

Regular Meeting
Thursday, September 22, 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
SEPTEMBER 22, 2022**

It is hereby certified that a notice of this meeting was posted on the 16th day of September 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 16th day of September 2022.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 153-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 7, 2022
SUBJECT: Personnel Action (Replacement): Custodian

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

Candidate
Recommended: Dora Arevalo

Education: San Juan Del Rio Durango
High School Diploma

Experience: Alvin Community College
Custodian September 2005 – October 2015
McDonalds
Cook/Cleaning February 2000 – June 2005

Salary: \$25,068.96 Annual
Grade 102 / 2022 TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

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

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

QUALIFICATIONS

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

EDUCATION

- High school education or equivalent preferred.

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 154-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 7, 2022
SUBJECT: Personnel Action (Replacement): Custodian

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Candidate

Recommended: Ma Lidia Juarez

Education: CBTA 188, Villanueva International
GED

Experience:	<u>Emergency, Villanueva International</u> Supervisor and Assistant Rural	March 1999 – August 2015
	<u>Kindergarten, Villanueva International</u> Custodian	August 2004 – July 2015

Salary: \$25,068.96 Annual
Grade 102 / 2022 TSCM Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Medgar Jacobs	Director, Network/Client Services	8/19/2022	Resignation
2	Gabriel Gutierrez	Academic Advisor	9/7/2022	Resignation
3	Loren Hernandez	Network Administrator II	9/22/2022	Resignation

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2022

As of 08/31/2022

SEPTEMBER

	Budgeted 2022-23	SEPTEMBER 2022	Funded Vacancies
Administrative	14	12	2
Professional	80	73	10
Faculty	121	111	9
Technical Support, Clerical & Maintenance (TSCM)	109	99	14
Total Full-Time (FT) Employees	324	295	35



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 151-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 7, 2022
SUBJECT: Personnel Action (Replacement/Upgrade): Senior HR Generalist

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

Candidate

Recommended: Elidia "Lily" Galindo

Education:

University of Phoenix
Master of Business Administration

University of Phoenix
Bachelor of Science in Management

Experience:

Dickinson Independent School District
Benefits/Risk Management Coordinator February 2018 - Present

Pearland Independent School District
HR Support Services Specialist February 2014– February 2018

Dickinson Independent School District
Coordinator of HR Support Services January 2010 - February 2014
Human Resources Specialist June 2007 – January 2010
HR Staff Development Secretary May 2006 – June 2007

Primerica Financial Services
Life Insurance Agent May 2010 – March 2015

Garden State Life Insurance
Lead Accounting Clerk August 2004 – May 2006
Underwriting Assistant / Secretary September 2003 – August 2004

Excel Agent Services
HR Clerk / Call Center Agent

August 1999 – June 2003

Salary: \$70,000.00 Annual
Grade 207 / 2022 Professional Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Senior HR Generalist	
Department:	Human Resources	FLSA Status: Exempt
Reports to:	VP President Human Resources	Grade Level: 207
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/NE	Date: 06/23/2022
Last updated by:	Human Resources/NE	Date: 06/23/2022

SUMMARY

The Senior HR Generalist performs human resources related duties at the professional level and will carry out responsibilities in the following areas but not limited to: benefits, compensation, employee relations, HRIS data management, leave administration, talent acquisition, and training and professional development in accordance with the mission, vision, and strategic goals of Alvin Community College (ACC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties of Senior HR Generalist reflect a general overview of responsibilities, which may change based on the individual filling the role, the talents they possess, and the needs of Human Resources and ACC.

- Provides HR services related to the full life cycle of employees, including recruiting and hiring, onboarding, developing, retaining, and offboarding.
- Cultivates collaborative, professional relationships with all employees and ensures an excellent customer service experience.
- Ensures compliance with all state and federal laws, including I-9 and eVerify compliance, and all ACC policies and procedures.
- Participates in planning and developing HR goals and objectives to align with the College's strategic goals.
- Assists in the creation, development and implementation of policies and standard operating procedures to effect continual improvements in efficiency of HR services and programs.
- Manages all aspects of the new hire search and recruiting process for an assigned group.
- Works closely with hiring managers and search committees, providing training and guidance throughout the hiring process.
- Participates in reviewing job descriptions, salary offer calculations and recommendations, position market research, and provides guidance on position reclassifications.
- Communicates benefits information to new hires.
- Creates and maintains web content for assigned HR areas.
- Reviews and/or creates a variety of HR data reports and ensures accuracy.
- Enters and maintains records in HRIS and assists with HR records retention.
- Assists with the annual performance evaluation process and annual mandatory training.
- Oversees leave administration by processing and tracking employees on FMLA, ADA, and Workers Compensation for an assigned group.
- Executes special projects as determined and assigned by Vice President, HR.
- Performs 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

- Required: Bachelor's degree in Business, Human Resource Management, Management, or related field.

EXPERIENCE

- Required: 7 years of work experience in human resources in a generalist role or experience specifically in the HR functional areas of talent acquisition and recruiting, benefits, and/or compensation.
Preferred: Experience working in a college, university, or other education setting. Experience with HRIS system Colleague/Elucian and/or applicant tracking system NEOED/NEOGOV.

KNOWLEDGE, SKILLS, AND ABILITIES

- Works with discretion and maintains confidentiality.
- Must be service oriented with excellent communication and interpersonal skills.
- Demonstrates respect, cooperation, and works collaboratively with the HR team, ACC campus community, and external communities and partners.
- Ability to prepare and maintain accurate records and reports with strong attention to detail.
- Adapts to change, learns quickly, and is proactive with initiative and self-motivation.
- Works well under pressure with competing deadlines and priorities and completes assignments accurately and efficiently.

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.

Security Sensitive Position-Requires a Criminal History Check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 152-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 7, 2022
SUBJECT: Personnel Action (New): Learning and Organizational Development Specialist

The individual listed below has been recommended to fill the full-time position of Learning and Organizational Development Specialist.

Candidate

Recommended: Stephen Reynolds

Education: Webster University
Master of Arts, Human Resource Development

Sam Houston State University
Bachelor’s Business Administration, Human Resource Management

Experience: University of Houston
Career Coach and Learning Specialist May 2022 - Present

Houston Community College
Talent and Learning Development Specialist August 2021 – March 2022

University of Houston
Talent Development Coord. (Prof. Dev. Committee) September 2017 – September 2020
Program Manager September 2017 – September 2020

San Jacinto College
Records Specialist June 2016 – September 2017

Salary: \$65,000.00 Annual
Grade 207 / 2022 Professional Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Learning and Organizational Development Specialist		
Department:	Human Resources	FLSA Status:	Exempt
Reports to:	Vice President, Human Resources	Grade Level:	207
Safety Sensitive:	Yes	Job Category:	Professional
HR approved:	VPHR, NE	Date:	4/22/2022
Last updated by:	Click here to enter text.	Date:	Click to enter a date.

SUMMARY

The Learning and Organizational Development Specialist creates, delivers, and manages professional development and training for all employees in alignment with ACC's strategic goals and priorities. This position will collaborate with the Center for Success Faculty Fellow to assist with teaching and learning professional development specific to faculty needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops, implements, presents, and/or coordinates a variety of learning and professional development programs and trainings for all employees.
- Partners with the Center for Success Faculty Fellow to support faculty teaching and learning professional development.
- Cultivates collaborative, professional relationships with internal and external partners.
- Develops and delivers Supervisor Training and other leadership development programs.
- Assists with employee relations and team development training, to include such topics as performance management, employee engagement, progressive discipline, communication skills, leadership styles, conflict resolution, building trust, customer service, and change management.
- Manages Annual Mandatory Compliance Training.
- Manages and provides training on the Annual Performance Evaluation process.
- Assists with creating and implementing mandatory search committee training.
- Assists with developing and coordinating new employee orientation and onboarding.
- Assists with creating a process for success planning.
- Collaborates with Title IX Coordinator to assist with Title IX training and programming.
- Administers needs surveys, makes recommendations and provides organizational guidance.
- Maintains accurate records of activities and attendance.
- Creates/develops a variety of training materials, tools, and resources.
- Participates in Professional Development Committee.
- Develops and manages related pages of the HR website; assists with managing other HR website pages.
- Assists with other HR functions as needed, which may include employment, talent acquisition, benefits, compensation, and HRIS data management in Colleague/Ellucian.
- Executes special projects as determined and assigned by the Vice President of Human Resources.
- 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

- Required: Bachelor's degree in organizational development, human resources, business, or another related field.
- Preferred: Master's degree in organizational development, human resources, business, or another related field. HR and/or training certification.

EXPERIENCE

- Required: Three (3) years of work experience in developing and delivering professional development and training programs.
- Preferred: Work experience in human resources; work experience in higher education environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Works with discretion and maintains confidentiality.
- Possesses a service-oriented, proactive approach with initiative and self-motivation.
- Respectfully, cooperatively and collaboratively works with the HR team, ACC campus community, and external communities and partners.
- Excellent communication and interpersonal skills.
- Excellent time management and project planning skills.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

- 9.A. Personnel Action
- 9.B. Headcount Report
- 9.C. Resignation/Retirement Report
- 10. **Consent Agenda**
 - 10.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF AUGUST 11, 2022
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 11th day of August 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
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Michael Beck	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College

Beth Nelson
Clay Grover
Tammy Giffrow
Kyle Marasckin
Anita Exley
John Tompkins
Alyssa Bullock
Dick Tyson

Lloyd Cox
Alan Phillips
Jessica Eddy
Lilly Garcia
Lindsey Hindman
Pat Sanger
Chuck Layton
Debbi Fontenot

Brett Haduch
Melissa Reeves
Nadia Nazarenko
Jeff Parks
Esther Kempen
Alexander Marriott

Call to Order

The meeting was called to order by Chair Sanchez at 6:03 p.m.

Certification of Posting of Notice

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

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 7:04 p.m.

- **Pledge**
- **Invocation**
Invocation by Mr. Shelton.

Citizen Inquiries

Mr. Dick Tyson spoke on the topics of the last workshop, agenda, the laws of notice, political issues of past, and presented documentation from 2014 regarding “Application and Preliminary Decision for Hazardous Industrial Waste/Permit/Compliance Plan Renewal/Major Amendment”.

Board Comments

The Regents talked about the great job of promoting CEWD programs at the Pearland Chamber event, thanked the grant writer for her outstanding job, thanked Dr. Ebert for the great job she did as the interim Dean of Instruction and presented her with flowers on behalf of the Board and encouraged everyone to keep the positive momentum going regarding student growth.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion of approval of the Consent Agenda that included the Approval of Minutes of Regular Board Meeting of July 28, 2022 and Board Workshop of August 1, 2022, Personnel Action (Replacement): Faculty, Drama – Chris Tennison, Personnel Action (Replacement): Faculty, Digital Communications Technology – Matty Sullivan, Personnel Action (Transfer/New): Faculty, Welding – Michael Mejia, President’s Goals for 2022-2023, and the Annual Purchasing Requests for Fiscal Year 2022-23. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Mr. Hoover. Mr. Shelton ask that the Annual Purchasing Requests for Fiscal Year 2022-23 be removed and discussed separately. The motion to approve the consent agenda without the Annual Purchasing Requests passed unanimously.

After discussion and questions by the Regents, the motion to approve the Annual Purchasing Requests for Fiscal Year 2022-23 was made by Secretary Hertenberger. Seconded by Mr. Shelton. Motion passed unanimously.

President’s Report

Dr. Exley gave a summary that included the following:

Fall registration is open. Classes will begin on August 22. Fall enrollment is currently trending up over this time period last year.

Convocation will be on Monday, August 15. Guest speaker will be Shawn Harper, a former NFL player and now motivational speaker. The week will include breakout sessions on Positivity, veteran students, best practices in the classroom, software updates as well as division and departmental meetings.

The college will host Welcome Week starting August 22 with a Grab and Go Breakfast, a Students Club and Resource session, the Party on the Patio and a skate party.

ACC will host the Super Saturday Registration Event on Saturday, August 13. Students can come by the campus on that day to get advising, apply for Financial Aid and more.

Our Neurodiagnostic Technology program was recently received affirmation of its accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The accreditation is good for the next five years.

The Texas Talent Connection program renewed its grant for ACC and its participation in the New Beginnings program. The grant provides recently released offenders with job placement assistance and workforce training to reduce recidivism.

Faculty Speech Instructors Dr. Earnest Burnett and Dr. Maria Starling recently attended the TCCTA "Leading from the Middle" Conference which focused on student engagement and Diversity, Equity and Inclusion.

Polysomnography students had a chance to be the teacher, educating physicians from Baylor College of Medicine and the University of Texas Health Science Center to perform sleep studies on campus.

The Department of Education notified us this week that the Office Administration and Engineering programs are now Title IV eligible.

This report was for information only.

Consider Approval of Board of Regents Meeting Dates 2022-2023

The motion to approve the Board of Regents meeting dates for 2022-2023 with the amendment of the Board Retreat date to be determined at a later time was made by Secretary Hertenberger. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of the Learning Lab Playground Covering

The motion to approve a purchase with Shade Structures, dba USA-Shade, for the furnish, set-in-place and installation of shade system for the Learning Lab playground in the amount of \$ 61,675.00 was made by Mr. Starkey. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Adoption of the 2022-2023 Fiscal Year Budget

The motion to approve the budget of \$40,071,049 as presented and take into consideration the differential that could occur with the final revenue generated if a No New Revenue Rate is adopted at the September 22, 2022 Board meeting and adopt a salary increase of a minimum of \$1,800 for employees with a salary of \$60,000 or less and a 3% increase for all employees, including the college President, who were hired on or before March 1, 2022 was made by Mr. Marvel. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of a Tax Rate for the 2022-2023 Fiscal Year

Vice Chair Droege made the motion to approve that the Board take a record vote to propose a meeting on September 22, 2022 to consider the proposal of adopting the No New Revenue Tax Rate for FY 2022-2023 with a stated proposed rate of \$.164145. Seconded by Secretary Hertenberger. Motion passed unanimously.

Consider Approval of Investment Policy

The motion to adopt the Investment Policy for 2022-23 with noted amendments was made by Secretary Hertenberger. Seconded by Mrs. Reyes-Hall. Motion passed unanimously.

Financial Report Ending July 2022

Dr. Crumm made the motion to approve the financial report for July 2020. Seconded by Mr. Starkey. Motion passed unanimously.

Adjournment

Meeting was adjourned at 8:14 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Consider Approval of Personnel Action (Replacement): Faculty/Clinical Coordinator, Emergency Medical Service**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 160-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 14, 2022

SUBJECT: Personnel Action (Replacement): Faculty/Clinical Coordinator,
Emergency Medical Service

The individual listed below has been recommended to fill the full-time position of Faculty/Clinical Coordinator, Emergency Medical Service 12 Month.

Candidate

Recommended: Nicole Farnham

Education: Galveston College
Associates of Applied Science, Paramedicine

Experience: Galveston EMS
EMT / Paramedic May 2019 – Present
TA / Adjunct August 2018 – June 2022

Dickinson EMS
EMT / Paramedic December 2021 – June 2022

Salary: \$66,599.73 Annual
Grade 12/TECH/4 FY2022-2023 Faculty Salary Rate

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Instructor and Clinical Coordinator – Emergency Medical Services (EMS)		
Department:	Legal and Health Sciences	FLSA Status:	Exempt
Reports to:	Dean, Legal and Health Sciences	Salary Step:	Based on Contract Length / Degree
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/JE	Date:	2/24/2022
Last updated by:	Instructor Emergency Medical Technology/TH	Date:	2/22/2022

SUMMARY

INSTRUCTOR: The Instructor is responsible for professional work in coordinating and implementing instruction and instructional support for the EMS program within the Alvin Community College's (ACC) EMS program. Work may be scheduled and performed at any and all ACC campuses.

CLINICAL COORDINATOR: Under indirect supervision, this position is responsible for the clinical aspects of the EMS Training Program. This position reports to the Advanced Coordinator/Program Director and Medical Director of the EMS program to ensure that each student has an appropriate clinical educational experience.

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

INSTRUCTOR

- Performs duties assigned under the direction and delegation of the program director (coaemsp.org)
- Instructs and supervises a diverse population of students in the classroom and/or skills lab at various times and locations
 - The Lead Instructor duties may include teaching paramedic or AEMT course(s) and/or assisting in coordination of the didactic, lab, clinical and/or field internship instruction (coaemsp.org)
- Consistently demonstrates clinical competence in the area of practice
- Assesses and suggests appropriate learning experiences available to the student within program objectives
- Directly assists student learning experiences when needed
- Provides daily oral or written feedback to student regarding direction, performance, and attainment of student goals
- Possess a commitment to student engagement, student success, and instructional excellence
- Demonstrates effective communication skills, both written and oral
- Demonstrates a solid knowledge base of healthcare principles and skills
- Fosters and maintains regular communication with faculty regarding student progress according to program objectives
- Performs well under stress
- Prepares and utilizes a course syllabus and assessments for each course using guidelines established by the institution
- Prepares all lecture materials, lab practical and clinical evaluations utilizing best practices for teaching and or carrying the responsibilities appropriate for the subject matter

- Teaches assigned courses following the course syllabus and schedule outline for but not limited to: ECA, EMT, Paramedic, and/or CE offerings
- Maintains current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources
- Assists students to achieve their optimal potential through positive motivation, encouragement, and the simulation of critical thinking skills in a courteous and professional manner
- Provides input to the Program Director and perform periodic review of the educational program, assess general effectiveness of student progress, ensure continued development and updates of the ACC EMS Program
- Meets deadlines for required paperwork, grade entries, course syllabus and course teaching schedule and accept any other assignments delegated by program director
- Maintains competence in the academic area and be an active member of a professional organization
- Assists in the recruitment and retention of students
- Advises students in academic matters or refers students to appropriate resources
- Assesses students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner
- Engages students face-to-face and through electronic communications
- 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
- Provides recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Exhibits a commitment to lifelong learning through participation in professional development activities
- Adheres to ACC's policies and procedures
- Attend institutional meetings as required
- Other related duties as assigned

CLINICAL COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for clinical competency, scheduling, and monitoring of the EMS Training Program
- Responsible for QI/QA of student clinical reports
- Responsible for preceptor orientation, communication and evaluation
- Responsible for assuring attainment of clinical skills for students
- Responsible for public relation events for the EMS program
- Responsible for student compliance with immunizations
- Assists with course content delivery, design and revision
- Responsible for making sure that each student is qualified/prepared to participate in the clinical environment
- Prepares and maintains various records, reports and files
- 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 Emergency Medical Services or related field **and**
- Certified Texas Department of State Health Services (TDSHS) Licensed Paramedic Certification **and**
- Current (2020 Guidelines) American Heart Association (AHA) BLS Healthcare Provider **and**
- Current (2020 Guidelines) American Heart Association (AHA) ACLS Provider

PREFERRED

- Bachelor's Degree or higher in any field
- One (1) or more additional preferences are below
 - Texas Department of State Health Services (TDSHS) EMS Instructor Certification
 - Current American Heart Association (AHA) BLS Instructor
 - Current American Heart Association (AHA) ACLS Instructor
 - Current American Heart Association (AHA) PALS Provider
 - Current American Heart Association (AHA) PALS Instructor
 - Current National Association of EMT'S (NAEMT) AMLS Provider
 - Current National Association of EMT'S (NAEMT) AMLS Instructor
 - Current International Trauma Life Support (ITLS) Provider
 - Current International Trauma Life Support (ITLS) Instructor

EXPERIENCE

- Three (3) years of industry experience in emergency medical services
- One (1) year or more of verifiable preceptor experience in an accredited Emergency Medical Services paramedic program

PREFERRED

- At least one (1) year of teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be familiar with interactive teaching methods and instruction via the Internet
- Familiar to well-versed with the Platinum Education system
- Familiar to well-versed with the Viewpoint system
- Excellent communication skills
- Good to excellent critical thinking and interpersonal skills (emotional intelligence)
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position (CoAEMSP, NREMT, and TDSHS)
- Knowledge, ability, and skill to act on behalf of the program director in his/her absence

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.

10.C. **Consider Approval of 2022-2023 Contract Recommendations**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 142-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2022
SUBJECT: 2022-23 Contract Recommendations

On May 17, 2022, the following contract recommendations were sent to the Board of Regents.

- Loretta Kauffman Instructor, Associate Degree Nursing
10.5-Month Annual Faculty Contract
- Dr. McKonnen Birru Instructor, Associate Degree Nursing
9-Month Tenured Faculty Contract

At this time, it is requested that the Board of Regents approve employment contracts as presented for:

- Loretta Kauffman Instructor, Associate Degree Nursing
9-Month Annual Faculty Contract
- Dr. McKonnen Birru Instructor, Associate Degree Nursing
10.5-Month Tenured Faculty Contract

RJE:tg


10.D. **Consider Approval of the Reporting Modernization Grant II**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 148-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 30, 2022
SUBJECT: Reporting Modernization Grant II

ACC was awarded the Reporting Modernization Grant II.

This award begins on August 18, 2022 and ends on September 30, 2022.

The allocation is \$75,000.00 for the grant period. This grant provides software and training to upgrade systems for improved accuracy and efficiency of the Texas Higher Education Coordinating Board reporting requirements.

It is recommended that the Board of Regents approve the acceptance of the Reporting Modernization Grant II in the amount of \$75,000.00.

RJE:tg

Grant Information Form

Grant Program Title: Jobs and Education for Texans (JET) Grant

Grant Provider: Texas Workforce Commission

Award Amount: \$350,000.00

Expected Date of Funding: 9/1/2022

Proposed Grant Period: Upon award – 8/31/2023

Matching Funds Required: 5% of total expenditure (\$18,459.00)

ACC Proposed Use of Funds:

The grant will provide the following:

- Equipment for Cybersecurity Program laboratory that includes
 - Servers, switches, routers
 - Racks, cabinets, cabling
 - Software
- Renovation of a classroom for a server room

10.E. **Consider Approval of the Jobs and Education for Texans (JET) Grant**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 149-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: August 30, 2022
SUBJECT: Jobs and Education for Texans (JET) Grant

The Texas Higher Education Coordinating Board awarded ACC a Jobs and Education for Texans (JET) Grant in the amount of \$350,000.

This award begins on September 1, 2022 and ends on August 31, 2023.

The allocation of \$350,000.00 for the grant period requires college matching funds of \$18,459.00. This grant provides funding for the following:

- Equipment for the Cybersecurity Program laboratory.
 - Servers, switches, routers
 - Racks, cabinets, cabling
 - Software
- Renovation of an existing classroom into a server room dedicated to Cybersecurity Program.

It is recommended that the Board of Regents approve the acceptance of the Jobs and Education for Texans (JET) Grant in the amount of \$350,000.00.

RJE:tg

Grant Information Form

Grant Program Title: Reporting Modernization Grant II
Grant Provider: Texas Higher Education Coordinating Board
Award Amount: \$75,000.00
Expected Date of Funding: August 18, 2022
Proposed Grant Period: 8/1/2022 – 9/30/2022
Matching Funds Required: none

ACC Proposed Use of Funds:

The grant will provide the following:

- Provide software and training to upgrade systems for improved accuracy and efficiency of THECB reporting requirements

10.F. **Consider Approval of Fiscal Year 2022-23 Cooperative Purchasing Programs**



Your College  Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 145-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: August 17, 2022
SUBJECT: Fiscal Year 2022-2023 Cooperative Purchasing Programs

The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, and interlocal agreements both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and quality products for public institutions belonging to the cooperatives. This allows the College to take advantage of leveraged buying via pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Key benefits for the College include saving time, resources, and money. Finally, the contracts are readily available for use when a need arises and this eliminates the requirement to initiate a formal solicitation process.

Contracts awarded through these cooperatives are competitively procured in compliance with Texas Education Code §44.031 and are permitted through Texas Government Code §791.011.

Texas Education Code §44.0331 requires that any contract-related fees, including management fees, be documented and reported in an agenda item. The College pays an annual membership fee of \$100 to the Texas Comptroller of Public Accounts to be a member of their cooperative purchasing program. In addition to competitively procured contracts, benefits of this program include:

- access to view vendor reviews and feedback,
- access to a centralized master bidders list,
- access to electronic state business daily to post solicitations,
- purchase card program through CitiBank, and
- travel discounts and rebates for eligible members on select airlines, hotels, car rentals, and fuel.

It is recommended that the Board of Regents approve utilization of purchasing cooperatives and interlocal agreements on an as-needed basis for authorized expenditures utilizing fiscal year 2022-2023 funds.

11. **President's Report**
12. **Census Day Internal Enrollment by Location Report**

13. **Online Courses Information Report**

14. **Consider Approval of Personnel Action (Full-Time Temporary): VP Strategic Initiatives**

15. **Consider Approval of Personnel Action (Replacement): Dean/Executive Director, Institutional Effectiveness and Research**

16. **Consider Approval of Contract for Magazine Publication and Mailing**

17. **Consider Approval of Revision to Assignment, Work Load and Schedules Policy**
DJ (LOCAL)

18. **Consider Approval of Building K Rental**

19. **Consider Approval of Use of Theater Guidelines**

20. **Consider Approval of the Tax Rate for 2022-2023**

21. **Consider Approval of Change Orders from Coresone Paving and Construction**

22. Financial Report

23. **Adjournment**