

Regular Meeting  
Thursday, November 21, 2024 6:00 PM

ALVIN COMMUNITY COLLEGE  
3110 Mustang Road  
Alvin, TX 77511

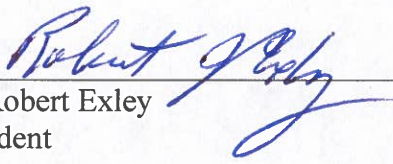
## **Agenda**

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

**CERTIFICATION OF POSTING OF NOTICE TO THE  
REGULAR MEETING OF THE  
ALVIN COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS  
NOVEMBER 21, 2024**

It is hereby certified that a notice of this meeting was posted on the 1<sup>st</sup> day of November 2024, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 1<sup>st</sup> day of November 2024.

  
\_\_\_\_\_  
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. Information Items
  - 10.A. Personnel Action (Replacement): Admissions Counselor



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 185-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 4, 2024  
**SUBJECT:** Personnel Action – Replacement, Admissions Counselor

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The individual listed below has been recommended to fill the full-time Admissions Counselor position replacing Marissol Montalvo.

Funding Source: 11-6-15080-61305

**Candidate**

**Recommended:** Dyone Little

**Education:** Galveston College  
Associate of Arts, Speech / Speech Communication

<b>Experience:</b>	<u>Galveston College</u> Administrative Assistant / Student Nursing	January 2019 - Present
	<u>HomeSmart Real Estate</u> Licensed Realtor	August 2014 - Present
	<u>LifeGift</u> Administrative Assistant	May 2015 – May 2017
	<u>MD Anderson</u> Administrative Assistant / HR Assistant – Contract	July 2010 – July 2013
	<u>Interactive Response Technologies</u> Recruiter	June 2008 – December 2009

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Salary: \$43,500.00  
Grade 111, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Admissions Counselor (PID 802)</b>		
<b>Department:</b>	Student Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Director, Recruitment & Enrollment	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	111		
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	10/05/2023
<b>Last updated by:</b>	John Matula, VPSS	<b>Date:</b>	9/21/2023

### SUMMARY

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

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

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

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

## **QUALIFICATIONS**

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

### **REQUIRED QUALIFICATIONS**

- Associate's degree in a related field **and** one (1) year of related customer service experience
- **Or** equivalent combination of completed college courses and experience

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in a related field
- Related certifications or continuing education training beyond the required education
- Two (2) years of experience in a directly related role at a community college or university
- Bilingual English/Spanish skills

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

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

**WORK ENVIRONMENT**

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

**PHYSICAL DEMANDS**

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

***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.**

10.B. Personnel Action (Replacement): Grounds Equipment Operator





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

Robert J. Exley, PhD  
President

**MEMORANDUM NO: 186-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**SUBJECT:** Personnel Action – Replacement, Grounds Equipment Operator

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The individual listed below has been recommended to fill the full-time Grounds Equipment Operator position replacing Robert Leal.

Funding Source: 11-8-16160-61305

**Candidate**

**Recommended:** Ahren Fuhrmann

**Education:** Alvin Community College  
Associate of Arts, General Studies

**Experience:** No professional experience  
Experience listed is personal, on an as needed basis

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**Salary:** \$29,377.90  
Grade 107, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Grounds Equipment Operator (PID 257)</b>		
<b>Department:</b>	Physical Plant/Grounds	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Grounds Maintenance Supervisor	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	107		
HR approved:	Jessica Eddy	Date:	9/7/2023
Last updated by:	Physical Plant/BH & KN	Date:	9/7/2023

### SUMMARY

Responsible for the operation of all light equipment used in the maintenance of grounds. All duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drives gasoline or diesel-powered tractor to mow grass, draw implements such as box blades, scraper, post hole digger and so forth in order to perform landscaping duties.
- Operates gasoline powered street sweeper, slope mower, triplex reel mower and other pieces of riding equipment.
- Properly maintains all riding equipment and performs maintenance duties such as refueling, oiling, greasing, checks batteries, tires and other moving parts to ensure proper operation.
- Maintains grounds including landscaping, mowing, trimming, edging, watering, fertilizing and tree pruning.
- Applies chemicals such as fertilizers, herbicides, insecticides, pesticides and other horticulture chemicals used in grounds maintenance.
- Operates equipment engaged in loading, unloading, storing and distributing materials furniture, drums and other equipment designated for moving or reloading.
- Assists in the maintaining of the sprinkler system.
- Maintains tools and keeps work area clean and orderly and performs minor tool repairs.
- Assist with setups involving campus tables, chairs, etc.
- 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

- Experience in operating light motorized equipment.
- Must have a valid driver's license and current automobile insurance.

### PREFERRED QUALIFICATIONS

- High school diploma or GED
- Experience in garden, lawn care or turf management

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Must perform usual duties in the presence of others and must consider safety in order to prevent injury.
- Must be aware of people while operating equipment so as to not hit them or allow flying debris to strike anyone.
- Have the ability to work unsupervised.
- Must be able to make decisions concerning the safe operation of equipment and when it is to be operated.

**WORK ENVIRONMENT**

Regularly works around moving mechanical parts and in outside conditions that include inclement weather, heat and humidity. Noise level may be loud at times. Exposed to other disagreeable features such as dust, dirt, grease, dampness, chemicals, cleaning agents, exhaust and fuel fumes and runs a high risk of being bitten by insects such as wasps and bees.

**PHYSICAL DEMANDS**

Must be able to move objects, and use abdominal and lower back muscles to provide support over time without fatigue. Constant movement and use of limbs; this position requires good manual dexterity, coordination and stamina. Frequently moves assets and equipment weighing fifty (50) or more pounds across campus for various campus and event needs. The Grounds Equipment Operator will be exposed to rough riding, lifting, walking, pushing, pulling, sitting, standing, stooping, and general out of position work for approximately twenty-five (25%) of the time.

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***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.**

10.C. Personnel Action (Replacement): Campus Police Sergeant



Your College Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 187-2024

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 7, 2024  
SUBJECT: Personnel Action – Replacement, Campus Police Sergeant

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The individual listed below has been recommended to fill the full-time Campus Police Sergeant position replacing Sgt. Joshua Durham.

Funding Source: 11-7-10400-61305

**Candidate**

**Recommended: Officer Chase Dillman**

**Education:**

**Brazosport College**

Bachelor of Applied Technology, Industrial Management  
Associate of Arts, Multidisciplinary Studies

**Alvin Community College**

Associate of Applied Science, Process Technology

**Experience:**

**RedFish Inspections**

Professional Real Estate Inspector March 2024 – Present

**Alvin Community College**

Part-Time Campus Police Officer March 2024 – Present  
Full-Time Campus Police Officer November 2023 – March 2024  
Part-Time Campus Police Officer October 2021 – November 2023

**Ascend Performance Materials**

Process Technician Intern September 2020 – December 2020

**Alvin Police Department**

Police Officer December 2016 – September 2018

**Allstate Insurance**

Sales Representative October 2015 – July 2016

US Army  
Specialist/Infantryman

October 2012 – October 2015

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**Salary:** \$28.34 / hour  
Grade P2, 2024 - 2025 Campus Police Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Sergeant, Campus Police (PID: 202)</b>		
<b>Department:</b>	Campus Police	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Chief, Campus Police	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	P2		
HR approved:	Jessica Eddy – Sr HR Gen	Date:	9/13/2024
Last updated by:	Chief Ronnie Phillips and Sgt. Jessica Trevino	Date:	9/12/2024

### SUMMARY

The Sergeant of Campus Police will perform all duties required of patrol officers. In addition to these duties, the Sergeant will supervise, conduct criminal investigations, background investigations, coordinate the oral review board process, coordinate inner-departmental training and maintain training records for the Department, as well as other duties that fall outside of normal patrols or investigation as assigned by the Chief of Police.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Patrol:

- Perform all patrol duties as required
- Responsible for the monthly schedule for patrol officers
- Supervise emergency operations
- Maintains all departmental equipment

#### Investigations

- Supervises all criminal investigations, including the background investigation process for department applications, to insure all required reports are completed and filed with the District Attorney's office
- Supervisor of department's criminal investigations, including the background investigation process for department applications

#### Training

- Serves as departments Field Training coordinator, including training record maintenance for the department's officers
- Serves as departments Field Training Supervisor, Field Training Evaluator and Field Training officer when needed, including maintaining training records for departments

#### Administrative

- Serves as second in Chain of Command for the department and as an on-call supervisor
- Supervisor of Communications, assist in budget planning
- Will maintain all records pertaining to all investigations (criminal and non-criminal cases)
- Maintains the computer report writing system for the department
- Responsible for end of year statistical data
- Responsible for all new officers hire in paperwork

### **Public Service**

- Will conduct public service seminars when requested
- Other duties may be assigned by the Chief of Police

### **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**

- Must have high school diploma or GED
- Must be a state licensed Texas Peace officer
- Must be a state certified Field Training Officer
- Must have an Intermediate TCOLE certificate or higher
- Must have a Texas Commission on Law Enforcement Basic Instructor Certificate or obtain one within the first year after promotion
- Minimum of four (4) years of experience in law enforcement

### **PREFERRED QUALIFICATIONS**

- An Associate's degree in criminal justice, law enforcement, public administration or related field
- Minimum of four (4) years of experience in law enforcement, preferably in an educational setting

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

- Have a strong knowledge and understanding of criminal law.
- Have a working knowledge of computers.
- Requires good communication skills and should be able to resolve situations between departmental and non-departmental persons.

### **WORK ENVIRONMENT**

Must be able to maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements, ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call up to twenty-four (24) hours a day. The ability to perform shift work that may include days, evenings or nights.

### **PHYSICAL DEMANDS**

Frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift one-hundred (100) pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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

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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.**

10.D. Personnel Action (New): Financial Aid Advisor



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 188-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**SUBJECT:** Personnel Action – New Position, Financial Aid Advisor

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The individual listed below has been recommended to fill the full-time Financial Aid Advisor position which is a new position previously budgeted and approved by the Board for FY2425.

Funding Source: 11-6-15300-61305

**Candidate**

**Recommended:** Gabriella Ortiz

**Education:** Texas A & M University  
Bachelor of Business Administration

**Experience:**

<u>Angel Sugar Studio</u> Digital Marketing Strategist	April 2020 - Present
<u>Bayou City Wings</u> Server	December 2022 – June 2023
<u>Starbucks Coffee</u> Barista	September 2018 – September 2019
<u>Pappadeaux Seafood</u> Hostess	February 2018 – July 2018

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**Salary:** \$31,750.82  
Grade 108, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Financial Aid Advisor (PID 190)</b>		
<b>Department:</b>	Financial Aid	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director, Financial Aid	<b>Job Category:</b>	TSCM
<b>Grade Level:</b>	108		
HR approved:	Jessica Eddy	Date:	6/18/2024
Last updated by:	John Matula VP, SS	Date:	6/18/2024

### SUMMARY

The Financial Aid Advisor, counsels' prospective and current students on availability and eligibility requirements, for financial aid and prepares applications for processing. Duties include ensuring completion of Alvin Community College (ACC) admission requirements. The Financial Aid Advisor must stay current on federal and state regulations and policies to perform verification and exercise professional judgment for special circumstances. Communication, Satisfactory Academic Progress, and file tracking must also be maintained for the financial aid population. In addition to the above job duties, the Financial Aid Advisor performs other duties as assigned by the Director, Financial Aid. Some incumbents may support ACC's Texas Department of Criminal Justice program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Counsels students, parents, and other involved parties on the availability of aid, eligibility requirements, to maximize aid eligibility to achieve educational goals
- Maintains accurate student records
- Ensures proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA), state law, community college system regulations, and College policies and procedures
- Provides advice throughout the financial aid process to prospective, new, and current students and their families
- Conducts verification of student and parent application data in compliance with federal, state, and Institutional criteria
- Maintains knowledge of Internal Revenue Service, Department of Homeland Security, Selective Service, Social Security Administration, and other federal and state agencies' policies
- Performs verification of required data elements for selected students
- Uses professional judgment to identify and document any special circumstances in the students' family situation
- Evaluates academic history to determine initial Satisfactory Academic Progress eligibility, and review eligibility every semester. Works with Financial Aid Counselor on individual student appeals concerning eligibility
- Counsels students on Satisfactory Academic Progress eligibility, and advises them on options when enrolling, dropping/withdrawing, and regaining eligibility
- Keeps abreast of current federal and state regulations and guidelines; maintains close working relationship with staff and faculty to ensure compliance with the regulations
- Identifies and assists in resolving inconsistencies with the Registrar's Office, Business Office, Academic Advising, and Academic Department and Division Chairpersons
- Participates in the development of institutional financial aid policies and procedures that will positively impact efficiency and quality of service provided
- On-going maintenance of initial, pending, inactive, and completed files  
Provides a high level of customer service skills to initiate, maintain, respond to, and document communication with internal and external customers; including personal and mass emails, US Postal mail, phone calls, and in-person counseling sessions
- Creates and maintains paper documentation or letters for financial aid correspondence
- Assists with special projects
- Other related duties as assigned

Incumbent(s) supporting Texas Department of Criminal Justice (TDCJ) will also include the following:

- Advises incarcerated non-traditional students at five (5) TDCJ units
- Serves as an advocate for TDCJ students by maintaining contact with TDCJ faculty and staff
- Attends biweekly meetings at all TDCJ units to assist students and process necessary paperwork to complete the FAFSA application
- Maintains accurate student records to provide monthly and annual reporting to the Department of Education
- Requires travel on a weekly basis to worksites and related locations using personal vehicle (Travel reimbursement may be provided)
- Driver's license and vehicle insurance must be current at all times
- Candidate must pass clearance requirements of the TDCJ
- 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**

- Associate's degree
- Six (6) months high level customer service skills
- Six (6) months office/clerical experience

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree
- Experience in a higher education student services setting
- Experience at a community college

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

- Must possess ability to interact with a diverse student population in an effective and appropriate manner
- Requires well developed critical thinking skills for professional judgment
- The position requires the ability to multi-task and prioritize
- The position requires proficiency in the use of a computer and average ability with the use of a calculator to perform basic to intermediate financial calculations
- Must be available to work evenings and weekends as needed
- Must be able to pass a criminal and/or motor vehicle background check

### **WORK ENVIRONMENT**

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

### **PHYSICAL DEMANDS**

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

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

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

**X**

EMPLOYEE PRINTED NAME

**X**

SUPERVISORS PRINTED NAME

**X**

EMPLOYEE SIGNATURE AND DATE

**X**

SUPERVISOR SIGNATURE AND DATE

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

10.E. Personnel Action (Replacement): Campus Police Officer



Your College **Right Now**

Robert J. Exley, PhD  
President

MEMORANDUM NO: 189-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**SUBJECT:** Personnel Action – Replacement, Campus Police Officer

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The individual listed below has been recommended to fill the full-time Campus Police Officer (Aux) position replacing Jessica Trevino.

Funding Source: 21-2-31002-61305

**Candidate**

**Recommended:** Officer Jesus Loera

**Education:** Alvin Community College  
Basic Peace Officer License

**Experience:** Surfside Beach Police Dept  
Patrolman December 2023 – August 2024  
Brazoria County Parks Department  
Park Ranger April 2019 – June 2023

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**Salary:** \$22.46 / hour  
Grade P1, 2024 - 2025 Campus Police Salary Schedule

RJE:fmj



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Police Officer (Full-Time or Part-Time)</b>		
<b>Department:</b>	Campus Police	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Chief of Police	<b>Grade Level:</b>	FT PD1 PT 19 hr F Step 1 PT 36 hr F Step 3
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	
HR approved:	Human Resources/JE	Date:	1/30/2023
Last updated by:	Campus Police Chief/RP	Date:	1/30/2023

### SUMMARY

The Police Officer will perform all duties required for all police officers of any other jurisdiction, including enforcing all state and federal laws, as well as Alvin Community College (ACC/College) rules and regulations. Incumbent is responsible for community policing, patrol, law enforcement, investigations, parking enforcement, building security, motorist assistance, special events coverage, and communications. Maintains an active patrol presence on ACC's campus and maintain a safe environment for the faculty, staff, students, and community members.

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

- Enforcing all State and Federal laws, including College rules and regulations.
- Responsible for an active patrol presence on the College campus to maintain a safe environment for the faculty, staff, students, and community members.
- Conduct criminal investigations, motor assists, key assists, building checks and other duties as assigned.
- All other related duties as assigned by the Chief of Police

### 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

- High School diploma or equivalent

### PREFERRED QUALIFICATIONS

- Law Enforcement experience

### ADDITIONAL REQUIREMENTS

- Minimum age 21
- Must possess a Texas Commission of Law Enforcement Peace Officer license and be current with Texas Commission on Law Enforcement mandated training/hours.
- Honorable discharge from the Military (If applicable).
- Honorable discharge from last Law Enforcement Agency of employment (If applicable).
- No disciplinary Action resulting in suspension within the past 24 months.
- No disciplinary action resulting in written reprimand within the past 12 months.
- Applicants who pass the above listed requirements will be contacted by the Alvin Community College Police Department regarding the physical agility test. Those

applicants will be required to pass the physical agility test as a requirement to move forward in the hiring process. The physical agility test is described as follows:

### **PHYSICAL AGILITY TEST**

- As a condition of employment for all sworn personnel, police officer applicants are required to pass a physical agility test based upon standards which have been determined to identify the general physical agility of police personnel. Failure to achieve the required level of performance in the physical agility test will constitute failure of the physical agility test. Total length of the physical agility course is approximately 350 yards. The physical agility test consists of three parts:

### **EVENT AND REQUIRED LEVEL OF PERFORMANCE**

- Warm Ups 10 minutes
- Stair climb, Hallway run, and Body Drag Maximum of 2 minutes and 45 seconds
- Cool Down 15 minutes

### **INSTRUCTIONS TO APPLICANTS**

- Prior to the day of testing, applicants should insure that they maintain a regular physical agility routine including strength training and cardiovascular exercise, are well rested, well hydrated; having refrained from alcohol consumption which severely dehydrates the body, and have been eating a nutritious and well-balanced diet. Water will be provided during the testing and you may bring sports drinks if you desire. Additionally, applicants should wear clothing and footwear appropriate for strenuous physical exercise. Inappropriate attire and/or attire deemed to be offensive will not be permitted.
- Applicants are expected to arrive early for check-in, 15 minutes prior to the designated test time. Failure to arrive prior to the designated test time will result in the applicant's disqualification from the testing process.
- Applicants must bring their signed Police Applicant Physical Agility Waiver of Liability (attached to this document) and driver's license for check-in purposes.
- Applicants will be taking a physical agility test, so they need to make sure they do not wear clothing that is restrictive for movement. It may be helpful to check related weather reports for temperature conditions expected for the day of testing. Suggested attire may include: gym shoes, t-shirts, shorts, sweat shirts, sweat pants, etc...
- Applicants will be given an orientation and walk through of the physical agility test. No applicant will be allowed to take the test unless he/she fully understands what is expected. Applicants will be expected to follow all instructions given by Alvin Community College Police Department personnel prior to, during, and at the conclusion of testing. Alvin Community College Police Department Personnel will be available to answer questions prior to the administration of the test.
- The Physical Agility Test has a minimum standard and is the same for each applicant regardless of age, race, or gender. The physical assessment test attempts to measure whether or not the applicant is fit for duty for a position as a police officer. Failure to achieve the required level of performance will constitute failure of the physical agility test. The police officer applicant physical agility test will be administered as follows:
  - **Event I – Warm-Up – 10 Minutes**
    - The applicant is permitted to choose whatever warm up method is best suited to prepare him/her for strenuous physical activity. The warmup is where you will do one to several exercises in short duration to get muscles, joints, ligaments, and tendons warmed up prior to stretching them. Then warm up these areas by stretching different areas of the body. This is important as it is a gradual way of getting the body ready for more strenuous exercise and to reduce risk of injury. This will also help to improve flexibility, which should be a component to

any workout. Active participation in this event is optional. Applicants who elect not to warm up prior to participating in the remaining event will not receive a failing assessment for Event I.

- **Event II – Stair climb, Hallway run, and Body Drag – 2 minutes and 45 seconds**
- Each applicant will run the stair climb, hallway run, and body drag as one continuous event.
- This event will start with the applicant seated in a patrol vehicle with the door closed and end when the applicant drags the dummy's head across the finish line.

#### Stair climb, hallway run, and Body Drag

- 
- 1. Patrol Car: The candidate will sit in the driver's seat of a patrol car with the doors closed and await further instructions. Timing begins when the candidate opens the car door.
- 2. Stair Climb: The candidate will exit the patrol vehicle and enter the S building through the open North East doors and proceed to east stair case. The applicant will run up the stairs. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the hand rails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 3. Hallway Run: The applicant will run the length of the second floor of the S building in a figure 8 pattern, following the instructions of the staff.
- 4. Stair Descend: The applicant will run down the west stair well of the S building. The applicant will be required to place at least one foot on each step, going up and coming down. Use of the handrails are permitted. Failure to touch each step result in a failure. Exercise caution when going up and down the steps as to not trip or fall.
- 5. Body Drag: This portion of the test simulates the activity necessary to remove an unconscious person to a place of safety. Upon exiting the east doors of the S building the applicant will drag a dummy (approximately 170 pounds) in a Med-Sled® 30 feet. The time stops when the dummy's head crosses the finish line.
- **Event III Cool Down 15 minutes**
- Cool down/recover for 15 minutes - Applicants must complete the cool down/recover.
- Applicants who do not complete the cool down/recover will be considered to have failed the physical Agility assessment testing.
- Should an applicant fail the physical agility test the applicant will have three (3) attempts with a fifteen (15) minute rest period between attempts

#### **BACKGROUND INVESTIGATION**

- As a condition of employment candidates must pass a background investigation that includes the following:
- Personal and family history
- Credit history, including current creditors.
- Education, including all schools attended and degrees or certificates obtained.
- All residences for the past ten years.
- Comprehensive employment history.
- A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions.
- Traffic summonses and accidents.
- An inquiry of family, friends, and associates as to character and reputation.

- Pass an oral interview.
- Pass a physical examination, psychological screening, and a drug test.
- Any other standards set by law or by policy of the Texas Commission on Law Enforcement.
- Must qualify with duty firearms with Alvin Community College Police Department firearms instructor prior to first day in Field Training.

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

- Have a working knowledge of computers.
- Must have a current valid Texas driver's license with no more than three (3) moving violations in the last three (3) years.
- Must be able to work a rotating schedule and weekends in an educational environment.
- Extensive knowledge and understanding of criminal law, traffic and civil law, as it relates to a police officer.
- Good communication skills and ability to resolve situations between subjects.
- Must be able to work with other agencies in a professional manner.
- Must be ready, at any time, to act should an emergency arise.

### **WORK ENVIRONMENT**

Must be able to maintain emotional control under stress. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements, ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call up to twenty-four (24) hours a day.

### **PHYSICAL DEMANDS**

Frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift one-hundred (100) pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 job description in no way states or implies that these are the only duties to be 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.**

## **POLICE APPLICANT PHYSICAL AGILITY**

### **WAIVER OF LIABILITY**

1. I declare and represent that I received, read, and understand the Police Applicant Physical Agility Information attached hereto and this Police Applicant Physical Agility Waiver of Liability form. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Police Applicant Physical Agility Test being conducted by the Alvin Community College (ACC) Police Department, that I am physically and medically fit for the participation in said test, that my personal attire is safe and fit for participation in said test, and that I voluntarily agree to participate in said test. I further agree and warrant that if, at any time, I believe the conditions to be unsafe, I will immediately discontinue further participation in the activity and notify the Alvin Community College Police Department staff.
2. I hereby consent and agree to all the following additional terms and conditions:

#### **a. Acknowledgement of Risk**

As a participant in the Police Applicant Physical Agility Test, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with said test.

#### **b. Waiver of Liability and Release of All Claims**

**I DO HEREBY, FOR MYSELF, MY HEIRS, MY EXECUTERS AND ADMINISTRATORS, AND ANY OTHER PARTIES CLAIMING UNDER OR THROUGH ME, FULLY WAIVE AND RELEASE ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ALL OF ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, AND EXAMINERS FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED IN ANY WAY TO ANY LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) THAT MAY BE SUSTAINED BY ME WHILE PARTICIPATING IN THE POLICE APPLICANT PHYSICAL AGILITY TEST, OR UPON THE PREMISES WHERE SAID TEST IS BEING CONDUCTED, WHETHER SAID LOSS, DAMAGE, OR INJURY (INCLUDING BUT NOT LIMITED TO DEATH) RESULTS FROM THE NEGLIGENCE OF ACC, THE ACC BOARD OF REGENTS, THE ACC POLICE DEPARTMENT, AND ACC'S ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, SERVANTS, MONITORS, OR EXAMINERS, OR IS OTHERWISE CAUSED.**

**c. Indemnity and Defense**

I do hereby agree, for myself, my heirs, my executors and administrators, and any other parties claiming under or through me, to indemnify and hold harmless and defend ACC, the ACC Board of Regents, the ACC Police Department, and ACC's elected officials, officers, agents, employees, servants, monitors, and examiners from any and all claims, demands, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including but not limited to death) that may be sustained by me while participating in the Police Applicant Physical Agility Test, or upon the premises where said test is being conducted.

Signature of Applicant \_\_\_\_\_

Print Name Legibly \_\_\_\_\_

Date \_\_\_\_\_

Alvin Community College Police Department use only: Received by: _____ Date Received: _____ Applicants TDL #: _____
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10.F. Personnel Action (Replacement): Executive Administrative Assistant, Vice President Administrative Services/CFO





Your College Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 190-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**SUBJECT:** Personnel Action – Replacement, Executive Administrative Assistant, Vice President Administrative Services/CFO

---

The individual listed below has been recommended to fill the full-time Executive Administrative Assistant, Vice President Administrative Services/CFO position replacing Alyssa Bullock.

Funding Source: 11-7-10200-61305

**Candidate**

**Recommended:** LaVonna Miller

**Education:** TransWorld Academy  
Certified Nursing Assistant

Foley’s Academy High School  
Diploma

**Experience:** Alvin Community College  
General Administrative Assistant III May 2024 - Present  
Administrative Assistant III, Allied Health August 2019 – May 2024  
STEM Summer Camp Teacher June 2019 – July 2019  
STRIVE Job Coach Specialist November 2018 – July 2019

Saye Real Estate Ventures  
Office Manager May 2012 – August 2018

Wallis State Bank  
Staff Accountant August 2005 – December 2008

Wedge Commercial Properties  
Office Manager/Administrative Assistant October 1999 – July 2002

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**Salary:** \$ 48,225.90 / Annual  
Grade 114, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Executive Administrative Assistant, Vice President / CFO (PID: 177)</b>		
<b>Department:</b>	Administrative Services	<b>FLSA</b>	Non-Exempt
<b>Reports To:</b>	Vice President, Admin Services/CFO	<b>Status:</b>	
<b>Grade Level:</b>	114	<b>Job</b>	TSCM
		<b>Category:</b>	
<b>HR approved:</b>	Jessica Eddy	<b>Date:</b>	10/15/2024
<b>Last updated by:</b>	VP, Adm Svc/CFO - BN	<b>Date:</b>	10/15/2024

### SUMMARY

Executive Administrative Assistant provides support to the Vice President, Administrative Services / CFO and maintains records and files. Acts as receptionist between the Vice President's office and the administration, faculty and public. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all routine tasks associated with an administrative assistant position, such as typing, filing, record keeping; processes and routes incoming and outgoing mail; and handles inquiries by telephone or in person
- Updates Administrative Procedures of the College. Updates information as necessary and distributes changes to the Executive Leadership Team for adoption
- Assists in the preparation of the annual College operating
- Maintains current insurance policies on campus comprehensive/liability and flood insurance coverage
- Maintains records on College vehicles including securing titles, exempt license tags and insurance
- Assists as a resource to the Alvin Community College Election Clerk
- Coordinates and maintains all Public Information Requests with the direction of the Vice President, Administrative Services / CFO
- Maintains notes from meetings including Administrative Services Division meetings
- Maintains updates from Administrative Services to appropriate College webpages
- Other related duties as assigned.

### QUALIFICATIONS

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

### REQUIRED QUALIFICATIONS

- Associate's degree
- Three (3) years prior administrative assistant experience
- Proficient in Microsoft Office applications including Word, Excel, and Outlook to produce documents, spreadsheets and organizational charts
- Equivalent combination of education, relevant certification and/or additional experience may be considered in lieu of degree

### PREFERRED QUALIFICATIONS

- Degree with emphasis in Office Administration courses

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to show good judgment and diplomacy is required in dealing with visitors, Board members, student and telephone contacts
- Analytical ability to maintain the level of accuracy needed as well as understand basic financial data

**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.**

10.G. Personnel Action (Replacement): FT Faculty, English 9M



Your College Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 191-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**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 Rose Pentecost.

Funding Source: 11-3-14280-61405

**Candidate**

**Recommended:** Jennifer Paul

**Education:** Southern New Hampshire University  
Master of Arts

University of Houston  
Bachelor of Arts

**Experience:** Alvin Community College  
Adjunct, English

August 2024 – present

Brazosport College  
Adjunct, English  
Writing Center Consultant  
Writing Center Consultant

August 2023 – present  
March 2022 – August 2023  
October 2020 – September 2021

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**Salary:** \$48,977.97/ Annual  
Grade 9/MA/Step 3, 2024 - 2025 / 9 Month Faculty Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Faculty, English (PID: 52)</b>		
<b>Department:</b>	English	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Dean of General Education & Academic Support	<b>Salary Step:</b>	Based on Contract Length / Degree
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Full-Time Faculty
<b>Contractual Position:</b>	Yes		
HR approved:	Human Resources /LG	Date:	4/22/2024
Last updated by:	Dean General Ed&AS/ NN	Date:	4/19/2024

### 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.
- Possess a commitment to student engagement, student success, and instructional excellence.
- Demonstrate effective communication skills, both written and oral.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Assist in the recruitment and retention of students.
- Advise students in academic matters or refers students to appropriate resources.
- Assess students' performance through a range of measurement activities and keeps them informed of their progress in a timely manner.
- Engage students through posted office hours and electronic communication.
- Utilize technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others.
- Assist in the development, distribution and collection of assessments for courses and program objectives.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments.
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations.

- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attend institutional meetings as required.
- Other duties 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.

### **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.**



10.H. Employee Count

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2024

As of 10/28/2024

NOVEMBER

	Budgeted 2024-25	NOV 2024	HR Vacancies
<b>Administrative</b>	15	14	1
<b>*Professional</b>	88	85	5
<b>Faculty</b>	130	124	5
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	125	111	11
<b>Total Full-Time (FT) Employees</b>	<b>358</b>	<b>334</b>	<b>22</b>

\*Count includes 3 grant funded *professional* employees

\*\*Count includes 1 grant funded *TSCM* employee

10.I. Resignation/Retirement Report

	ALVIN COMMUNITY COLLEGE		November 2024
	<b>Resignation/Termination Report</b>		
	<b>Name</b>	<b>Position / Department</b>	<b>Last Day Worked</b>
1	Camille Guggisberg	Marketing Specialist / Marketing	12/31/2024
			<b>Reason</b>
			Retirement

11. **Committee Reports**
12. **Consent Agenda**
  - 12.A. **Approval of Minutes of the Regular Meeting of October 17, 2024**

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF OCTOBER 17, 2024  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 17<sup>th</sup> day of October at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

Regents Absent

Mike Pyburn	Regent
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ACC Administration Present

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

ACC Employees & Guests Present

Felicia Jimenez	Bryan Hinshaw	Dacia Henderson
Kyle Maraschin	Lilly Garcia	Pat Estis
John Tompkins	Patty Sanchez	Lindsey Hindman
LaVonna Miller	John Murray, Jr.	Chief Phillips
Debra Fontenot	Alissa Rios	Billy Allen
Linet George	Lilly Garcia	Leigh Ann Moore
Harold Griffin	Laurel Joseph	Scott Turnbough
Estevan Vasquez	Philip Schaefer	Dick Tyson
Jessica Ranero-Ramirez	David Garza	
Patrick Sanger	Garrett James	
Anita Exley	Zach Lillie	

**Call to Order**

Chair Sanchez called the meeting to order at 6:03 p.m.

**Certification of Posting of Notice**

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

### **Executive Session**

*For the purpose of a private consultation with its attorney when seeking the advice of its attorney, in accordance with Tex. Gov't Code Section 551.071; Deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person, in accordance with Tex. Gov't Code Section 551.072.*

The meeting was called back into session by Chair Sanchez at 6:33 p.m.

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

Invocation by Regent Crumm.

### **Citizen Inquiries**

Dick Tyson, spoke on the ACC 2015-2017 planning.

### **Board Comments**

Regent Patty Hertenberger is proud of the work going on with the Fitness Center. And thanks to Dr. Vasquez and Ms. Rios for their hard work. Regent Yvette Reyes-Hall agreed with Regent Hertenberger. Regent 'Bel Sanchez mentioned going to see the Peter and the Starcatcher performances Friday night. She is involved with the Relay for Life fundraiser to be held Saturday at the Pearland Town Center.

### **Committee Reports**

No reports.

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

Chair Sanchez said that she would entertain a motion for approval of the Consent Agenda that included the approval of the Minutes of the Tax Hearing and Regular Meeting of September 26, 2024, and approval of the Grants report.

Regent Hertenberger moved to approve the consent agenda as presented. Seconded by Regent Knape. Motion passed unanimously.

### **President's Report**

Dr. Exley gave a summary that included the following:

- Enrollment update. We passed 6,000 students enrolled for the Fall semester with more than 48,631 credit hours.
- The second 8-weeks session begins on Monday. Registration for the Spring semester begins on November 14.
- On Tuesday we hosted Senior Day here on campus. More than 120 students from all over the region visit the campus to learn more about ACC and how it can help them with their education.
- Empty Bowls was held on October 8 at the Student Center. This yearly event is a wonderful partnership between ACC Art Department and Meals On Wheels.

- Peter and the Starcatcher performances started last week. If you haven't had a chance to catch it, there are performances tomorrow and Saturday at 7:30 p.m. You can get tickets at the window or online.
- Alvin Councilman Glenn Starkey was the guest speaker for the Library Speaker Series on October 9. Former ACC instructor and Texas Ranger Maurice Cook will be speaking on October 22.
- On October 7th, Culinary took a tour of Vallensons' Brewing Company in Pearland to learn about the brewing process.
- ACC won first place at the recent Alvin Manvel Area Chamber of Commerce Golf Tournament that was held on Monday. The first team included our Baseball Coach Jason Schreiber along with former ACC baseball players Jeff Vaughn, Luke Stewart, and Luke's son Micah Stewart. There was a second ACC team that included Mr. Tom Echols, Dr. Peatross, Dr. Vasquez, and me.
- Throughout this past month, the ACC float has been making the rounds at all Homecoming parades in Alvin ISD.
- The Foundation Gala is almost here. We're calling all parrotheads to come out and support our students and staff during the Jimmy Buffet-themed event on November 8. Some tickets still remain.
- On October 26, our Fall Festival will take place here on campus from 4 p.m. to 9 p.m.
- The ACC Community Band Concert will be on October 24 in the Theatre starting at 7:30 p.m.
- Finally, I wanted to share a video with you about our Bio-Tech program. The Pearland Economic Development Corporation collaborated on this video to showcase our students' success in the program.

This report was for information only.

### **Faculty Senate Report**

No report.

### **Consider Approval of Modern Campus Webpage Hosting**

Regent Shelton moved to authorize the President to enter into a one-year agreement with Modern Campus in the amount of \$91,963.65. Seconded by Regent Hertenberger. Motion passed unanimously.

### **Consider Approval of Facility Use Fee Increase for Fiscal Year 2025**

Regent Shelton moved to approve the facility use fee increase for the Fiscal Year 2025. Seconded by Regent Reyes-Hall. Motion passed unanimously.

### **Consider Approval of Contract with Everon Solutions for Electronic Door Access**

Regent Hoover moved to authorize the President to enter a contract with Everon Solutions in the amount of \$294,994.79. Seconded by Regent Crumm. Motion passed unanimously.

### **Financial Report Ending September 30, 2024**

Regent Droege moved to approve the Financial Report for September 2024. Seconded by Regent Shelton. Motion passed unanimously.



**Adjournment**

There being no further business before the Board, Chair Sanchez adjourned the meeting at 7:20 p.m.

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**Dr. Patty Hertenberger, Secretary**

---

**'Bel Sanchez, Chair**

**12.B. Consider Approval of Personnel Action (Replacement): Dean, General Education and Academic Support**



Your College Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 192-2024

TO: Board of Regents  
FROM: Robert J. Exley, PhD *RJE*  
DATE: November 7, 2024  
SUBJECT: Personnel Action – Replacement, Dean General Education & Academic Support

The individual listed below has been recommended to fill the full-time Dean General Education & Academic Support position replacing Dr. Nadezhda Nazerenko.

Funding Source: 11-5-10500-61005

**Candidate**

**Recommended: Leigh Ann Moore**

**Education:** University of Houston-Clear Lake  
Master of Arts

University of Houston- Clear Lake  
Bachelor of Arts

**Experience:** Alvin Community College  
Interim Dean, General Education & Academic Support August 2024 - present  
Department Chair/Professor, English August 2023 – August 2024  
Faculty Lead/Professor, English August 2019 – May 2023  
Professor, English August 2013 – August 2019

University of Houston-Clear Lake  
Adjunct, Professor of Writing August 2009 – August 2013

San Jacinto College-South Camps  
Adjunct, Professor of Writing August 2009 – August 2013

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**Salary:** \$103,828.14 / Annual  
Grade 215, 2024 - 2025 / Administrative/Professional Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Dean, General Education &amp; Academic Support (PID:10)</b>		
<b>Department:</b>	Academic Affairs/Instruction	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Vice President, Instruction	<b>Grade Level:</b>	215
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Administrative
<b>Contractual Position:</b>	Yes		
HR approved:	HR/LG & KP	Date:	10/7/2024
Last reviewed by:	VPI/CL	Date:	10/7/2024

### SUMMARY

The Dean provides leadership in the planning, development, implementation, operation, supervision, and evaluation of student's successful completion of the Texas General Education Core curriculum, academic programs within the division, and support services to promote students' success; supervises, mentors, and evaluates direct reports according to College guidelines. Provides instructional oversight for the division's programs offered in-person, fully online, hybrid, at partnering Independent School Districts (ISDs) and partnering sites with the Texas Department of Criminal Justice (TDCJ). The Dean is also responsible for instructional oversight for the Honors Program, Library Services, Learning Lab and Study Abroad.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Division Leadership:** Provide dynamic forward-thinking leadership that models and fosters a culture of caring, supportiveness, focused on the College mission and student-success, using outcomes based and data-informed decisions
- **Mapping and Tracking General Education Core Completers:** Provide annual assessments in collaboration with Institutional Research & Effectiveness (IRE) for general education core completers and facilitate students staying on-path to degree completion in collaboration with Student Services advising team.
- **Library Services & Learning Lab Supports:** Ensure effective academic success supports through measuring, monitoring, and reporting students' success through Library Services and Learning Lab tutoring support services and making recommendations for improvements
- **Recommendations for Staffing, Credentialing, and Training:** Recruit, interview, and recommend highly qualified faculty and staff for the division according to college policies and procedures. Facilitate effective on-boarding and continuous training opportunities
- **Division Enrollment Management:** Provide active oversight of course and program enrollment management; ensuring that programs are mapped with the schedule of classes to ensure students' access and high-quality courses for on-time completion of programs within the College's multiple instructional modalities; making recommendations where needed for continuous improvement

- **Program Review and Course Development:** Responsible for leadership, oversight, and review of outcomes and assessments related to program learning outcomes and student learning outcomes, including annual and comprehensive program reviews. Collaborate division chairs to assess, review, and plan for annual program goals & objectives; and provide recommendations aligned with the mission and strategic goals of the College
- **Partnerships:** Develop and maintain effective business, industry, and community partnerships, including but not limited to partnering ISDs and Texas Department of Criminal Justice (Prison Education Programs), to promote the College's programs, courses, and opportunities to enhance access and student success. Coordinate, maintain, and assure currency of all formalized agreements related to division programs/disciplines
- **Budget Management:** Develop budget recommendations and manage division allocations for effective, efficient, and productive educational programs and support services.
- **Accreditation:** Provide divisional oversight and support for matters of regional SACSCOC accreditation, and programmatic accreditation
- **College Strategic Planning & Divisional Assessment:** Coordinate with Department Chairs and faculty to facilitate curricular planning; program/course development, implementation, and revision; program/course outcomes assessment and evaluation; and instructional resources; and assist with continuous improvement efforts through assessing divisional outcomes for operational effectiveness. Participate in college-wide strategic planning processes to provide leadership and accountability for division
- **Accountability and Compliance:** Ensure compliance with TAC, THECB, ACGM, WECM, programmatic accreditors, and other regulatory agencies. Serves as a resource to THECB or other committees as assigned or as needed
- **Personnel Mentoring & Supervision:** Mentor, supervise and evaluate direct reports; provide conflict resolution, problem-solving, appeals and remedies where needed according to College guidelines, processes, and policies.
- **Grants and Institutional Service:** Participate in research, creation, and submission of institutional grant proposals. Responsible for oversight, administration, outcomes, and reporting of grants associated with division programs/disciplines. Serve on institutional committees, attend community functions, and serve on external committees for betterment of the college and community relations.
- **Student Concerns:** Provide oversight of student concerns, complaints, and academic integrity issues within the division, according to college policies and procedures.
- **Innovation, AI, Technologies & Workforce Initiatives:** Provide leadership for the division in recommending and leading integration of innovative technologies, AI, and other resources & workforce initiatives to enhance teaching, learning, student access, student success, and employment opportunities.
- 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**

- Master's degree from a regionally accredited college or university
- A minimum of five (5) years of community college or university teaching experience
- A minimum of three (3) years of progressive administrative experience with at least three (3) years of equivalent supervisory experience at the community college or university level

### **PREFERRED QUALIFICATIONS**

- Doctorate degree from a regionally accredited college or university

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

- Demonstrated success in an administrative leadership role within an educational, governmental, or business/industry setting
- Experience and proven skills in leadership, strategic planning, program and/or curriculum design and development, core course and program level outcomes assessment, budget development and management, personnel hiring and evaluation, interpersonal relationships and conflict resolution, and effective written and oral communication
- Demonstrates an understanding of ACC's core values in serving as 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.**

12.C. **Consider Approval of Personnel Action (Replacement): Controller**





Robert J. Exley, PhD  
President

Your College > Right Now

MEMORANDUM NO: 199-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 11, 2024  
**SUBJECT:** Personnel Action – Replacement, Controller  
(Previous job title: Director, Fiscal Affairs)

The individual listed below has been recommended to fill the full-time Controller position replacing Beth Nelson. The previous job title was Director, Fiscal Affairs.

Funding Source: 11-7-10210-61105

**Candidate**

**Recommended:** Laurel Joseph

**Education:** University of Houston  
Bachelor of Science, Accounting

**Experience:** Alvin Community College  
 Assistant Director, Fiscal Affairs March 2013 – Present  
 Student Accounts Receivable Specialist August 2008 – March 2013  
 Part-Time Accountant August 2007 – August 2008

TX Hearing Institute  
 Finance Director August 2000 – May 2007

Joel Martin, CPA  
 Accountant May 1996 – May 1998

College of the Mainland  
 Accounting Lab Associate August 1992 – May 1996

Pannell Kerr Forster  
 Audit Staff Accountant January 1990 – August 1992

Salary: \$ 113,201.26 / Annual  
Grade 214, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Controller (PID: 899)</b>		
<b>Department:</b>	Administrative Services/Fiscal Affairs	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	VP Admin Services/CFO	<b>Grade Level:</b>	214
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Professional
<b>Contractual Position</b>	Yes		
HR approved:	Jessica Eddy	Date:	10/07/2024
Last updated by:	VP/CFO - BN	Date:	10/01/2024

### SUMMARY

Position has overall responsibility for managing financial reporting, financial controls, policies and accounting functions within Alvin Community College (ACC).

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Primary responsibilities include College business services, general accounting, accounts payable, accounts receivable, payroll, financial reporting, financial statement preparation and internal controls.
- Manages the annual operating budget.
- Develops financial policies and procedures that ensure the financial integrity of the college.
- Creates and maintains a positive working environment in the division as well as a service-oriented relationship with faculty, staff, and administration.
- Directs the production of all general accounting and monthly budget reports and ensures their integrity.
- Reviews all financial transactions and financial reports to external agencies including, but not limited to the Legislative Appropriation Request (LAR), Integrated Post-secondary Education Data System (IPEDS), and Fiscal Operations Report and Application to Participate (FISAP), to ensure accuracy and consistency with district policies, state and federal regulations and standards, as well as Coordinating Board rules and regulations.
- Provides resource materials used in the development of the institutional budget and fiscal policy. Analyzes college's revenue sources. Streamlines and standardizes revenue recognition practices.
- Recommends policies and formulates procedures for the collection, custody, investment, disbursement, and accounting of all monies of the College District.
- Maintains a system of financial and related statistical reporting.
- Works with the independent auditor and help prepare for the annual audit.
- Serves as a member of the Planning and Assessment Council.
- Recommends hiring, promotion, and termination of personnel in the Office of Fiscal Affairs.
- Drafts depository contracts and coordinates selection process in accordance with State law and Texas Education Code.
- Serves as Chief Investment Officer. Invests funds in accordance with the investment policy of the College.
- Maintains accounts for all grants and contracts.
- Administers the inventory system (i.e., equipment transfers, deletions, removal).

- Assures conformance with state and federal guidelines, as well as generally accepted accounting principles.
- Structures Business Office service functions to reflect institutional needs and objectives; i.e., interfacing with budget managers, IT, HR, Student Services, Records Office, and auxiliary enterprises.
- Establishes and monitors a set of internal controls relating to payroll, receipts, disbursements, registration, cash management, financial aid, inventory, external financial reports and document retention.
- 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 accounting or related field
- Seven (7) to ten (10) years of related experience
- Requires progressively responsible experience leading to in-depth understanding of finance, budgeting, general accounting and cash management

## **PREFERRED QUALIFICATIONS**

- Higher education experience

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

- Knowledge of accounting and financial management for public institutions
- Knowledge of Colleague/Ellucian software
- Service orientation with the ability to explain Board Policy or Coordinating Board rules
- Ability to have professional relationships with outside organizations include, but are not limited to: auditors, attorneys, bank managers, vendors, and Coordinating Board staff
- Organizational and leadership skills, including effective communication of strategic initiatives, goals, expectations, and performance feedback
- High degree of integrity, team-building and problem-solving abilities, and the ability to build mutual customer/peer trust and respect
- Excellent verbal and written communication skills
- Excellent interpersonal skills

## **WORK ENVIRONMENT**

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

## **PHYSICAL DEMANDS**

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

***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.**

12.D. **Consider Approval of Personnel Action (New): Dual Enrollment Director**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 200-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 11, 2024  
**SUBJECT:** Personnel Action – New, Dual Enrollment Director

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The individual listed below has been recommended to fill the new full-time Dual Enrollment Director position.

Funding Source: 11-5-10502-61105

**Candidate**

**Recommended:** Sharmeal Archie

**Education:** University of Houston- Clear Lake  
Bachelor of Business Administration

Alvin Community College  
Associate Degree

**Experience:** Alvin Community College  
Dual Enrollment Advisor September 2022 – Present  
Academic Advisor January 2021 – August 2022  
Upward Bound Academic Advisor/Recruiter January 2007 – January 2021  
Student Activities Assistant II September 2006 – December 2006

University of Texas Health Science Center-Houston  
Senior Support Specialist April 2005 – August 2006

Alvin Community College  
Graduation Specialist April 2001- March 2005

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**Salary:** \$88,000/ Annual  
Grade 209, 2024 - 2025 Staff Salary Schedule

RJE:fmj

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director, Dual Enrollment (PID: 905)</b>		
<b>Department:</b>	College & Career Pathways	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Dean, College Access & Partnerships	<b>Grade Level:</b>	209
<b>ORP Eligible:</b>	Yes	<b>Job Category:</b>	Professional
<b>Contractual Position</b>	Yes		
HR approved:	Lindsey Hindman	Date:	11/4/2024
Last updated by:	Jessica Ranero-Ramirez	Date:	5/16/2024

### SUMMARY

The Dual Enrollment (DE) program provides an opportunity for eligible high school students to enroll in college courses and receive both high school and college credit for the course. While DE courses are mostly taught on the high school campuses, students can also earn credit on the ACC college campus. The DE program offers both academic and technical courses. The DE Director provides direct supervision for the Dual Enrollment Advisors and Specialist. In addition, the Director provides assistance to the Dean of College Access and Pathways with the oversight of the DE program to include DE faculty support, assistance with course scheduling and coordinating on-going implementation of F.A.S.T, House Bill 8, and TSI placement requirements with our partner Independent School Districts and ACC Academic Departments.

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

- Direct supervision of the DE Advisors and DE Specialist to include the hiring, onboarding, and on-going professional development for the team
- Coordinate and facilitate all staff meetings
- Oversight of data reporting and Colleague updates for DE
- Coordinate training opportunities with ISD partners
- Develop and update training manual
- Coordinate annual meetings with all academic departments
- Assist with coordination of course scheduling
- Coordinate Career Connections events
- Attends Student Services Managers' meetings
- Provide DE faculty training and support in partnership with other departments on campus
- Serve as liaison between academic department chairs and Associate Principals for course scheduling
- Assist with ongoing implementation of House Bill 8, F.A.S.T. and TSI College Readiness requirements for DE
- Identify and develop new initiatives to expand our current DE offerings
- Serve as part of College & Career Pathways (CCP) Leadership team
- Regularly communicate with administration, and faculty to learn more about new policies and procedures as well as staying abreast of changes in programs and degree plans
- Respond to parent inquiries regarding the DE program

- Conducts presentations and programs related to student success, student onboarding and new student orientation
- Coordinates projects and special events as assigned
- Maintains a broad range of contacts which includes potential students, community members, college and high school personnel, and government officials
- Serve as fill-in advisor for any DE Advisor vacancies or extended absences
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- 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 Education, Counseling or other related field

## **PREFERRED QUALIFICATIONS**

- At least two (2) years advising, counseling, or providing case management student success support to high school or college students (such as college and career, financial aid, career counseling, or other forms of admission/college readiness support or relevant experience)
- At least two (2) years working in student services at community college or university
- At least one (1) year of supervisor experience
- Bilingual - Spanish

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

- Excellent computer skills
- Excellent oral and written communication skills
- Must be able to work in a fast-paced environment
- Ability to work independently at an off-campus location
- Ability to manage a high volume of work with attention to detail and accuracy
- Ability to multitask and prioritize efficiently
- Ability to work collaboratively with faculty, administrators, school district partners and other staff members
- Ability to work well with individuals from diverse backgrounds
- Ability to communicate virtually using a variety of available platforms
- Familiarity with Skyward and/or Colleague

## **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 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.**

12.E. **Grants**



Robert J. Exley, PhD  
President

Your College  Right Now

MEMORANDUM NO: 204-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 15, 2024  
**SUBJECT:** Federal, State, and Private Grants Report

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The attached is the ACC Grant Status Report as of November 5, 2024. 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 two pages list grants that ACC has either applied for and been declined funding or grants ACC considered but decided not to proceed to application submission. Pages two through four provide details on the grants and/or applications in each of the three categories.

The College presently has \$3,418,996.26 in active funded grants. There is an additional \$2,615,431.82 in grant applications currently in the funder review process, and grant applications in the development process total \$30,000.00.

RJE:fmj

## Alvin Community College Grants Update

November 5, 2024

ACC has the following in grant activity:

\$3,418,996.26	Active Funded Grants
\$2,615,431.82	Grant Applications in the Funder Review Process
\$ 30,000.00	Grant Applications in the Development Process

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 November 5, 2024**

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	Robert Sanchez	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
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund #2824WPB008 "New Beginnings" Year 3 Renewal	12/1/2023	11/30/2024	Inez Ihezue	TDCJ	Instruction/ Employment Counseling	\$ 350,000.00	Primary	Lee College	Provides instructional cost assistance to ensure TDCJ students can graduate with their planned degree/certificate as well as workforce readiness training and job placement assistance. Third and final year renewal.	State Discretionary 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
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #00271	12/15/2023	12/15/2024	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for starting a CEWD EMT program at ACC's West Campus.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #28245DF004	5/22/2024	5/30/2025	Sara Bouse	CEWD	Instruction and Training	\$ 187,149.00	Primary	TJL Industries	Skills training for employees of TJL in Process Technology. ACC may add companies up to 90 days after the initial contract was signed.	State Discretionary Competitive
Texas Workforce Commission/Houston-Galveston Area Council High Demand Jobs Training Grant	8/26/2024	3/30/2025	Brittany Bewick	CEWD Biotechnology Program	Equipment, Supplies	\$ 75,000.00	Sub-recipient	Pearland Economic Development Corporation	Provides Supplies, Equipment and Student Assistance.	State Discretionary Non-Competitive
THECB Perkins Basic Grant Contract Award #254205	9/1/2024	8/31/2025	Dr. Debra Fontenot	Technical Programs	Technical Supplies, Support, Equipment	\$ 167,770.00	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.	Federal 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
<b>STATE/FEDERAL GRANTS SUBTOTAL</b>						<b>\$ 3,373,286.26</b>				

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	Interdisciplinary	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
<b>ACC FOUNDATION GRANTS SUBTOTAL</b>						<b>\$ 45,710.00</b>				
<b>TOTAL, ALL ACTIVE GRANTS</b>						<b>\$ 3,418,996.26</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects	9/1/2024	8/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 345,581.82	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required. <i>Application submitted March 14, 2024.</i>	State Discretionary Competitive
American Academy of Sleep Medicine (AASM) Foundation	TBD	TBD	Amanda Moore	Polysomnography	Equipment, Personnel	\$ 50,000.00	Primary	N/A	Funds provide for equipment and curriculum development. <i>Application was submitted on July 29, 2024.</i>	Private / Foundation
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/2/2024	12/2/2025	Bryan Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 250,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced. <i>Application submitted September 9, 2024.</i>	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5	2/1/2025	1/31/2029	TBD	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,747,850.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region. <i>Application submitted on September 24, 2024.</i>	Federal Discretionary Competitive
U.S. Economic Development Authority Good Jobs Challenge	TBD	TBD	Brittani Bewick	CEWD BioTechnology	Equipment, Supplies	\$ 90,000.00	Sub-recipient	Texas A&M University	Texas A&M University's "Texas Regional Industrial Biomanufacturing Certification (TRIBEC) Good Jobs Partnership for Biomanufacturing in Brazos Valley and Houston" proposal. Funds provide for equipment and supplies for the BioTechnology Program. <i>Application submitted September 27, 2024.</i>	Federal Discretionary Competitive
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 due October 3, 2024.</i>	Federal Discretionary Competitive
<b>Total, Grants in Funder Review</b>						<b>\$ 2,615,431.82</b>				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
National Science Foundation Louis Stokes Alliances for Minority Participation Program	2/1/2025	1/31/2029	Dr. Stacy Ebert Dr. Harold Griffin	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 due November 15, 2024.</i>	Federal Discretionary Competitive
<b>Total, Grants in Application Development</b>						<b>\$ 30,000.00</b>				

**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
Nuts, Bolts, & Thingamajigs (NBT) Camps	12/1/2023	N	Welding	\$ 5,000.00	Primary	N/A	Provides funds to host summer manufacturing camps for middle and high school students.	Private / Foundation	Department determined timing was not appropriate to pursue this grant.
Office of the Governor State Homeland Security Grant	2/8/2024	N	ACC PD	TBD	Primary	N/A	Provide equipment for ACC to support campus safety.	State Discretionary Competitive	Grant did not provide for resources needed by ACC PD.
Lowes Foundation Gable Grant	3/31/2024	N	Welding	\$100,000-\$1,000,000	Primary	N/A	Support skilled trades workforce development initiatives.	Private / Foundation	ACC does not have a program supported by this grant (appliance repair, carpentry, electrical, HVAC, plumbing)
TCEQ THIVE Grant	3/31/2024	N	CDL	TBD	Primary	N/A	Support the adoption of hydrogen vehicles	State Discretionary Competitive	Grant only funded the difference between the cost of a diesel truck and a hydrogen-powered truck.
U.S. Department of Education GEAR UP	5/7/2024	N	College Preparation	up to \$5,000,000	Primary	ISD & Community Partners	Materials, Staffing, Courses for College Exposure & Preparation	Federal Discretionary Competitive	ACC determined the timing was not appropriate to pursue this grant. We will research this grant for a potential application next year.
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.
U.S. Department of Labor Strengthening Community Colleges 4	11/14/2023	Y	CEWD CNC Machining	\$ 1,750,000.00	Primary	N/A	Create a sector-based strategy to align CNC Machining training to employer needs in the region.	Federal Discretionary Competitive	ACC was not selected.
Office of the Governor, Texas Talent Connection Wagner-Peyser 7(b) Grant	4/30/2024	N	TBD	\$ 350,000.00	Primary	N/A	Provides funds that support innovation in workforce development and support workforce training projects that lead to job placement.	State Discretionary Competitive	ACC determined that there was not sufficient time to build a successful application.
U.S. Department of Energy Industrial Assessment Centers Expansion	5/16/2024	N	TBD	\$ 800,000.00	Sub-recipient	University of Texas - El Paso	Provides curriculum and training in green energy principles for manufacturing programs	Federal Discretionary Competitive	Primary applicant, UTEP, chose not to move forward with an application.
Greater Texas Foundation Emergency Aid Grant	5/23/2024	N	Student Services	\$ 150,000.00	Primary	N/A	Provides direct emergency aid for students and technical assistance for ACC staff administering the program.	Private / Foundation	ACC determined the implementation time commitment would not be commensurate with the award.
U.S. Department of Labor QUEST Dislocated Workers Grant	8/4/2023	Y	TDCJ re-entry	\$ 3,210,737.39	Sub-recipient	Gulf Coast Workforce Board	Provide for a re-entry program like ACC's New Beginnings to be expanded across the Gulf Coast region.	Federal Discretionary Competitive	The primary applicant, GC Workforce Board, did not receive a response from the funder.
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.
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
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.
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
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.

12.F. **Brazoria County Appraisal District - Resolution to Cast Votes**





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

Robert J. Exley, PhD  
*President*

**MEMORANDUM NO: 195-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 8, 2024  
**SUBJECT:** Brazoria County Appraisal District – Resolution to Cast Votes

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**Background:**

The Brazoria County Appraisal District's Board of Directors is composed of five (5) members who serve two (2) year terms. The selection process for Appraisal District Directors is prescribed in Property Tax Code Section 6.03. During the September 26, 2024 Board meeting, the Board voted to nominate Mr. Tommy King as a candidate for the Brazoria County Appraisal District Board of Directors.

Alvin Community College is entitled to cast 147 votes in the election. The votes can be cast to one candidate, or votes may be distributed amongst any number of candidates. There are eleven candidates running for five seats. (See attached)

The vote must occur by written resolution of the Board of Regents. If the ACC Board of Regents wishes to cast votes for the Brazoria County Appraisal District's Board of Directors, action should occur at the November 21, 2024 Board meeting in order to meet the December 15, 2024 deadline.

It is recommended that the Board consider the eleven candidates and cast ACC's 147 votes for one or more nominated candidates.

RJE:fmj

# BRAZORIA COUNTY APPRAISAL DISTRICT

## MEMBERS OF THE BOARD

Kristin Bulanek  
Elizabeth Day  
Tommy King  
John Luquette  
Patrick O'Day  
Gail Robinson  
George Sandars  
Susan Spoor  
Robert York-Westbrook

## CHIEF APPRAISER

Marcel Pierel III  
500 N. Chenango  
Angleton, Texas 77515  
979-849-7792  
Fax 979-849-7984

October 21, 2024

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

Dear Dr. Exley,

Thirty-four voting taxing units were entitled to submit by written resolution, nominations to appoint five-members to the board of directors of the Brazoria County Appraisal District for the year 2025. **Attached is the official ballot with the nominations we received.**

**ALVIN COMMUNITY COLLEGE IS ENTITLED TO CAST 147 VOTE(S).**

Each voting unit must vote by **Written Resolution** and submit it to the chief appraiser before **December 15, 2024**. The governing body of the taxing unit may cast all its votes for one candidate or distribute the votes among any number of candidates. When you add the column of your votes, your total should not be greater than your allotted number.

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

Please complete the ballot and return to Marcel Pierel III, Chief Appraiser, by mail to 500 North Chenango, Angleton, Texas 77515, email [mpierel@brazoriacad.org](mailto:mpierel@brazoriacad.org) or fax to 979-849-7984 **along with a Written Resolution before December 15, 2024.** If you have any questions about the format of your resolution or any other matter, give me a call immediately.

It is important that you return your **Ballot and Resolution** to the chief appraiser before **December 15, 2024**, so that we may count the votes, declare the winners, and notify all taxing units and candidates of the results.

Sincerely,



Marcel Pierel III  
Chief Appraiser

MP/td  
Enclosure

**BRAZORIA COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS ELECTION 2024**

**OFFICIAL BALLOT**

<u>NOMINATIONS/CANDIDATES</u>	<u>VOTE(S) CAST</u>
1. <u>Kristin Bulanek</u>	1. _____
2. <u>Eric Hayes</u>	2. _____
3. <u>Wayman Hutchings</u>	3. _____
4. <u>Glen Jones</u>	4. _____
5. <u>Tommy King</u>	5. _____
6. <u>Arnetta Murray</u>	6. _____
7. <u>Marinell Music</u>	7. _____
8. <u>Patrick O'Day</u>	8. _____
9. <u>Gail Robinson</u>	9. _____
10. <u>George Sandars</u>	10. _____
11. <u>Susan Spoor</u>	11. _____

**PLEASE ATTACH YOUR RESOLUTION TO THIS FORM**

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

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

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

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

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

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

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

**BE IT FURTHER RESOLVED** that the official ballot be marked in accordance with this resolution and returned to the Chief Appraiser of the Brazoria County Appraisal District with a copy of this resolution attached hereto prior to December 15, 2024.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

ATTEST:

\_\_\_\_\_  
Secretary


13. **Student Report**
14. **Annual College Data Report**



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

Robert J. Exley, PhD  
*President*

**MEMORANDUM NO: 196-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 11, 2024  
**SUBJECT:** College Data Annual Report (2023-2024)

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Each year the Board of Regents receives the College Data Annual Report. The report is based on data from the 2023-2024 academic year. The 2023-2024 report provides a comprehensive view of the key data about ACC. This marks the 41<sup>st</sup> year of student and college data being compiled in a single narrative. This is for information only.

RJE:fmj


15. **Annual Report on Board Member Training**



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

Robert J. Exley, PhD  
*President*

**MEMORANDUM NO: 197-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 11, 2024  
**SUBJECT:** Annual Report on Board Member Training

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

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

RJE:fmj



**Board Member Training**  
**December 2023 – November 2024**

<b>Regent</b>	<b>National Legislative Summit</b>	<b>Central Texas Trustee Leadership Seminar</b>	<b>North Texas Trustee Leadership Seminar</b>	<b>CCATT Annual Conference</b>	<b>ACCT Leadership Congress</b>
<b>Dr. Jim Crumm</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Jody Droege</b>					
<b>Patty Hertenberger</b>					
<b>Michael Hoover</b>					
<b>Breah Knape</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Mike Pyburn</b>					
<b>‘Bel Sanchez</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Darren Shelton</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Yvette Reyes-Hall</b>			<b>X</b>	<b>X</b>	


16. **President's Report**
17. **Faculty Senate Report**
18. **Consider Approval of Rescheduling the February Board Meeting from February 27, 2025 to February 20, 2025**



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

Robert J. Exley, PhD  
*President*

**MEMORANDUM NO: 201-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** November 12, 2024  
**SUBJECT:** Rescheduling the February 2025 Board Meeting

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The current February 27<sup>th</sup>, 2025, board meeting coincides with the Board of Trustees Institute in Austin, Texas. To ensure the Board of Regents attend this conference, the board meeting will be rescheduled to February 20, 2025.

RJE:fmj

19. **Consider Approval of Datavox, Inc. - Spending Approval Request**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 193-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 7, 2024  
**SUBJECT:** Datavox, Inc. – Spending Approval Request

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DataVox, Inc. (TIPS contract number 230105) has successfully assisted Alvin Community College (The College) with multiple networking, telephony, security, and audio-visual projects. Thus far in Fiscal Year 2024-2025, the College has committed \$47,114.76 to DataVox, nearing the Board of Regents approval limit. The College has reached this threshold earlier than expected in the fiscal year due to expenditures associated with ACC West, and additional purchases from DataVox are anticipated for items that support both the main campus and ACC West. These additional purchases will comply with state and the Board of Regents purchasing requirements.

Staff is requesting the Board of Regents approve an increase in spending with DataVox of \$44,665.24 to cover additional expenses related to ACC West, as detailed below:

Mobile Multi-Touch Display Units (3)	\$15,517.69
86" Wall Mount Multi-Touch Display Unit (1)	\$5,874.03
65" Wall Mount Multi-Touch Display Units (4)	\$20,009.52
Shipping, Handling & Support	<u>\$3,264.00</u>
Total	\$44,665.24

Intended Funding Sources - M&O – Westside Center

RJE:fmj

20. **Consider Approval of Human Patient Simulators**



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

Robert J. Exley, PhD  
President

**MEMORANDUM NO: 198-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 11, 2024  
**SUBJECT:** Human Patient Simulators

---

The College Nursing Program applied for and was awarded a Perkins Grant for the purchase of two unique teaching manikins. One unit is an adult multipurpose simulator and the other is an advanced pediatric unit. This equipment is referred to as Simulation Equipment. These units, coupled with previously purchased units, will offer our students significant advanced resources for training and “real world” nursing experience.

The Perkins Grant allows for the purchase of these units via a cooperative contract available to Alvin Community College. All State and ACC Purchasing requirements have been met as Gaumard is an authorized provider on the Harris County Department of Education (HCDE) Choice Partners Cooperative for simulators for health care education. The delivery time for these units is approximately 12-15 weeks.

Staff recommends that the Board authorize the President or their designee to issue a Purchase Order to Gaumard for the purchase of simulation equipment in the amount of \$105,305.65.

Funding will be provided through:

Perkins Grant:

THECB Agreement Number: 01176

Perkins Federal Grant Award No: 254202067110001

RJE:fmj



**Gaumard**<sup>®</sup>  
Simulators for Health Care Education



# Pediatric HAL<sup>®</sup> S2225

## Advanced Pediatric Patient Simulator

- Interactive eyes and active facial expressions
- Dynamic lung compliance with true ventilator support
- Real patient monitor support: SpO<sub>2</sub>, EKG, capnography, NIBP, live pacing, and defibrillation
- Surgical airway, needle decompression, and chest tube
- Wireless and tetherless





**Gaumard**<sup>®</sup>  
Simulators for Health Care Education



# HAL<sup>®</sup> S3201

## Advanced Multipurpose Patient Simulator

- Programmable airway and lung compliance
- Myocardial infarction modeling
- Simulated drug recognition
- Supports real devices: mechanical ventilators, 12-lead ECG, AED, oximeters, capnometers, and auto-BP
- Wireless and tetherless mobility
- Includes HAL Simulation Learning Experiences™ scenario package

21. **Consider Approval of Building K Renovation / Maintenance Upgrade**



Your College > Right Now

Robert J. Exley, PhD  
President

MEMORANDUM NO: 203-2024

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RE*  
**DATE:** November 14, 2024  
**SUBJECT:** Building K Renovation / Maintenance Upgrade

---

Mr. Frank Rizzo and college leadership will present the Board of Regents with a complete proposal regarding our need to invest in Building K and assure its productive utilization for the future. Mr. Rizzo and college facilities personnel utilized building assessment data from Stantec's current work with us as well as from previous engineering assessments to develop this proposal and it contains two options for the board's consideration. Dr. Stacy Ebert will also provide an updated business plan projecting the revenues and expenses for operations.

Building K contains two parallel and connected wings – North and South. The minimal request involves the remodeling of only the North wing to accommodate the relocation of identified programs (Law Enforcement Academy, Paralegal Studies, Criminal Justice, Emergency Medical Technicians, and Substance Abuse Counseling programs) from Building N and Building S. The South wing would remain as it is presently – providing space and facilities for a variety of real-world simulation training for first responders. This regular activity utilizes approximately 60% of the South wing. The optimal request we offer for consideration includes both the North wing and South wing of the building.

With the encouragement of the Board of Regents Facilities committee and President Exley, staff, and consultant Frank Rizzo, a thorough assessment was completed of Building K for mechanical and IT upgrades to create an inviting academic and administrative space for the near future. Building K has been relatively unused for several years and requires mechanical, cosmetic, and IT upgrades. Specifically, the following: HVAC systems, electrical systems, lighting, flooring, roofing, and updating the painting. The proposal includes the identification of which upgrades can be done internally with existing staff with the balance requiring identified outside contractors.

The Purchasing Director and the VP-CFO met with General Counsel to confirm the most efficient procurement process to ensure compliance with all regulations and policy. Following this consultation ACC employees contacted and invited Cooperative mechanical contractors for a building walkthrough and to offer quotes. Purchasing and Physical Plant invited trade specific contractors (Roofing, HVAC, Flooring and Foundation, and property relocation) to walk the space and offer quotes for repair or replacement. Each provider is either a national or regional cooperative member.

Staggered walkthroughs were conducted on the morning of October 30, 2024, with at least three-four providers from each trade invited and Physical Plant leadership. Time was allowed for questions, measurements, etc.

Responses were received by the Purchasing Director and vetted by Mr. Rizzo and Mr. Hinshaw. The results per trade are as noted below.

In addition, for Option #1, Physical Plant anticipates costs of approximately \$37,000 for supplies, materials, and potential contract labor. IT staff assessed the building for infrastructure upgrades and determined anticipated needs. There is a potential for up to \$100,000 in costs moving forward. As the building use is being determined over the next few months and the specific needs for each area, IT will utilize national or regional cooperative members including but not limited to the State of Texas DIR.

**Option #1: Entire Building**

<u>Trade</u>	<u>Provider</u>	<u>Bid Amount</u>
Roofing	Brazos Roofing (TIPS)	\$ 7,950
Flooring	Texan Flooring (Omnia)	\$ 62,595
Foundation	Roberg	\$ 17,277
HVAC	Entech (TIPS) (9 replacement RTU's and one repaired unit.)	\$ 245,167
Property Re-location	A-Rocket Moving and Storage	\$ 10,000
	<b>Subtotal of Trades Contracts Bids</b>	<b>\$ 342,988</b>
Additional Estimates	Supplies, materials, and potential contract labor	\$ 37,000
	Potential IT Upgrades and other equipment	\$ 100,000
	<b>Subtotal Additional Estimates</b>	<b>\$ 137,000</b>
	Estimate Total Project	\$ 479,988
	Contingency	\$ 47,989
	<b>Grand Total</b>	<b>\$ 527,987</b>

For Option #2, Physical Plant anticipates costs of approximately \$25,000 for supplies, materials, and potential contract labor. IT staff assessed the building for infrastructure upgrades and in determining anticipated needs, there is a potential for \$79,500 in costs moving forward. As the building use is being determined over the next few months and the specific needs for each area, IT will utilize national or regional cooperative members including but not limited to the State of Texas DIR.

**Option #2: North Side of Building Only**

<u>Trade</u>	<u>Provider</u>	<u>Bid Amount</u>
Roofing	Brazos Roofing (TIPS)	\$ 7,950
Flooring	Texan Flooring (Omnia)	\$ 57,326
Foundation	Roberg	\$ 17,277
HVAC	Entech (TIPS) (9 replacement RTU's and one repaired unit.)	\$ 116,908
Property Re-location	A-Rocket Moving and Storage	\$ 10,000
	<b>Subtotal of Trades Contracts Bids</b>	<b>\$ 209,461</b>
Additional Estimates	Supplies, materials, and potential contract labor	\$ 25,000
	Potential IT Upgrades and other equipment	\$ 79,500
	<b>Subtotal Additional Estimates</b>	<b>\$ 104,500</b>
	Estimate Total Project	\$ 313,761
	Contingency	\$ 31,396
	<b>Grand Total</b>	<b>\$ 345,157</b>

**Staff recommends that the Board of Regents choose Option #1, authorizing the President to enter into contracts with the aforementioned providers and with IT providers identified in the future and a recommended 10% contingency for an amount not to exceed \$527,987.**

Note: All future identified costs in excess of \$ 50,000.00 will require board action.

Intended Funding Source – M&O Contingency

22. **Consider Approval of Purchasing a Training Ambulance for the EMS Program**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 184-2024**

**TO:** Board of Regents

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

**DATE:** November 4, 2024

**SUBJECT:** Approval of Purchasing a Training Ambulance for the EMS Program

The College EMS Program received approval for a Texas Reskilling and Upskilling through Education (TRUE) Grant for the purpose of securing an ambulance for training.

As provided for in the Grant, quotes were secured from four state-approved providers who are also contracted through national or regional cooperatives. The following are the results:

Frazier	\$ 226,750.00
Osage	\$ 220,945.00*
Siddons-Martin	\$ 188,650.00
Southwest Ambulance Sales/Medix	\$ 167,504.48

- Delivery in April 2028

All State and ACC Purchasing requirements have been met as Southwest Ambulance Sales is a provider on the Houston-Galveston Area Council (HGACBuy) Cooperative for the Medix ambulance. The delivery time on this unit is approximately 10-12 months.

Staff recommends that the Board authorize the President or their designee to issue a Purchase Order to Southwest Ambulance Sales for a Medix RP90 Type III ambulance, including ACC lettering, in the amount of \$167,504.48, with a pricing contingency of up to 10% (as allowed in the Grant) to accommodate potential fluctuations.

RJE:fmj

23. **Financial Report Ending October 31, 2024**



**MEMORANDUM NO: 202-2024**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** November 13, 2024  
**SUBJECT:** Financial Report - Year-to-Date Ending October 31, 2024

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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&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	7,283,058	3,397,058	46.64%	(3,886,000)
<i>Total Non-Operating Revenues</i>	43,439,441	5,129,085	11.81%	(38,310,067)
<i>Total Revenues</i>	50,722,499	8,526,143	16.81%	(42,196,067)

<i>Expenses</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	50,722,499	6,938,191	13.68%	43,784,308

This represents two months (or 16.67%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

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

	October 31, 2024	October 31, 2023	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	7,156,329	7,248,581	(92,252)	
Short-term investments	22,404,497	19,910,311	2,494,186	
Accounts receivable, net	(410,858)	405,754	(816,612)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	510,198	11,694	498,504	Travel advances and prepaid expenses
Inventories	151,705	157,093	(5,388)	
Total Current Assets	<u>29,811,871</u>	<u>27,733,433</u>	<u>2,078,438</u>	
<b>Noncurrent assets</b>				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	47,029,435	47,136,129	(106,694)	
Total Assets	<u>78,841,306</u>	<u>76,869,562</u>	<u>1,971,744</u>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	3,175,990	2,742,173	433,817	TRS pension
Deferred outflows - OPEB	7,089,514	9,508,808	(2,419,294)	OPEB
Total Deferred Outflows of Resources	<u>10,265,504</u>	<u>12,250,981</u>	<u>(1,985,477)</u>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	150,984	655,296	(504,312)	
Net pension liability	10,460,057	4,646,479	5,813,578	
Net OPEB liability	22,655,135	30,508,483	(7,853,348)	
Funds held for others	57,353	55,146	2,207	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	-	-	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	-	
Bonds payable, net of premiums	1,661,601	3,120,000	(1,458,399)	Annual payment
Tax note payable, net of premiums	17,955,000	18,820,000	(865,000)	Annual payment
Total Liabilities	<u>53,476,566</u>	<u>58,341,840</u>	<u>(4,865,274)</u>	
<b>Deferred Inflows of Resources</b>				
Deferred inflows - pensions	1,773,321	1,987,835	(214,514)	TRS pension
Deferred inflow - OPEB	5,969,497	7,293,974	(1,324,477)	OPEB
Deferred inflow - premium on tax note	2,051,072	2,332,712	(281,640)	
Total Deferred Inflows of Resources	<u>9,793,890</u>	<u>11,614,521</u>	<u>(1,820,631)</u>	
<b>Net Assets</b>				
Fund Balance - Equity	25,836,354	19,164,182	6,672,172	
Total Net Assets	<u><u>25,836,354</u></u>	<u><u>19,164,182</u></u>	<u><u>6,672,172</u></u>	

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**October 31, 2024 and October 31, 2023**

	Year-To-Date					Prior Year-To-Date				
	All Other		M&O	Remaining	% of Budget	All Other		Amended		% of Budget
	Funds Actual	M&O Actual	Budget	Budget		Funds Actual	M&O Actual	M&O	Remaining	
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	968,136	3,388,358	7,213,058	(3,824,700)	46.98%	762,555	3,241,440	6,986,349	(3,744,909)	46.40%
Federal grants and contracts	2,599,740	-	-	-	0.00%	2,503,181	-	-	-	0.00%
State grants	466,844	-	-	-	0.00%	171,415	-	-	-	0.00%
Local grants	-	-	-	-	0.00%	110,704	-	-	-	0.00%
Auxiliary enterprises	429,579	-	-	-	0.00%	307,903	-	-	-	0.00%
Other operating revenues	30,668	8,700	70,000	(61,300)	12.43%	22,464	14,317	70,000	(55,683)	20.45%
Total operating revenues	4,494,967	3,397,058	7,283,058	(3,886,000)	46.64%	3,878,222	3,255,757	7,056,349	(3,800,592)	46.14%
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	1,813,785	11,949,948	10,136,163	15.18%	-	1,899,919	11,654,194	9,754,275	16.30%
Institutional	-	801,060	10,965,056	10,163,996	7.31%	-	1,261,454	10,876,865	9,615,411	11.60%
Technical Instruction	-	1,158,891	7,577,766	6,418,875	15.29%	-	1,072,217	7,017,594	5,945,377	15.28%
Academic Instruction	-	1,403,972	9,925,917	8,521,945	14.14%	-	1,391,707	8,990,048	7,598,341	15.48%
Student Services	-	826,550	5,335,706	4,509,156	15.49%	-	729,504	2,716,667	1,987,163	26.85%
Physical Plant	-	933,933	4,968,106	4,034,173	18.80%	-	450,592	4,716,787	4,266,195	9.55%
Unbudgeted Unrestricted (Fund 12)	320,866	-	-	-	0.00%	565,537	-	-	-	0.00%
Continuing Education	158,575	-	-	-	0.00%	130,174	-	-	-	0.00%
Auxiliary Enterprises	685,934	-	-	-	0.00%	620,332	-	-	-	0.00%
Local Grants	-	-	-	-	0.00%	-	-	-	-	0.00%
TPEG	67,601	-	-	-	0.00%	76,834	-	-	-	0.00%
Institutional Scholarships	71,294	-	-	-	0.00%	73,026	-	-	-	0.00%
State Grants	552,604	-	-	-	0.00%	261,583	-	-	-	0.00%
Federal Grants	3,805,367	-	-	-	0.00%	3,036,106	-	-	-	0.00%
Donor Scholarships	167,523	-	-	-	0.00%	140,828	-	-	-	0.00%
Unexpended Plant Fund	-	-	-	-	0.00%	43,778	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	-	-	-	-	0.00%	705	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	-	-	-	-	0.00%	(132,605)	-	-	-	0.00%
Total operating expenses	5,829,764	6,938,191	50,722,499	43,784,308	13.68%	4,816,298	6,805,393	45,972,155	39,166,762	14.80%
Operating Gain/(Loss)	(1,334,797)	(3,541,133)	(43,439,441)	(47,670,308)		(938,076)	(3,549,636)	(38,915,806)	(42,967,354)	
<b>Nonoperating revenues</b>										
State appropriations*	-	4,797,913	9,974,942	(5,177,029)	48.10%	-	4,763,027	9,526,054	(4,763,027)	50.00%
State appropriations - FAST Funding	-	-	710,000	(710,000)	0.00%	-	-	-	-	0.00%
Property tax revenue - Current	5,131	161,702	32,254,499	(32,092,797)	0.50%	2,413	45,196	28,889,752	(28,844,556)	0.16%
Property tax revenue - Delinquent	3,055	-	-	-	0.00%	474	5,816	-	5,816	0.00%
Property tax revenue - Interest & Penalties	931	-	-	-	0.00%	888	7,378	-	7,378	0.00%
Investment income	2,120	146,846	500,000	(353,154)	29.37%	4,637	(73,526)	500,000	(573,526)	-14.71%
Other non-operating revenues	46,224	22,624	-	22,624	0.00%	56,125	1,533	-	1,533	0.00%
Total nonoperating revenues	57,461	5,129,085	43,439,441	(38,310,356)	11.81%	64,537	4,749,424	38,915,806	(34,166,382)	12.20%
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	152,342	-	152,342	0.00%	-	64,971	-	64,971	0.00%
State Insurance Match	-	-	-	-	0.00%	-	-	-	-	0.00%
State Retirement Match	-	(152,342)	-	(152,342)	0.00%	-	(64,971)	-	(64,971)	0.00%
State Retiree Insurance	-	-	-	-	0.00%	-	-	-	-	0.00%
Increase/(decrease) in net assets	(1,277,336)	1,587,952	-	(85,980,664)		(873,539)	1,199,788	-	(77,133,736)	

\* State Approp portion generated by CE = 123,786

122,886

\* Institutional Reserve 22,757,958

22,757,958

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**October 31, 2024 and October 31, 2023**

	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	Amended M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	4,494,967	3,397,058	7,283,058	(3,886,000)	46.64%	3,878,222	3,255,757	7,056,349	(3,800,592)	46.14%
Nonoperating revenues										
Total nonoperating revenues	57,461	5,129,085	43,439,441	(38,310,356)	11.81%	64,537	4,749,424	38,915,806	(34,166,382)	12.20%
Less Expenses										
Operating expenses										
Total operating expenses	(5,829,764)	(6,938,191)	(50,722,499)	(43,784,308)	13.68%	(4,816,298)	(6,805,393)	(45,972,155)	(39,166,762)	14.80%
Increase/(decrease) in net assets	(1,277,336)	1,587,952	-	(85,980,664)		(873,539)	1,199,788	-	(77,133,736)	

\* State Approp portion generated by CE = 123,786 122,886

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

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense**  
**October 31, 2024**

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	123,786	220	(3,660)	120,346	67,617	52,729
Dental Assistant	10,521	(631)		9,890	2,211	7,679
Emergency Medical Tech	24,510	(1,471)		23,039	1,060	21,979
Phlebotomy	9,590	(575)		9,015	1,532	7,483
Certified Nursing / Medication Aide	29,921	(1,795)		28,126	9,533	18,593
Patient Care	-	-		-	858	(858)
Biotech	11,863	(712)		11,151	5,997	5,154
Truck Driving	39,264	(2,356)		36,908	39,412	(2,504)
Security Guard	-	-		-	1,060	(1,060)
Kids College	-	-		-		-
Education to Go	-	-		-		-
Occupational Health & Safety	1,320	-		1,320	819	501
Computer Aid	306	(18)		288		288
Community Programs	-	-		-	548	(548)
Clinical Medical Assistant	10,675	(641)		10,035	3,128	6,907
Machinist Program	21,794	(1,308)		20,486	5,673	14,813
STRIVE	66,520	(3,708)		62,812	18,199	44,613
CE-Restaurant	-	-		-	928	(928)
Corporate College	-	-		-		-
CE Options Program	-	-		-		-
Testing	-	-		-		-
Total	350,070	(12,995)	(3,660)	333,415	158,575	174,840

\*2.58% of the state appropriation for FY23/24 is attributed to CE hours. This funding is used to offset administrative costs.

Alvin Community College  
Auxiliary Profit/(Loss) Statement Year-To-Date Through October 31, 2024 and October 31, 2023

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	125,601		110,658	874	85,185	5,046	327,364	220,683
Student Fees		102,215					102,215	87,220
	125,601	102,215	110,658	874	85,185	5,046	429,579	307,903
<b>Expenses</b>								
Purchases & Returns			471,175				471,175	352,221
Salaries	9,541	26,945	39,963		56,598	9,482	142,529	123,410
Staff Benefits	3,036	3,706	9,708		16,367	232	33,049	32,860
Supplies & Other Operating Expenses	20,240	4,946	2,745	64	4,826	929	33,749	56,455
Equipment							-	51,017
Bank Charges			3,328		2,097	7	5,432	4,369
Scholarships							-	-
	32,817	35,596	526,920	64	79,888	10,650	685,934	620,332
<b>Excess revenue over expenses</b>	<b>92,784</b>	<b>66,619</b>	<b>(416,262)</b>	<b>810</b>	<b>5,297</b>	<b>(5,604)</b>	<b>(256,355)</b>	<b>(312,429)</b>
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			140,387				140,387	61,421
Interfund Receivables	(55,204)	334,409	269,547	7,366	(121,184)	(59,731)	375,203	145,434
Inventory			151,705				151,705	457,093
<b>Total Assets</b>	<b>(55,204)</b>	<b>334,409</b>	<b>564,151</b>	<b>7,366</b>	<b>(121,184)</b>	<b>(59,731)</b>	<b>669,808</b>	<b>666,460</b>
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	4,214	1,585	28,714	-	4,908	147	39,568	47,571
Deferred Revenue							-	-
<b>Total Liabilities</b>	<b>4,214</b>	<b>1,585</b>	<b>28,714</b>	<b>-</b>	<b>4,908</b>	<b>147</b>	<b>39,568</b>	<b>47,571</b>
Restricted Fund Balance (includes inventories)		-	151,705	-			151,705	457,093
Unrestricted Fund Balance	(59,418)	332,824	383,732	7,366	(126,092)	(59,878)	478,535	161,796
<b>Total Liabilities &amp; Fund Balance</b>	<b>(55,204)</b>	<b>334,409</b>	<b>564,151</b>	<b>7,366</b>	<b>(121,184)</b>	<b>(59,731)</b>	<b>669,808</b>	<b>666,460</b>

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement - Year-To Date Through October 31, 2023**

	<u>Parking</u>	<u>Student Activities</u>	<u>Bookstore</u>	<u>Vending</u>	<u>Childcare</u>	<u>Fitness Center</u>	<u>Total</u>
<b>Revenue</b>							
Sales & services	110,022		71,804	-	35,733	3,124	220,683
Student Fees		87,220					87,220
	110,022	87,220	71,804	-	35,733	3,124	307,903
<b>Expenses</b>							
Purchases & Returns			352,221				352,221
Salaries	8,971	9,093	40,495		48,877	15,974	123,410
Staff Benefits	2,906	1,947	9,736		16,909	1,362	32,860
Supplies & Other Operating Expenses	41,544	7,097	1,689		5,889	236	56,455
Equipment	51,017						51,017
Building Repairs							-
Bank Charges			2,430		1,938	1	4,369
Scholarships							-
	104,438	18,137	406,571	-	73,613	17,573	620,332
<b>Excess revenue over expenses</b>	<b>5,584</b>	<b>69,083</b>	<b>(334,767)</b>	<b>-</b>	<b>(37,880)</b>	<b>(14,449)</b>	<b>(312,429)</b>
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			61,421				61,421
Interfund Receivables	(99,576)	296,684	64,553	2,887	(115,143)	(3,971)	145,434
Inventory			457,093				457,093
<b>Total Assets</b>	<b>(99,576)</b>	<b>296,684</b>	<b>585,579</b>	<b>2,887</b>	<b>(115,143)</b>	<b>(3,971)</b>	<b>666,460</b>
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	11,877	1,585	29,129		4,909	71	47,571
Deferred Revenue							-
<b>Total Liabilities</b>	<b>11,877</b>	<b>1,585</b>	<b>29,129</b>	<b>-</b>	<b>4,909</b>	<b>71</b>	<b>47,571</b>
Restricted Fund Balance (includes inventories)		-	457,093	-			457,093
Unrestricted Fund Balance	(111,453)	295,099	99,357	2,887	(120,052)	(4,042)	161,796
<b>Total Liabilities &amp; Fund Balance</b>	<b>(99,576)</b>	<b>296,684</b>	<b>585,579</b>	<b>2,887</b>	<b>(115,143)</b>	<b>(3,971)</b>	<b>666,460</b>

24. **Adjournment**