Renewal Information (RES)</i>	Complete
<i>Receive Renewal Information (RES) from Client</i>	Complete
<i>Submission to Markets</i>	Complete
<i>Quotations from Markets</i>	February 23, 2022
<i>CORE360™ Executive Summary and Proposal to Client</i>	March 7, 2022
<i>Bind Policies (sign required forms)</i>	March 18, 2022
<i>Certs/Binders to Client</i>	March 25, 2022
<b><i>Renewal Date</i></b>	<b>April 1, 2022</b>
<i>Policies from Markets</i>	April 28, 2022
<i>Policies to Client</i>	May 26, 2022

Thank you for your leadership and guidance.

RJE:tg

24. **Adjournment**