

Regular Meeting
Thursday, June 26, 2025 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

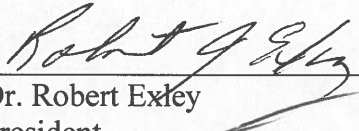
Agenda

1. **Call to Order**
2. **Certification of Posting of Notice**

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
JUNE 26, 2025**

It is hereby certified that a notice of this meeting was posted on the 19th day of June 2025, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 19th day of June 2025.



Dr. Robert Exley
President

3. **Board Recognitions**
4. **Executive Session**
5. **Call to Order**
6. **Pledge**
7. **Invocation**
8. **Citizen Inquiries**
9. **Board Chairman Report/Comments**
10. **Committee Reports**
 - 10.A. Facilities
 - 10.B. Budget and Finance
11. **Information Items**
 - 11.A. Personnel Action (Replacement): FT Faculty, English 9M

MEMORANDUM NO: 081-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: June 11, 2025
SUBJECT: Personnel Action – Replacement, FT Faculty, English 9M

The individual listed below has been recommended to fill the full-time Faculty, English 9 month position replacing Haley Lovell.

Funding Source: 11-3-14280-61405

Candidate

Recommended: Dr. Joe Procter

Education: University of Incarnate Word
Doctor of Philosophy, Education

University Texas San Antonio
Master of Arts, Bicultural Bilingual Studies

University Texas San Antonio
Bachelor of Arts, English

Experience: Eastern New Mexico University
Bilingual Education & TESOL Program
Coordinator/Assistant Professor

August 2019 – May 2025

Northside Independent School District
Instructional Lead Teacher English ESL
Campus Coordinator/Teacher English ESL

August 2015 – August 2019
January 2006 – August 2015

Salary: \$70,735.87
Grade 9/PHD/Step 10, 2024 – 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, English (PID: 52)		
Department:	English	FLSA Status:	Exempt
Reports To:	Dean of General Education & Academic Support	Salary Step:	Based on Contract Length / Degree
ORP Eligible:		Job Category:	Full-Time Faculty
	Yes		
Contractual Position:	Yes		
HR approved:	Human Resources /LG	Date:	12/2/2024
Last updated by:	Dean General Ed & AS/ LAM	Date:	11/26/2024

SUMMARY

The instructor will teach a variety of courses within the English Department including developmental, freshman, and sophomore level courses, and individual instruction in the specific area of expertise.

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 (ACC main campus, satellite campuses, dual enrollment campuses, TDCJ, online, etc.)
- 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 utilize 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 refer students to appropriate resources.
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.

- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.
- Other duties 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.

REQUIRED QUALIFICATIONS

- Master's degree in English discipline or a Master's degree with 18 graduate hours in English

PREFERRED QUALIFICATIONS

- Strongly prefer coursework in teaching Composition and/or Rhetoric
- Prior teaching experience at the college level
- Experience in teaching distance learning courses using Blackboard
- Strongly prefer dual credit or high school teaching experience
- Working knowledge of Blackboard course management system

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills.
- Must be familiar with interactive teaching methods and instruction via the Internet.
- Demonstrates an understanding of ACC's core values in serving as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus through service.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Personnel Action (Replacement): Coordinator, Distance Education



Your College Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 082-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: June 11, 2025

SUBJECT: Personnel Action – Replacement, Coordinator, Distance Education

The individual listed below has been recommended to fill the full-time Coordinator, Distance Education position replacing Laura Pool.

Funding Source: 11-5-10505-61105

Candidate

Recommended: Karen Hubbard

Education: Texas A&M University
Bachelor of Science, Computer Science

Experience: OverNite Software Incorporated
Customer Service Team Lead
Senior Customer Service Representative
Application Developer

February 2020 – present
March 2012 – February 2020
October 2004 – March 2012

Salary: \$61,479.43
Grade 203, 2024 – 2025 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title: Distance Ed Coordinator	Coordinator, Distance Education (PID:423)	
Department:	Distance Ed	FLSA Status: Exempt
Reports To:	Director of Distance Ed	Grade Level: 203
ORP Eligible:	No	Job Category: Professional
Contractual Position	No	
HR approved:	Human Resources/LG & LH	Date: 03/28/2025
Last updated by:	Director Distance Ed/HM	Date: 03/26/2025

SUMMARY: The Distance Ed Coordinator will provide technical and functional support for our Learning Management System (Blackboard Ultra), ensuring seamless user experiences for students and instructors. The position will play a critical role in troubleshooting issues, managing user accounts, and collaborating with cross-functional teams to enhance Blackboard functionality.

Key Responsibilities:

- **User Support and Troubleshooting:**

- Provide first-line technical support to Blackboard users, including students and faculty.
- Troubleshoot and resolve issues related to account access, course content, and system functionality.
- Escalate complex issues to the LMS Administrator or IT team when necessary.

- **Blackboard Administration and Maintenance:**

- Assist in the setup, configuration, and maintenance of Blackboard courses, modules, and user accounts.
- Manage user enrollments, permissions, and roles within the LMS.
- Monitor system performance, perform regular checks, and ensure data integrity.

- **Training and Documentation:**

- Develop and maintain user guides, FAQs, and other support documentation.
- Conduct regular open lab sessions and webinars to help users maximize Blackboard features and functionalities.

- **Collaboration and Communication:**

- Collaborate with instructional designer, IT specialists, faculty, and other stakeholders to support the development of digital learning materials.

- Communicate system updates, maintenance schedules, and other relevant information to users.
- **Continuous Improvement:**
 - Collect feedback from users and recommend system enhancements to improve usability and user satisfaction.
 - Stay up-to-date with industry trends and best practices in LMS support and educational technology.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate degree in Information Technology, Education Technology, Computer Science, or related field.
- Minimum of 1-3 years of experience in LMS support or educational technology support, or a minimum of 1-3 years of experience in providing customer support in a technical environment.

PREFERRED QUALIFICATIONS

- Proficiency in using popular LMS platforms (e.g., Blackboard, Canvas, Moodle, or similar).
- Basic knowledge of HTML, CSS, and other web technologies is a plus.
- Familiarity with e-learning standards such as SCORM

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong problem-solving and analytical skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively in a team environment and provide exceptional customer service.
- Demonstrates an understanding of ACC's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus.

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.

11.C. Personnel Action (New): Coordinator, Clinical Education Grant Funded



Robert J. Exley, PhD
President

Your College  **Right Now**

MEMORANDUM NO: 083-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: June 11, 2025

SUBJECT: Personnel Action – New Position, Coordinator, Clinical Education-Grant Funded

The individual listed below has been recommended to fill the new full-time Coordinator, Clinical Education – NIGP Rider 64 Grant Funded position.

Funding Source: 34-5-43096-61105

Candidate

Recommended: Megan Davis

Education: University of Texas - Arlington
Master of Science, Nursing Education
Bachelor of Science, Nursing

San Jacinto College
Associate Degree in Nursing

Experience: Houston Methodist- Clear Lake
Critical Care/Charge Nurse

September 2023 – present

Alvin Community College
Part-Time Clinical Teaching Assistant

February 2025 – present

Memorial Hermann
ICU Charge Nurse & RRT Nurse
Education Generalist

August 2014 – August 2023
November 2020 – August 2023

Christus St. John
Med Surg Unit and ICU
Outpatient Diagnostic Sedation

March 2009 – August 2014
June 2008 – March 2009

Clear Lake Community Association
Lifeguard Supervisor

March 2005 – October 2005

Salary: \$62,422.17
Grade 204, 2024 – 2025 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Coordinator, Clinical Education – NIGP Rider 64 (Temporary Grant Funded (PID: 931)	
Department:	Nursing	FLSA Status: Exempt
Reports To:	Grant Project Director and Co-Director	Grade Level: 204
ORP Eligible:	No	Job Category: Professional
Contractual Position	No	
HR approved:	Human Resources/LG & LH	Date: 04/17/2025
Last updated by:	Director of Nursing/ES	Date: 04/02/2025

SUMMARY

The Clinical Education Coordinator for the Rider 64 Grant will oversee and manage clinical activities related to the Nursing Innovation Grant Program-Rider 64. This position is responsible for ensuring the successful implementation and coordination of clinical components within the grant project. The Clinical Coordinator will work closely with nursing faculty, students, and external partners to achieve the grant's objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Assist in the development and implementation of clinical policies and procedures specific to the grant project.
- Participate in grant-related meetings, workshops, and training sessions as required.
- Serve as a liaison between the healthcare programs program and clinical sites to facilitate student placements and ensure compliance.
- Physically go to clinical sites and meet with preceptors and clinical agencies on a regular basis.
- Assist in securing clinical affiliates needed for the program.
- Coordinate and manage clinical rotations and preceptorships.
- Coordinate clinical attestation forms with administrative assistant, course coordinators, and clinical faculty representatives.
- Ensure that all clinical activities align with the goals and objectives.
- Collaborate with faculty to integrate clinical experiences into the curriculum.
- Monitor and evaluate the effectiveness of clinical experiences and provide feedback to faculty and students.
- Maintain accurate records of student clinical hours, evaluations, and other relevant documentation.
- Perform additional faculty duties as assigned.
- Other duties as assigned.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Bachelor's degree in a related area or equivalency
- One year of related experience

PREFERRED QUALIFICATIONS

- MSN in Nursing Education
- Experience in nursing education and clinical coordination
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated human relations and effective communication skills
- Strong organizational and time management skills
- Excellent interpersonal skills
- Exceptional communication (written, oral, and presentation) skills.
- Positive attitude about work, ability to motivate and empower students.
- Proficiency 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 is provided)
- Ability to work collaboratively with faculty, students, and external partners.
- Knowledge of accrediting agency and state board credentialing requirements.
- Must be able to travel daily: This position requires frequent travel between work sites, as well as travel to conferences, workshops, and training opportunities.
- Driver's license and vehicle insurance must always be current.

WORK ENVIRONMENT

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PHYSICAL DEMANDS

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X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.D. Personnel Action (New): SCC5 Project Manager Grant Funded



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 084-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: June 11, 2025

SUBJECT: Personnel Action – New Position, SCC5 Project Manager-Grant Funded

The individual listed below has been recommended to fill the new full-time SCC5 Project Manager Grant Funded position.

Funding Source: 36-7-53470-61105

Candidate

Recommended: Eric McDonald

Education: University of Phoenix
Master of Arts, Education/Adult Education
and Training

Jackson State University
Bachelor of Arts, Mass Communications

Houston Community College
Associate of Arts, Multidisciplinary Studies

Experience: Scoot Professional Educator November 2024 – present
Fort Bend ISD Professional Educator January 2021 – September 2024
Jackson State University Senior Property Control Specialist September 2013 – January 2021
WLBT Associate Producer/Associate Reporter May 2018 – July 2018

Salary: \$64,835.19
Grade 206, 2024 – 2025 / Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	SCC5 Project Manager-Temporary Grant Funded (PID: 827)		
Department:	CEWD	FLSA Status:	Exempt
Reports To:	Dean, Career & Technical Programs	Grade Level:	206
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Human Resources/LG	Date:	01/09/2025
Last updated by:	Director Grants/LG & Dean CTP/HG	Date:	01/09/2025

SUMMARY

The Strengthening Community Colleges Grant Round 5 (SCC5) Project Manager supervises grant personnel, budget, and performance of the SCC5 Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Serve as chief liaison between U.S. Department of Labor and the institution.
- Ensure incorporation of SCC5 activities into college operations.
- Communicate SCC5 objectives to constituencies.
- Assure project remains congruent with college goals and supervise renovation, equipment management, and fiscal compliance processes.
- Work with External Evaluator, CNC Advisory Committee, and the Office of Institutional Effectiveness and Research to facilitate comprehensive evaluation.
- Supervise grant staff including Project Assistant, Data Specialist, and Career Navigator.
- Remain current on SCC5 and U.S. Department of Labor policies and grant terms/conditions to assure program compliance.
- Oversee report preparation for ACC, U.S. Department of Labor.
- Authorize all SCC5 expenditures; maintain budget control and responsibility for use of funds.
- Ensure all external contract arrangements are executed according to schedule and operate according to institutional policy.
- Work with ACC to institutionalize new practices and improvements.
- 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.

REQUIRED QUALIFICATIONS

- Master's degree in higher education or a related field
- Three (3) years' administrative and/or grant management experience in higher education, including program evaluation and personnel and budget management
- Experience in working with a multi-disciplinary team

PREFERRED QUALIFICATIONS

- Experience in researching data for community colleges or universities

KNOWLEDGE, SKILLS, AND ABILITIES

- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of the organization.
- Strong interpersonal and communication skills.
- Experience in evaluation of complex projects.
- Intermediate skills with Microsoft Word, Excel, and Outlook

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.E. Employee Count

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SUMMER 2025

6/2/2025

JUNE

	Budgeted 2024-25	JUNE 2025	HR Vacancies
Administrative	15	15	0
*Professional	88	83	5
Faculty	130	125	3
**Technical Support, Clerical & Maintenance (TSCM)	125	121	7
Total Full-Time (FT) Employees	358	344	15

*Count includes 2 grant funded *professional* employees

**Count includes 1 grant funded *TSCM* employee

11.F. Employee Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Nicole Smith	Instructor, Emergency Medical Technology	5/31/2025	Resignation
2	Alicia Hernandez	Graduate Specialist	6/4/2025	Resignation
3	Delys Mitchell	Administrative Assistant, Learning Commons	7/31/2025	Retirement
4	Karina Lovas	Instructor, Government	8/13/2025	Resignation
5				
6				
7				
8				
9				
10				

12. **Consent Agenda**

12.A. **Approval of Minutes for the May 22, 2025 Regular Board Meeting and the June 9, 2025 Board Budget Workshop**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF MAY 22, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 22nd day of May at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Yvette Reyes-Hall	Regent
Mike Pyburn	Regent
Darren Shelton	Regent
Michael Hoover	Regent
Breah Knape	Regent
Jody Droege	Vice-Chair

ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College
Kelley Peatross	Alvin Community College

ACC Employees & Guests Present

Alan Philips	Lilly Garcia
Bryan Hinshaw	Linet George
Debra Fontenot	Patrick Sanger
Felicia Jimenez	LaVonna Miller
Harold Griffin	Scott Turnbough
Jessica Eddy	Anita Exley
Jessica Ranero-Ramirez	Matt Brewer
John Murray, Jr.	Michael Clement
John Tompkins	Zachory Guthrie
Kyle Marasckin	Jessica Guthrie
Leigh Ann Moore	Laurel Joseph

Call to Order

Chair Sanchez called the meeting to order at 6:00 p.m.

Certification of Posting of Notice

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

Executive Session

There was no Executive Session.

- **Pledge**
- **Invocation**

Invocation by Regent Yvette Reyes-Hall

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents enjoyed attending the Throw Bowl, Commencements, Strive Graduation, and Nurse Pinning.

Committee Reports

The committees met on May 21st. Regent Crumm provided the facilities report, which included Building K is on target for classes beginning June 2nd, looking for signage, and landscaping, discussed baseball fencing, stairwells, remote control access doors, security cameras are on schedule, and parking lots A& B resurfacing begins next week.

Regent Shelton presented the budget and finance report. The committee did not meet this month, but they are gearing up for the Budget workshop. Chair ‘Bel reminded Regents to review the draft of Budget.

Approval of the Consent Agenda

Chair Sanchez said that she would entertain a motion to approve the Consent Agenda that included the approval of the Minutes of the Regular Meeting of April 24, 2025, and the Grants report.

A move to approve the Consent Agenda was made by Regent Shelton. Seconded by Regent Hertenberger. Motion passed unanimously.

President’s Report – State of the College

Dr. Exley gave a summary that included the following highlights:

The 4 Strategic Plan goals and the achievements under each, student success with academic and career goals, budget update, partnerships with business, and strategic issues for the academic year 2024-2025.

This report was for information only.

Financial Report Ending April 30, 2025

Regent Crumm moved to approve the Financial Report for April 30, 2025. Seconded by Regent Hertenberger. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 6:49 p.m.

**ALVIN COMMUNITY COLLEGE
BUDGET WORKSHOP OF JUNE 9, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 9th day of June at 12:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

'Bel Sanchez	Chairman
Patty Hertenberger	Secretary
Jim Crumm	Regent
Yvette Reyes-Hall	Regent
Mike Pyburn	Regent
Darren Shelton	Regent
Michael Hoover	Regent
Jody Droege	Vice-Chair

Absent

Breah Knappe	Regent
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ACC Administration Present

Robert Exley	President, Alvin Community College
Stacy Ebert	Alvin Community College
Beth Nelson	Alvin Community College
John Matula	Alvin Community College
Wendy Del Bello	Alvin Community College
Kelly Klimpt	Alvin Community College
Kelley Peatross	Alvin Community College

ACC Employees & Guests Present

Bryan Hinshaw	Linnet George	Huff Mann
Debra Fontenot	Patrick Sanger	Kyle Stone
Felicia Jimenez	LaVonna Miller	
Harold Griffin	Scott Turnbough	
Jessica Ranero-Ramirez	Laurel Joseph	
John Murray, Jr.	John Tompkins	
Kyle Marasckin	Leigh Ann Moore	

Call to Order

Chair Sanchez called the meeting to order at 12:20 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*.

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

Citizen Inquiries

There were no citizen inquiries.

Facilities Update

Bryan Hinshaw presented the Facilities Update report for 2024-2025.

The completed projects include the walking trail, Band Hall/Choir Room, E-Sports, Kiln Vents, S Building Boiler, NCCIC, & Financial Advisor Office, ACC West, Building T Fence, Buildings A, B, C & D roofs, damage that occurred from Hurricane Beryl, the September power outage.

The current projects are the baseball outfield fence, ACC Center of Excellence, access control/automatic access doors, reseal/stripe parking lots A&B, N-102/Pignat Distillation Unit, New Roofs for Buildings G & N, Finz E-Sports Premier Room, Soft Wash / Power Wash / S & N Building, and security camera upgrade for Buildings S & T.

This report was for information only.

Initial Presentation of the Proposed 2025-2026 Budget

Dr. Exley and the Executive Leadership Team presented the Budget proposal for 2025-2026.

Dr. Exley has 2 FT employees, and his budget request is \$461,484.

Beth Nelson has 72 FT employees, and her budget request is \$18,416,296.

Wendy Del Bello has 15 FT employees, and her budget request is \$2,687,389.

Dr. Kelley Peatross has 7 FT employees, and her budget request is \$776,842.

Kelly Klimpt has 15 FT employees, and his budget request is \$3,425,613.

Dr. Stacy Ebert has 192 FT employees, and her budget request is \$21,537,455.

John Matula has 51 FT employees, and his budget request is \$4,263,958.

Executive Session

The Board recessed into Executive Session at 2:48 p.m. Executive Session start time was 3:03 p.m.

Adjournment


There being no further business before the Board, Chair Sanchez adjourned the meeting at 3:46 p.m.

Dr. Patty Hertenberger, Secretary

Bel Sanchez, Chair

12.B. **Grants**

MEMORANDUM NO: 078-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 10, 2025
SUBJECT: Federal, State, and Private Grants Report

Attached is the ACC Grant Status Report as of June 2, 2025. The first page is a summary of ACC's grant activity. Following is a detailed list of current grants, grants in the approval process, and grants in the development process. The final page lists the grants that ACC has either applied for and have been declined funding, or grants ACC considered but decided not to proceed with application submission. Pages two through four provide details on the grants and/or applications in each of the three categories.

The College currently has \$6,411,558.48 in active funded grants. An additional \$1,192,233.00 in grant applications is in the funder review process. Grant applications in the development process total \$175,165.00.

RJE:fmj

Alvin Community College Grants

June 2, 2025

ACC has the following in grant activity:

\$6,411,558.48	Active Funded Grants
\$1,192,233.00	Grant Applications in the Funder Review Process
\$ 175,165.00	Grant Applications in the Development Process

New grant awards received:

Texas Higher Education Coordinating Board Nursing, Allied Health, and Other Health-Related Education Grant Program – contract pending

Texas Workforce Commission Skills Development Fund Grant with Locke Solutions, Frazer, and First State Bank-Louise – contract pending

Details on individual grants are attached. The last page lists grants that were reviewed and departments determined not to pursue, or ACC was not selected as a recipient.

Alvin Community College Grant Status Report as of June 1, 2025

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Cherilyn Brooks	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
THECB Nursing Innovation Grant Program #29898	8/17/2023	7/31/2025	Elizabeth Saucedo	ADN Program	Faculty Training, Part-time Personnel, Program Development	\$ 196,266.00	Primary	N/A	Provides for faculty conferences, development of an additional transition to RN program, and student support.	State Discretionary Competitive
TWC Skills Development Funds #2824SDF004	5/22/2024	8/31/2025	Sara Bouse	CEWD	Instruction and Training	\$ 270,351.43	Primary	TJL Industries KWIK Equipment Dover	Skills training for employees of TJL in Process Technology. Added KWIK Equipment Sales and Dover.	State Discretionary Competitive
THECB Perkins Basic Grant Contract Award #254205	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 198,712.00	Primary	N/A	Provide supplies and equipment required for technical program instruction	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2024 #2824JET003	8/31/2024	8/31/2025	Don Parus	Process Technology	Equipment	\$ 349,980.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5000501	10/1/2024	9/30/2025	Chief Ronny Phillips	ACC PD	Bulletproof Vests for ACC Police Department	\$ 38,048.00	Primary	N/A	Funds provide for purchasing 16 vests.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #01476	12/2/2024	12/2/2025	Brian Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 280,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects #5062001	11/1/2024	10/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 292,512.71	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required.	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	TBD	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,514,520.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region and increase the number of women in the program.	Federal Discretionary Competitive
THECB Nursing Innovation Grant - Rider 64 #01750	2/1/2025	1/31/2027	Elizabeth Saucedo Justin Morgan	Nursing Pathway	Personnel, Curriculum, Tuition Assistance, Supplies	\$ 999,500.00	Primary	N/A	Funds will provide for developing a program to increase preceptors and clinical sites for students in Certified Nursing Assistant, Clinical Medical Assistant, Patient Care Technician, Licensed Vocational Nursing, Associate Degree Nursing, and Bachelors of Science in Nursing programs.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program # pending	3/1/2025	2/28/2027	Elizabeth Saucedo	ADN Program	Professional Development, Equipment, Supplies	\$ 74,313.08	Primary	N/A	Provide support to retention and completion rates of Nursing students. <i>Pending contract.</i>	State Formula Non-Competitive
THECB Nursing, Allied Health and Other Health-Related Education Grant Program (NAHP) # pending	5/1/2025	12/31/2027	Ashley White Justin Morgan	ADN Program	Personnel, Equipment, Supplies	\$ 150,000.00	Primary	N/A	Funds provide for equipment and supplies for the ADN program. <i>Pending contract.</i>	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds # pending	TBD	TBD	Beth Cassidy	CEWD	Instruction and Training	\$ 242,572.00	Primary	Locke Solutions, Frazer, First State Bank - Louise	Skills training for employees of Locke Solutions, Frazer, and First State Bank - Louise. <i>Contract Pending.</i>	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 6,365,848.48				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Charles Kilgore	Math	Instruction	\$ 1,250.00		N/A	Increasing student engagement and retention with NearPod software	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Robert Sanchez	Upward Bound	Instruction	\$ 1,600.00		N/A	Host a Love Languages workshop to help equip participants with the self-awareness, communication skills, and emotional intelligence necessary for academic success.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		N/A	Purchase two tablets that will help students engage with volunteers and improve access and effectiveness in the sonography labs.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	John Mohr	Geology	Equipment & Supplies	\$ 1,900.00		N/A	Purchase of a drone to enhance student learning experiences through the recording and displaying of virtual field trips.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Amanda Smithson John Matula	Student Services	Equipment & Supplies	\$ 3,000.00		N/A	To begin an Emergency Go Bag Program by providing toiletries, non-perishable food, \$20 gift card and a bag that can be filled with clothes for students who need emergency assistance.	Private / Foundation

2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Thirty Lacy	Nursing	Professional Development	\$ 2,000.00		N/A	Professional development opportunities for Vocational Nursing and Registered Nursing adjuncts to learn creative teaching strategies. Registration costs only.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Maria Ruiz	LVN	Supplies	\$ 2,000.00		N/A	To host a health fair that will promote health programs while providing a service to the community through interactive activities and spark interest in prospective students.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Justin Morgan	Inter-disciplinary	Instruction	\$ 2,500.00		N/A	Consumables & Actors' for the annual interdisciplinary simulation event held on campus called Disaster Day.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Amanda Smithson	Student Services	Instruction	\$ 1,950.00		N/A	To provide student scholarships for the TSI Test Prep class and TSI Test voucher.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Lilly Guu Jesse Guevara	Student Services	Emergency Assistance	\$ 2,000.00		N/A	To start a Transit to Success program that will provide a bicycle with a helmet or a Lyft voucher to students without reliable transportation.	Private / Foundation
2024-2025 ACC Foundation Innovative Initiative Grant	9/1/2024	8/31/2025	Laura Trigo	Culinary	Equipment & Supplies	\$ 3,000.00		N/A	Purchase a BBQ pit to incorporate BBQ skills and training to the curriculum. This will allow students to learn additional skills in the program and provide hands on training for another avenue in culinary.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Dr. Jessica Ranero-Ramirez	Dual Enrollment	Supplies	\$ 2,500.00	Primary	N/A	Provides funds for hosting a Career Expo.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Chris Tennison	Drama	Supplies	\$ 500.00	Primary	N/A	Provides support for Summer Children's Theater.	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Karen Tofte	Child Development Lab School	Curriculum	\$ 2,010.00	Primary	N/A	Provides for a new Toddler's Curriculum	Private / Foundation
Marguerite Edwards Trust	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Enrichment	\$ 5,000.00	Primary	N/A	Provides funds for students to participate in a Disney Leadership Class	Private / Foundation
Soroptimist International of Alvin	7/2/2024	7/1/2025	Robert Sanchez	Upward Bound	Student Scholarships	\$ 1,000.00	Primary	N/A	Provides funds for student scholarships	Private / Foundation
Soroptimist International of Alvin	7/2/2024	7/1/2025	Wendy Del Bello	ACC Foundation	Student Support	\$ 2,000.00	Primary	N/A	Provides support for the Emergency Fund.	Private / Foundation
National Board for Respiratory Care	3/25/2024	3/24/2025	Marby McKinney	ACC Foundation	Student Support	\$ 10,000.00	Primary	N/A	Provides funds for student scholarships	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 45,710.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,411,558.48				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2028	Brittani Bewick	CEWD BioTechnology	Equipment, Supplies	\$125,000	Sub-recipient	San Jacinto College	ACC was invited to participate in San Jacinto College's "Advanced Cell Therapy – Industry-Based Vocational Education" (ACTIVE) proposal. Funds provide equipment and supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation - Accelerated Technological Education (NSF-ATE)	2/1/2025	1/31/2026	Brittani Bewick	CEWD BioTechnology	Supplies	\$ 7,000.00	Sub-recipient	Texas A&M University	ACC was invited to participate in Texas A&M University's "Harmonizing Biomanufacturing Technician Training: the Texas Regional Industrial Biomanufacturing Education Certification (TRIBEC) Program" proposal. Funds provide supplies for the BioTechnology Program. <i>Application submitted October 3, 2024.</i>	Federal Discretionary Competitive
National Science Foundation Louis Stokes Alliances for Minority Participation Program	2/1/2025	1/31/2029	Dr. Stacy Ebert Dr. Linet George	STEM Majors	Transfer Preparation, Student Support	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends. <i>Application submitted November 15, 2024.</i>	Federal Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Radios	\$ 143,833.00	Primary	N/A	Funds provide for 18 personal radios for ACC PD officers and 4 mobile unit radios for vehicles and base station. <i>Application submitted 2/13/2025.</i>	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Vehicle	\$ 82,700.00	Primary	N/A	Funds provide for one Chevrolet Silverado 1500 Truck with law enforcement light package. <i>Application submitted 2/13/2025.</i>	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 2	10/1/2025	9/30/2026	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 210,690.00	Primary	N/A	Funds provide for upgrading institutional cybersecurity, including a FT IT Security Analyst position. 20% institutional match required. <i>Application submitted 2/13/2025.</i>	State Discretionary Competitive
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund "New Beginnings X2"	9/1/2025	8/31/2026	Alyssa Bullock	CEWD Reentry Services	Instruction/ Employment Counseling	\$ 350,000.00	Primary	N/A	Funds provide for reentry services including workforce readiness, training, tuition assistance, and job placement assistance. <i>Application submitted April 30, 2025.</i>	State Discretionary Competitive

Texas Higher Education Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Pathways Design and Planning Grant	7/1/2025	9/30/2026	James Langley	Engineering Technology & Technician	Pathway Development	\$ 143,000.00	Primary	N/A	Funds provide technical support and personnel costs associated with developing a new program from inception through approval process. <i>Application submitted May 23, 2025.</i>	State Discretionary Competitive
Dow Foundation	TBD	TBD	Wendy Del Bello	Process Technology	Equipment	\$ 100,000.00	Primary	N/A	Funds provide for a portion of the cost of Process Technology simulation software for troubleshooting.	Private Foundation

Total, Grants in Funder Review \$1,192,223.00

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Humanities Texas Mini-Grants	TBD	TBD	Dr. Christopher Chance Dr. Alexander Marriot	History Program	Travel	\$ 2,000.00	Primary	TBD	Funds would support the creation of a <i>Texas Study Abroad</i> program for students to visit key prehistoric and historic sites as part of the Honors-level History of Texas Course. <i>Open application window.</i>	Private Foundation
Texas Higher Education Coordinating Board Perkins Basic Grant	9/1/2025	8/31/2026	Dr. Debra Fontento	Technical Programs	Technical Supplies, Support, Equipment	\$ 173,165.00	Primary	N/A	Provide supplies and equipment required for technical program instruction. <i>Application due June 30, 2025.</i>	State Formula Non-Competitive


Total, Grants in Application Development \$ 175,165.00

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
Metallica Scholars Initiative, Cohort 6	6/6/2024	Y	CEWD Patient Care Tech, CNC Machining	\$ 75,000.00	Primary	N/A	Provides scholarships and support for students in Career and Technical Education programs.	Private / Foundation	ACC was not selected.
DeWalt Grow the Trades Foundation	6/30/2024	N	CTE/CEWD	\$ 100,000.00	Primary	N/A	Provides funds to assist students pursuing skills in the trades.	Private / Foundation	Time insufficient to submit an application
U.S. Department of Justice Office of Community Oriented Policing Services Safer Outcomes: Enhancing De-Escalation and Crisis Response Training for Law Enforcement	7/30/2024	N	Law Enforcement Academy	up to \$500,000	Primary	TBD	Provides funding to law enforcement training academies to promote safe outcomes during police encounters with persons in crisis through the integration of de-escalation and crisis response training into their curricula	Federal Discretionary Competitive	Time insufficient to submit an application
U.S. Department of Justice and Department of Labor Partners for Reentry Opportunities in Workforce Development (PROWD)	8/1/2024	Y	Instruction/ Employment Counseling	\$ 412,000.00	Sub-recipient	Houston-Galveston Area Council	Provides reentry services for individuals formerly in the federal prison system. Services include instructional cost assistance, workforce readiness training, and job placement assistance.	Federal Discretionary Competitive	Original budget was to be \$1,160,000 over the life of the grant ; funder revised the budget to \$412,000 over the life of the grant. This would only allow for 1.5 FTEs, so ACC declined.
Blue Cross Blue Shield of Texas Healthy Campus Grant	9/1/2024	N	Fitness Court	\$ 50,000.00	Primary	N/A	Provide funds toward the cost of constructing a fitness court.	Private / Foundation	The remaining cost of building the court is not currently a budget priority.
U.S. Economic Development Authority Good Jobs Challenge	9/27/2024	Y	CEWD BioTechnology	\$ 90,000.00	Sub-recipient	Texas A&M University	Funds provide equipment and supplies. Texas A&M University's TRIBEC Good Jobs Partnership for Biomufacturing in Brazos Valley and Houston proposal.	Federal Discretionary Competitive	Consortium was not selected.
ECMC Foundation	TBD	Y	Student Services	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs.	Private / Foundation	Letter of Interest was submitted. ACC was not selected to proceed to the application phase.
National Science Foundation Improving Undergraduate STEM Education (IUSE) Hispanic Serving Institutions	9/11/2024	N	Geology	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences.	Federal Discretionary Competitive	Insufficient resources to submit an application at this time.
National Science Foundation Research on Innovative Technologies for Enhanced Learning (RITEL)	11/5/2024	N	Welding, Drafting & Design Engineering Technology	TBD	Primary	N/A	Funds will support implementing emerging technologies in technical programs. <i>Application due November 5, 2024</i>	Federal Discretionary Competitive	Insufficient time to submit an application at this time.
U.S. Department of State Increase and Diversify Education Abroad for U.S. Students (IDEAS)	12/12/2024	Y	Study Abroad	\$ 35,000.00	Primary	N/A	Funds provide for 4 faculty to travel abroad to establish academic, industry, and cultural partnerships for future study abroad trips.	Federal Discretionary Competitive	ACC was not selected to continue to Phase 2.
THECB Data-to-Action for Parenting Students at Texas Colleges & Universities Grant Program	3/31/2025	N	Student Services	\$ 118,450.00	Primary	N/A	Funds provide for a technical assistance contractor and personnel expenses to create a campus Data-to-Action team to analyze data on parenting students.	State Discretionary Competitive	ACC determined the implementation time commitment would not be commensurate with the award.
Texas Workforce Commission Dual Credit Healthcare Grant	Open application	N	CEWD and Dual Credit	\$ 300,000.00	Primary	ISD - TBD	Funds provide for student tuition and fees and curriculum development.	State Discretionary Competitive	ACC did not secure an ISD partner for this opportunity.
TWC Dual Credit Career and Technical Education - Equipment Only Grant	5/6/2025	N	CTE and Dual Credit	\$ 220,000.00	Primary	ISD - TBD	Funds would provide for equipment for a Dual Credit CTE Program.	State Discretionary Competitive	Insufficient time to submit an application at this time.
TWC JET Grant (Jobs and Education for Texans) 2025	1/30/2025	Y	Drafting and Design Engineering Technology	\$ 105,845.00	Primary	N/A	Funds provide for the purchase of a new equipment for Drafting and Design Engineering Technology Program. 5%-10% institutional match required.	State Discretionary Competitive	ACC was not selected.

13. **President's Report**
14. **Foundation Report and Audit Results**
15. **Consider Approval of the ACC Website Redesign Contract**

MEMORANDUM NO: 075-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: May 29, 2025
SUBJECT: ACC Website Redesign Contract

An absolute necessity for our College is a website that is navigable, transparent and provides our students, faculty, staff, and community a means for reaching and utilizing the tremendous services of the College.

Alvin Community College issued a Request for Proposals (RFP, # 25-061) for a full website redesign and content management system (CMS) implementation. The solicitation was posted on the State of Texas Electronic Business Daily (ESBD) site; the ACC Purchasing site and in the local newspaper. The procurement process followed ACC Purchasing Policies and the State of Texas guidelines.

Following a competitive solicitation process, the College received twenty (20) responses for evaluation by a cross-campus team of administrators, faculty, and staff. iFactory was selected as the top-rated finalist. iFactory is a higher education web design firm that will lead the user experience strategy, visual design, front-end development, and CMS implementation.

Staff has been meeting with and negotiating our needs and desires, and the proposed iFactory contract pricing includes:

- Website Redesign Services: \$160,168
- CMS Implementation: \$71,400

There will be no ongoing costs to the College related to the website, however, the college will need to continue CMS with Modern Campus, post-implementation.

Note: This results in a total project cost of \$231,568 for Fiscal Year 2025–2026 if approved in that budget.

Staff recommends that the Board of Regents authorize the President to enter into a contract with iFactory for website redesign and CMS implementation services at a total cost of \$231,568 with a maximum contingency of 10% or \$ 23,156.80.

RJE:fmj


16. **Consider Approval of Child Lab School Fee Changes**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 077-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 2, 2025
SUBJECT: Child Lab School Fee Changes

Attached you will find recommendations for child lab school fee increases for FY 2026, to be effective September 1, 2026. These increases are necessary to assist with the cost offset of maintenance and operations at said child lab school.

RJE:fmj


2025-2026 Tuition and Fees Recommendations

Department	Requested By	Description of Request	Old Fee	Amt of Increase/ Decrease	Updated or New Fee	Rationale	Effective Date	Tuition Fee Course Fee Cashier Fee
Lab School	Karen Tofte	Increase in Lab School tuition - Toddlers	\$170.00	\$15	185.00	Rising operating costs and closer alignment with market rates	Fall 2025	Tuition
Lab School	Karen Tofte	Increase in Lab School tuition - Twos	\$155	\$25	180.00	Rising operating costs and closer alignment with market rates	Fall 2025	Tuition
Lab School	Karen Tofte	Increase in Lab School tuition - Threes, Preschool, and Pre-K	\$150	\$20	170.00	Rising operating costs and closer alignment with market rates	Fall 2025	Tuition

17. **Consider Approval of TASB Local Board Policy Update 49**

MEMORANDUM NO: 067-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: June 10, 2025

SUBJECT: Board Policy Update 49, affecting Local Policies (see attached list)

We have received the Texas Association of School Boards's Policy Manual Update 49. As laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges. Per state law, I am providing the Board with the entire packet of information. The critical portion for your consideration is that which addresses changes in Local policies initiated by TASB as a result of changes in the corresponding Legal policy.

TASB Update 49 contains new or revised legal policies citing current legal requirements and new or revised local policy recommendations. The information provided includes a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

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

Update 49 includes thirty-eight (38) Legal Board Policies replacing existing legal policies (the Board is not required to act on legal policies). In addition, the following ten (10) Local Board Policies do require Board action.

<i>Local Policy</i>	<i>Title</i>
<i>BCA(LOCAL)</i>	BOARD INTERNAL ORGANIZATION: BOARD OFFICERS AND OFFICIALS
<i>BCB(LOCAL)</i>	BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES
<i>BCE(LOCAL)</i>	BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES
<i>CG(LOCAL)</i>	SAFETY PROGRAM
<i>CGF(LOCAL)</i>	SAFETY PROGRAM: SECURITY PERSONNEL
<i>CHA(LOCAL)</i>	SITE MANAGEMENT: INSPECTIONS
<i>DIAB(LOCAL)</i>	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS
<i>ECC(LOCAL)</i>	INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES
<i>FFDB(LOCAL)</i>	FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS
<i>FLBC(LOCAL)</i>	STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

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

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

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

"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 49."

RJE:fmj

Instruction Sheet

Community College Localized Policy Manual Update 49

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
B	(LEGAL)	Replace table of contents	Revised table of contents
BCA	(LEGAL)	Replace policy	Revised policy
BCA	(LOCAL)	Replace policy	Revised policy
BCAB	(LEGAL)	DELETE policy	See explanatory note
BCAD	(LEGAL)	DELETE policy	See explanatory note
BCB	(LOCAL)	ADD policy	See explanatory note
BCE	(LOCAL)	ADD policy	See explanatory note
BI	(LEGAL)	Replace policy	Revised policy
C	(LEGAL)	Replace table of contents	Revised table of contents
CAAB	(LEGAL)	Replace policy	Revised policy
CAI	(LEGAL)	Replace policy	Revised policy
CAIC	(LEGAL)	Replace policy	Revised policy
CG	(LEGAL)	Replace policy	Revised policy
CG	(LOCAL)	Replace policy	Revised policy
CGA	(LEGAL)	Replace policy	Revised policy
CGC	(LEGAL)	Replace policy	Revised policy
CGF	(LOCAL)	ADD policy	See explanatory note
CGFA	(LEGAL)	ADD policy	See explanatory note
CGFB	(LEGAL)	ADD policy	See explanatory note
CGFC	(LEGAL)	ADD policy	See explanatory note
CHA	(LEGAL)	Replace policy	Revised policy
CHA	(LOCAL)	DELETE policy	See explanatory note
CJA	(LEGAL)	Replace policy	Revised policy
CKD	(LEGAL)	Replace policy	Revised policy
CRA	(LEGAL)	Replace policy	Revised policy
DC	(LEGAL)	Replace policy	Revised policy
DEAB	(LEGAL)	Replace policy	Revised policy
DIAB	(LOCAL)	Replace policy	Revised policy
EA	(LEGAL)	DELETE policy	See explanatory note
ECC	(LEGAL)	Replace policy	Revised policy
ECC	(LOCAL)	Replace policy	Revised policy
EFAB	(LEGAL)	Replace policy	Revised policy
EFB	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

Community College Localized Policy Manual Update 49

Alvin Community College

Code	Type	Action To Be Taken	Note
EFBA	(LEGAL)	Replace policy	Revised policy
EFBC	(LEGAL)	Replace policy	Revised policy
EFCB	(LEGAL)	Replace policy	Revised policy
EFCC	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FFDB	(LOCAL)	Replace policy	Revised policy
FLBC	(LEGAL)	Replace policy	Revised policy
FLBC	(LOCAL)	ADD policy	See explanatory note
GCA	(LEGAL)	Replace policy	Revised policy
GCB	(LEGAL)	Replace policy	Revised policy
GCC	(LEGAL)	Replace policy	Revised policy
GG	(LEGAL)	Replace policy	Revised policy
GH	(LEGAL)	Replace policy	Revised policy

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ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

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

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

B(LEGAL)

LOCAL GOVERNANCE

Codes have been deleted in response to the consolidation of legal frameworks in the BCA series addressing board officers and officials.

BCA(LEGAL)

BOARD INTERNAL ORGANIZATION: BOARD OFFICERS AND OFFICIALS

Language from legal frameworks BCAB and BCAD has been moved to this framework to consolidate content addressing board officers.

BCA(LOCAL)

BOARD INTERNAL ORGANIZATION: BOARD OFFICERS AND OFFICIALS

Recommended revisions align this policy with the requirements of Education Code 130.082(d). Additional changes have been made for clarity.

BCAB(LEGAL)

BOARD OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD PRESIDENT

Language from this legal framework has been moved to BCA to consolidate content related to board officers and officials.

BCAD(LEGAL)

BOARD OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF SECRETARY

Language from this legal framework has been moved to BCA to consolidate content related to board officers and officials.

BCB(LOCAL)

BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES

This new recommended local policy addresses the formation and authority of board committees, which are committees composed exclusively of members of the board and make non-binding recommendations in an area of specified responsibility.

BCE(LOCAL)

BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES

This new recommended local policy addresses the formation and authority of advisory committees, which are mainly composed of college district staff, students, or community members and make non-binding recommendations to the board within an area of specified responsibility.

BI(LEGAL)

REPORTS

The list has been amended to remove a reporting requirement regarding contact hours for career technical/workforce continuing education courses that was repealed by the Coordinating Board. It has been reorganized to accommodate reorganization of policies related to security. Additionally, the campus hazing transparency report required by the federal Stop Campus Hazing Act has been added, and the report of

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credit hours for certain continuing education courses has been removed in response to the repeal of Coordinating Board rules.

Other changes reflect the reorganization of policies in the C section.

C(LEGAL) BUSINESS AND SUPPORT SERVICES

Codes have been created, renamed, and reorganized to incorporate recent revisions to policies related to security personnel.

An additional code has been made available to community colleges that wish to adopt a policy on artificial intelligence.

CAAB(LEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions have been made to update the provisions in the U.S. Office of Management and Budget (OMB) Guidance for Federal Financial Assistance that relate to the U.S. Department of Health and Human Services in response to amendments to HHS rules.

CAI(LEGAL) APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES

Revisions have been made at Dissemination of Tax Information to incorporate recently adopted Administrative Code provisions concerning Electronic Communications with tax officials.

Additional changes have been made for clarity.

CAIC(LEGAL) AD VALOREM TAXES: SELECTION AND DUTIES OF CHIEF TAX OFFICIALS

The list of Duties required for an Assessor has been expanded to include a requirement from HB 3273 to post a notice on the taxing unit's website informing property owners of certain information that may be found in the property tax database.

CG(LEGAL) SAFETY PROGRAM

Language from this policy code has been moved to legal framework CGA, which now specifically addresses Safety and Security Audits. Codes have been reorganized to better incorporate updates to legal frameworks related to security personnel.

CG(LOCAL) SAFETY PROGRAM

Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program. References have been added to policies that provide more information related to emergency response procedures and the community college's information security program.

CGA(LEGAL) SAFETY PROGRAM: SAFETY AND SECURITY AUDITS

Language from CG related to Safety and Security Audit and Disclosures has been moved to this legal framework, and language from this legal framework related to Asbestos-Related Activity has been moved to CHA consistent with the code reorganization.

CGC(LEGAL) SAFETY PROGRAM: EMERGENCY PLANS AND ALERTS

Cross references to other legal frameworks have been updated in response to the reorganization of policy codes.

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CGF(LOCAL) SAFETY PROGRAM: SECURITY PERSONNEL

Language from CHA has been moved to this new local policy to accommodate the reorganization of policies related to security personnel. Language has been added addressing an Interlocal Agreement for Mutual Aid and Body-Worn Cameras. Additional changes have been made for clarity.

This policy has been issued to the college because our records indicate that the college has a police department. We have available alternate versions of this policy that address commissioned security officers and school marshals. If you would like to review the alternate language, please contact your policy consultant.

CGFA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

Language from CHA has been moved to this legal framework, which covers Commissioned Peace Officers.

CGFB(LEGAL) SECURITY PERSONNEL: SECURITY OFFICERS

Language from CHA has been moved to this legal framework, which covers Security Officers. Language was also added beginning at Application of Occupations Code 1702 for clarity.

CGFC(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

Language from CHA has been moved to this legal framework, which covers School Marshals. A requirement that a community college report to the Texas Commission on Law Enforcement (TCOLE) any indication that a person is no longer psychologically fit to serve as a school marshal has been added to reflect an amendment to the Administrative Code.

CHA(LEGAL) SITE MANAGEMENT: INSPECTIONS

Language from this legal framework has been moved to the appropriate new policy code to correspond with the reorganization of policies related to Security Personnel. Language from CG has been moved to this legal framework, which now covers Inspections.

CHA(LOCAL) SITE MANAGEMENT: INSPECTIONS

Language at this policy has been moved to policy CGF to accommodate the reorganization of policies related to security personnel.

CJA(LEGAL) TRANSPORTATION MANAGEMENT: MAINTENANCE OF VEHICLES

Language was deleted from this legal framework in response to the repeal by HB 3297 of a statute addressing Inspections.

CKD(LEGAL) INSURANCE AND ANNUITIES MANAGEMENT: HEALTH AND LIFE INSURANCE

Revisions at Health Insurance Portability and Accountability Act (HIPAA) incorporate amendments to federal regulations addressing requirements related to mental health and substance use disorder benefits.

CRA(LEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

The list of Required Internet Postings has been expanded to include at #20 notice of the property tax database as required by HB 3273.

The list has also incorporated the campus hazing transparency report required by the federal Stop Campus Hazing Act at #45.

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Relevant Administrative Code citations have also been updated.

DC(LEGAL) EMPLOYMENT PRACTICES

At Existing Employee, revisions incorporate amendments to federal regulations permanently increasing the automatic extension period for expiring employment authorization documents.

DEAB(LEGAL) COMPENSATION PLAN: WAGE AND HOUR LAWS

This legal framework has been reverted to reflect the previous minimum salary threshold in response to a federal court ruling, Texas v. U.S. Department of Labor, No. 4:24-CV-499-SDJ, 2024 WL 4806268 (E.D. Tex. Nov. 15, 2024) (mem)., that vacated the U.S. Department of Labor's rule increasing salary thresholds.

DIAB(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS

Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion.

Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and the applicability of the prohibition on false claims to students.

EA(LEGAL) ACADEMIC YEAR AND CALENDAR

Language has been removed to reflect Coordinating Board repeal of requirements relating to academic calendars.

ECC(LEGAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Revisions have been made to this legal framework to reflect amendments to Coordinating Board rules related to the Limitation on the Number of Dropped Courses.

ECC(LOCAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Recommended revisions reflect amendments to Coordinating Board rules for applying Exceptions to the limit of courses a student may drop and to allow Appeals. Additional changes have been made for clarity.

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

Language was removed from this legal framework in response to the repeal of outdated Coordinating Board provisions addressing workforce education. Additional changes have been made for clarity.

EFB(LEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

This legal framework has been revised to incorporate new Coordinating Board rules related to the approval of Self-Supporting Degree Programs and related Definitions.

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

Language was removed from this legal framework in response to the repeal of outdated Coordinating Board provisions addressing Career Technical / Workforce Degree and Certificate Programs Under 19 Administrative Code Chapter 9. Related Definitions were also removed.

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EFBC(LEGAL)

DEGREES AND CERTIFICATES: HIGH SCHOOL DEGREES

Revisions have been made to reflect amendments to Coordinating Board rules for community colleges participating in the Opportunity High School Diploma Program.

EFCB(LEGAL)

SPECIAL PROGRAMS: ADULT EDUCATION AND LITERACY

At Applicable Law, revisions incorporate the repeal and adoption of Administrative Code rules intended to govern the applicability of Education Code and Administrative Code requirements for open-enrollment charter schools to adult high school charter schools.

EFCC(LEGAL)

SPECIAL PROGRAMS: ELEMENTARY AND SECONDARY STUDENTS

This legal framework has been revised in response to the repeal and adoption of Administrative Code requirements related to the applicability of Education Code and Administrative Code requirements for open-enrollment charter schools to community college charter schools.

FD(LEGAL)

TUITION AND FEES

This legal framework has been updated to incorporate new Coordinating Board rules addressing the application of Nonresident Tuition rates to certain students.

FEA(LEGAL)

FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

Revisions expand federal financial aid information for clarity by incorporating recently amended federal regulations addressing federal Financial Aid Applications.

FEB(LEGAL)

FINANCING EDUCATION: WORK STUDY

Language has been revised throughout this legal framework to reflect Coordinating Board amendments intended to provide clarity and consistency in the rules addressing the Texas College Work-Study Program.

FFDB(LOCAL)

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: OTHER PROTECTED CHARACTERISTICS

Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The Examples have been revised to reference intimidation and coercion.

Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements.

FLBC(LEGAL)

STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

At Statements of Policy on Hazing and Prevention and Awareness Programs and Dissemination of Hazing Information, language has been added to incorporate rules related to the Campus Hazing Transparency Report required by the federal Stop Campus Hazing Act.

Additional changes have been made for clarity.

FLBC(LOCAL)

STUDENT CONDUCT: PROHIBITED ORGANIZATIONS AND HAZING

New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to Hazing Prohibited, Reporting Procedures, Investigation of the Report, and Access to Policy, Procedures, and Related Materials.

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GCA(LEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

A cross reference to a legal framework has been updated in response to reorganization of policy codes.

GCB(LEGAL) PUBLIC INFORMATION PROGRAM: REQUESTS FOR INFORMATION

Revisions have been made in response to the Office of the Attorney General's (OAG) adoption of amendments related to Required Electronic Submission of requests for an attorney general open records decision under the Public Information Act.

GCC(LEGAL) PUBLIC INFORMATION PROGRAM: ANNUAL SECURITY REPORT

In response to the federal Stop Campus Hazing Act, requirements that a community college provide certain statements of policies related to campus Hazing in its Annual Security Report, include hazing incidents among its Reported Crimes, and develop a Campus Hazing Transparency Report have been added. The name of the Jeanne Clery Campus Safety Act has also been updated at Clery Act Reporting.

GG(LEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

Revisions incorporate amended Coordinating Board requirements for Open-Enrollment Charter Schools to provide notification of a new property location to be considered a school district by a community college.

GH(LEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

Revisions reflect amendments to Administrative Code provisions regarding Student Eligibility for the FAST Program.

Language has been updated to reflect the repeal of Coordinating Board rules regarding Workforce Continuing Education.

Additionally, citations have been updated at Early College High Schools and P-TECH Programs to reflect the repeal and adoption of Administrative Code provisions.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Officers

The Board shall elect a Chairperson, a Vice Chairperson, and a Secretary who shall be members of the Board. The College President shall assign a College District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members ~~present and voting~~ of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Term and Duties

Board officers shall serve for a term of two years or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Chairperson

In addition to the duties required by law, ~~policy, and Board action,~~ the Board Chairperson shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions ~~and,~~ propose resolutions, and vote on all matters coming before the Board.

Vice Chairperson

The Board Vice Chairperson shall:

1. Act in the capacity and perform the duties of the Board Chairperson in the event of the absence or incapacity of the Chairperson.
2. Become Chairperson only upon being elected to the position.

Secretary

The Board Secretary shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Chairperson and Vice Chairperson, call the meeting to order and act as presiding officer.
- ~~4.~~ Sign or countersign documents as directed by action of the Board.

4.

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

Board Committees

For purposes of this policy, a Board committee is a committee composed only of current Board members.

Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:

- Number of Board members on the committee;
- Process to appoint Board members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations must be reported to the Board at a regular or special meeting. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

Dissolution

A Board committee shall be dissolved upon Board action.

BOARD INTERNAL ORGANIZATION
ADVISORY COMMITTEES

BCE
(LOCAL)

**Advisory
Committees**

For purposes of this policy, an advisory committee is a committee composed primarily of College District staff, students, or community members. An advisory committee may also include Board members in numbers less than a quorum of the Board.

Formation of an advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:

- Number of members on the committee;
- Process to appoint members to the committee;
- Term of committee membership; and
- Responsibilities of the committee.

An advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Advisory committees shall report their findings and recommendations to the Board.

**Transacting
Business**

An advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.

Dissolution

An advisory committee shall be dissolved upon completion of the assigned task or Board action.

SAFETY PROGRAM

CG
(LOCAL)

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies- and disasters. [See CGC and CGE]
2. Fire safety and prevention programs.
- ~~2.3.~~ Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work and instructional procedures and regulations.
 - d. Reporting, investigating, and reviewing accidents.
 - e. Promoting responsibility for College District property on the part of students, employees, and the community.
- ~~3.4.~~ Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- ~~4.5.~~ Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- ~~5.6.~~ Driver education programs, when available.
- ~~6.7.~~ Vehicle safety programs.
- ~~7.8.~~ Traffic safety programs and studies related to employees, students, and the community.

Information
Management

The ~~College President~~ College President or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Note: For provisions addressing the College District's information security program, see CS.

SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

**Employment of
Peace Officers and
Telecommunicators**

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

**Limitations on
Outside Employment**

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee. College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.

**Relationship with
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.

Interlocal
Agreement for
Mutual Aid

While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

By Drone

The College District shall not use force by means of a drone.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Video Monitoring

Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.

Access to
Recordings

Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.

Body-Worn Cameras

A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College District and in accordance with the provisions of the College District police department's body-worn camera program. Each College

	District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.
Officer Training	All College District officers shall receive at least the minimum amount of education and training required by law.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
Complaints	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CGFA(LEGAL)]</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.</p>
Misconduct Investigations	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
Personnel Files	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

**SITE MANAGEMENT
SECURITY**

CHA
(LOCAL)

Temporary Assignment	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.
Employment of Peace Officers and Telecommunicators	For additional provisions regarding the employment of peace officers and telecommunicators, see DC.
Limitations on Outside Employment	No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.
Video Monitoring	Video equipment shall be used on a College District police car for safety purposes whenever the flashing lights on a car are in use.
Access to Recordings	Recordings shall be considered law enforcement records, shall remain in the custody of the chief of police, and shall be maintained as required by the department regulations manual and law.
Officer Training	All College District officers shall receive at least the minimum amount of education and training required by law.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
Complaints	Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)] Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.
Misconduct Investigations	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
Personnel Files	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting employees. For legally referenced material relating to this subject matter, see DAA(LEGAL). For discrimination, harassment, and retaliation of students based on race, color, national origin, religion, age, or disability, see FFDB.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation

~~The College District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

	An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to appropriate discipline.
Examples	Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
Prohibited Conduct	In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
Reporting Procedures	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.</p> <p>Alternatively, the employee may report the alleged acts to one of the College District officials below.</p> <p>For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.</p>
Definition of College District Officials	The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:
ADA / Section 504 Coordinator	Name: Karen Edwards Position: Executive Director, Human Resources Address: 3110 Mustang Rd., Alvin, TX 77511 Telephone: (281) 756-3639
Other Anti-discrimination Laws	The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.
Alternative Reporting Procedures	An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President or designee.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

	<p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Notice of Report	<p>Any College District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.</p>
Investigation of the Report	<p>The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p> <p>If appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p> <p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

**College District
Action**

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation against an employee alleged to have experienced prohibited conduct or another employee or a student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDB, as appropriate.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

False Claims

An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.

Appeal

A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

The normal course load for the fall or spring semester is considered to be 15 semester hours. Course loads in excess of 18 semester hours shall require approval by the vice president, instruction or designee.

The normal course load for the summer session shall be seven semester hours for each six-week term or 14 semester hours for a full summer semester. Course loads in excess of seven semester hours per term or 14 semester hours per summer semester shall require approval by the vice president, instruction or designee.

Limitation on Number of Dropped Courses

A College District student shall not be permitted to drop more than six courses taken while enrolled ~~as an undergraduate~~ at the College District or another public institution of higher education. ~~For~~A “dropped course” is a course in which a student enrolled for credit, but did not complete, under the ~~limit to apply~~ following conditions:

1. The student ~~must be~~was permitted to drop the course without receiving a grade or being penalized academically;
2. The student’s transcript ~~must indicate~~indicates or will indicate the student was enrolled in the course ~~past the census date~~; and
3. The student ~~must~~did not ~~have dropped~~drop or is not dropping the course to withdraw from the ~~College District~~institution.

Exceptions

Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses ~~if good cause exists~~ for ~~any of the~~ student to drop the course. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. ~~The~~Responsibility for the care of a sick, injured, or needy person ~~if providing that care, the provision of which~~ affects the student’s ability to satisfactorily complete a course;
3. The death of a member of the student’s family as defined by law;
4. The death of a person who has ~~such~~ a sufficiently close relationship to the student, as defined by law, ~~that the person’s death is considered to be a showing of good cause, as determined on a case-by-case basis~~;
5. The student’s active-~~duty~~ military ~~duty~~ service;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

*Reenrolled
Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

*Course Dropped
During a
Bachelor's
Program*

A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.

*Dual Credit or
Dual Enrollment
Course*

A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.

*COVID-19
Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Appeals

A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.

Exception

If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation based on race, color, national origin, religion, age, or disability targeting students. For legally referenced material relating to this subject matter, see FA(LEGAL). For discrimination, harassment, and retaliation targeting employees based on race, color, national origin, religion, age, or disability, see DIAB.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, national origin, disability, religion, age, or on any other basis prohibited by law, that adversely affects the student.

**Prohibited
Harassment**

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

~~The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.~~

~~Examples~~

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

False Claims

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation~~

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

~~regarding discrimination or harassment shall be subject to appropriate disciplinary action.~~

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting
Procedures**

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student’s consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student’s identity without the student’s consent, unless the person is disclosing information as required for inclusion in the College District’s annual security report under the Clery Act. [See GCC]

*Responsible
Employee*

For purposes of this policy, a “responsible employee” is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College
District Officials**

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator and the College President.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Dr. Estevan Vasquez</p> <p>Position: Director of Athletics</p> <p>Address: 3110 Mustang Rd., Alvin, TX 77511</p> <p>Telephone: (281) 756-3690</p>
Other Anti-discrimination Laws	<p>The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
Alternative Reporting Procedures	<p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator, may be directed to the College President.</p> <p>A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Investigation of the Report	<p>The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p>
Initial Assessment	<p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Interim Action	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address prohibited conduct prior to the completion of the College District's investigation.
College District Investigation	<p>The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures.</p> <p>The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>
Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within ten10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.</p>
Notification of the Outcome	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the victim and the person against whom the complaint is filed.
College District Action	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FM and FMA].
Prohibited Conduct	

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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(LOCAL)

<i>Corrective Action</i>	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
<u>Retaliation</u>	<p>The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced prohibited conduct or another student or an employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation or proceeding under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.</p> <p>A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAB, as appropriate.</p>
<u>Examples</u>	<u>Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</u>
Failure to Report and False Claims	An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action in accordance with law.
Appeal	A party who is dissatisfied with the outcome of the investigation may appeal through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members] A

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

party shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.


STUDENT CONDUCT
PROHIBITED ORGANIZATIONS AND HAZING

FLBC
(LOCAL)

Hazing Prohibited	Hazing by students or student organizations, as defined by law, is prohibited even if the person being hazed consents to the hazing.
Reporting Procedures	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the vice president, student services, the College President, or another employee.
Student Report	
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the vice president, student services in accordance with FMA.
<i>Exceptions</i>	<p>A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.</p> <p>A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.</p>
Investigation of the Report	Allegations of hazing shall be investigated under FMA.
Exception	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.

18. **Consider Approval of the Board of Regents Meeting Schedule for 2025-2026**

MEMORANDUM NO: 079-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: June 11, 2025 

SUBJECT: Consider Approval of the Board of Regents Meeting Schedule for 2025-2026

The proposed meeting schedule for 2025–2026 requires official Board action for adoption. A copy of the calendar will be provided at the board meeting.

I move that the Board of Regents adopt the proposed meeting schedule for the 2025–2026 fiscal year as presented.

RJE:fmj


19. **Consider Approval of Contract Recommendations for 2025-2026**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 080-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 11, 2025
SUBJECT: Contract Recommendations 2025-2026

For your consideration, please find attached a list of employment contract recommendations for the 2025-2026 fiscal year.

All recommendations may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

It should be noted that the faculty members recommended for tenure are currently performing under an annual appointment and have met the established tenure criteria.

RJE:fmj

CONTRACT RECOMMENDATIONS FY 2025-2026

ADMINISTRATIVE

1	Wendy Del Bello	VP, Development & Outreach
2	Stacy Ebert	VP, Workforce & Strategic Initiatives
3	Kelly Klimpt	VP, Information Technology
4	John Matula	VP Student Services
5	Kelley Peatross	VP, Human Resources
6	Debra Fontenot	Dean, Legal & Health Sciences
7	Linnet George	Dean, Arts & Sciences
8	Harold Griffin	Dean Career & Technical Programs
9	Leigh Ann Moore	Dean, General Education & Academic Support
10	John Murray	Executive Director, Legal Studies
11	Beth Nelson	VP Administrative Services
12	Jessica Ranero-Ramirez	Dean, College Access & Partnerships
13	Patrick Sanger	Dean / Executive Director, IER

PROFESSIONAL

1	Sharmel Archie	Director, Dual Enrollment
2	William "Billy" Allen	Director, I.T. Operations
3	Cherilyn Brooks	Director, Upward Bound
4	Lilly Garcia	Director, Grants
5	Lola "Lilly" Guu	Director, Student Accessibility & Counseling
6	Lindsey Hindman	Executive Director, HR
7	Cara Hogan	Director, Institutional Research
8	Chakoa Jefferson	Director, TDCJ
9	Laurel Joseph	Controller
10	Gabriela Leon	Director, Financial Aid
11	Mark Love	Director, Library & Academic Support
12	Bryan Hinshaw	Director, Physical Plant
13	Huff Mann	Director, Distance Education
14	Philip O'Brien	Director, Institutional Effectiveness
15	Dana Pence	Registrar
16	George Phillips	Chief of Campus Police
17	Elizabeth Saucedo	Director, Nursing Programs
18	Michelle Shadrake	Director, Enterprise Applications
19	Amanda Smithson	Director, Recruitment / Enrollment
20	Karen Tofte	Director, Child Development Lab School
21	Luis G "William" Trevino	Director, Testing
22	John Tompkins	Director, Government Affairs
23	Scott Tumbough	Director, Marketing & Media
24	Juan Estevan Vasquez	Director, Athletics

ANNUAL FACULTY CONTRACTS

1	Amy Acord	Government	36	Elayni Kinsey	Mathematics
2	Brian Ayres	Emergency Medical Technology	37	Kirsten LaChance	Polysomnography
3	Denise Bates	Communications	38	Darrell Mayon	Engineering
4	Brittani Bewick	Biology	39	Jennifer McClish	Art
5	Matthew Brewer	Law Enforcement	40	Monica Mehalshick	Mental Health
6	John Brundrett	History	41	Michael Mejia	Welding
7	Marcia Callegari Bates	Associate Degree Nursing	42	Kimberlyn Mitchell	Speech
8	Juliana Castello	Associate Degree Nursing	43	Amanda Moore	Polysomnography
9	Amy Childs	Associate Degree Nursing	44	David Mustain	Automotive Technology - TDCJ
10	Allen Cox	Mathematics	45	Mason Myers	Mathematics
11	Jared Domak	Emergency Medical Technology	46	Pooja Narang	English
12	Laurie English	Mathematics	47	Erik Neel	Government
13	David Faul	Mathematics	48	Sibel Newton	Drafting & Design
14	Michael Fernandez	Logistics Materials	49	Saburi Olafuyi	Economics
15	Ashley Fonteno-Bellard	English	50	Nadide Olcay Guner	Economics
16	Ashley Gill	Diagnostic Cardiovascular Sonography	51	Jennifer Paul	English
17	Kelly Griffith	Speech	52	Joe Procter	English
18	Zackory Guthrie	Law Enforcement	53	Tara Rasmussen	Biology
19	Samantha Harrison	Associate Degree Nursing	54	Crystal Robinson	Criminal Justice
20	Shane Hand	History	55	Maria Ruiz	Vocational Nursing
21	Sean Halverson	History	56	Bridget Ruth	Health Information Management
22	Carrie Hatfield	English	57	Jason Schreiber	Sports/Human Performance
23	Brandie Hinderliter	Biology	58	Madeline Diane Shaw	Process Technology
24	Martha Houle	Legal Studies	59	Jennifer Shimek	Psychology
25	Malcolm Howard	Cybersecurity	60	Ronald Smith	Sociology
26	Mozammel Hussain	Pyhsics	61	Mary Song	English
27	Brady Hutchison	History	62	Matty Sullivan	Digital Communications
28	Rosalinda Izguerra	English	63	Shana Sutcliffe	Psychology
29	Tonya Jefferson	Business Management	64	Christopher Tennison	Drama
30	Phillip Jetson-Washington	Welding	65	Jerri Torres-Farmer	Sports/Human Performance
31	Mary Jove	Business Management	66	Laura Trigo	Culinary Arts
32	Loretta Kauffman	Associate Degree Nursing	67	Steven Valerio	Culinary Arts
33	Danielle Kemendo	Diagnostic Cardiovascular Sonography	68	David Westmoreland	Process Technology
34	Robyn Ketchum	Neurodiagnostic Technology	69	Daryl Williams	Computer Networking
35	Muhammad Khan	Cybersecurity	70	Timothy Wutke	Mathematics

RECOMMENDED FOR TENURE


1	Ashley Fontenot-Bellard	English
2	Manuela Imthurn	Mathematics
3	Erin Mackenzie	Biology
4	Sibel Newton	Industrial Design, Drafting and Technology
5	Christopher Pulido	Biology
6	Jennifer Shimek	Psychology
7	Mary Song	English
8	David Westmoreland	Process Technology

TENURED FACULTY

1	Brian Berger	Chemistry	25	Marby McKinney	Respiratory Care
2	Charley Bevill	English	26	Tori McTaggart	Vocational Nursing
3	MeKonnen Birru	Associate Degree Nursing	27	Kevin Moody	Music
4	Rhonda Boone	Pharmacy Technology	28	Justin Morgan	A.D.N. / Simulation Coordinator
5	Thomas Burke	Mathematics	29	Jason Nichols	Radio/TV Broadcasting
6	Earnest Burnett	Speech	30	Saul Olivares	Foreign Languages
7	Andrea Busch	Office Administration	31	Carlos Ordonez	Art
8	Chris Chance	History	32	Thomas Parker	English
9	Haley Collins Lovell	English	33	Don Parus	Process Technology
10	Joshua Cowan	English	34	Albert Pasaoa	Government
11	Tonya Creel	Psychology	35	Sosina Peterson	Mathematics
12	Cindy Dalmolin	Psychology	36	Jean Raniseski	Sociology / Psychology
13	Deanna Dick	Mathematics	37	Tim Reynolds	Economics
14	Traci Elliott	Psychology	38	Itzel Richarte	Foreign Languages
15	David Griffith	Music / Band Director	39	Michael Smith	Computer Technology
16	Kevin Jefferies	Government	40	Maria Stirling	Speech
17	Esther Kempfen	Chemistry	41	Alexander Swiger	English
18	Charles Kilgore	Mathematics	42	Laura Tapp	Mathematics
19	Thirty Lacy	Vocational Nursing	43	Amy Terbrock	Foreign Languages
20	Norma LaHart	Respiratory Care	44	Keith Vyvial	English
21	James Langley	Industrial Drafting/Engineering Design	45	Ashley White	Associate Degree Nursing
22	Cathy LeBouef	Computer Info Technology	46	Jeanine Wilburn	Early Care & Development
23	Heather Lewis	Biology	47	Jocelyn Wiltz	Associate Degree Nursing
24	Alexander Marriott	History	48	Sheila Woods	Accounting

20. **Consider Approval of Building N Roof Repair**

MEMORANDUM NO: 085-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: June 11, 2025
SUBJECT: Building N Roof Repair (# 25-093)

In May, an RFPC (#25-093) was released for the much-needed repairs to the roof of building N.

In May, 2025, ACC Purchasing Department issued an RFPC (# 25-093) for the repair of the roof on Building N. The procurement process followed ACC Purchasing Policies and the State of Texas guidelines.

On May 28, 2025, a non-mandatory walk-through was conducted on both buildings. Two providers did show up for this event.

Responses were submitted on June 5, 2025, and the submittal cost are noted below:

<u>Vendor</u>	<u>Building N</u>	<u>Cooperative</u>	<u>Warranty</u>
Brazos Commercial Roofing	\$ 340,050.00	Choice Partners/HCDE # 23/04MR	2 year/20-year
Parsons Roofing	\$ 371,518.00	TIPS 211001	25 Year
National Roofing Partners	\$ 458,972.80	Omnia # 230402-TX-1210	15 Year

Staff recommends that the Board authorize the President to enter into a contract with Brazos Commercial Roofing for the provision of roof repair on the N building for a cost of \$ 340,050.00 plus a minimum 15% (\$51,007) contingency. This project will be substantially complete by the end of the summer.

Funding: 11-7-11102-82299

RJE:fmj

21. **Consider Approval of the Texas Higher Education Coordinating Board Nursing, Allied Health, and Other Health Related Education Grant Program (NAHP)**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 086-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read "RJE", is placed over the name "Robert J. Exley, PhD" in the "FROM" field.

DATE: June 12, 2025

SUBJECT: Texas Higher Education Coordinating Board Nursing, Allied Health, and Other Health-Related Education Grant Program (NAHP)

Alvin Community College (ACC) has been awarded a \$150,000 Nursing Advancement and Health Professions (NAHP) Grant from the Texas Higher Education Coordinating Board. Previously known as the Nursing Innovation Grant Program (NIGP), the NAHP Grant aims to strengthen nursing education and address the state's growing healthcare workforce needs.

The grant period extends from the date of contract execution through May 31, 2027.

ACC will utilize the funding to purchase essential equipment and supplies to enhance the Associate Degree Nursing program.

RJE:fmj

Notice of State Grant Award to Alvin Community College

Grantee Name and Address: Alvin Community College 3110 Mustang Road Alvin, TX 77511	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Grant Title: Nursing, Allied Health, and Other Health-Related Education Grant Program</td> </tr> <tr> <td style="padding: 5px;">Amount of Award: \$150,000.00</td> </tr> <tr> <td style="padding: 5px;">Division: 3040 Academic and Health Affairs</td> </tr> <tr> <td style="padding: 5px;">Term of Grant: Upon execution – May 31, 2027 All funds must be incurred by May 31, 2027.</td> </tr> <tr> <td style="padding: 5px;"> Payment Method: <ul style="list-style-type: none"> 25% payable upon execution to enable expeditious project implementation. Remaining awarded funding (75%) paid on a cost-reimbursement basis upon receipt and approval by THECB staff of report requirements as detailed in the RFA. </td> </tr> </table>	Grant Title: Nursing, Allied Health, and Other Health-Related Education Grant Program	Amount of Award: \$150,000.00	Division: 3040 Academic and Health Affairs	Term of Grant: Upon execution – May 31, 2027 All funds must be incurred by May 31, 2027.	Payment Method: <ul style="list-style-type: none"> 25% payable upon execution to enable expeditious project implementation. Remaining awarded funding (75%) paid on a cost-reimbursement basis upon receipt and approval by THECB staff of report requirements as detailed in the RFA.
Grant Title: Nursing, Allied Health, and Other Health-Related Education Grant Program						
Amount of Award: \$150,000.00						
Division: 3040 Academic and Health Affairs						
Term of Grant: Upon execution – May 31, 2027 All funds must be incurred by May 31, 2027.						
Payment Method: <ul style="list-style-type: none"> 25% payable upon execution to enable expeditious project implementation. Remaining awarded funding (75%) paid on a cost-reimbursement basis upon receipt and approval by THECB staff of report requirements as detailed in the RFA. 						
Authority: Texas Education Code, Title 3, Chapter 63, Subchapter C						
Reporting and no-cost extension deadlines are revised as set forth in Exhibit A, which is hereby incorporated. The Texas Higher Education Coordinating Board's (THECB) and Grantee's (collectively, referred to as "the Parties") execution of this Notice of Grant Award creates a legally binding agreement between the Parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Applications (RFA) including any addenda issued, (2) addenda to Grantee's Application (if any), and (3) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the Parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the Parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above. Any changes in the approved Grant must follow THECB's amendment process as defined in the RFA. If not a strictly reimbursable award, any funds received by Grantee and not expended prior to the end of the grant term indicated above shall be returned to THECB within ninety (90) calendar days unless otherwise agreed by THECB and Grantee.						
Signed by THECB Official:	Signed by Grantee Official: <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Robert J. Exley </div> <div style="flex: 1; font-size: small;"> Digitally signed by Robert J. Exley Date: 2025.06.10 08:19:47 -05'00' </div> </div>					
David R. Troutman, Ph.D. Deputy Commissioner Academic Affairs	Robert Exley President					
Date:	Date: 6/10/2025					

Exhibit A

REVISED CALENDAR OF EVENTS

December 30, 2025	Project Report 1 & Financial Report 1 - Due to THECB
June 30, 2026	Project Report 2 & Financial Report 2 - Due to THECB
December 30, 2026	Project Report 3 & Financial Report 3 - Due to THECB Deadline to Submit Grant Extension Request
March 30, 2027	Project Report 4 & Financial Report 4 - Due to THECB
May 31, 2027	Grant Period Ends – All Grant Expenses Must Be Incurred
June 30, 2027	Final Project Report, Final Financial Report Unexpended Grant Funds Due to THECB

22. **Financial Report Ending May 31, 2025**

MEMORANDUM NO: 087-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD

RJE

DATE: June 16, 2025

SUBJECT: Financial Report - Year-to-Date Ending May 31, 2025

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

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2024-2025 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,283,058	7,937,088	108.98%	654,030
<i>Total Non-Operating Revenues</i>	43,439,441	39,070,917	89.94%	(4,368,524)
<i>Total Revenues</i>	50,722,499	47,008,005	92.68%	(3,714,494)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	50,722,499	33,516,005	66.08%	17,206,494

This represents nine months (or 75.0%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin Community College
Consolidated Statements of Net Assets

	May 31, 2025	May 31, 2024	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	7,537,506	7,334,692	202,814	
Short-term investments	32,310,183	27,999,020	4,311,163	
Accounts receivable, net	3,911,189	2,535,648	1,375,541	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	875	515,835	(514,960)	Travel advances and prepaid expenses
Inventories	215,919	144,265	71,654	
Total Current Assets	43,975,673	38,529,460	5,446,213	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	45,843,870	47,029,435	(1,185,565)	
Total Assets	91,819,543	87,558,895	4,260,648	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	3,175,990	1,288,305	TRS pension
Deferred outflows - OPEB	7,091,967	7,089,514	2,453	OPEB
Total Deferred Outflows of Resources	11,556,263	10,265,504	1,290,759	
Liabilities				
Accounts payable & accrued liabilities	451,495	183,289	268,206	
Net pension liability	12,102,291	10,460,057	1,642,234	
Net OPEB liability	21,631,335	22,655,135	(1,023,800)	
Funds held for others	54,764	49,665	5,099	Agency funds - groups, clubs, etc on campus
Deferred revenues	1,736,407	1,033,550	702,857	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	-	
Bonds payable, net of premiums	-	1,565,000	(1,565,000)	Annual payment
Tax note payable, net of premiums	17,050,000	17,955,000	(905,000)	Annual payment
Total Liabilities	53,562,728	54,438,132	(875,404)	
Deferred Inflows of Resources				
Deferred inflows - pensions	673,000	1,773,321	(1,100,321)	TRS pension
Deferred inflow - OPEB	7,552,205	5,969,497	1,582,708	OPEB
Deferred inflow - premium on tax note	1,962,634	2,147,673	(185,039)	
Total Deferred Inflows of Resources	10,187,839	9,890,491	297,348	
Net Assets				
Fund Balance - Equity	39,625,238	33,495,776	6,129,462	
Total Net Assets	39,625,238	33,495,776	6,129,462	

Alvin Community College
Consolidated Statements of Revenue and Expense
May 31, 2025 and May 31, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other	Amended		Remaining	% of Budget	All Other	Amended		Remaining	% of Budget
	Funds Actual	M&O Actual	M&O Budget	Budget		Funds Actual	M&O Actual	M&O Budget	Budget	
Revenues										
Operating revenues										
Tuition and fees	2,670,222	7,884,340	7,213,058	671,282	109.31%	2,091,471	7,246,835	6,986,349	260,486	103.73%
Federal grants and contracts	8,137,330	-	-	-	0.00%	6,538,687	-	-	-	0.00%
State grants	1,612,058	-	-	-	0.00%	762,577	-	-	-	0.00%
Local grants	274,803	-	-	-	0.00%	229,736	-	-	-	0.00%
Auxiliary enterprises	2,229,277	-	-	-	0.00%	1,680,255	-	-	-	0.00%
Other operating revenues	154,335	52,748	70,000	(17,252)	75.35%	159,095	61,880	70,000	(8,120)	88.40%
Total operating revenues	15,078,025	7,937,088	7,283,058	654,030	108.98%	11,461,821	7,308,715	7,056,349	252,366	103.58%
Expenses										
Operating expenses										
Administrative	-	8,518,799	11,949,948	3,431,149	71.29%	-	7,017,623	10,571,449	3,553,826	66.38%
Institutional	-	6,074,918	10,965,056	4,890,138	55.40%	-	3,480,663	9,791,197	6,310,534	35.55%
Technical Instruction	-	5,285,320	7,577,766	2,292,446	69.75%	-	4,730,994	7,017,593	2,286,599	67.42%
Academic Instruction	-	6,798,457	9,925,917	3,127,460	68.49%	-	6,193,328	8,990,048	2,796,720	68.89%
Student Services	-	3,430,689	5,335,706	1,905,017	64.30%	-	3,109,694	4,885,081	1,775,387	63.66%
Physical Plant	-	3,407,821	4,968,106	1,560,285	68.59%	-	2,360,852	4,716,787	2,355,935	50.05%
Unbudgeted Unrestricted (Fund 12)	1,199,068	-	-	-	0.00%	1,967,801	-	-	-	0.00%
Continuing Education	844,988	-	-	-	0.00%	543,056	-	-	-	0.00%
Auxiliary Enterprises	2,451,611	-	-	-	0.00%	1,982,882	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	3,859	-	-	-	0.00%
TPEG (Fund 32)	228,021	-	-	-	0.00%	208,114	-	-	-	0.00%
Institutional Scholarships (Fund 33)	162,589	-	-	-	0.00%	176,657	-	-	-	0.00%
State Grants (Fund 34)	1,698,221	-	-	-	0.00%	873,933	-	-	-	0.00%
Federal Grants (Funds 35/36)	8,384,820	-	-	-	0.00%	6,623,840	-	-	-	0.00%
Donor Scholarships (Fund 30)	250,991	-	-	-	0.00%	251,182	-	-	-	0.00%
Unexpended Plant Fund	73,935	-	-	-	0.00%	389,291	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	8,083	-	-	-	0.00%	23,893	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	448,875	-	-	-	0.00%	358,665	-	-	-	0.00%
Total operating expenses	15,751,203	33,516,005	50,722,499	17,206,494	66.08%	13,403,173	26,893,155	45,972,155	19,079,000	58.50%
Operating Gain/(Loss)	(673,177)	(25,578,917)	(43,439,441)	(16,552,464)		(1,941,352)	(19,584,440)	(38,915,806)	(18,826,634)	
Nonoperating revenues										
State appropriations*	-	8,243,995	10,684,942	(2,440,947)	77.16%	-	7,144,541	9,526,054	(2,381,513)	75.00%
State appropriations - FAST Funding	-	(6,710)	-	(6,710)	0.00%	-	285,835	-	285,835	0.00%
Property tax revenue - Current	1,457,667	29,892,846	32,254,499	(2,361,653)	92.68%	1,438,476	26,615,749	28,889,752	(2,274,003)	92.13%
Property tax revenue - Delinquent	7,920	(6,851)	-	(6,851)	0.00%	28,713	98,751	-	98,751	0.00%
Property tax revenue - Interest & Penalties	8,456	141,422	-	141,422	0.00%	7,329	120,333	-	120,333	0.00%
Investment income	8,746	801,055	500,000	301,055	160.21%	36,436	682,591	500,000	182,591	136.52%
Other non-operating revenues	114,881	5,160	-	5,160	0.00%	114,758	18,248	-	18,248	0.00%
Total nonoperating revenues	1,597,670	39,070,917	43,439,441	(4,368,524)	89.94%	1,625,712	34,966,048	38,915,806	(3,949,758)	89.85%
Provided by the State										
Revenue for Insurance and Retirement	-	1,961,189	-	1,961,189	0.00%	-	1,890,498	-	1,890,498	0.00%
State Insurance Match	-	(796,302)	-	(796,302)	0.00%	-	(796,608)	-	(796,608)	0.00%
State Retirement Match	-	(709,453)	-	(709,453)	0.00%	-	(638,762)	-	(638,762)	0.00%
State Retiree Insurance	-	(455,434)	-	(455,434)	0.00%	-	(455,128)	-	(455,128)	0.00%
Increase/(decrease) in net assets	924,493	13,492,001	-	(20,920,987)		(315,640)	15,381,608	-	(22,776,392)	
* State Approp portion generated by CE =	212,695					184,329				
* Institutional Reserve	22,757,958					22,757,958				

Alvin Community College
Consolidated Statements of Revenue and Expense
May 31, 2025 and May 31, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	15,078,025	7,937,088	7,283,058	654,030	108.98%	11,461,821	7,308,715	7,056,349	252,366	103.58%
Nonoperating revenues										
Total nonoperating revenues	1,597,670	39,070,917	43,439,441	(4,368,524)	89.94%	1,625,712	34,966,048	38,915,806	(3,949,758)	89.85%
Less Expenses										
Operating expenses										
Total operating expenses	(15,751,203)	(33,516,005)	(50,722,499)	(17,206,494)	66.08%	(13,403,173)	(26,893,155)	(45,972,155)	(19,079,000)	58.50%
Increase/(decrease) in net assets	924,493	13,492,001	-	(20,920,987)		(315,640)	15,381,608	-	(22,776,392)	

* State Approp portion generated by CE = 212,695 184,329

* Institutional Reserve 22,757,958 22,757,958

Alvin Community College
Continuing Education Statement of Revenue and Expense
May 31, 2025

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	212,695	846	(14,098)	199,443	321,404	(121,961)
Transcript Fees	128	-		128		128
Late Registration Fees	150	-		150		150
Dental Assistant	36,020	(2,161)		33,859	11,506	22,353
Emergency Medical Tech	50,300	(2,898)		47,402	16,014	31,388
Phlebotomy	62,838	(3,664)		59,174	15,069	44,105
CPR	5,500	-		5,500	350	5,150
Medication Aide	53,404	(3,204)		50,200	21,086	29,113
Patient Care	6,699	(402)		6,297	3,225	3,072
Certified Nursing Assistant	13,844	(831)		13,013	17,842	(4,829)
Biotech	75,123	(4,507)		70,616	31,718	38,898
Medical Office Billing	13,585	(815)		12,770	4,029	8,741
Truck Driving	171,613	(10,297)		161,316	173,640	(12,324)
LVN Bridge	8,890	(533)		8,357	2,000	6,357
Kids College	2,425	-		2,425	948	1,477
Correctional Officer	-	-		-	4,770	(4,770)
Occupational Health & Safety	1,100	-		1,100	813	287
Community Programs	2,159	-		2,159	1,280	880
Computer Aided Drafting (CAD)	306	(18)		288		288
Clinical Medical Assistant	28,720	(1,723)		26,997	23,880	3,117
Machinist Program	35,912	(2,155)		33,757	28,469	5,288
STRIVE	151,962	(8,072)		143,890	73,391	70,499
TWC TJL SDF Grant	124,346	(7,431)		116,915	93,005	23,910
CE Options Program	9,200	-		9,200		9,200
Crane Operations	2,850	-		2,850	550	2,300
Testing	-	-		-		-
Total	1,069,768	(47,866)	(14,098)	1,007,804	844,988	162,816

*2.58% of the state appropriation for FY24/25 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through May 31, 2025 and May 31, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	326,105		1,317,966	7,931	299,104	17,970	1,969,076	1,453,078
Student Fees		260,201					260,201	227,177
	326,105	260,201	1,317,966	7,931	299,104	17,970	2,229,277	1,680,255
Expenses								
Purchases & Returns			1,315,827				1,315,827	859,318
Salaries	84,909	120,915	170,667		241,450	43,099	661,040	555,558
Staff Benefits	21,366	21,327	43,370		74,196	1,261	161,519	144,669
Supplies & Other Operating Expenses	189,385	46,627	17,627	10,368	35,070	5,062	304,139	375,118
Equipment	480						480	36,164
Bank Charges			8,600			7	8,607	10,654
Contingency							-	-
Scholarships							-	1,400
	296,139	188,868	1,556,090	10,368	350,716	49,429	2,451,611	1,982,882
Excess revenue over expenses	29,966	71,333	(238,125)	(2,437)	(51,612)	(31,460)	(222,335)	(302,627)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			157,624				157,624	58,762
Interfund Receivables	(90,646)	334,017	567,955	4,143	(171,466)	(85,302)	558,701	679,393
Inventory			215,919				215,919	160,679
Total Assets	(90,646)	334,017	944,011	4,143	(171,466)	(85,302)	934,758	901,347
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	23,452		4,908	72	34,231	43,195
Deferred Revenue	49,716	38,820	194,559			360	283,455	65,338
Total Liabilities	53,930	40,405	218,010	-	4,908	432	317,685	108,533
Restricted Fund Balance (includes inventories)		-	215,919	-			215,919	160,679
Unrestricted Fund Balance	(144,576)	293,612	510,082	4,143	(176,374)	(85,734)	401,153	632,135
Total Liabilities & Fund Balance	(90,646)	334,017	944,011	4,143	(171,466)	(85,302)	934,758	901,347

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through May 31, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	227,546		942,083	3,202	268,740	11,507	1,453,078
Student Fees		227,177					227,177
	227,546	227,177	942,083	3,202	268,740	11,507	1,680,255
Expenses							
Purchases & Returns			859,318				859,318
Salaries	54,121	108,018	161,032		197,014	35,374	555,558
Staff Benefits	17,035	19,364	36,084		69,713	2,474	144,669
Supplies & Other Operating Expenses	189,021	126,646	24,356	4,998	19,273	10,826	375,118
Equipment	7,770	13,174	15,220				36,164
Building Repairs							-
Bank Charges			8,825		1,787	42	10,654
Contingency							-
Scholarships		1,400					1,400
	267,946	268,601	1,104,834	4,998	287,787	48,715	1,982,882
Excess revenue over expenses	(40,400)	(41,424)	(162,751)	(1,796)	(19,047)	(37,208)	(302,627)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			58,762				58,762
Interfund Receivables	32,917	308,891	378,128	1,021	(52,060)	10,496	679,393
Inventory			160,679				160,679
Total Assets	32,917	308,891	600,082	1,021	(52,060)	10,496	901,347
Liabilities:							
Accounts Payable/Gift Certificates	8,092	1,643	28,028		5,393	38	43,195
Deferred Revenue	31,290	24,450	9,258			340	65,338
Total Liabilities	39,382	26,093	37,286	-	5,393	378	108,533
Restricted Fund Balance (includes inventories)		-	160,679	-			160,679
Unrestricted Fund Balance	(6,464)	282,798	402,116	1,021	(57,453)	10,118	632,135
Total Liabilities & Fund Balance	32,917	308,891	600,082	1,021	(52,060)	10,496	901,347

23. **Adjournment**