

Regular Meeting
Thursday, October 30, 2025 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

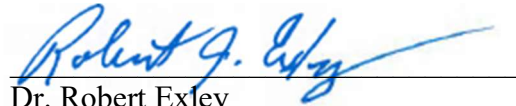
Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
OCTOBER 30, 2025**

It is hereby certified that a notice of this meeting was posted on the 24th day of October 2025, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 24th day of October 2025.



Dr. Robert Exley
President

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

MEMORANDUM NO: 156-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 15, 2025
SUBJECT: Personnel Action – New Position, Custodian

The individual listed below has been recommended to fill the full-time Custodian which was approved as a new position for FY2526.

Funding Source: 11-8-16080-61305

Candidate
Recommended: Alma Calderon

Education: Colegio de Bachilleres Plantel 26
High School Diploma, General Studies

Alma has over 9 years of custodial experience working at Alvin ISD and as a previous employee at Alvin Community College.

Grade - 102, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Custodian (PID: 261)		
Department:	Physical Plant	FLSA Status:	Non-Exempt
Reports To:	Supervisor, Custodial	Job Category:	TSCM
Grade Level:	102		
HR approved:	Jessica Eddy (template updated 01.23.2025)	Date:	1/23/2025
Last updated by:	Supervisor, Custodial/DG	Date:	11/28/2023

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- High school education or equivalent
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must be able to work un-supervised.

- The Custodian must be able to analyze situations and perform routine cleaning of each building between class and lab use.
- Must be able to work flexible schedules which not only will be covered by weekly internal use of buildings, but weekend use by external organizations.
- It is the responsibility of the incumbent to exercise innovative ideas such as time and laborsaving techniques.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

Must be capable of moderate to heavy lifting of fifty (50) pounds or more, along with an extreme amount of walking, bending, pushing, pulling, standing, stooping, and reaching.

Expected to operate mechanical buffing equipment, carpet cleaning and extracting machines, and hardwood floor polishing equipment as a routine part of the job.

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.B. Personnel Action (Replacement): Dual Enrollment Advisor

MEMORANDUM NO: 157-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Personnel Action – Replacement Position, Dual Enrollment Advisor

The individual listed below has been recommended to fill the full-time Dual Enrollment position to replace Christina Maartens.

Funding Source: 11-5-10502-61105

Candidate

Recommended: Elizabeth Gross

Education: Averett University
Master of Business Administration

Sam Houston State University
Bachelor of Arts - Mass Communications

Elizabeth has five years of experience in higher education with her two most recent roles being Enrollment Coach and Admissions Counselor.

Grade - 204, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title: (Dual Enrollment Advisor PID: 683)		
Department:	College and Career Pathways	FLSA Status: Exempt
Reports To:	Dean, College, Access & Partnerships	Grade Level: 204
ORP Eligible:	No	Job Category: Professional
Contractual Position	No	
HR approved:	Human Resources/LG	Date: 10/9/2024
Last updated by:	Dean /JRR & VPI/CL	Date: 10/9/2024

SUMMARY

Using an advising case-management model, the Dual Enrollment (DE) Advisor works with high school students enrolled in the DE program to develop an academic pathway success plan. The 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 Advisor assists students with admission, registration, degree and career planning and assists students with transitioning to college. The DE Advisor also provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Additionally, the DE Advisor provides college and community support resources to assigned case-loads as needed while working out of assigned local high school. The DE Advisor also maintains contact with faculty, staff, and ISD administrators and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guide students through the admissions and onboarding process
- Assist students in course selection and schedule planning
- Aid students in determining field of study
- Provide students with information on university transfer options
- Interprets standardized tests and communicates local college readiness standards to students, faculty, ISD administrators and the community
- Perform degree audits and review transcripts to prepare students for graduation
- Participate in recruiting events to share program and admissions information with prospective students and families
- 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 DE program
- Fosters retention of identified groups of students through mentoring, academic enhancement seminars and monitoring of student grades
- Works in collaboration with Associate Principals and Lead Counselors to plan, schedule, and monitor enrollment for college courses at the high school
- Handles early alerts from faculty and others for assigned advising case-load
- 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
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Promotes and assists with facilitation of TSI readiness initiatives
- 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 closely related field
- Minimum of two (2) years advising, counseling, or providing case management student success support to high school level or college students (such as college and career, financial aid, career counseling, or other forms of admission/college readiness support or relevant experience).

PREFERRED QUALIFICATIONS

- Minimum of two (2) years working in student services at community college or university
- 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 work volume 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.
- 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.

11.C. Personnel Action (Replacement): Dual Enrollment Advisor

MEMORANDUM NO: 158-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Personnel Action – Replacement Position, Dual Enrollment Advisor

The individual listed below has been recommended to fill the full-time Dual Enrollment position to replace Kerriel Lyles.

Funding Source: 11-5-10502-61105

Candidate
Recommended: Jennifer Fuentes

Education: University of Houston – Clear Lake
Bachelor of Science - Psychology

San Jacinto College
Associate of Arts - Social & Behavioral Science

Jennifer has six years of experience working in higher education with her two most recent roles being Testing Specialist and Financial Aid Administrative Assistant.

Grade - 204, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title: (Dual Enrollment Advisor PID: 683)		
Department:	College and Career Pathways	FLSA Status: Exempt
Reports To:	Dean, College, Access & Partnerships	Grade Level: 204
ORP Eligible:	No	Job Category: Professional
Contractual Position	No	
HR approved:	Human Resources/LG	Date: 10/9/2024
Last updated by:	Dean /JRR & VPI/CL	Date: 10/9/2024

SUMMARY

Using an advising case-management model, the Dual Enrollment (DE) Advisor works with high school students enrolled in the DE program to develop an academic pathway success plan. The 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 Advisor assists students with admission, registration, degree and career planning and assists students with transitioning to college. The DE Advisor also provides educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. Additionally, the DE Advisor provides college and community support resources to assigned case-loads as needed while working out of assigned local high school. The DE Advisor also maintains contact with faculty, staff, and ISD administrators and provides consultation as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Guide students through the admissions and onboarding process
- Assist students in course selection and schedule planning
- Aid students in determining field of study
- Provide students with information on university transfer options
- Interprets standardized tests and communicates local college readiness standards to students, faculty, ISD administrators and the community
- Perform degree audits and review transcripts to prepare students for graduation
- Participate in recruiting events to share program and admissions information with prospective students and families
- 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 DE program
- Fosters retention of identified groups of students through mentoring, academic enhancement seminars and monitoring of student grades
- Works in collaboration with Associate Principals and Lead Counselors to plan, schedule, and monitor enrollment for college courses at the high school
- Handles early alerts from faculty and others for assigned advising case-load
- 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
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends
- Promotes and assists with facilitation of TSI readiness initiatives
- 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 closely related field
- Minimum of two (2) years advising, counseling, or providing case management student success support to high school level or college students (such as college and career, financial aid, career counseling, or other forms of admission/college readiness support or relevant experience).

PREFERRED QUALIFICATIONS

- Minimum of two (2) years working in student services at community college or university
- 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 work volume 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.
- 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.

11.D. Personnel Action (Replacement): Administrative Assistant III, Learning Commons

MEMORANDUM NO: 159-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Personnel Action – Replacement Position, Administrative Assistant III, Learning Commons

The individual listed below has been recommended to fill the full-time Administrative Assistant III, Learning Commons position to replace DeLys Mitchell.

Funding Source: 11-5-15500-61305

Candidate

Recommended: Crysta Andersen

Education: Alvin High School
High School Diploma

Crysta has 18 years of experience in similar roles, with her most recent position being Administrative Assistant II, Upward Bound with Alvin Community College.

Grade - 110, 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Administrative Assistant III, Learning Commons (PID:378)		
Department:	Learning Commons	FLSA Status:	Non-Exempt
Reports To:	Director, Learning Commons	Job Category:	TSCM
Grade Level:	110		
HR approved:	Human Resources/LG	Date:	8/14/2025
Last updated by:	Director LC/ML	Date:	8/14/2025

SUMMARY

This position provides administrative support for the Learning Commons which includes both the library and learning lab. This position works closely with the Director and other staff members. This is a visible position that will work with staff in multiple departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates clerical support work for the Learning Commons Director, library staff, learning lab staff and part-time learning lab coaches and tutors.
- Works with the Learning Commons Director on fiscal planning and budget projections for the learning lab and library.
- Monitors all budgetary expenditures for both the library and learning lab. Reconciles expenditures with business office records.
- Orders office supplies, library books, book processing supplies and other purchases for both the library and learning lab.
- Submits requisitions to coordinate approval and paperwork for needed purchases.
- Submits work requests through internal work order systems for facilities issues, IT issues and marketing needs.
- Maintains the learning lab intranet page and updates website information related to the learning lab.
- Publicizes events and academic services offered by creating and distributing flyers and participates in recruitment activities.
- Prepares travel requests and return travel paperwork for library and learning lab staff.
- May coordinate scheduling of library services instruction on campus and at various off site locations.
- Creates meetings in AdAstra.
- Prepares statistical reports as required by the Director and/or Academic Support Center Coordinator.
- Provide support for Center for Success and Center for Success Faculty Fellow through emailing articles, updating Center for Success Pod page, 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

- Minimum of two (2) years of administrative support experience

PREFERRED QUALIFICATIONS

- Associate's Degree
- Minimum six (6) months previous experience with administrative support work in an academic setting
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced computer skills including spreadsheets.
- A high level of accuracy and speed in all levels of job activities is required.
- Must be capable of multi-tasking.
- Must be self-motivated to prioritize and organize.
- Ability to think analytically, work quickly, and move from one task to another is essential.
- Ability to make decisions and use clear judgment is required.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.E. Personnel Action (Replacement): 36 hr. to FT Campus Police Officer

MEMORANDUM NO: 161-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 15, 2025

SUBJECT: Personnel Action – Replacement Position, 36 hr to FT Campus Police Officer

The individual listed below has been recommended to fill the full-time Campus Police Officer position to replace Roland Escobar. This position moved from 36 hr Part-Time to Full-Time as the College moved to only Part-Time 19 hr or Full-Time positions.

Funding Source: 11-7-10400-61305

Candidate

Recommended: Julie Hernandez

Education: Alvin Community College
Basic Peach Officer Course

Alvin High School
Diploma

Julie attended the Alvin Community College Law Enforcement Academy and is excited to utilize her law enforcement, communication, and problem-solving skills to protect and serve the Campus and the community while maintaining public safety and upholding the law.

Grade P1 – 2025 – 2026 Campus Police Salary Schedule

RJE:fmj

JOB DESCRIPTION			
Job Title:	Police Officer – Full or Part-Time FT PID: 205 - FT Aux: 392 - PT 19 hr: 722		
Department:	Campus Police	FLSA Status:	Non-Exempt
Reports To:	Campus Police Sergeant	Job Category:	TSCM
Grade Level:	FT P1		
	PT 19 hr Grade F Step 1		
HR approved:	Jessica Eddy	Date:	07/24/2025
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
- 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

PREFERRED QUALIFICATIONS

- Law Enforcement experience
- Bilingual English/Spanish

ADDITIONAL REQUIREMENTS

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

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

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

X
EMPLOYEE PRINTED NAME

X
SUPERVISORS PRINTED NAME

X
EMPLOYEE SIGNATURE AND
DATE

X
SUPERVISOR SIGNATURE AND DATE

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

11.F. Personnel Action (Replacement): Pathways Advisor, TDCJ

MEMORANDUM NO: 162-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 15, 2025

SUBJECT: Personnel Action – Replacement Position, Pathways Advisor, TDCJ

The individual listed below has been recommended to fill the full-time Pathways Advisor, TDCJ position to replace Carrie Tolf. This position was repurposed from the Sr. Administrative Assistant, TDCJ.

Funding Source: 11-6-15210-61105

Candidate

Recommended: Latrisha Jenkins

Education: University of Pheonix
Bachelor of Science, Psychology

Latrisha has over 12 years of experience in community service, higher education and customer service, which includes previous employment as a Financial Aid Advisor with Alvin Community College and supported the Texas Department of Criminal Justice (TDCJ) program.

Grade 204 – 2025 – 2026 Staff Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Pathways Advisor – Texas Department of Criminal Justice (PID: 690)		
Department:	Student Services / TDCJ Programs	FLSA Status:	Exempt
Reports To:	Director, TDCJ Programs	Grade Level:	204
ORP Eligible:	No	Job Category:	Professional
Contractual Position	No		
HR approved:	Jessica Eddy	Date:	08/20/2025
Last updated by:	VP, SS/John Matula	Date:	08/20/2025

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Works with ACC's TDCJ Program staff to accomplish college and departmental goals and objectives
- Leads structured group sessions at each of the four units to address specific topics, such as academic progress, registration procedures, financial aid updates, and graduation requirements
- Represents students' needs in departmental meetings and workgroups, ensuring their voices are considered in policy decisions and program development
- Monitors and manages daily correspondences (written/email) workload, prioritizing responses to ensure timely communication with students, staff, and external stakeholders
- Contributes to program marketing materials, presentations, outreach flyers, webpage, etc
- Addresses student-specific disruptions such as movement restrictions, disciplinary actions requiring course withdrawal and material collection, and status changes impacting class participation, ensuring smooth coordination and continuity of services
- Meets directly with students to process necessary paperwork for admission enrollment, registration, and tuition funding
- Analyzes degree plans to determine a student's progress toward completion of academic goals and advise students of proper course selection
- Maintains a caseload of ACC-TDCJ students to foster retention by collaborating with faculty to address concerns about student performance, attendance, and academic integrity
- Registers (data entry) all academic and vocational students each semester in ACC Ellucian/Colleague system and the TDCJ secure data system (ES-30)
- Maintains and updates student records in the TDCJ secure data system (ES-30), which tracks incarcerated student enrollment, academic progress, eligibility, and unit assignments for state-level semester reporting
- Assists in the annual graduation ceremony held at the TDCJ units
- Completes other job-related duties as assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

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

CONDITIONS OF EMPLOYMENT

The Employer and the Employee are subject to all the provisions of the Interlocal Agreement between the Employer and the Texas Department of Criminal Justice (TDCJ). The Employee agrees to comply with all policies, procedures, and security regulations of the TDCJ while performing duties within TDCJ facilities. If officials of the TDCJ exercise their contractual right to deny the Employee access to the assigned unit, the Employer may terminate the Employee's employment and cease salary payments effective immediately.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.G. Personnel Action (Replacement): Executive Administrative Assistant, Human Resources

MEMORANDUM NO: 163-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 15, 2025
SUBJECT: Personnel Action – Replacement Position, Executive Administrative Assistant, Human Resources

The individual listed below has been recommended to fill the full-time Executive Administrative Assistant, Human Resources position to replace Sandra McGary. This position was repurposed from the Human Resources Associate.

Funding Source: 11-7-10350-61305

Candidate

Recommended: Henry “Jay” Johnson

Education:

Columbia Southern University

Master of Business Administration, Finance

Bachelor of Science, Business Administration

- Human Resource Management Concentration

Associate of Arts, General Studies

Henry “Jay” Johnson is a recently retired U.S. Navy Chief, bringing over a decade of executive-level administrative and human resources experience. He has managed teams, overseen budgets, policy development, and records compliance within complex government operations. Mr. Johnson’s extensive leadership, organizational, and compliance background makes him well-suited to contribute effectively to Alvin Community College’s administrative and HR operations.

JOB DESCRIPTION

Job Title:	Executive Administrative Assistant (PID: 971)		
Department:	Human Resources	FLSA Status:	Non-Exempt
Reports To:	Vice President, Human Resources	Job Category:	TSCM
Grade Level:	114		
HR approved:	Dr. Kelley A. Peatross	Date:	8/14/2025
Last updated by:	Jessica Eddy – HR	Date:	8/14/2025

SUMMARY

The Executive Administrative Assistant provides high-level administrative support to the Vice President, Human Resources (VP, HR), ensuring the efficient operation of the office and contributing to the success of college-wide human resources initiatives. This position requires exceptional organizational, communication, and problem-solving skills, along with discretion, professionalism, and the ability to manage sensitive and confidential information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the primary point of contact for internal and external communications to and from the VP, HR
- Manages daily office operations, including correspondence, scheduling, calendar management, and resource coordination
- Coordinates travel arrangements and processes related reimbursements
- Plans and coordinates meetings, training, events, and departmental activities, including agendas, minutes, follow-up, materials, logistics, and hospitality
- Oversees and reconciles departmental budgets, assist with grant reporting, procurement, and financial tracking, and prepare related reports
- Acts as a liaison between the VP, HR, college leadership, departments, external partners, and the public, ensuring clear and timely communication
- Maintains accurate databases and records while ensuring data integrity, security, and confidentiality
- Provides basic technical support for office equipment and ensure resources are available and functioning
- Assists in preparing, formatting, and editing reports, presentations, and official communications
- Monitors project timelines and supports key HR initiatives in compliance, employee relations, benefits, and training
- Reviews and routes incoming mail, email, and calls; respond or redirect as appropriate
- Handles confidential information following institutional policies
- Performs other administrative duties assigned to support the efficiency of the Human Resources Office
- Attends monthly Board Meetings and as needed, after hours events
- Other related duties as assigned

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Associate's degree or higher in Business Administration, Office Management, Human Resources, or related field **OR** ten (10) or more years of equivalent executive-level administrative experience

PREFERRED QUALIFICATIONS

- Bachelor's degree in Business, Human Resources, or related field
- Experience in higher education or public sector environments
- Knowledge of HR processes, terminology, and enterprise systems such as Ellucian/Colleague or similar
- HR Certification (SHRM-CP, SHRM-SCP, PHR, SPHR)
- Bilingual English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent customer service and strong verbal and written communication skills
- High attention to detail and ability to manage multiple priorities under deadlines
- Proficiency in Microsoft Office Suite, Adobe Reader, PDF conversion, internet navigation, and basic accounting functions
- Ability to problem-solve, prioritize tasks, and work independently with minimal supervision
- Strong discretion, judgment, and integrity in handling sensitive information
- Competence with standard office equipment and willingness to learn new technology
- Ability to work extended office hours during peak periods

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 workday.

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 based on race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or veteran's status.

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

11.H. Employee Count

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2025

10/16/2025

OCTOBER

	Budgeted 2025-26	OCTOBER 2025	HR Vacancies
Administrative	16	14	2
*Professional	98	90	8
Faculty	132	125	7
**Technical Support, Clerical & Maintenance (TSCM)	134	126	8
Total Full-Time (FT) Employees	380	355	25

*Count includes 4 grant funded *professional* employees and 1 vacancy

**Count includes 1 grant funded *TSCM* vacancy

11.I. Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Amanda Brilliant	Admissions Specialist	9/30/2025	Resignation
2	Maria Plaza	Student A/R Specialist	10/3/2025	Resignation
3				
4				
5				
6				
7				
8				
9				
10				

12. **Consent Agenda**

12.A. **Approval of Minutes for the September 25, 2025 Regular Board Meeting**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF SEPTEMBER 25, 2025
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 25th day of September at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

Regents Absent

Breah Knape	Regent
Mike Pyburn	Regent

ACC Administration Present

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

ACC Employees & Guests Present

Alan Phillips	Lindsey Hindman	Teri Rios
Bryan Hinshaw	Debra Fontenot	Kyle Stone
Felicia Jimenez	Patty Sanchez	Lilly Garcia
Harold Griffin	Scott Turnbough	Cara Hogan
Jessica Eddy	Kyle Marasckin	Lily Galindo
Jessica Ranero-Ramirez	LaVonna Miller	Estevan Vasquez
John Murray, Jr.	Leigh Ann Moore	Huff Mann
John Tompkins	Linet George	Dick Tyson

Call to Order

Chair Sanchez called the meeting to order at 6:02 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 6:36 p.m.

Pledge and Invocation

Invocation was delivered by Chair Sanchez

Citizen Inquiries

There were no citizen inquiries.

Board Comments

The Regents wished Vice Chair Droege a happy birthday. They commented on how great the walking trail turned out and how valuable it was to attend the CCATT Conference.

Committee Reports

The committees met on August 11th. Regent Crumm provided the facilities report, which included the discussion of the FY25 completed projects, continued work on the trail, roofs, and stairwells.

Regent Shelton presented the budget and finance report. The committee discussed capital funds, debt options and investments.

Approval of the Consent Agenda

Regent Hertenberger moved to approve the Consent Agenda that included the approval of the Minutes for the August 21, 2025 Regular Board Meeting, and the Grants report. Seconded by Regent Reyes-Hall. Motion passed unanimously.

President's Report

Registration is open now for the second Fall 8-week term.

Dow Chemical recently donated \$100,000 to the ACC Foundation for our Process Technology program to purchase simulation software for our students. Dow staff members visited the campus on September 3 to learn more about our program and meet with Process Technology instructors.

On September 10, I had the pleasure of delivering our annual State of Higher Education during a Northern Brazoria County Chamber of Commerce Luncheon.

ACC Foundation board member and former regent Brenda Brown was recently named director emeritus of the Foundation during their meeting on September 16. Brown is a charter member of the organization and has served on it for 48 years.

The ACC Pollinator Project was awarded a \$6,000 grant from the Native Prairies Association of Texas Pocket Prairie program to help build on the project. The grant funds will be used for site clearing, native plants and seeds.

The National Autonomous University of Mexico Film Festival is underway at ACC. Several films from the university have been screened in the student center. The event will wrap up on October 2.

This Saturday is the Tails and Trails event. This pet-friendly event will mark the re-opening of the college jogging trail and will feature fun activities for all ages. The fun starts at 9 a.m. with the ribbon cutting at 9:30.

With the start of the Fall semester, the Learning Lab has kicked off its Student Success workshops. Students can drop by the Learning Lab to get details or sign up online.

The Library Speaker series kicked off this past month with meteorologist Justin Stapleton on September 10 and Children's author Skylar Garcia-Frost just earlier today. Tom Wilbeck will be the next guest speaker on October 7.

ACC will look to open doors and celebrate Hispanic Heritage month during the Career Connection event on October 4. The event will give young students an opportunity to learn about their career field and how to pursue their profession.

We're one month into the academic year but already our recruiting department has been extremely busy. They have represented the college at events all throughout the region high school takeover events, senior nights, football games, career fairs, community events like the recent Hispanic Heritage Festival in Alvin, and so many more.

It's that time of year again. The ACC Foundation Under the Texas Sky Gala will be on Friday, November 7 at 6 p.m. in the Southshore Harbor Resort. Festivities begin with a social reception. There will also be dinner, a live auction and dancing with music from the Junior Gordon Band. As always, if you have any questions, please see Wendy.

This report was for information only.

Fall Enrollment Report

Cara Hogan presented the Fall Enrollment Report. This report was for information only.

Title IX Report

John Matula presented the Title IX Report. This report was for information only.

Consider Approval of Personnel Action (Repurposed): Associate Provost

Regent Hertenberger moved to approve Leigh Ann Moore as the Associate Provost. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of the Tax Rate for Fiscal Year 2025-2026

The motion to adopt the total tax rate of 0.156543 for the 2025-2026 fiscal year. This year's proposed tax rate does not exceed the no-new-revenue rate made by Regent Shelton. Seconded by Regent Hertenberger. Votes in favor were cast by Regents Droege, Sanchez, Hoover, Reyes-Hall, Shelton, Crumm and Hertenberger. Motion passed unanimously.

A motion to adopt an ordinance, resolution, or order setting the tax rate does not require the language about "tax increase" as stated in section 26.05(b) of the Property Tax Code. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED/(DECREASED) BY 4.52 PERCENT AND WILL RAISE/(DECREASED) TAXES GOT MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.84.

Debt Rate: \$0.000000

M&O Rate: \$0.156543

TOTAL RATE: \$0.156543

Consider Approval of Resolution for Maintenance Tax and Refunding Note

Regent Droege moved to approve the resolution authorizing various actions to prepare for the issuance of the Alvin College maintenance tax and refunding notes, series 2025; and containing other matters relating thereto. Seconded by Regent Shelton. Motion passed unanimously.

Consider Approval of the President's Contract Finalization

Regent Shelton moved to approve Dr. Exley's compensation for 1-year extension of his contract. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the Cooperative Agreement, 1GPA

Regent Hertenberger moved to authorize the President to enter into an approved Cooperative Procurement Membership agreement with participating members of the 1GPA. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of the Houston Endowment Planning Grant-Contractors

Regent Reyes-Hall moved to authorize the President to enter into an agreement with Handover Research for the term of this engagement for a fee of \$180,000.00. Seconded by Regent Hertenberger. Motion passed unanimously.

Consider Approval of the Department of Labor Development Evaluator

Regent Hertenberger moved to authorize the President to enter into an agreement with TMPA for the term of this engagement for a fee of \$75,274.00. Seconded by Regent Shelton. Motion passed unanimously.

Consider Approval of the Modification of Policy CF(Local)

Regent Crumm moved to adopt the revisions for policy CF(Local). Seconded by Regent Droege. Motion passed unanimously.

Consider Approval of the Modification of Policy CM(Local)

Regent Hertenberger moved to adopt the revisions for policy CM(Local). Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of Brazoria County Appraisal District – Resolution to Nominate Candidate

Regent Hertenberger moved to approve the nomination of Susan Spoor and Gail Robinson to serve on the Brazoria County Appraisal District's Board of Directors. Seconded by Crumm. Motion passed unanimously.

An amendment was entered to split the votes between the nominees 50/50, by Regent Shelton. Seconded by Hertenberger. The amended motion passed unanimously.

Financial Report Ending August 31, 2025

Regent Shelton moved to approve the Financial Report for August 31, 2025. Seconded by Regent Hertenberger. Motion passed unanimously.

Executive Session

The Board recessed into Executive Session at 7:46 p.m. to conduct a Level 3 employee grievance hearing.

The Board reconvened back into open session and Chair Sanchez called the session back into order at 8:34 p.m.

Level 3 Hearing Action

Regent Crumm moved that the Board uphold the administrative decision made at Level II and uphold the termination of Ms. Beasley's at-will employment, effective immediately. Seconded by Regent Shelton. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:36 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Personnel Action (Replacement): Faculty, Law Enforcement Academy & Advanced Tactics 12M**

MEMORANDUM NO: 160-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Personnel Action – Replacement Position, Faculty, Law Enforcement Academy & Advanced Tactics 12M

The individual listed below has been recommended to fill the full-time Faculty, Law Enforcement Academy & Advanced Tactics 12M position to replace Matthew Brewer.

Funding Source: 11-3-13430-61405

Candidate

Recommended: Chase Dillman

Education: Brazosport College
Bachelor of Applied Technology
Associate of Arts

Alvin Community College
Associate of Applied Science

Chase has 8 years of experience in Law Enforcement with his most recent position being a Police Officer with Alvin Community College.

Grade 12/Tech/Step 8, 2025 – 2026 / 12 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Law Enforcement Academy & Advanced Tactics (PID:980)		
Department:	Law Enforcement Academy	FLSA Status:	Exempt
Reports To:	Executive Director, Center of Excellence	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Contractual Position:	Yes
Safety Sensitive:	Yes	Job Category:	Full-Time Faculty
HR approved:	Human Resources/LG	Date:	9/2/2025
Last updated by:	Executive Director/JM	Date:	9/2/2025

SUMMARY

The Law Enforcement Academy Advanced Tactic Faculty serves in a multifaceted role encompassing Law Enforcement Academy Instruction (primarily in the Night Academy) and advanced law enforcement tactical course creation and coordination. The position requires extensive field experience, tactical training expertise, and a strong background in law enforcement education and firearms instruction. This position is responsible for developing and delivering training programs, evaluating student performance, and ensuring compliance with state and federal law enforcement training standards.

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

Law Enforcement Academy Instructor

- Deliver high-quality instruction in law enforcement tactics, procedures, and ethics (primarily in the Night Academy).
- Provide timely reports to the Academy Training Coordinator and Academy Director of Instruction on Night Academy operations, progress, and training.
- Help develop and revise curriculum in accordance with state and federal training requirements.
- Conduct hands-on scenario-based training, including tactical simulations and firearms training.
- 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 and by the Texas Commission on Law Enforcement.
- Maintain current knowledge of effective teaching methodologies and utilizes a variety of instructional delivery methods, classroom media, and educational resources.
- Maintain current knowledge of the Texas Commission on Law Enforcement Rules and Regulations.

- 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.
- Submit appropriate forms and reports to the Texas Commission on Law Enforcement as required by the Commission.
- Exhibit a commitment to lifelong learning through participation in professional development activities.
- Adhere to Alvin Community College's policies and procedures.
- Attends institutional meetings as required.

Law Enforcement Tactical Coordinator

- Deliver high-quality instruction in law enforcement tactics, procedures, and ethics.
- Develop and revise curriculum in accordance with state and federal training requirements.
- Build Continuing Education courses that upskill current law enforcement officers and agents.
- Conduct hands-on scenario-based training, including tactical simulations and firearms training.
- Develop and coordinate training schedules for law enforcement personnel.
- Manage and operate tactical training simulators, providing real-time analysis and feedback to trainees.
- Facilitate ALERRT Level I and other advanced tactical training courses.
- Build Continuing Education courses that upskill current law enforcement officers and agents.
- Stay updated on law enforcement training methodologies and ensure programs reflect current best practices.
- Liaise with law enforcement agencies to identify training needs and coordinate specialized training sessions.
- Advise on and organize plans to construct a new gun range on campus.
- Build positive and professional relationship with students, colleagues, college administration, and the community.
- Adhere to Alvin Community College's policies and procedures.
- Attends institutional meetings as required.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- High school diploma or equivalent
- Law enforcement certificate from a regionally accredited institution or TCOLE licensed basic academy
- Intermediate Texas Commission on Law Enforcement Peace Officer's license
- Basic Texas Commission on Law Enforcement Instructor's certificate
- Minimum of five (5) years of experience in law enforcement experience
- Firearms Instructor Certification
- ALERRT Level I Trainer Certification
- SWAT or SORD Tactical Training Experience
- Experience with gun range construction, management, and operation
- Experience with TCOLE and law enforcement academy reporting and accreditation requirements

PREFERRED QUALIFICATIONS

- Advanced Peace Officer Certificate
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and instructional skills
- In-depth knowledge of law enforcement tactics, use of force, and de-escalation strategies
- Ability to conduct live and simulated tactical training exercises
- Proficiency in operating and evaluating training simulation systems
- Strong organizational, management, and leadership skills
- Team player who can multitask and work independently

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to twenty (40) pounds. Must be physically able to perform and safely demonstrate techniques and/or skills required in the LEA curriculum.

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. **Grants**

MEMORANDUM NO: 170-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 21, 2025
SUBJECT: Federal, State, and Private Grants Report

Attached is the Alvin Community College (ACC) Grant Status Report as of October 1, 2025.

The first page provides a summary of ACC's overall grant activity. Subsequent pages (two through four) include detailed information on current grants, grants in the approval process, and those in the development stage. The final page lists grants that have either been declined for funding or were considered but not submitted.

As of this reporting date:

- Active funded grants total: \$6,417,225.17
- Grant applications under funder review: \$1,259,974.24
- Grant Applications in Development: \$225,370.00

Please let me know if additional information or clarification is needed.

RJE:fmj

Alvin Community College Grants

October 1, 2025

ACC has the following in grant activity:

\$6,417,225.17	Active Funded Grants
\$1,259,974.24	Grant Applications in the Funder Review Process
\$ 225,370.00	Grant Applications in the Development Process

New grant awards received:

Texas Higher Education Coordinating Board Perkins Basic Grant

Texas Higher Education Coordinating Board Perkins Leadership Grant

Office of the Governor Criminal Justice Grant – ACC Police Department Radios

Office of the Governor Criminal Justice Grant – ACC Police Department Vehicle

Texas Workforce Commission Skills for Small Business Grant

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 October 1, 2025

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
U.S. Department of Education - Upward Bound #P047A220229	9/1/2022	8/31/2027	Cherilyn Brooks	Upward Bound	Materials, Staffing, Travel, Courses for College Exposure & Preparation	\$ 1,562,400.00	Primary	Alvin ISD	Implement a federally funded college preparatory program for low-income and potential first generation college going participants to increase post-secondary enrollment and graduation (5 years, \$312,480 per year)	Federal Discretionary Competitive
THECB Nursing Shortage Reduction Program #28849	3/6/2023	8/31/2027	Elizabeth Saucedo	Nursing	Professional Development, Equipment, Supplies	\$ 196,673.26	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
TWC JET Grant (Jobs and Education for Texans) 2024 #2824JET003	8/31/2024	12/31/2025	Don Parus	Process Technology	Equipment	\$ 349,980.00	Primary	N/A	Funds to provide for the purchase of a new distillation unit. 5%-10% institutional match required.	State Discretionary Competitive
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant #01476	12/2/2024	12/2/2025	Brian Ayres	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 280,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding EMT Advanced.	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects #5062001	11/1/2024	10/31/2025	Billy Allen	Institutional Cybersecurity	Equipment, Software, Contract Services	\$ 292,512.71	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 10% institutional match required.	State Discretionary Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	Eric McDonald Dr. Harold Griffin	CEWD CNC Machining	Equipment, Personnel, Curriculum Development	\$ 1,514,520.00	Primary	N/A	Funds provide for creating a sector-based strategy to align CNC Machining training to employer needs in the region and increase the number of women in the program.	Federal Discretionary Competitive
THECB Nursing Innovation Grant - Rider 64 #01750	2/1/2025	1/31/2027	Elizabeth Saucedo Justin Morgan	Nursing Pathway	Personnel, Curriculum, Tuition Assistance, Supplies	\$ 999,500.00	Primary	N/A	Funds used to develop a preceptorship program to increase clinical sites for students in Certified Nursing Asst., Clinical Medical Asst. Patient Care Tech., Licensed Vocational Nursing, Associate Degree Nursing, and Bachelors of Science in Nursing programs.	State Discretionary Competitive
THECB Nursing Shortage Reduction Program #02223	3/1/2025	2/28/2027	Elizabeth Saucedo	ADN Program	Professional Development, Equipment, Supplies	\$ 92,913.20	Primary	N/A	Provide support to retention and completion rates of Nursing students.	State Formula Non-Competitive
THECB Nursing, Allied Health and Other Health-Related Education Grant Program (NAHP) #02081	6/30/2025	5/31/2027	Ashley White Justin Morgan	ADN Program	Personnel, Equipment, Supplies	\$ 150,000.00	Primary	N/A	Funds provide for equipment and supplies for the ADN program.	State Discretionary Competitive
Texas Workforce Commission Skills Development Funds #2825SDF002	8/6/2025	7/31/2026	Beth Cassidy	CEWD	Instruction and Training	\$ 242,572.00	Primary	Locke Solutions, Frazer, First State Bank - Louise	Skills training for employees of Locke Solutions, Frazer, and First State Bank - Louise.	State Discretionary Competitive
Texas Higher Education Coordinating Board Perkins Basic Grant	9/1/2025	8/31/2026	Dr. Debra Fontento	Technical Programs	Technical Supplies, Support, Equipment	\$ 173,165.00	Primary	N/A	Provide supplies and equipment required for technical program instruction.	State Formula Non-Competitive
Texas Higher Education Coordinating Board Perkins Leadership Grant	9/1/2025	8/31/2026	TBD	Prisoner Education	Personnel, Student Support	\$ 200,000.00	Primary	N/A	Support participants to obtain CTE training in prison.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5318301	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Radios	\$ 123,739.00	Primary	N/A	Funds provide for 15 personal radios for ACC PD officers and 4 mobile unit radios for vehicles and base station.	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program #5481601	10/1/2025	9/30/2026	Chief Ronny Phillips	ACC PD	Equipment - Vehicle	\$ 82,700.00	Primary	N/A	Funds provide for one Chevrolet Silverado 1500 Truck with law enforcement light package.	State Discretionary Competitive
Texas Workforce Commission Skills for Small Business #2825SSD002	12/4/2024	10/31/2025	Inez Ihezue	CEWD	Instruction and Training	\$ 31,500.00	Primary	Acorn International, FlexTek	Skills training for employees of Acorn International and FlexTek.	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 6,292,175.17				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Thirty Lacy	Vocational Nursing	Professional Development	\$ 2,000.00		N/A	2025 Texas Association of Vocational Nurse Educators (TAVNE) Conference for Vocational Nursing adjunct instructors.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Chris Chance	History	Travel	\$ 2,000.00		N/A	Assists with travel costs associated with the Texas Study Abroad project for the Honors-level History of Texas (HIST 2301) course.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Danielle Kemendo	Diagnostic Cardiovascular Sonography	Equipment & Supplies	\$ 1,500.00		N/A	50 dedicated ultrasound practice probes used by students to ensure they achieve comprehensive ergonomic and scanning proficiency.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Denise Bates	Communication	Publication	\$ 1,600.00		N/A	Publish a magazine incorporating COMM-2311 Media Writing, COMM-2305 Editing and Layout, collaborating with students in Art courses to develop articles and visuals.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Alex Ordonez	Art	Equipment & Supplies	\$ 3,000.00		N/A	Integration of a 3D clay printer into the Art Studio Fabrication Lab, enhancing student exposure, engagement, and access to this technology in the fields of Sculpture and Ceramics.	Private / Foundation

2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Michael Mejia	Welding	Equipment & Supplies	\$ 3,000.00		N/A	Purchase an entry-level CNC plasma table to integrate advanced cutting technology into student training, providing hands-on experience with digital fabrication and aligning with industry standards.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Dr. Alex Marriot	History	Production	\$ 950.00		N/A	The Make History Sing project, a collaboration between the History and Music Departments, will recreate lost and forgotten songs that touch upon significant historical themes from the Library of Congress's Music for the Nation: American Sheet Music, ca. 1820-1885 collection. One song per semester will be professionally recorded under the supervision of Dr. Kevin Moody and the Music Department. Recordings will be used in classroom instruction and permanently archived on the ACC website.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Marby McKinney	Respiratory Care	Instruction	\$ 3,000.00		N/A	Resuscitation Quality Improvement (RQI) program curriculum to provide students with high-frequency, hands-on CPR training.	Private / Foundation
2025-2026 ACC Foundation Innovative Initiative Grant	9/1/2025	8/31/2026	Linley Glover	Nursing	Training, Equipment & Supplies, Travel	\$ 3,000.00		N/A	The Virtual Dementia Tour (VDT) allows students, faculty, and the community to experience a simulation of what life is like for people living with dementia.	Private / Foundation
Dow Foundation	9/1/2025	8/31/2026	Wendy Del Bello	Process Technology	Equipment	\$ 100,000.00	Primary	N/A	Funds provide for a portion of the cost of Process Technology simulation software for troubleshooting.	Private / Foundation
National Association for Community College Entrepreneurship Everyday Entrepreneur Grant	7/14/2025	7/13/2026	Dr. Mary Jove	Business	Personnel, Student Support, Marketing	\$ 5,000.00	Primary	N/A	Funds provide to conduct a student pitch competition around entrepreneurship.	Private / Foundation
ACC FOUNDATION GRANTS SUBTOTAL						\$ 125,050.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,417,225.17				

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 2	10/1/2025	9/30/2026	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 84,276.24	Primary	N/A	Funds provide for upgrading institutional cybersecurity, including a FT IT Security Analyst position. 20% institutional match required. <i>Application submitted 2/13/2025. Budget amended by funder.</i>	State Discretionary Competitive
Texas Higher Education Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Pathways Design and Planning Grant	7/1/2025	9/30/2026	James Langley	Engineering Technology & Technician	Pathway Development	\$ 143,000.00	Primary	N/A	Funds provide technical support and personnel costs associated with developing a new program from inception through approval process. <i>Application submitted May 23, 2025.</i>	State Discretionary Competitive
Houston Endowment Planning to Maximize HB 8 Funding and Student Completion Grant	11/1/2025	10/31/2026	Dr. Stacy Ebert	Institutional Improvement	Research and Contract Services	\$ 500,000.00	Primary	N/A	Provides for research services and technical assistance to develop an implementation plan for optimizing HB 8 funding.	Private / Foundation
Texas New Mexico Power Non-Traditional Education Pathways Grant	9/1/2025	8/31/2026	Wendy Del Bello	STRIVE Program	Student Support	\$ 15,000.00	Primary	N/A	Supports STRIVE students with job exploration. <i>Application submitted July 8, 2025.</i>	Private Foundation
Texas New Mexico Power Grant	10/1/2025	9/30/2026	Wendy Del Bello	Law Enforcement Academy	Equipment	\$ 10,000.00	Primary	N/A	Provides the Law Enforcement Academy with two commercial rowing machines for cadet physical training. <i>Application submitted August 29, 2025.</i>	Private Foundation
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	12/1/2025	11/30/2027	Brian Ayers	CEWD EMT Program	Instruction, Equipment, Supplies	\$ 500,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding Paramedic. <i>Application submitted September 8, 2025.</i>	State Discretionary Competitive
National Science Foundation - Accelerated Technological Education (NSF-ATE)	TBD	TBD	Brittany Bewick	CEWD BioTechnology	Instruction, Supplies	\$ 7,000.00	Sub-recipient	Texas A&M University	Sub-recipient in Texas A&M University's Texas Regional Industrial Biomanufacturing Education Certification (TRIBEC) Program proposal. Funds provide supplies for the BioTechnology Program.	Federal Discretionary Competitive
Total, Grants in Funder Review						\$ 1,259,276.24				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	ACC Role	Partner	Purpose	Grant Type
Texas Historical Foundation	TBD	TBD	Dr. Chris Chance Dr. Alexander Marriot	History Program	Travel	\$ 7,120.00	Primary	TBD	Funds would support the creation of the <i>Experiencing Texas History</i> program for students to visit key prehistoric and historic sites as part of the Honors-level History of Texas Course. <i>Letter of Interest due October 15, 2025.</i>	Private Foundation
TWC College Credit for Heroes Grant	10/1/2025	9/30/2026	Crystal Robinson	Pathways	Personnel	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts. <i>Open application window.</i>	State Discretionary Competitive
Association of Community College Trustees and Association of Colleges US-UK Community College and Technical Education Exchange Grant	Fall 2025	Spring 2027	Charley Bevil	Study Abroad	Travel, Program Development	\$18,250.00	Primary	N/A	Provides funds for travel to the United Kindom, program development and student scholarships	Private Foundation
Total, Grants in Application Development						\$ 225,370.00				

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

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	ACC Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
Blue Cross Blue Shield of Texas Healthy Campus Grant	9/1/2024	N	Fitness Court	\$ 50,000.00	Primary	N/A	Provide funds toward the cost of constructing a fitness court.	Private / Foundation	The remaining cost of building the court is not currently a budget priority.
U.S. Economic Development Authority Good Jobs Challenge	9/27/2024	Y	CEWD BioTechnology	\$ 90,000.00	Sub-recipient	Texas A&M University	Funds provide equipment and supplies. Texas A&M University's TRIBEC Good Jobs Partnership for Biomanufacturing in Brazos Valley and Houston proposal.	Federal Discretionary Competitive	Consortium was not selected.
ECMC Foundation	TBD	Y	Student Services	\$ 167,727.00	Primary	N/A	Funds to create a Student Resource Center to address students' basic needs.	Private / Foundation	Letter of Interest was submitted. ACC was not selected to proceed to the application phase.
National Science Foundation Improving Undergraduate STEM Education (IUSE) Hispanic Serving Institutions	9/11/2024	N	Geology	TBD	Primary	Wharton County Junior College	Funds provide for student travel for geological research experiences.	Federal Discretionary Competitive	Insufficient resources to submit an application at this time.
National Science Foundation Research on Innovative Technologies for Enhanced Learning (RITEL)	11/5/2024	N	Welding, Drafting & Design Engineering Technology	TBD	Primary	N/A	Funds will support implementing emerging technologies in technical programs. <i>Application due November 5, 2024</i>	Federal Discretionary Competitive	Insufficient time to submit an application at this time.
U.S. Department of State Increase and Diversify Education Abroad for U.S. Students (IDEAS)	12/12/2024	Y	Study Abroad	\$ 35,000.00	Primary	N/A	Funds provide for 4 faculty to travel abroad to establish academic, industry, and cultural partnerships for future study abroad trips.	Federal Discretionary Competitive	ACC was not selected to continue to Phase 2.
THECB Data-to-Action for Parenting Students at Texas Colleges & Universities Grant Program	3/31/2025	N	Student Services	\$ 118,450.00	Primary	N/A	Funds provide for a technical assistance contractor and personnel expenses to create a campus Data-to-Action team to analyze data on parenting students.	State Discretionary Competitive	ACC determined the implementation time commitment would not be commensurate with the award.
Texas Workforce Commission Dual Credit Healthcare Grant	Open application	N	CEWD and Dual Credit	\$ 300,000.00	Primary	ISD - TBD	Funds provide for student tuition and fees and curriculum development.	State Discretionary Competitive	ACC did not secure an ISD partner for this opportunity.
TWC Dual Credit Career and Technical Education - Equipment Only Grant	5/6/2025	N	CTE and Dual Credit	\$ 220,000.00	Primary	ISD - TBD	Funds would provide for equipment for a Dual Credit CTE Program.	State Discretionary Competitive	Insufficient time to submit an application at this time.
TWC JET Grant (Jobs and Education for Texans) 2025	1/30/2025	Y	Drafting and Design Engineering Technology	\$ 105,845.00	Primary	N/A	Funds provide for the purchase of a new equipment for Drafting and Design Engineering Technology Program. 5%-10% institutional match required.	State Discretionary Competitive	ACC was not selected.
TWC Governor's Texas Talent Connection Grant under the Wagner-Peyser 7(b) Fund "New Beginnings X2"	4/30/2025	Y	CEWD Reentry Services	\$ 350,000.00	Primary	N/A	Funds provide for reentry services including workforce readiness, training, tuition assistance, and job placement assistance.	State Discretionary Competitive	ACC was not selected.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 125,000.00	Sub-recipient	San Jacinto College	Sub-recipient of San Jacinto College's "Advanced Cell Therapy – Industry-Based Vocational Education" (ACTIVE) proposal. Funds provide equipment and supplies for the BioTechnology Program.	Federal Discretionary Competitive	SJC deemed not eligible to participate due to ACC's Biotechnology program being CEWD and not credit-bearing.
National Science Foundation - Accelerated Technological Education (NSF-ATE)	10/3/2024	Y	CEWD BioTechnology	\$ 7,000.00	Sub-recipient	Texas A&M University	Sub-recipient 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.	Federal Discretionary Competitive	Texas A&M was not selected.
National Science Foundation Louis Stokes Alliances for Minority Participation Program	11/15/2024	Y	STEM Majors	\$ 30,000.00	Sub-recipient	San Jacinto College	Funds will provide support for STEM majors via workshops on persistence, transfer preparation, and student stipends.	Federal Discretionary Competitive	Competition was suspended by the funding agency.

12.C.1. **Texas Higher Education Coordinating Board Carl D. Perkins
Basic Grant**



Your College > **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 168-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 21, 2025

SUBJECT: Texas Higher Education Coordinating Board Carl D. Perkins Basic Grant

ACC was awarded the Perkins Basic Grant from the Texas Higher Education Coordinating Board.

This grant is in the amount of \$173,165, with a grant period from September 17, 2025, to August 31, 2026.

ACC will be using this grant to purchase equipment and supplies for Respiratory Care, EMT, and Drafting and Design Engineering Technology programs.

RJE:fmj

12.C.2. **Texas Higher Education Coordinating Board Carl D. Perkins
Leadership Grant**

MEMORANDUM NO: 169-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 21, 2025

SUBJECT: Texas Higher Education Coordinating Board Carl D. Perkins Leadership Grant

ACC was awarded the Perkins Leadership Grant from the Texas Higher Education Coordinating Board.

This grant is in the amount of \$199,500 with a grant period of September 9, 2025 – August 31, 2026.

ACC will be using this grant to develop New Beginnings +, an inside-TDCJ reentry program. The grant will provide for personnel, curriculum development, and tuition stipends to assist participants in completing CTE programs.

RJE:fmj

12.C.3. **Office of the Governor, Public Safety Office, Criminal Justice
Grant – ACC PD Vehicle**



Robert J. Exley, PhD
President

MEMORANDUM NO: 171-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 21, 2025

SUBJECT: Office of the Governor, Public Safety Office Criminal Justice Grant – ACC PD Vehicle

ACC was awarded the Public Safety Office Criminal Justice Grant from the Texas Office of the Governor.

This grant is in the amount of \$82,700 with a grant period of October 1, 2025 – June 30, 2026 (to be extended to September 30, 2026).

ACC Police Department will purchase a new truck with a law enforcement light and equipment package.

RJE:fmj

12.C.4. **Houston Endowment Planning to Maximize HB 8 Funding and Student Completion**



Robert J. Exley, PhD
President

MEMORANDUM NO: 167-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 21, 2025

SUBJECT: Houston Endowment Planning to Maximize HB 8 Funding and Student Completion

ACC was awarded the HB8 Planning Grant from the Houston Endowment.

This grant is in the amount of \$500,000, with a grant period from November 1, 2025, to October 31, 2026.

This grant provides research services and technical assistance to develop an implementation plan for optimizing HB8 funding.

RJE:fmj

13. **President's Report**
14. **Student Report**
15. **Consider Approval of the Police Radio Project**

MEMORANDUM NO: 154-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Police Radio Project

Recently the College, specifically the Police Department, was awarded a Criminal Justice Grant of \$ 123,739.00 through the Governor's Office and the U.S. Department of Justice for the provision of fifteen police radios.

The College has secured a quote from Motorola for all fifteen radios and warranty at a cost of \$ 125,905.62.

The proposal from Motorola meets all State of Texas and Alvin College purchasing requirements as the purchase will be through the Houston-Galveston Area Council (HGAC) contract # RA05-21 TXWRN.

Staff recommends that the Board of Regents authorize the President to enter into an agreement with Motorola for the provision of police radios at a cost of \$ 125,905.62 where departmental funds (\$2,166.62) will be used for the delta from the grant amount.

RJE:fmj

16. **Consider Approval of the Security Camera Upgrade, Phase 2**

MEMORANDUM NO: 155-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: October 15, 2025
SUBJECT: Security Camera Upgrade, Phase 2

In the Spring of 2025, the Board authorized the College to enter into a contract with Datavox for the first phase of a three-phase project to upgrade security cameras. During Phase 1, cameras were replaced in Buildings A and S, and it was a very successful project.

College Police and staff request that the Board approve the second phase of the project that will provide necessary security cameras on Buildings F, G, and J at a cost of \$ 133,357.23. Again, the provider for the project will be Datavox. The proposal meets all State of Texas and Alvin College purchasing requirements, as the purchase will be through the Interlocal Purchasing System (TIPS) contract # 230105.

Staff recommends that the Board of Regents authorize the President to enter into an agreement with Datavox for the provision of goods and services related to the replacement of the security cameras on Buildings F, G, and J at a cost of \$ 133,357.23.

Budget Code: 11-7-11102-82299

RJE:fmj

17. **Consider Approval of the Revised Policy DM(LOCAL) – Termination of Employment**

MEMORANDUM NO: 165-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 16, 2025
SUBJECT: Revisions to Policy DM (Local) - Termination of Employment

Employment with Alvin Community College is **at-will**, consistent with the laws of the State of Texas. This means that either the College or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice, provided the reason for termination is not unlawful under state or federal law.

While Alvin Community College strives to ensure fair and consistent employment practices, it also reserves the right to make employment decisions, including hiring, reassignment, discipline, and separation, based on the institution's needs and in compliance with applicable laws and regulations.

Currently, DM(LOCAL) allows an at-will employee who has been terminated to request a review of that decision through DGBA(LOCAL). Under the DGBA(LOCAL) policy, at-will employees can elevate grievances through Level Three, which involves an appeal to the Board of Regents. The recommended revision in DM(LOCAL) aligns the grievance process with best practices and legal standards governing at-will employment in Texas. Specifically, it clarifies that at-will employees do not have a contractual right to continued employment or the right to appeal termination or disciplinary matters to the Board.

Instead, their concerns may be addressed and resolved up to Level Two only, ensuring due consideration and consistent application of institutional procedures. This adjustment maintains fairness and transparency while reinforcing the College's at-will employment framework and preserving the Board's appropriate governance role.

Attached is the supporting documentation for the information above. Please let me know if you require anything further.

RJE:fmj

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District. At-will employees who are dismissed may request review of that decision through DGBA(LOCAL), [but only up to Level Two](#), and shall receive pay through the end of the last day worked.

18. **Consider Approval of the Revised Policy DGBA(LOCAL) Personnel –
Management Relations Employee**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 166-2025

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: October 16, 2025

SUBJECT: Revisions to Policy DGBA(Local) Personnel – Management Relations Employee Grievances

The purpose of this memo is to present for your review and consideration a recommended revision to Board Policy DGBA(LOCAL) Personnel – Management Relations Employee Grievances, aligning institutional practice with the employment laws of the State of Texas and systemwide consistency regarding grievance procedures.

Under the current policy, all employees, including at-will employees, may elevate a grievance through Level Three, which provides for appeal to the Board of Regents. Following a comprehensive review of this policy and comparable practices across other Texas community colleges, it was determined that this structure extends appeal rights beyond those typically afforded to at-will employees under Texas law.

The proposed policy revision clarifies that at-will employees may not grieve the termination of their employment beyond Level Two, except as otherwise required by law or protected under applicable policies addressing discrimination, harassment, retaliation, whistleblower complaints, or other statutory rights. This modification ensures policy consistency with Texas's at-will employment framework while maintaining fair and appropriate administrative processes for all employees and aligns with the recommended policy change in DM(LOCAL) as well.

Attached is the supporting documentation for the information above. Please let me know if you require anything further.

RJE:fmj

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Guiding Principles	The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.
Informal Process	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.
Formal Process	An employee may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.
Complaints Against Supervisors	Complaints alleging a violation of law by a supervisor may be made to the College President or designee. Complaint forms alleging a violation of law by the College President may be submitted directly to the Board or designee.
Notice to Employees	The College District shall inform employees of this policy through appropriate College District publications.
Freedom from Retaliation	Neither the Board nor any College District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
Whistleblower Complaints	Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with Level Three, below. Time lines for the employee and the College District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]
Complaints	In this policy, the terms "complaint" and "grievance" shall have the same meaning.
Other Complaint Processes	Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIAA and DIAB]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIAA and DIAB]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIAA and DIAB]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
5. Complaints concerning an employment preference for former foster children. [See DC]
6. Complaints arising from the dismissal of term contract faculty members. [See DMAA]
7. Complaints concerning the nonrenewal of term contract employees and those arising from the nonrenewal of term contract faculty members. [See DMAB]
8. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling
Conferences

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the employee's absence.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean College District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the College District at any level of this process. If the employee designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

[Limited Grievance
Rights for At-Will
Employees Grieving
Termination](#)

[Except as required by law and guaranteed by other policies governing discrimination, harassment, retaliation, whistleblower complaints, and rights under state or federal statutes, at-will employees may not grieve the termination of their at-will employment beyond Level Two.](#)

Formatted: Position: Horizontal: 1.04", Relative to:
Page, Vertical: 0.03", Relative to: Paragraph

**Consolidating
Complaints**

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the College District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and
Appeal Forms**

Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Level Two or Level Three administrator, the complaint may begin at Level Two or Level Three, respectively, following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the College President or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of a response or, if no response was received, within ten days of the Level Two response deadline.

The College President or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board with a record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One and Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

Alvin Community College
020501

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

19. **Financial Report**

MEMORANDUM NO: 174-2025

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: October 24, 2025

SUBJECT: Financial Report - Year-to-Date Ending September 30, 2025

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

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2025-2026 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Over/(Under) Budget</i>
<i>Total Operating Revenues</i>	7,919,280	3,817,099	48.20%	(4,102,181)
<i>Total Non-Operating Revenues</i>	47,972,843	330,957	0.69%	(47,641,886)
<i>Total Revenues</i>	55,892,123	4,148,056	7.42%	(51,744,067)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Over/(Under) Budget</i>
<i>Total Operating Expenses</i>	55,892,123	4,577,549	8.19%	(51,314,574)

This represents one month (or 8.3%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin Community College
Consolidated Statements of Net Assets

	<u>September 30, 2025</u>	<u>September 30, 2024</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	8,980,548	763,310	8,217,238	
Short-term investments	23,514,894	26,203,444	(2,688,550)	
Accounts receivable, net	2,596,195	1,728,832	867,363	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	4,232	2,551	1,681	Travel advances and prepaid expenses
Inventories	194,290	166,243	28,047	
Total Current Assets	<u>35,290,159</u>	<u>28,864,380</u>	<u>6,425,779</u>	
Noncurrent assets				
Long-term investments	2,000,000	2,000,000	-	
Capital assets, net	<u>45,843,870</u>	<u>45,843,870</u>	<u>-</u>	
Total Assets	<u>83,134,029</u>	<u>76,708,250</u>	<u>6,425,779</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	4,464,295	-	TRS pension
Deferred outflows - OPEB	<u>7,091,967</u>	<u>7,091,967</u>	<u>-</u>	OPEB
Total Deferred Outflows of Resources	<u>11,556,262</u>	<u>11,556,262</u>	<u>-</u>	
Liabilities				
Accounts payable & accrued liabilities	95,272	245,460	(150,188)	
Net pension liability	12,102,291	12,102,291	-	
Net OPEB liability	21,631,335	21,631,335	-	
Funds held for others	59,882	51,904	7,978	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	-	1,565,000	(1,565,000)	Annual payment
Tax note payable, net of premiums	<u>17,050,000</u>	<u>17,955,000</u>	<u>(905,000)</u>	Annual payment
Total Liabilities	<u>51,475,216</u>	<u>54,087,426</u>	<u>(2,612,210)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,469,461	1,469,461	-	TRS pension
Deferred inflow - OPEB	6,755,754	6,755,754	-	OPEB
Deferred inflow - premium on tax note	<u>1,962,634</u>	<u>1,962,634</u>	<u>-</u>	
Total Deferred Inflows of Resources	<u>10,187,849</u>	<u>10,187,849</u>	<u>-</u>	
Net Assets				
Fund Balance - Equity	<u>33,027,226</u>	<u>23,989,237</u>	<u>9,037,989</u>	
Total Net Assets	<u><u>33,027,226</u></u>	<u><u>23,989,237</u></u>	<u><u>9,037,989</u></u>	

Consolidated Statements of Revenue and Expense
September 30, 2025 and September 30, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,183,058	3,800,751	7,869,280	(4,068,529)	48.30%	941,297	3,441,827	7,213,058	(3,771,231)	47.72%
Federal grants and contracts	2,813,403	-	-	-	0.00%	1,401,796	-	-	-	0.00%
State grants (Fund 34)	64,029	-	-	-	0.00%	207,798	-	-	-	0.00%
Local grants (Fund 32)	201,878	-	-	-	0.00%	-	-	-	-	0.00%
Auxiliary enterprises	1,014,513	-	-	-	0.00%	334,334	-	-	-	0.00%
Other operating revenues	22,538	16,348	50,000	(33,652)	32.70%	7,451	4,412	70,000	(65,588)	6.30%
Total operating revenues	5,299,419	3,817,099	7,919,280	(4,102,181)	48.20%	2,892,676	3,446,239	7,283,058	(3,836,819)	47.32%
Expenses										
Operating expenses										
Administrative	-	1,482,878	13,144,943	11,662,065	11.28%	-	1,140,718	11,949,948	10,809,230	9.55%
Institutional	-	1,083,403	12,061,562	10,978,159	8.98%	-	1,137,026	10,965,056	9,828,030	10.37%
Technical Instruction	-	633,213	8,335,543	7,702,330	7.60%	-	559,005	7,577,766	7,018,761	7.38%
Academic Instruction	-	805,468	10,918,509	10,113,041	7.38%	-	677,167	9,925,917	9,248,750	6.82%
Student Services	-	519,830	5,869,277	5,349,447	8.86%	-	409,525	5,335,706	4,926,181	7.68%
Physical Plant	-	52,757	5,562,291	5,509,534	0.95%	-	159,896	4,968,106	4,808,210	3.22%
Unbudgeted Unrestricted (Fund 12)	472,783	-	-	-	0.00%	314,851	-	-	-	0.00%
Continuing Education	94,740	-	-	-	0.00%	64,308	-	-	-	0.00%
Auxiliary Enterprises	192,945	-	-	-	0.00%	139,756	-	-	-	0.00%
Local grants	-	-	-	-	0.00%	-	-	-	-	0.00%
TPEG (Fund 32)	71,327	-	-	-	0.00%	50,811	-	-	-	0.00%
Institutional Scholarships (Fund 33)	89,265	-	-	-	0.00%	68,794	-	-	-	0.00%
State grants (Fund 34)	177,906	-	-	-	0.00%	292,034	-	-	-	0.00%
Federal Grants (Fund 36)	2,791,473	-	-	-	0.00%	2,348,449	-	-	-	0.00%
Donor Scholarships (Fund 30)	202,505	-	-	-	0.00%	144,059	-	-	-	0.00%
Unexpended Plant Fund	47,574	-	-	-	0.00%	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	500	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	-	-	-	-	0.00%	-	-	-	-	0.00%
Total operating expenses	4,141,018	4,577,549	55,892,123	51,314,574	8.19%	3,423,062	4,083,337	50,722,499	46,639,162	8.05%
Operating Gain/(Loss)	1,158,401	(760,450)	(47,972,843)	(55,416,755)		(530,386)	(637,098)	(43,439,441)	(50,475,981)	
Nonoperating revenues										
State appropriations*	-	7,423	11,154,315	(11,146,892)	0.07%	-	-	9,974,942	(9,974,942)	0.00%
State appropriations - FAST Funding	-	-	750,000	(750,000)	0.00%	-	-	710,000	(710,000)	0.00%
Property tax revenue - Current	1,305	36,884	35,568,528	(35,531,644)	0.10%	1,293	41,283	32,254,499	(32,213,216)	0.13%
Property tax revenue - Delinquent	315	-	-	-	0.00%	733	-	-	-	0.00%
Property tax revenue - Interest & Penalties	315	-	-	-	0.00%	440	-	-	-	0.00%
Investment income	1,494	102,837	500,000	(397,163)	20.57%	1,068	71,445	500,000	(428,555)	14.29

Alvin Community College
Consolidated Statements of Revenue and Expense
September 30, 2025 and September 30, 2024

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	5,299,419	3,817,099	7,919,280	(4,102,181)	48.20%	2,892,676	3,446,239	7,283,058	(3,836,819)	47.32%
Nonoperating revenues										
Total nonoperating revenues	42,677	330,957	47,972,843	(47,641,886)	0.69%	19,184	135,374	43,439,441	(43,304,067)	0.31%
Less Expenses										
Operating expenses										
Total operating expenses	(4,141,018)	(4,577,549)	(55,892,123)	(51,314,574)	8.19%	(3,423,062)	(4,083,337)	(50,722,499)	(46,639,162)	8.05%
Increase/(decrease) in net assets	1,201,078	(429,493)	0	(103,058,641)		(511,202)	(501,724)	-	(93,780,048)	

* State Approp portion generated by CE =

192

-

Institutional Reserve

23,187,225

22,757,958

Capital Reserve

3,630,977

-

Alvin Community College
Continuing Education Statement of Revenue and Expense
September 30, 2025

Year-To-Date						
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	192	-	(1,473)	(1,281)	32,919	(34,200)
Transcript Fees	30	-		30		30
Late Registration Fees	-	-		-		-
EKG	10,435	(626)		9,809	2,404	7,405
Dental Assistant	13,327	(800)		12,527		12,527
Emergency Medical Tech	34,270	(2,056)		32,214	4,760	27,454
Phlebotomy	24,330	(1,460)		22,870	7,520	15,350
CPR	1,300	-		1,300	175	1,125
Medication Aide	7,810	(469)		7,341	2,800	4,541
Patient Care	-	-		-		-
Certified Nursing Assistant	17,528	(1,052)		16,476	4,644	11,832
Biotech	15,090	(905)		14,185	2,844	11,341
Medical Office Billing	11,350	(681)		10,669	1,440	9,229
Truck Driving	44,030	(2,642)		41,388	16,618	24,770
LVN Bridge	-	-		-		-
Kids College	-	-		-		-
Correctional Officer	-	-		-		-
Occupational Health & Safety	-	-		-		-
Community Programs	270	-		270	244	26
Computer Aided Drafting (CAD)	321	(18)		303		303
Clinical Medical Assistant	7,065	(424)		6,641	1,120	5,521
Machinist Program	18,700	(1,122)		17,578	6,763	10,815
STRIVE	82,625	(4,958)		77,668	10,489	67,179
TWC TJL SDF Grant	69,798	(4,188)		65,610		65,610
CE Options Program	-	-		-		-
Restaurant Mgmt	-	-		-		-
Testing	225	(14)		212		212
Crane Operations	600	(36)		564		564
Total	359,296	(21,449)	(1,473)	336,373	94,740	241,633

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

Alvin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through September 30, 2025 and September 30, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services			714,017	784	43,177	2,300	760,278	107,686
Student Fees	141,754	112,481					254,235	226,648
	141,754	112,481	714,017	784	43,177	2,300	1,014,513	334,334
Expenses								
Purchases & Returns			37,377				37,377	39,021
Salaries		13,506	21,161		29,096	5,289	69,052	69,019
Staff Benefits		2,649	5,267		8,937	128	16,981	16,435
Supplies & Other Operating Expenses	28,974	14,869	20,471		3,707	225	68,246	14,236
Equipment							-	-
Bank Charges			1,289				1,289	1,046
Scholarships							-	-
	28,974	31,024	85,565	-	41,740	5,642	192,945	139,759
Excess revenue over expenses	112,780	81,457	628,452	784	1,437	(3,342)	821,568	194,575
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			147,295				147,295	135,057
Interfund Receivables	(80,869)	353,302	753,807	9,880	(158,948)	(100,929)	776,243	824,172
Inventory			194,290				194,290	166,243
Total Assets	(80,869)	353,302	1,097,905	9,880	(158,948)	(100,929)	1,120,341	1,127,985
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	14,394		4,908	46	25,148	41,066
Deferred Revenue							-	-
Total Liabilities	4,214	1,585	14,394	-	4,908	46	25,148	41,065
Restricted Fund Balance (includes inventories)		-	194,290	-			194,290	166,243
Unrestricted Fund Balance	(85,084)	351,717	889,221	9,880	(163,856)	(100,975)	900,903	920,677
Total Liabilities & Fund Balance	(80,869)	353,302	1,097,905	9,880	(158,948)	(100,929)	1,120,341	1,127,985

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through September 30, 2024

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services			63,590	874	40,735	2,487	107,686
Student Fees	126,525	100,123					226,648
	126,525	100,123	63,590	874	40,735	2,487	334,334
Expenses							
Purchases & Returns			39,021				39,021
Salaries	4,482	13,170	19,272		27,356	4,738	69,019
Staff Benefits	1,489	1,850	4,820		8,155	120	16,435
Supplies & Other Operating Expenses	10,593		843		2,801		14,236
Equipment							-
Bank Charges			1,046				1,046
Scholarships							-
	16,564	15,020	65,003	-	38,313	4,858	139,756
Excess revenue over expenses	109,961	85,103	(1,412)	874	2,423	(2,371)	194,578
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			135,057				135,057
Interfund Receivables	(38,027)	352,893	676,753	7,433	(118,310)	(56,569)	824,172
Inventory			166,243				166,243
Total Assets	(38,027)	352,893	980,565	7,433	(118,310)	(56,569)	1,127,985
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	30,278	3	4,908	76	41,065
Deferred Revenue							-
Total Liabilities	4,214	1,585	30,278	3	4,908	76	41,065
Restricted Fund Balance (includes inventories)		-	166,243	-			166,243
Unrestricted Fund Balance	(42,241)	351,308	784,044	7,430	(123,218)	(56,645)	920,677
Total Liabilities & Fund Balance	(38,027)	352,893	980,565	7,433	(118,310)	(56,569)	1,127,985

20. **Adjournment**