

Regular Meeting
Thursday, February 19, 2026 6:00 PM

ALVIN 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 COLLEGE DISTRICT
BOARD OF REGENTS
FEBRUARY 19, 2026**

It is hereby certified that a notice of this meeting was posted on the 13th day of February 2026, in a place convenient to the public on the Alvin College campus as required by Section 551.002, *Texas Government Code*.

Signed this 13th day of February 2026.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

MEMORANDUM NO: 026-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

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

DATE: February 10, 2026

SUBJECT: Personnel Action – Replacement Position, Dual Enrollment Advisor

The individual listed below has been recommended to fill the full-time Dual Enrollment Advisor position to replace Diane Thompson.

Funding Source: 11-5-10506-61105

Candidate

Recommended: Natalie Territo

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

Alvin Community College
Associate of Arts, General Studies

Natalie brings strong experience in academic advising, student coaching, and customer-focused service. Her experience in collaborating with advising teams, streamlining processes and addressing student concerns equips her to effectively support dual enrollment students, families and institutional partners. Her prior position as an Academic Advisor II was at the University of Houston, Clear Lake campus.

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.B. Personnel Action (Replacement): Pathways Advisor, TDCJ



Robert J. Exley, PhD
President

MEMORANDUM NO: 027-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the 'FROM' line.

DATE: February 10, 2026

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 Latrisha Jenkins.

Funding Source: 11-6-15240-61307

Candidate

Recommended: Dyone Little

Education: Texas Southern University
Bachelor of Arts, General Studies

Galveston College
Associate of Arts, Speech/Speech Communications

Dyone brings extensive experience in corporate environments, higher education admissions, student advising, administrative support, and Ellucian/Colleague and related student information systems. She currently serves as an Admissions Counselor at Alvin College where she manages prospective student caseloads, enrollment processes, outreach, and onboarding. Previously, Dyone supported the Division of Nursing at Galveston College through academic advising, degree audits, admissions review, regulatory reporting, and coordination of student orientations and graduation events.

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 (updated template 01.14.2026)	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 College’s 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, Alvin College and TDCJ staff and serves as an advocate for enrolled students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Works with Alvin College’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 Alvin College -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 Alvin College 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 College is an equal opportunity institution and does not discriminate against anyone on the basis of race, color, national origin, religion, age, disability, sex, or any other basis prohibited by law.

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. Employee Count

	Budgeted 2025-26	FEBRUARY 2026	HR Vacancies
Administrative	17	15	2
*Professional	98	92	6
Faculty	132	122	10
**Technical Support, Clerical & Maintenance (TSCM)	134	123	11
Total Full-Time (FT) Employees	381	352	29

*Count includes 4 grant funded *professional* employees

**Count includes 1 *grant funded TSCM* employee

11.D. Employee Resignation/Retirement Report

Resignation / Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	EVAN GEIGER	STUDENT LIFE SPECIALIST	1/23/2026	TERMINATED
2	MIKAELA CANALES	DUAL ENROLLMENT SPECIALIST	1/23/2026	TERMINATED
3				
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12. **Consent Agenda**

12.A. **Approval of Minutes for the January 15, 2026, Regular Board Meeting**

**ALVIN COLLEGE
REGULAR MEETING OF JANUARY 15, 2026
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 15th day of January at 6:00 p.m., with the following members, administrative personnel, and guests present:

Regents Present

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

Absent

Patty Hertenberger	Secretary
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ACC Administration Present

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

ACC Employees & Guests Present

Alan Phillips	LaVonna Miller	Patty Sanchez
Bryan Hinshaw	Leigh Ann Moore	Chief Ronny Phillips
Felicia Jimenez	Lilly Garcia	Scott Turnbough
Harold Griffin	Lily Galindo	Kyle Stone
Huff Mann	Lindsey Hindman	Stacy Paltiyevich
John Tompkins	Linet George	Anita Exley
Kyle Marasckin	Marby McKinney	
Billy Allen	Patrick Sanger	

Call to Order

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

Certification of Posting of Notice

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

Executive Session

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; To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, in accordance with Tex. Gov't Code Section 551.074.

The meeting was called back into session by Chair Sanchez at 7:26 p.m.

Pledge and Invocation

Invocation was delivered by Regent Pyburn.

Citizen Inquiries

There were no citizen inquiries.

Board Comments

Chair Sanchez wished Regents Hoover, Knape and Shelton a happy birthday. The Regents commented on the community band doing a good job playing over the holidays, the ASPEN Institute trip was great with lots of data, and grateful to have CFO Beth Nelson back. Regent Knape was presented with an Associate of Arts in General Studies degree by Vice President John Matula, conferred by Dr. Exley.

Committee Reports

The Committees met January 12, 2026. Regent Crumm provided the facilities report, currently \$90,000 under budget. Regent Pyburn presented the budget and finance report which included the SMG presentation, CampusWorks report, and enrollment report.

Approval of the Consent Agenda

Regent Shelton moved to approve the Consent Agenda, which included the Minutes of the November 20, 2025, Regular Board Meeting and the December 1, 2025, Special Called Board Meeting, the Grants report, and the Personnel Action for a full-time CEWD Construction and Transportation Instructor and the Dean of Health Sciences. Seconded by Regent Hoover. Motion passed unanimously.

President's Report

Classes for the spring semester began on Monday. Enrollment was 5,935 on the first day, which is a 7.46 percent increase from last spring and a 17 percent increase from Spring 2024. Most of the increase in enrollment is students attending classes on the main campus.

Last week was convocation, along with division meetings to prepare for the Spring semester.

If you haven't heard, Alvin College was recently ranked as the best public institution in the state when it comes to return on investment for students 10 years following graduation. The Georgetown University analysis showed that Alvin College graduates see an average of \$276,000 over 10 years after they graduate, the highest rate of any public college or university in Texas.

Faculty members honored Computer Technology Management Chair Michael Smith and Nursing instructor Ashely White with the 2025-26 League of Innovation Excellence Award.

Our Esports team clinched the NECC Marvel Rivals Division VI title with a 3–1 win over TCU! The Finz went undefeated 14–0, 11 sweeps, AND won \$600 in the first-ever Space City Tournament hosted by San Jacinto College.

Before we left for the Winter Break, several of our students and staff members helped distribute food on campus for the Houston Food Bank. Members of the baseball team were also on hand to help hand out the food. The distribution was coordinated through the college's Student Resource Center.

We had several pinning and graduation ceremonies in December for Allied Health programs, Nursing, and the Law Enforcement Academy.

The Art Department is hosting visiting artist Jeff Forster now in the Student Center Gallery. The artist will be on campus for a workshop on January 26, and a closing reception will be on January 29.

The Library Speaker series picks up in the spring with Jessi Phinney from Phinney Farm on February 4 and Jill's Closet owner Kerri Garrett on February 19.

This report was for information only.

Annual Report on Board Member Training

The annual Board Member Training Report was presented by Dr. Exley. This report was for information only.

Consider Approval of the Appointment of Election Clerk

Regent Crumm moved to authorize LaVonna Miller as the Appointed Election Clerk. Seconded by Regent Hoover. Motion passed unanimously.

Consider Approval of the Call Order of Election

Regent Knape moved to approve the Order calling the General Election to be held on May 2, 2026. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the Machining Lab Equipment

Regent Pyburn moved to authorize the President to enter into a contract with Champion Machine Tool Sales, Inc. in the amount of \$268,565.00. Seconded by Regent Crumm. Motion passed unanimously.

Consider Approval of the Alvin College Strategic Plan: Elevate 2030

John Matula, Dr. Stacy Ebert, and Wendy Del Bello presented the Alvin College Strategic Plan: Elevate 2030.

Vice Chair Droege moved to approve the Elevate 2030 – Alvin College Strategic Plan 2026-2030. Seconded by Regent Reyes-Hall. Motion passed unanimously.

Consider Approval of the Interlocal Agreement with the City of Houston

Regent Pyburn moved to authorize the President to enter into an Interlocal Agreement with the City of Houston for the provision of police communications system. Seconded by Regent Hoover. Motion passed unanimously.

Consider Approval of the Professional Services Agreement with Project Luong

The board asked to remove this item from the agenda.

Consider Approval of the Real Estate Agreements Relating to Potential West Campus

Regent Shelton moved to authorize the President to negotiate and execute an agreement relating to the site selection for a new West Campus. Seconded by Regent Pyburn. Motion passed unanimously.

Financial Report Ending November 30, 2025

Vice Chair Droege moved to approve the Financial Report for November 30, 2025. Seconded by Regent Hoover. Motion passed unanimously.

Adjournment

There being no further business before the Board, Chair Sanchez adjourned the meeting at 8:13 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

12.B. **Grants**



Robert J. Exley, PhD
President

MEMORANDUM NO: 031-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 10, 2026
SUBJECT: Federal, State, and Private Grants Report

Attached is the Alvin College Grant Status Report as of February 3, 2026.

The first page provides a summary of Alvin College'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: \$6,052,008.70
- Grant applications under funder review: \$77,500.00
- Grant Applications in Development: TBD

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

RJE:fmj

Alvin College Grants

February 3, 2026

Alvin College has the following in grant activity:

\$6,052,008.70	Active Funded Grants
\$ 77,500.00	Grant Applications in the Funder Review Process
\$ TBD	Grant Applications in the Development Process (budgets in process)

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

Alvin College Grant Status Report as of February 3, 2026

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College 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 improve retention and completion rates of Nursing students.	State Formula Non-Competitive
U.S. Department of Labor Strengthening Community Colleges 5 #25A60CC000038	2/1/2025	1/31/2029	Pamela Berry-Richardson	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 improve 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 #28255DF002	8/6/2025	7/31/2026	Dr. Virginia Champion	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 Project #264205	9/1/2025	8/31/2026	Dr. Marby McKinney	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 Project #261174	9/1/2025	8/31/2026	Inez Ihezue	Prison Education	Personnel, Student Support	\$ 199,500.00	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	ACPD	Equipment - Radios	\$ 123,739.00	Primary	N/A	Funds provide for 15 personal radios for ACPD 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	ACPD	Equipment - Vehicle	\$ 82,700.00	Primary	N/A	Funds provide for one Chevrolet Silverado 1500 Truck with law enforcement light package.	State Discretionary Competitive
Houston Endowment Planning to Maximize HB 8 Funding and Student Completion Grant #33954	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
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 2	1/1/2026	12/31/2027	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	\$ 84,276.24	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 20% institutional match required. <i>Application submitted 2/13/2025. Budget amended by funder.</i>	State Discretionary Competitive
STATE/FEDERAL GRANTS SUBTOTAL						\$ 5,921,958.70				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College Role	Partner	Purpose	Grant Type
2025-2026 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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 Alvin College 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
Lyondell Basell	2/2/2026	8/31/2026	Wendy Del Bello	Student Support	Scholarships	\$ 5,000.00	Primary	N/A	Provides scholarships for Process Technology students.	Private Foundation
ALVIN COLLEGE FOUNDATION GRANTS SUBTOTAL						\$ 130,050.00				
TOTAL, ALL ACTIVE GRANTS						\$ 6,052,008.70				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College Role	Partner	Purpose	Grant Type
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
Texas Workforce Commission Skills for Small Business	TBD	TBD	Inez Ihezue	CEWD	Instruction and Training	\$ 52,500.00	Primary	FlexMore	Skills training for employees of FlexMore and potentially other companies.	State Discretionary Competitive
Total, Grants in Funder Review						\$ 77,500.00				

Grant Name/Fund Source	Begin Date	End Date	Personnel	Emphasis	Funds Utilization	Amount	Alvin College Role	Partner	Purpose	Grant Type
Office of the Governor Criminal Justice Grant Program - Camera Project	10/1/2026	9/30/2027	Chief Ronny Phillips	Police Department	Equipment	TBD	Primary	N/A	Funds provide body-worn cameras for the Alvin College Police Department. <i>Application due 2/12/2026.</i>	State Discretionary Competitive
Office of the Governor Criminal Justice Grant Program	10/1/2026	9/30/2027	Chief Ronny Phillips	Police Department	Equipment	TBD	Primary	N/A	Funds provide equipment for the Alvin College Police Department. <i>Application due 2/12/2026.</i>	State Discretionary Competitive
Office of the Governor State and Local Cybersecurity Grant Program - Mitigation Projects 3	9/1/2026	8/31/2027	Billy Allen	Institutional Cybersecurity	Personnel, Software, Contract Services	TBD	Primary	N/A	Funds provide for upgrading institutional cybersecurity. 30% institutional match required. <i>Application due 2/12/2026.</i>	State Discretionary Competitive
Total, Grants in Application Development						\$ -				

Grants Reviewed by Alvin College but Not Pursued or Not Selected for Funding

Grant Name/Fund Source	Application Due Date	Application Submitted	Department	Amount	Alvin College Role	Partner	Purpose	Grant Type	Reason Declined / Not Funded
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	Alvin College 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	Alvin College 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	Alvin College was not selected.
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 and job placement assistance.	State Discretionary Competitive	Alvin College 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 support the BioTechnology Program.	Federal Discretionary Competitive	SJC deemed not eligible to participate due to Alvin College'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 support 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.
Texas Higher Education Coordinating Board Texas Reskilling and Upskilling through Education (TRUE) Pathways Design and Planning Grant	5/23/2025	Y	Engineering Technology & Technician	\$ 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	Alvin College was not selected.
ACCTAC US-UK Community College and Technical Education Exchange Grant	10/3/2025	Y	Study Abroad	\$ 18,250.00	Primary	N/A	Provides funds for travel to the United Kingdom, program development and student scholarships	Private Foundation	Alvin College was not selected.
THECB Texas Reskilling and Upskilling for Education (TRUE) Grant	9/8/2025	Y	CEWD EMT Program	\$ 500,000.00	Primary	N/A	Provide for expanding CEWD EMT program by adding Paramedic.	State Discretionary Competitive	Alvin College was not selected.
Texas Historical Foundation	10/14/2025	Y	History Program	\$ 7,120.00	Primary	N/A	Funds support 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.	Private Foundation	Alvin College was not selected.
U.S. Department of Education FIPSE Special Projects	12/5/2025	N	Program Development	\$ 1,000,000.00	Primary	N/A	Funds would be used to develop new trades programs.	Federal Discretionary Competitive	Alvin College determined there was not enough time to assemble an application. The college will pursue preparing an application for a future competition.
TWC College Credit for Heroes Grant	11/6/2026	Y	Pathways	\$ 200,000.00	Primary	N/A	Provide personnel to develop a fully integrated system for standardized evaluation of Military Transcripts.	State Discretionary Non-Competitive	Alvin College was not selected.
TWC JET Grant (Jobs and Education for Texans) 2026	1/12/2026	N	Welding	\$ 375,000.00	Primary	N/A	Funds provide for Welding equipment. 5-10% institutional match required.	State Discretionary Competitive	The identified departments did not meet application requirements; therefore, the college did not apply at this time.

12.C. **Personnel Action (Replacement): FT Faculty, Biology 9M**



Robert J. Exley, PhD
President

MEMORANDUM NO: 028-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

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

DATE: February 10, 2026

SUBJECT: Personnel Action – Replacement Position, Faculty, Biology 9M

The individual listed below has been recommended to fill the full-time Faculty, Biology 9M position to replace Nancy Fitzgerald.

Funding Source: 11-3-14120-61405

Candidate

Recommended: **Dallin Stokes**

Education: Idaho State University
Master of Science, Microbiology

Brigham Young University
Bachelor of Science, Microbiology

Dallin brings extensive graduate-level training and teaching experience in biological sciences. He has delivered laboratory instruction and guest lectures on core and advanced topics, incorporating interactive teaching methods and mentoring to enhance student engagement and learning outcomes. His prior position as Graduate Research Assistant was at the Lane Molecular Biology Research Lab.

Grade 9M/MA/Step 6, 2025 - 2026 / 9 Month Faculty Salary Schedule

RJE:fmj

JOB DESCRIPTION

Job Title:	Faculty, Biology (PID: 44)		
Department:	Natural and Physical Sciences	FLSA Status:	Exempt
Reports To:	Dean of Arts & Sciences	Salary Step:	Based on Contract Length / Degree
ORP Eligible:	Yes	Job Category:	Full-Time Faculty
Contractual Position:	Yes		
HR approved:	Human Resources/LG	Date:	9/15/2025
Last updated by:	Dean A&S/Dr. George	Date:	9/9/2025

SUMMARY

The instructor will teach a variety of courses within the Biology discipline in the Department of Natural and Physical Sciences.

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

- Instruct and supervise a diverse population of students in the classroom at various times and locations (ACC Main campus, satellite campuses, dual enrollment campuses, TDCJ, online, etc.)
- Demonstrate a strong commitment to student engagement, academic success, and instructional excellence.
- Prepare and utilize course syllabi, learning objectives, and assessments in alignment with institutional guidelines and accreditation standards.
- Utilize innovative teaching methodologies, instructional technologies, and diverse educational resources to enhance student learning.
- Assist in the recruitment, retention and student success initiatives
- 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
- Foster a collegial and professional environment by building positive relationships with students, faculty, administrators, and the community.
- Submit timely college reports and forms to the appropriate divisions and departments
- Provide recommendations to the Instructional Dean, Department Chair, and appropriate college committees regarding curriculum, instruction and division operations
- Engage in professional development to stay current with advancements in the respective disciplines and higher education pedagogy.
- Serve on departmental, division or college taskforces or committees or any institutional service opportunity.
- Adhere to Alvin Community College's policies and procedures.
- Perform other duties as assigned in support of the institution's mission and academic excellence.

QUALIFICATIONS

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

REQUIRED QUALIFICATIONS

- Master's degree in biology or a Master's degree with at least 18 graduate semester hours in theoretical or applied biological sciences, biochemistry or life sciences

PREFERRED QUALIFICATIONS

- Prior teaching experience at the college level.
- Bilingual – English/Spanish

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate effective communication skills, both written and oral
- Extensive knowledge of human anatomy and physiology
- Knowledge of established laboratory safety guidelines and procedures
- Must have a working knowledge of Microsoft Office programs, as well as intermediate computer skills
- Must be familiar with interactive teaching methods and instruction via the Internet
- Demonstrates an understanding of ACC's core values in serving in a manner that promotes the College as a strong community asset, being accountable, acting in a manner that is responsive, striving for excellence, and maintaining a student-centered focus

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

**12.D. Consider Approval of Resolution of Payment for Personnel During Closure
Due to the Winter Storm**



Robert J. Exley, PhD
President

MEMORANDUM NO: 023-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD
DATE: February 6, 2026

A handwritten signature in blue ink, appearing to read 'RJE', is placed over the 'FROM' line.

SUBJECT: Resolution of Payment for Personnel During the Closure Due to the Winter Storm

Alvin College Board Policy DEA (LOCAL) states:

“If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the public purpose served by the expenditure and the parameters for such payments.”

Due to the Winter Storm, the College administration closed the campus on Monday, January 26, 2026. The campus was reopened for classes and services on Tuesday, January 27, 2026.

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

RJE:fmj

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

WHEREAS, Alvin College has a substantial public interest in protecting the health and safety of its students and personnel;

WHEREAS, Winter Storm Fern began impacting Texas around January 23, 2026, it brought significant sleet and ice accumulations that created hazardous travel conditions in Brazoria County and throughout much of the State;

WHEREAS, Alvin College closed its facilities on Monday, January 26, 2026, for the safety of its faculty, staff, and students;

WHEREAS, Alvin College police officers worked throughout the closure to safeguard Alvin College facilities, and Alvin College environmental and custodial staff and other technical support, clerical, and maintenance (TSCM) employees worked periodically throughout the closure to maintain and clean facilities;

WHEREAS, all College operations resumed on Tuesday, January 27, 2026;

WHEREAS, Alvin College's Board of Regents has long recognized the important services provided by essential personnel during emergency closures, and Board Policy DEA (Local) allows the Board to pass resolutions authorizing payments to Alvin College personnel subject to certain parameters;

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

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

NOW, THEREFORE, BE IT RESOLVED that

1. The Board delegates authority to President Exley to:
 - a. compensate employees for workdays and hours that they were unable to work, as determined by President Exley or his designee, in the manner and at the rates set forth in Board Policy DEA (Local).

ADOPTED THIS 19TH DAY OF FEBRUARY 2026.

ALVIN COLLEGE

By: _____
Bel Sanchez, Board Chair
Board of Regents

Attest: _____
Dr. Patty Hertenberger, Secretary
Board of Trustees

13. **President's Report**
14. **Student Report**
15. **Racial Profiling Report**



Robert J. Exley, PhD
President

MEMORANDUM NO: 029-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 11, 2026
SUBJECT: Annual Racial Profiling Report

Pursuant to Senate Bill 1074, Section 1, Chapter 2, and the Texas Code of Criminal Procedure, Articles 2.131–2.138, the Alvin College Police Chief, Ronny Phillips, is required to submit an annual racial profiling report to the Texas Commission on Law Enforcement (TCOLE) and to the Alvin College Board of Regents.

This report covers the period from January 1, 2025, through December 31, 2025, and is presented to the Board for information only.

RJE:fmj

Racial Profiling Report | Full

Agency Name: ALVIN COMMUNITY COLLEGE POLICE DEPT.
Reporting Date: 01/29/2026
TCOLE Agency Number: 039005

Chief Administrator: GEORGE R PHILLIPS

Agency Contact Information:
Phone: (281) 756-3700
Email: rphillips@alvincollege.edu

Mailing Address:
CAMPUS POLICE, 3110 MUSTANG RD, ALVIN, TX, 775114807

This Agency filed a full report

ALVIN COMMUNITY COLLEGE POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the ALVIN COMMUNITY COLLEGE POLICE DEPT. if the individual believes that a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the ALVIN COMMUNITY COLLEGE POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the ALVIN COMMUNITY COLLEGE POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The ALVIN COMMUNITY COLLEGE POLICE DEPT. has satisfied the statutory data audit requirements as

prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Jessica Alvarado
Administrative Sergeant

Date: 01/29/2026

Total stops: 140

Street address or approximate location of the stop

City street	107
US highway	0
County road	0
State highway	0
Private property or other	33

Was race or ethnicity known prior to stop?

Yes	0
No	140

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	5
Black	28
White	68
Hispanic / Latino	39

Gender

Female	62
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	11
White	31
Hispanic / Latino	19
Male	78
Alaska Native / American Indian	0
Asian / Pacific Islander	4
Black	17
White	37
Hispanic / Latino	20

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	140
Alaska Native / American Indian	0
Asian / Pacific Islander	5
Black	28
White	68
Hispanic / Latino	39
Vehicle traffic violation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	140
Alaska Native / American Indian	0
Asian / Pacific Islander	5
Black	28
White	68
Hispanic / Latino	39
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0		
Contraband	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Probable	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Inventory	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Incident to arrest	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Was Contraband discovered?			
Yes	0	Did the finding result in arrest?	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	0	Yes 0	No 0
White	0	Yes 0	No 0
Hispanic / Latino	0	Yes 0	No 0
No	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	96
Alaska Native / American Indian	0
Asian / Pacific Islander	5
Black	18
White	46
Hispanic / Latino	27
Citation	44
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	10
White	22
Hispanic / Latino	12
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	140
Alaska Native / American Indian	0
Asian / Pacific Islander	5
Black	28
White	68
Hispanic / Latino	39

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

16. **Annual Audit Results Report**



Robert J. Exley, PhD
President

MEMORANDUM NO: 033-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 13, 2026
SUBJECT: Acceptance of the 2024-2025 Audit (Annual Financial Report, AFR) by the Board of Regents

The 2024-2025 Annual Financial Report (i.e. yearly financial audit) will be presented by Mr. Ben Cohen, CPA, Senior Manager of Crowe, LLP.

1. The opinion of Alvin Community College's basic financial statements is an unmodified opinion, which is the highest opinion an entity can receive. See section one on page 2 and the Single Audit Report and Schedules of Federal and State Awards section beginning on page 63 in the Annual Financial Report.
2. There were no significant findings in Fiscal Year 2024-2025. See page 69 of the Schedule of Findings and Questioned Costs.

It is recommended that the Board of Regents accept the 2024-2025 Audit as presented.

RJE:fmj

INDEPENDENT AUDITOR'S REPORT

To the Board of Regents of
Alvin Community College

Report on the Audit of the Financial Statements***Opinions***

We have audited the financial statements of the business-type activities and the discretely presented component unit of Alvin Community College (the "College"), as of and for the year ended August 31, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the College, as of August 31, 2025 and 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions. The financial statements of the Alvin Community College Foundation (a nonprofit organization), which is a discrete component unit of the College, were not audited in accordance with Government Auditing Standards.

Emphasis of Matter

As discussed in Note 2 and 12 to the financial statements, the College implemented Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*. As a result of this implementation, beginning net position was restated. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

(Continued)

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, schedules of the College's proportionate share of the net pension and other postemployment benefits liability, and schedules of contributions on pages 5-14 and 54-57 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

(Continued)

Supplementary Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. The accompanying supplementary information, such as the schedule of operating revenues, the schedule of operating expenses by object, the schedule of nonoperating revenues and expenses, the schedule of net position by source and availability, and the schedule of expenditures of federal and state awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, the *Texas Uniform Grant Management Standards*, and the Texas Higher Education Coordinating Board's *Annual Financial Reporting Requirements for the Texas Public Community and Junior Colleges*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of operating revenues, the schedule of operating expenses by object, the schedule of nonoperating revenues and expenses, the schedule of net position by source and availability, and the schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the organizational data and statistical information but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 12, 2026 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Crowe LLP
Crowe LLP

Houston, Texas
February 12, 2026

**SINGLE AUDIT REPORT AND SCHEDULES OF
FEDERAL AND STATE AWARDS**

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Regents of
Alvin Community College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type and the discretely presented component unit of Alvin Community College (the "College"), as of and for the year ended August 31, 2025, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated February 12, 2026. The financial statements of the Alvin Community College Foundation (a nonprofit organization) which is a discrete component unit of the College were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Alvin Community College Foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

(Continued)

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Crowe LLP

Crowe LLP

Houston, Texas
February 12, 2026

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR MAJOR
FEDERAL AND STATE PROGRAMS AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND TEXAS
GRANT MANAGEMENT STANDARDS

To the Board of Regents of
Alvin Community College

Report on Compliance for Major Federal and State Programs

Opinion on Major Federal and State Programs

We have audited Alvin Community College's (the "College") compliance with the types of compliance requirements identified as subject in the OMB Compliance Supplement and the Texas Grant Management Standards (TxGMS) that could have a direct and material effect on the College's major federal and state programs for the year ended August 31, 2025. The College's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal and state program for the year ended August 31, 2025.

Basis for Opinion on Major Federal and State Programs

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the TxGMS, issued by the Texas Comptroller of Public Accounts. Our responsibilities under those standards and the Uniform Guidance and the TxGMS are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal and state programs. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

(Continued)

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the College's federal and state programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and the TxGMS will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the TxGMS we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the TxGMS, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

(Continued)

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the TxGMS. Accordingly, this report is not suitable for any other purpose.

Crowe LLP

Crowe LLP

Houston, Texas
February 12, 2026

ALVIN COMMUNITY COLLEGE
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
For the year ended August 31, 2025

2024-001 Review of Return of Title IV Funds (Significant Deficiency)

Federal Program: Title IV - Student Financial Assistance Program Cluster (AL No. 84.063 and 84.268)

Compliance Requirement: Return of Title IV Funds (R2T4) as per 34 CFR 668.22

Criteria: The College is required to ensure that R2T4 calculations are reviewed by someone other than the person performing the original calculations to ensure accuracy and compliance.

Condition: During our review of the College's adherence to R2T4 requirements, we identified a significant deficiency in internal controls over compliance. Specifically, there was a lack of documented evidence showing that the R2T4 calculations were reviewed by an individual other than the one who performed the original calculations.

Cause: The College did not have adequate procedures in place to ensure segregation of duties in the R2T4 review process, leading to insufficient documentation of independent reviews.

Effect: The lack of segregation of duties and proper documentation could result in incorrect R2T4 calculations, non-compliance with federal regulations, and potential financial impact on the College and its students.

Questioned Costs: None identified.

Recommendation: The college should implement procedures that ensure segregation of duties in R2T4 calculations, designate a separate individual to review and verify the accuracy of the calculations, and maintain comprehensive documentation to provide evidence of the review process, including the reviewer's signature, date of review, and any findings or corrections made.

Status: This finding has been rectified for the year ended August 31, 2025. Corrective actions were implemented, and the College Financial Aid Director has implemented a standardized email response to confirm that the R2T4 calculations for each month were reviewed.

ALVIN COMMUNITY COLLEGE
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 For the year ended August 31, 2025

SECTION I - SUMMARY OF AUDITOR'S RESULTS

FINANCIAL STATEMENTS

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Internal control over financial reporting:	
• Material weaknesses identified?	No
• Significant deficiencies identified?	None noted
Noncompliance material to financial statements noted?	No

FEDERAL AND STATE AWARDS

Internal control over major federal and state programs:	
• Material weaknesses identified?	No
• Significant deficiencies identified?	No
Type of auditor's report issued on compliance for federal and state major programs?	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516?	No
Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No
Identification of federal major programs:	
<u>Assistance Listing (AL) Number(s)</u> 84.007, 84.033, 84.063, and 84.268	<u>Name of Federal Program or Cluster</u> Student Financial Assistance Program Cluster
Identification of state major programs:	
<u>State Contract Number(s)</u> 29898/01750 9050007G	<u>Name of State Program or Cluster</u> Nursing Innovation Grant Program (NIGP) Texas Educational Opportunity Grant (TEOG)

(Continued)

ALVIN COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended August 31, 2025

SECTION II - FINANCIAL STATEMENT FINDINGS

None identified.

SECTION III - FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None identified.

SECTION IV - FINDINGS AND QUESTIONED COSTS FOR STATE AWARDS

None identified.

17. **Delinquent Property Tax Report**

WHEN EXPERIENCE, REPUTATION AND PERFORMANCE MATTER



PERDUE BRANDON
FIELDER COLLINS & MOTT LLP
ATTORNEYS AT LAW

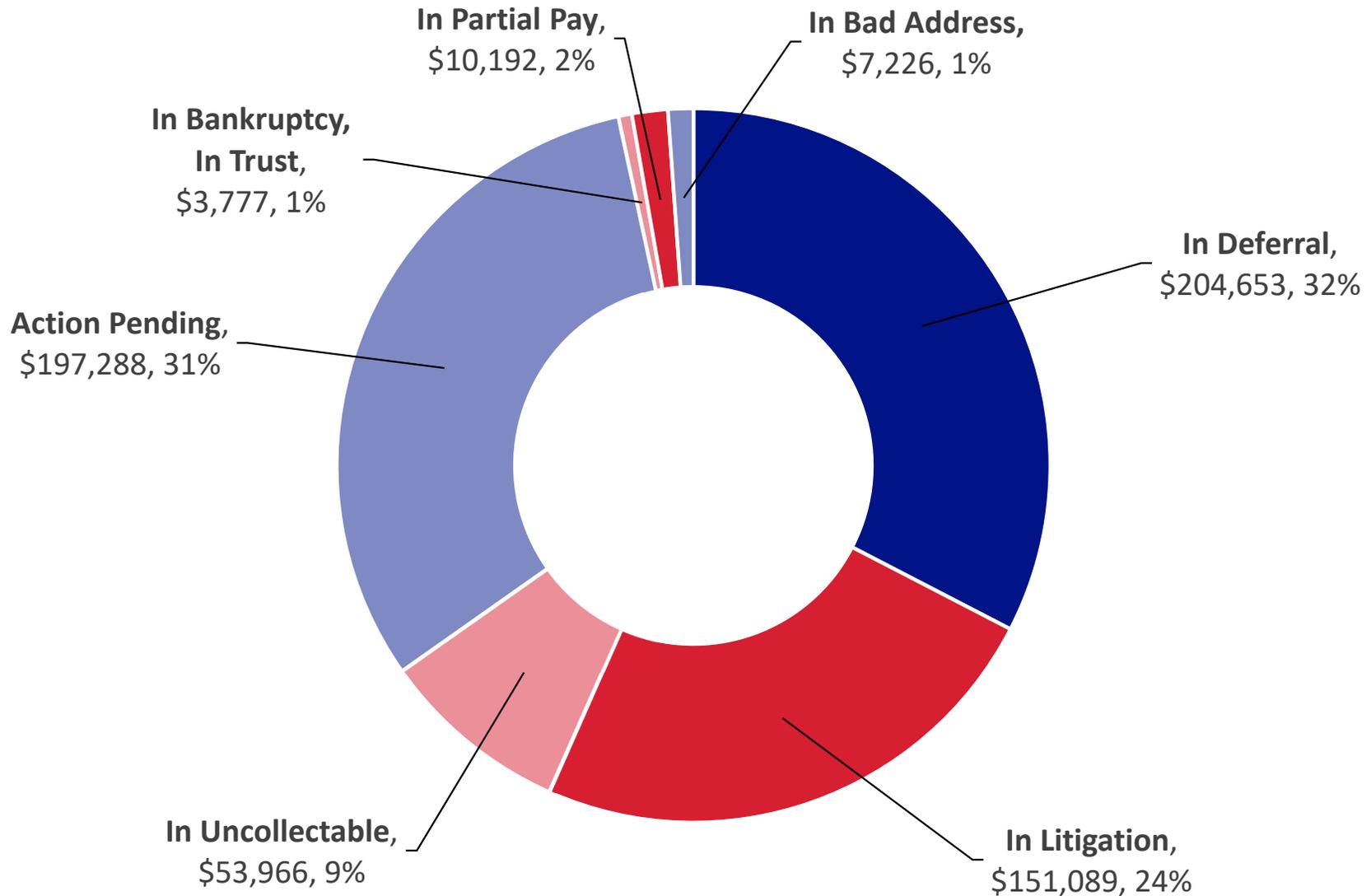
COLLECTION REPORT TO ALVIN COLLEGE

Submitted by: *Michael J. Darlow & Hayden P. Bartley*
February 2026
www.pbfc.com



ACCOUNT BREAKDOWN CHART FOR ALVIN COLLEGE

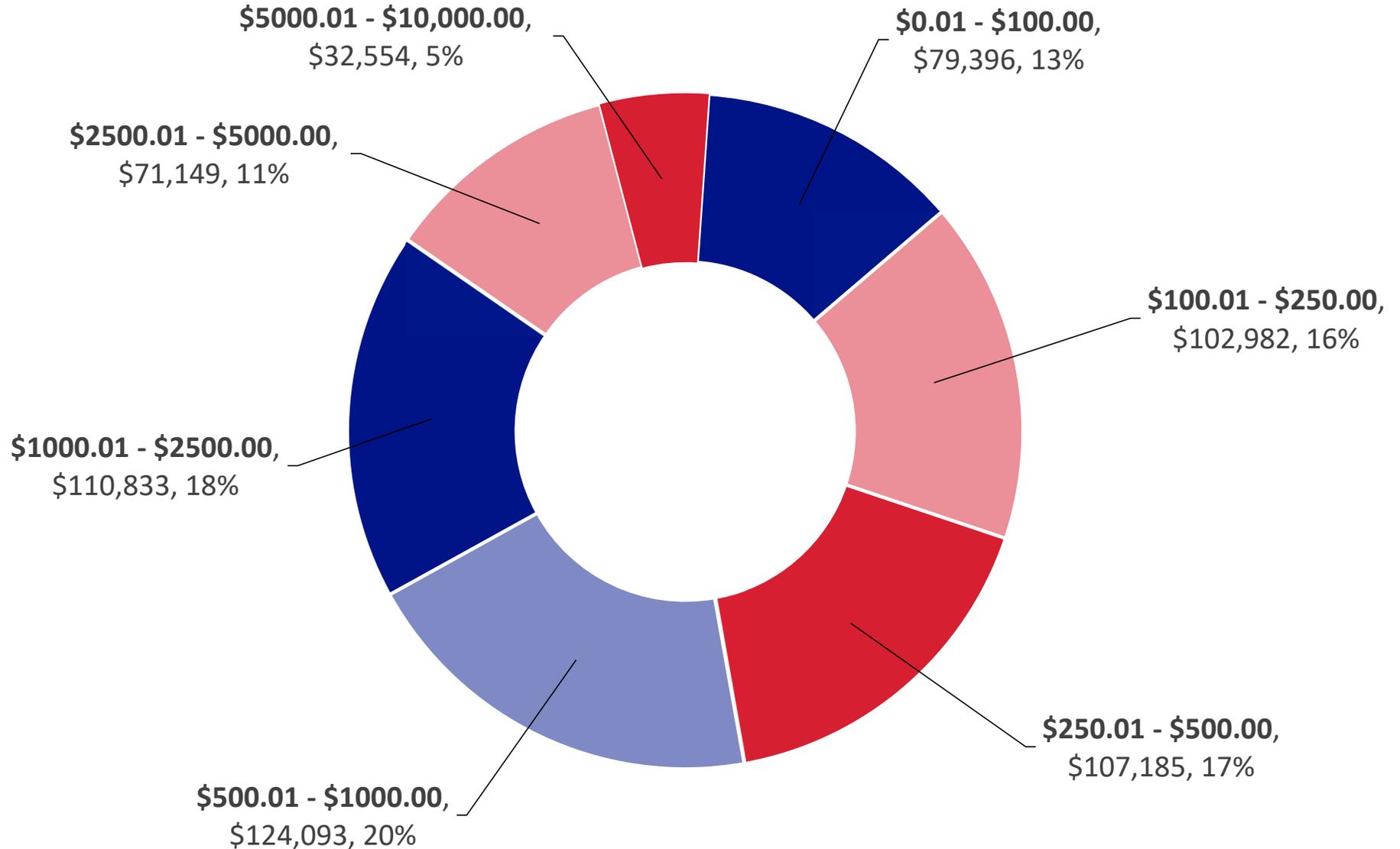
As of 02/03/2026 - Total Base Tax: \$628,191





DOLLAR RANGE CHART FOR ALVIN COLLEGE

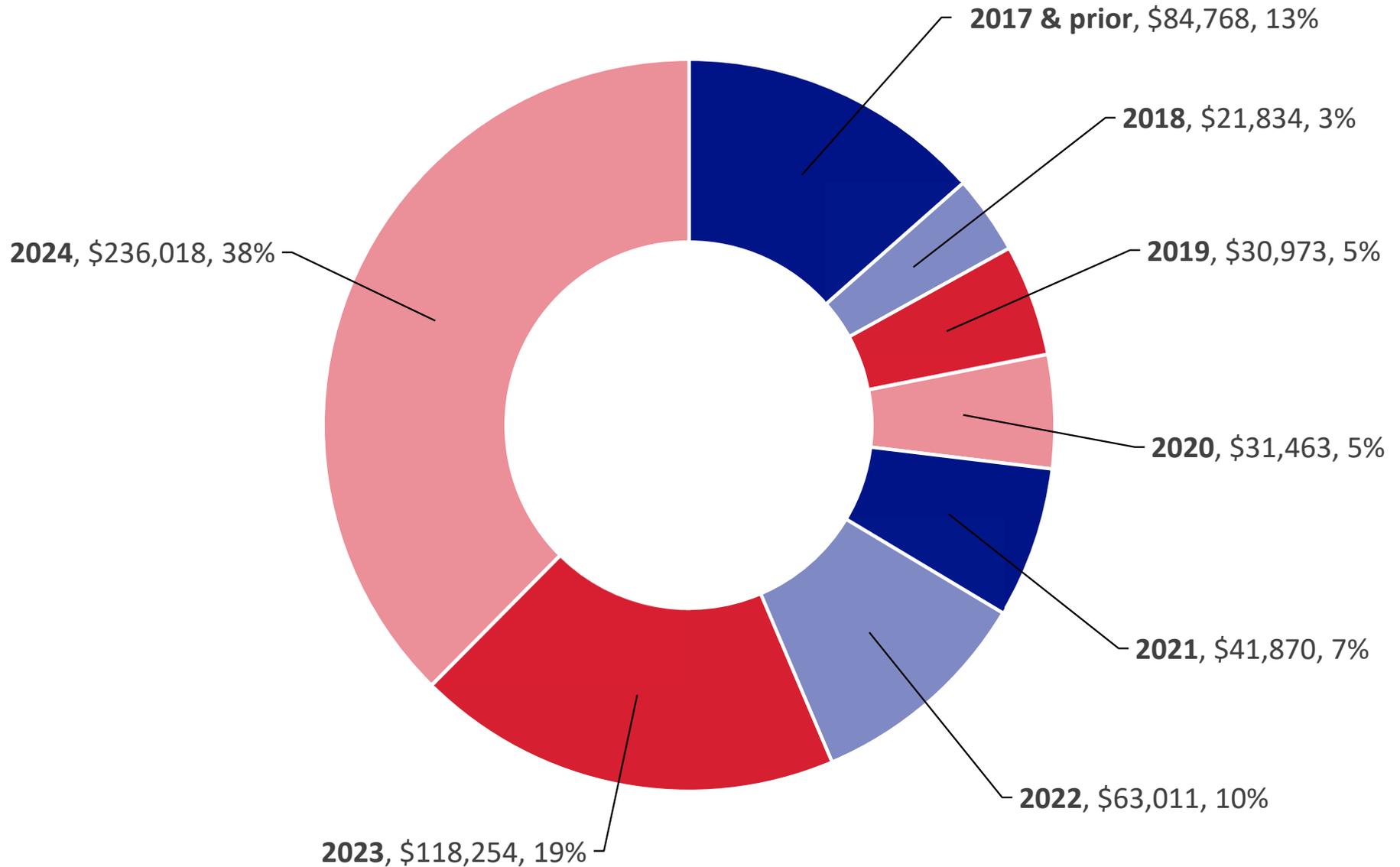
As of 02/03/2026 - Total Base Tax: \$628,191





TAX YEAR CHART FOR ALVIN COLLEGE

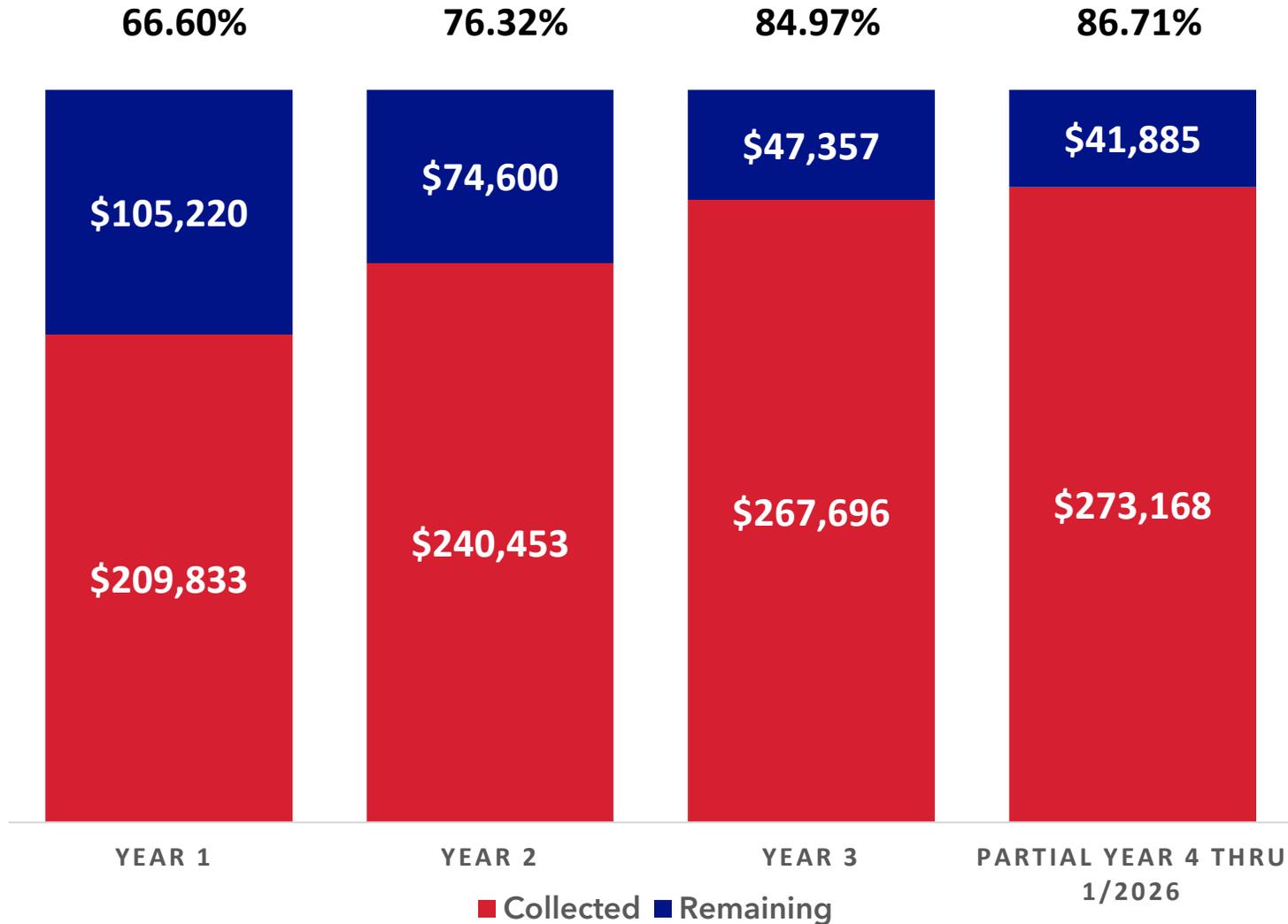
As of 02/03/2026 - Total Base Tax: \$628,191





2021 PERCENTAGE OF COLLECTION FOR ALVIN COLLEGE

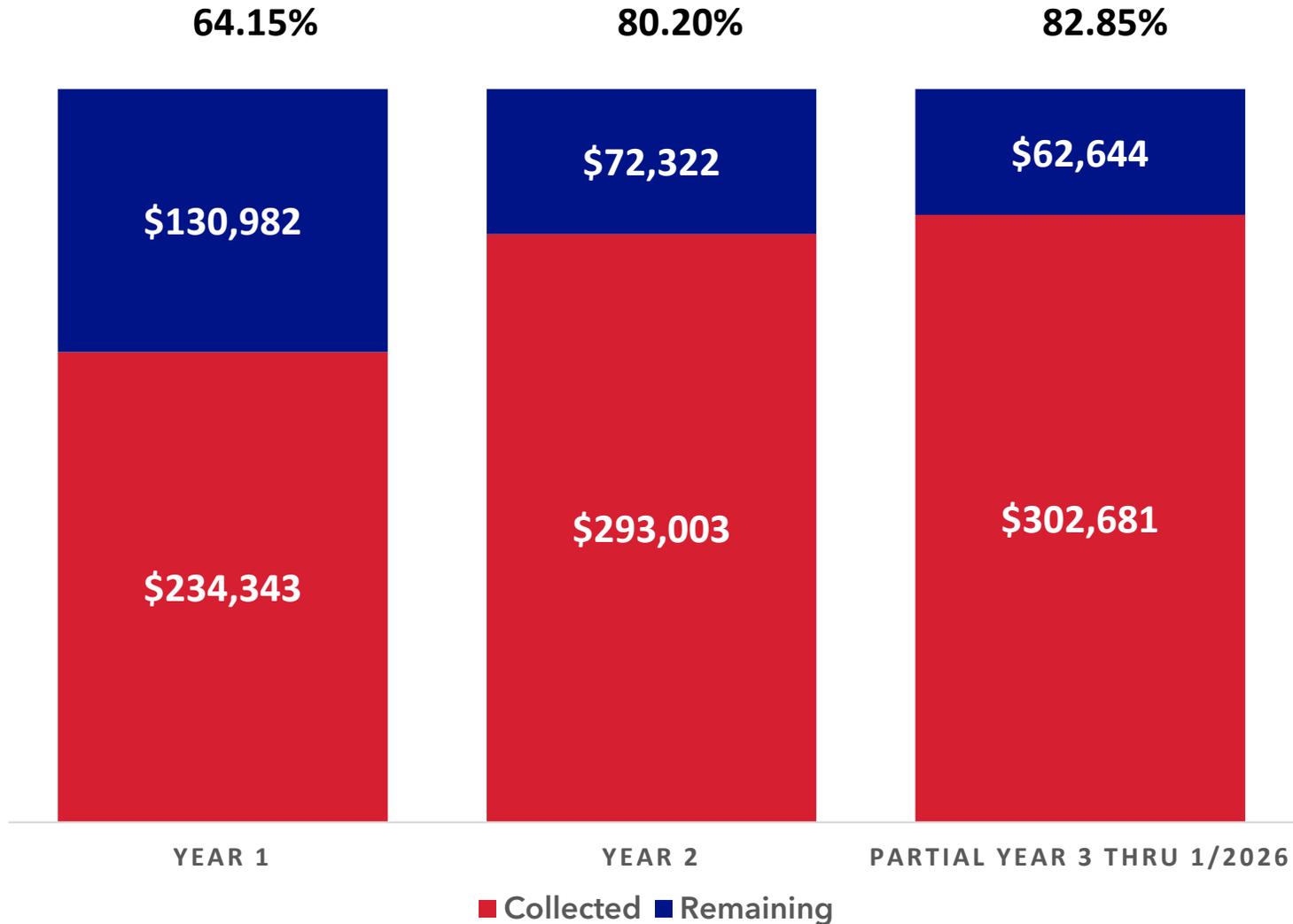
As of 07/01 - 6/30 for each year - Initial Outstanding Base Tax \$315,053





2022 PERCENTAGE OF COLLECTION FOR ALVIN COLLEGE

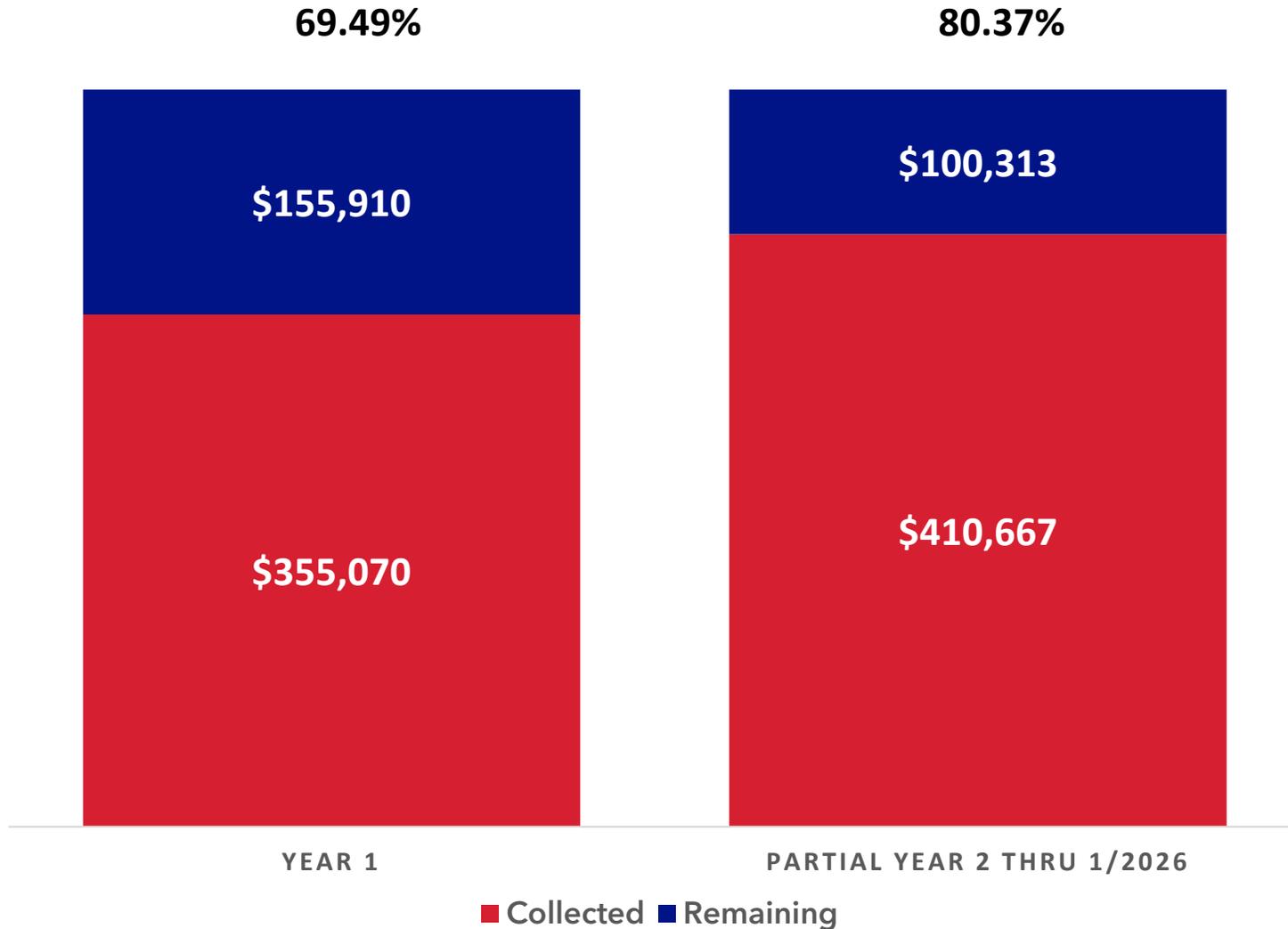
As of 07/01 - 6/30 for each year - Initial Outstanding Base Tax \$365,325





2023 PERCENTAGE OF COLLECTION FOR ALVIN COLLEGE

As of 07/01 - 6/30 for each year - Initial Outstanding Base Tax \$510,980





2024 PERCENTAGE OF COLLECTION FOR ALVIN COLLEGE

As of 07/01 - 6/30 for each year - Initial Outstanding Base Tax \$547,263

59.12%



PARTIAL YEAR 1 THRU 1/2026

■ Collected ■ Remaining

18. **Consider Approval of a Resolution for Additional Penalty for Tax Collection Costs**



Robert J. Exley, PhD
President

MEMORANDUM NO: 025-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

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

DATE: February 10, 2026

SUBJECT: Consider Approval of a Resolution for Additional Penalty for Tax Collection Costs

Pursuant to Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, the College may impose an additional penalty on delinquent taxes to cover the costs of collection. Alvin College has contracted with a delinquent tax attorney under Section 6.30 of the Tax Code to assist with these collections.

The proposed Resolution adopts a twenty percent (20%) penalty for the 2025 tax year and all subsequent tax years, which will be assessed to delinquent taxpayers, not to the College or its current taxpayers.

It is recommended that the Board of Regents Consider and take action to approve a Resolution for Additional Penalty for Tax Collection Costs from 15% to 20% effective for the 2025 tax year and all subsequent tax years as detailed in the Resolution.

RJE:fmj

Agenda Item:

Consider and take action to approve a Resolution for Additional Penalty for Tax Collection Costs from 15% to 20% effective for the 2025 tax year and all subsequent tax years as detailed in the Resolution.

**RESOLUTION PROVIDING FOR ADDITIONAL PENALTY
FOR TAX COLLECTION COSTS**

WHEREAS, the Alvin College (the “College”) desires to impose an additional penalty to defray costs incurred in the collection of delinquent taxes pursuant to Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended; and

WHEREAS, the College has contracted with a delinquent tax attorney to enforce the collection of delinquent taxes pursuant to Section 6.30 of the Texas Property Tax Code, as amended; Now, Therefore,

BE IT RESOLVED BY THE BOARD OF REGENTS OF THE ALVIN COLLEGE THAT:

Section 1: The College adopts the additional twenty percent (20%) penalty to defray the costs of collection of delinquent taxes by the College as authorized by Texas Property Tax Code, Sections 33.07, 33.08, and 33.11, as amended, for the 2025 tax year and each succeeding year hereafter. This penalty shall be in addition to any penalty and interest owed to the College for the delinquent taxes pursuant to Section 33.01 of the Texas Property Tax Code, as amended.

Section 2: The College’s tax assessor and collector shall deliver a notice of delinquency and of the penalty imposed in accordance with this Resolution to the property owner in accordance with the requirements of Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended.

Section 3: This Resolution constitutes official action of the governing body of the College to impose an additional penalty for tax collection costs as provided in Sections 33.07, 33.08, and 33.11 of the Texas Property Tax Code, as amended.

PASSED AND APPROVED on the 19th day of February, 2026.

ALVIN COLLEGE

President, Board of Regents

ATTEST:

Secretary, Board of Regents

19. **Consider Approval of a Contingent Fee Contract with Perdue, Brandon, Fielder, Collins and Mott, LLP**



Robert J. Exley, PhD
President

MEMORANDUM NO: 024-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 9, 2026
SUBJECT: Consider Approval of Tax Collection Contract

Alvin College proposes to enter into a contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, LLP (“the Firm”) for the collection of delinquent ad valorem taxes owed to the College, pursuant to Section 6.30 of the Texas Tax Code and Section 2254.1036 of the Texas Government Code.

The College currently contracts with the Firm for the collection of delinquent taxes. The proposed contract will amend the existing agreement dated January 25, 2007. The primary purpose of the amendment is to increase the taxpayer penalty rate from 15% to 20%. The term of the contract will be February 19, 2026, through February 15, 2029, with an automatic renewal for two additional one-year terms.

Under the proposed agreement, the Firm will continue to notify the Tax Assessor-Collector of any errors or discrepancies identified, represent the College in all litigation related to taxes filed by any taxing entity on property located within the Alvin College tax district, provide progress reports upon request, and meet with College representatives as needed.

It is recommended that the Board of Regents approve a contingent fee contract with Perdue, Brandon, Fielder, Collins and Mott, LLP pursuant to Section 6.30, of the Tax Code, said contract being for the collection of delinquent government receivables owed to Alvin College.

RJE:fmj

Agenda Item:

Consider and take action to approve a Resolution for Additional Penalty for Tax Collection Costs from 15% to 20% effective for the 2025 tax year and all subsequent tax years as detailed in the Resolution.

**SECOND AMENDED CONTRACT
FOR THE COLLECTION OF
DELINQUENT TAXES**

THE STATE OF TEXAS

§

COUNTY OF BRAZORIA

§

§

SECTION I. PARTIES

THIS CONTRACT is made and entered into by and between the **ALVIN COLLEGE (herein referred to as “Taxing Authority”)**, a political subdivision of the State of Texas, acting by and through its Board of Regents, and **PERDUE, BRANDON, FIELDER, COLLINS & MOTT, L.L.P., (herein referred to as the “Firm” or “Perdue Brandon”)**, Houston, Texas, or their duly authorized representatives. Each of which may be referred to in the singular as “Party” or in the plural as “Parties.” The Parties acknowledge that this Agreement creates an attorney-client relationship.

SECTION II. SCOPE OF SERVICES

Taxing Authority agrees to engage and does hereby engage the Firm to represent Taxing Authority to enforce, by litigation or otherwise, the collection of all delinquent taxes (and current year's taxes becoming delinquent within the period of this contract), penalties, and interest, owing to the Taxing Authority which the Taxing Authority's Tax Assessor-Collector refers to the Firm and shall become subject to its terms upon the following conditions:

- A. Taxes that become delinquent during the term of this Contract that are not delinquent for any prior tax year become subject to the terms of this Contract on the first (1st) day of the month in which penalties attach to the taxes pursuant to Sections 33.07 and 33.08 of the Texas Property Tax Code; and
- B. Taxes on personal property that become delinquent during the term of this Contract that are not delinquent for any prior tax year become subject to the terms of this Contract on

the first (1st) day of the month in which penalties attach pursuant to Section 33.11 of the Texas Property Tax Code. All delinquent personal property taxes shall be turned over to the Firm for collection sixty (60) days after the delinquency date of said taxes.

C. Taxes that become delinquent during the term of this Contract on property that is delinquent for prior tax years shall become subject to its term on the first (1st) day of delinquency when such property is under litigation or comes under litigation or is referred to the Firm for collection by the Taxing Authority's Tax Assessor- Collector.

D. Other taxes, including current taxes, which are turned over to the Firm by the Taxing Authority's Tax Assessor-Collector because of the necessity of filing claims in bankruptcy, with other federal authorities, or for other reasons, shall become subject to the terms of this Contract at the time they are turned over to the Firm and the Firm shall be entitled to the appropriate percentage-based compensation, as set forth below.

SECTION III. THE FIRM'S COLLECTION OBLIGATIONS

The Firm is to call to the attention of the Tax Assessor-Collector or other officials any errors, double assessments or other discrepancies coming under their observation during the progress of the work and is to intervene on behalf of the Taxing Authority in all litigation for taxes hereafter filed by any taxing unit on property located within its taxing jurisdiction.

Upon request, the Firm will provide progress reports and customized collection activity reports on all accounts to the Taxing Authority and will present a collection report at a meeting of the governing body of the Taxing Authority. The Firm will advise the Taxing Authority of all cases where investigation reveals taxpayers to be financially unable to pay their delinquent taxes.

The Firm is to meet as needed with the Taxing Authority's Tax Assessor-Collector, Chief

Financial Officer and other Tax Office personnel to discuss matters that arise from day-to-day operations. The Firm agrees to provide information advice and guidance to the Taxing Authority on legal issues arising from delinquent tax collections, legislative changes to the Texas Property Code and truth-in-taxation matters.

SECTION IV. COLLECTION FEE

Taxing Authority agrees to pay the Firm as compensation for services rendered hereunder, the percentage as set forth below, of the total amount of all delinquent taxes, penalties, and interest which are subject to this Contract and which are actually collected and paid to the Taxing Authority's Collector of Taxes, when an equal amount of Section 33.07, 33.08 or 33.11 penalties are recovered from the taxpayer:

15% of tax year 2024 and prior year collections:

20% of tax year 2025 and subsequent year collections

The Firm also is entitled to the appropriate percentage-based compensation as set forth above, of current taxes received by the Taxing Authority when such percentage-based compensation is collected from the taxpayer prior to July 1st of any tax year.

Such compensation shall become the property of the Firm at the time such delinquent taxes, penalties, and interest are actually paid to the Taxing Authority's Tax Assessor-Collector. The Tax Assessor-Collector shall pay said compensation to the Firm monthly by check or ACH.

SECTION V. TAXING AUTHORITY'S OBLIGATIONS

Taxing Authority agrees to furnish to the Firm all data and information as to the name, and address of the taxpayer, the legal description of the property, tax years and amount of taxes due. Taxing Authority further agrees to update said information by furnishing a list of paid accounts

and adjustments to the tax roll as necessary. Section 33.48(a) (4) of the Texas Property Tax Code provides: “In addition to other costs authorized by law, a taxing unit is entitled to recover...reasonable expenses that are incurred by the taxing unit in determining the name, identity and location of necessary parties and in procuring necessary legal descriptions of the property on which a delinquent tax is due...” The Firm agrees to advance on behalf of the Taxing Authority such costs and expenses. In consideration of the advancement of such costs and expenses by the Firm, the Taxing Authority assigns its right to recover the same to the extent approved by the Court and/or customarily and usually approved by the Court. The Firm expressly waives any claim against the Taxing Authority for uncollected costs or expenses.

SECTION VI. COMMENCEMENT OF THE CONTRACT

This Contract, which amends the contract dated May 28, 1998 and addendum to delinquent tax contract dated January 25, 2007, shall commence on February 19, 2026 and continue in force and effect until February 15, 2029. This contract will be automatically renewed on its identical terms for two (2) one-year terms commencing on the anniversary date of this contract, unless written notice of intent not to automatically renew is delivered by the School to the firm not less than sixty (60) days prior to the expiration date of the initial 3-year term or the anniversary date of any one year renewal period. Thereafter, the contract shall automatically renew for successive periods of one (1) year under the terms and conditions stated herein, and continue on a month to month basis thereafter until terminated.

SECTION VII. TERMINATION OF THE CONTRACT

During the term of this Contract, either Party shall have the right to terminate this Contract by giving the other Party thirty (30) days written notice of their desire and intention to terminate this Contract. Further provided that the Firm shall have an additional six (6) months to

reduce to payment or judgment all tax litigation and bankruptcy claims filed prior to the date this agreement becomes terminated.

SECTION VIII. SEVERABILITY

Every provision of this Contract is severable. If any term or provision hereof or hereafter deemed by a Court to be illegal, invalid, void or unenforceable, for any reason or to any extent whatsoever, such illegality, invalidity, or unenforceability shall not affect the validity of the remainder of this Contract. Any remaining provisions shall be construed in a manner closely approximating the intention of the Parties with respect to the illegal, invalid, void or unenforceable provision or part thereof.

SECTION IX. ASSIGNMENT AND SUBCONTRACTORS

This Agreement is not assignable, provided however, the Firm may from time-to-time obtain co-counsel or subcontract some of the services provided for herein to other law firms or entities. In such cases, the Firm will retain supervisory control and responsibility for any services provided by such co-counsel or subcontractors and shall be responsible to pay any compensation due to any such co-counsel or subcontractor.

SECTION XI. MANDATORY AND EXCLUSIVE VENUE

Mandatory and exclusive venue for any lawsuit or other adjudicative proceeding involving dispute arising under this Contract shall be in Brazoria County, Texas.

SECTION XII. CONFIDENTIALITY

The Parties to this Contract agree that each shall treat as confidential all information provided by a Party to the others regarding such Party's business and operations including proprietary technology and systems.

SECTION XIII. MANDATORY PROVISIONS

Pursuant to Chapters 2252, 2271, 2274 and 2276 of the Texas Government Code, the Firm verifies that it does not and will not for the term of this contract boycott Israel or energy companies; that it does not have a policy which discriminates against a firearm entity or firearm trade association nor will it create such a policy for the term of this contract; and that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas attorneys. If you have a complaint against or dispute with this firm involving professional misconduct, the State Bar's Office of Chief Disciplinary Counsel will provide you with information about how to file a complaint.

SECTION XIV. ACCEPTANCE OF REPRESENTATION

This Agreement contains the entire agreement between the Parties hereto and may only be modified in a mutually agreed upon written amendment executed by the Parties. In consideration of the terms and compensation stated herein, The Firm hereby accepts said representation and undertakes performance under this Contract.

This Contract is executed on behalf of the Taxing Authority by the presiding officer of its governing body who is authorized to execute this instrument by a resolution duly passed and recorded in its minutes.

SECTION XV. NOTICE

Any and all notices or other communications required or permitted to be given pursuant to this agreement shall be in writing and shall be considered as properly given if sent by both email and certified mail, return receipt requested, postage prepaid, and addressed as follows:

If to Firm:

Michael J. Darlow

1235 North Loop West, Suite 600

Houston, TX 77008

mdarlow@pbfc.com

If to Taxing Authority:

Elizabeth H. Nelson

3110 Mustang Road

Alvin, TX 77511

bnelson@alvincollege.edu

WITNESS the signatures of all parties hereto in duplicate originals this the _____ day of

_____, 2026, Brazoria County, Texas.

**PERDUE, BRANDON, FIELDER
COLLINS & MOTT, L.L.P.**

BY: _____
MICHAEL J. DARLOW,
PARTNER

ATTEST:

ALVIN COLLEGE

SECRETARY, BOARD OF REGENTS

CHAIRMAN, BOARD OF REGENTS

NOTICE PURSUANT TO GOVERNMENT CODE SEC. 2254.1036

WHEREAS, the Alvin College (“College”), will consider entering into a contingent fee contract with the law firm of Perdue, Brandon, Fielder, Collins & Mott, L.L.P. (“Firm”) and hereby posts this notice pursuant to Sec. 2254.106 of the Government Code.

WHEREAS, this notice shall be posted before or at the time of giving the written notice required by Government Code Sec. 551.041 for a meeting described by Sec. 2254.1036(2) of the Government Code and shall announce the following:

A. The College is pursuing a contract with the Firm for the collection of delinquent ad valorem taxes owed to the College and through this contract the College seeks to increase recovery of its delinquent debts in as expeditious a manner as possible. GOVT. CODE § 2254.1036(1)(A).

B. The College believes the Firm has the competency, qualifications, and experience necessary to fulfill this contract. GOVT. CODE § 2254.1036(1)(B). The Firm has collected delinquent government receivables for over 55 years, including the collection of delinquent property taxes. The Firm currently has 12 primary offices and multiple satellite offices throughout Texas, Oklahoma and Florida. It employs more than 450 individuals, including more than 55 attorneys. It uses a multi-office, fully integrated team approach allowing the College access to all its offices and resources. Its collection team consists of long-term Firm employees, including attorneys, call center associates, paralegals, law clerks, legal secretaries, collection support personnel and information technology experts. The Firm utilizes proprietary collection software that can be tailored to meet any special need the College may have. This proprietary software also automates many aspects of the collection process, such as: account/taxpayer research, mailings and phone calls, return mail and address updates, payment notification and processing and workflow.

C. The nature of any relationship between the College and the Firm is as follows. GOVT. CODE § 2254.1036(1)(C). The Firm has represented the College since 1998 in the collection of delinquent property taxes.

D. The College is unable to perform collect its delinquent property taxes. GOVT. CODE § 2254.1036(1)(D). The College currently does not have adequate support staff, computer software/programming, or experience to internally conduct these collection services and acquiring these will result in substantial expense to the College.

E. These collection services cannot be provided for an hourly fee. GOVT. CODE § 2254.1036(1)(E). The Tax Code allows the assessment of a percentage-based fee to recover the costs of collecting delinquent property taxes. This percentage-based fee is assessed only against the debtor and not the College or taxpayers of the College. The collection of delinquent property taxes is a high volume practice, requiring a significant amount of research, mailing, and handling of outbound/inbound calls. An hourly fee for such work will likely exceed the amount of delinquent property taxes due. Moreover, the College will bear the cost of these hourly fees and

not the debtor, because the Tax Code does not expressly authorize the College to pay for collection services based on an hourly fee.

F. The College believes this contingent fee contract is in its best interest. GOVT. CODE § 2254.1036(1)(F). Under the contingent fee contract, the Firm will be paid the amount of the percentage-based collection fee, regardless the number of hours the Firm spends researching, contacting and mailing to collect the delinquent debt. Additionally, the percentage-based collection penalty is a pass-through expense to the debtor and not an expense to the College or taxpayers in the College.

Executed this the 19th day of February, 2026.

On Behalf of the Board of Regents for
Alvin College
Brazoria County, Texas

Written Findings as to the Collections Contract with Perdue, Brandon, Fielder, Collins & Mott, LLP:

The Board of Regents for Alvin College, pursuant to Section 2254.1036, of the Government Code, hereby finds the following to be true: 1) there is a substantial need for the legal services specified in said contract; 2) these legal services cannot be adequately performed by the attorneys and supporting personnel of Alvin College; and 3) these legal services cannot reasonably be obtained from attorneys in private practice under a contract providing only for the payment of hourly fees, without regard to the outcome of the matter, because of the nature of the matter for which these services will be obtained or because Alvin College does not have funds to pay the estimated amounts required under a contract providing only for the payment of hourly fees.

Therefore, this Board of Regents hereby approves the contract by and between Alvin College and Perdue Brandon Fielder Collins & Mott, LLP, for professional legal services regarding the collection of delinquent ad valorem taxes with services to be paid in accordance with Section 6.30 of the Tax Code.

APPROVED and EXECUTED this the 19th day of February, 2026.

On Behalf of the Board of Regents for
Alvin College
Brazoria County, Texas

20. **Consider Approval of the Joint Election Agreement and Contract for Election Services**



Robert J. Exley, PhD
President

MEMORANDUM NO: 021-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 4, 2026

SUBJECT: Joint Election Agreement and Contract for Election Services

The General Election is scheduled to be held on May 2, 2026. The following pages constitute the contract between Alvin College and the Brazoria County Clerk. Following approval by the Board of Regents, the contract will require the signature of Chair Sanchez to become effective. The College has allocated \$50,000 in the budget for potential costs associated with this election. However, if all candidates run unopposed, an election will not be held, and no election-related expenses should be incurred by the College.

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

RJE:fmj

JOINT CONTRACT FOR ELECTION SERVICES

THIS CONTRACT (this "Agreement") is made effective as of the Effective Date (as defined below) by and between the ALVIN COLLEGE, TEXAS, acting by and through its governing body, hereinafter referred to as "Political Subdivision," and the County Clerk of Brazoria County, Texas, hereinafter referred to as "County," and by authority of Section 31.092(a), Texas Election Code, and Chapter 791, Texas Local Government Code, for the conduct and supervision of the Political Subdivision's election to be held on MAY 2, 2026. Political Subdivision and the County may be referred to individually as a "Party" and collectively as "the Parties."

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

RECITALS

The County Clerk has care, custody, and control over the electronic voting system, the Hart InterCivic Verity Voting System (Version 2.7.2), which has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122, as amended, and is compliant with the accessibility requirements set forth by Texas Election Code Section 61.012. Political Subdivision desires to use the electronic voting system to compensate the County Clerk for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code.

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

I. ADMINISTRATION

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

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

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

II. LEGAL DOCUMENTS

Political Subdivision shall prepare, adopt, and publish all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code or Political Subdivision's governing body, charter, or ordinances. Regarding publications, the County Clerk will publish the "Notice of Test of Automatic Tabulating Equipment." If a Political Subdivision holds any Special Election, it will have to publish its own "Notice of Election" to meet additional requirements.

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

III. STATUTORY COMPLIANCE

Political subdivisions shall follow all applicable State and Federal laws related to elections, including, but not limited to, Section 52.072 of the Election Code, which states in part, "A proposition shall be printed on the ballot in the form of a single statement."

Failure to do so may prohibit the political subdivision's participation in a Joint Election.

IV. VOTING LOCATIONS

The County Clerk's Election Office shall select and arrange for the use of, and pay for, all election-day voting locations. Voting locations will, whenever possible, be the usual voting locations for each election precinct in County elections. The proposed voting locations will be provided once the final candidate filing deadline has been met and will be listed in Attachment "A." If a voting location is unavailable, the Elections Department will arrange an alternate location with the Political Subdivision's approval. The Elections Department shall notify the Political Subdivision of any changes from the locations listed in Attachment "A."

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

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

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

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

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

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

All Parties agree that, at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this election are temporary part-time employees, subject only to the benefits available to such employees.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

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

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

VII. EARLY VOTING

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

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

The Early Voting Clerk will post a copy of the daily early voting report on the county election website and a cumulative final early voting report following the election. We shall provide the Political Subdivision with the reports with written advance notice.

VIII. EARLY VOTING BALLOT BOARD

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

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

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

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

Counting Station Manager:	Lisa Mujica
Alternate Counting Station Manager:	Brandy Pena
Tabulation Supervisor:	Krystal Alegria
Alternate Tabulation Supervisor:	Johnathan Escamilla
Presiding Judge:	Dottie Cornett
Alternate Presiding Judge:	Tamara Poenitzsch

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

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

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

The County Clerk Elections Department shall post all election night results to the County website on election night. <https://www.brazoriacountyclerktx.gov>.

X. ELECTION EXPENSES AND ALLOCATION OF COSTS

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

It is agreed that the standard rental rate charged for the County's voting equipment used on Election Day shall be calculated per polling location and among the participants utilizing each polling location. (See "Exhibit 1" for rental rates.) The total cost will be calculated and multiplied by the Political Subdivision percentage of registered voters, or a minimum of \$2500.00; for those with a lesser amount, additional costs will be itemized and billed.

Costs for Early Voting by Personal Appearance will also be charged with the same formula as Election Day. Those political subdivisions with a percentage of registered voters less than \$2500.00 will have a minimum of \$2500.00 for the early voting period.

The political subdivision conducting a runoff shall be responsible for all associated costs.

XI. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

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

XII. RECORDS OF THE ELECTION

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

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

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

XIII. RECOUNTS

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

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

XIV. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the election equipment and voting places; it is agreed that the County Clerk may contract with such other districts or political subdivisions for such purposes and that in such event, there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The County Clerk shall file copies of this document with the County Treasurer and the County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. In the event that legal action is filed contesting the Political Subdivision's election under Title 14 of the Texas Election Code, Political Subdivision shall choose and provide, at its own expense, legal counsel for the County, the County Clerk, and additional election personnel as necessary.
4. Nothing in this contract prevents any party from taking appropriate legal action against any other party and other election personnel for a breach of this contract or a violation of the Texas Election Code; however, any action taken is subject to any immunity provided by statute or common law to governmental entities. For purposes of this contract, the County Clerk's office acts as a governmental entity covered by any immunity available to Brazoria County.
5. The parties agree that under the Constitution and laws of the State of Texas, neither Brazoria County nor Political Subdivision can enter into an agreement whereby either Party agrees to indemnify or hold harmless another party; therefore, all references of any kind, if any, to indemnifying or holding or saving harmless for any reason are hereby deleted.
6. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Brazoria County, Texas.

7. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
8. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and other entities with local jurisdiction.
9. The waiver by any party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any subsequent breach.
10. Any amendments to this Agreement shall be of no effect unless in writing and signed by all parties.
11. **Authorization of Agreement**. This Agreement has been approved and authorized by the governing body of the Political Subdivision.
12. **Purpose, Terms, Rights, and Duties of the Parties**. The purpose, terms, rights, and duties of the Parties shall be as outlined in this Agreement.
13. **Payments from Current Revenues**. Each Party paying for the performance of governmental functions or services must make those payments from current revenues available to that paying Party.
14. **Fair Compensation**. The Parties acknowledge and agree that each payment contemplated by this Agreement fairly compensates the performing Party.
15. **Termination**. At any time and for any reason, either Party may terminate this Agreement by providing forty-five (45) days' written Notice of termination to the other Party.
16. **Funding**. The Parties understand and acknowledge that the funding of this Agreement is contained in each Party's annual budget and is subject to the approval of each Party in each fiscal year. The Parties further agree that should the governing body of any Party fail to approve a budget that includes sufficient funds for the continuation of this Agreement, or should the governing body of any Party fail to certify funds for any reason, then and upon the occurrence of such event, this Agreement shall automatically terminate as to that Party and that Party shall then have no further obligation to the other Party. When the funds budgeted or certified during any fiscal year by a Party to discharge its obligations under this Agreement are expended, the other Party's ***sole and exclusive remedy*** shall be to terminate this Agreement.
17. **No Joint Enterprise**. The Agreement is not intended to, and shall not be construed to, create any joint enterprise between or among the Parties.
18. **Public Information**. This Agreement is public information. To the extent, if any, that any provision of this Agreement conflicts with Texas Government Code Chapter 552, et seq., as

amended (the "Texas Public Information Act"), such provision shall be void and have no force or effect.

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

XV. COST ESTIMATES AND DEPOSIT OF FUNDS

It is estimated that the Political Subdivision's obligation under the terms of this Agreement shall be DETERMINED AFTER THE ELECTION. Political Subdivision agrees to pay the County a \$5,000.00 deposit. This Deposit shall be paid to the County within 10 business days after the final candidate filing deadline. The final candidate filing deadline is February 13, 2026. Therefore, the Deposit is due by February 23, 2026.

The exact amount of the Political Subdivision's obligation under the terms of this Agreement shall be calculated after the election on MAY 2, 2026. If the amount of the Political Subdivision's obligation exceeds the amount deposited, the Political Subdivision shall pay the County the balance due within forty-five (45) days after receipt of the final invoice from the County's Election Department. However, if the amount of the Political Subdivision's obligation is less than the amount deposited, the County shall refund the excess amount paid to the Political Subdivision within forty-five (45) days after the final costs are calculated.

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

(1) On the _____ day of _____, 2026, been executed on behalf of the County Clerk by the County Clerk pursuant to the Texas Election Code;

(2) On the _____ day of _____, 2026, has been executed on behalf of the Political Subdivision by its Mayor or authorized representative, pursuant to an action of the Political Subdivision.

BRAZORIA COUNTY, COUNTY CLERK by

Joyce Hudman, County Clerk

ATTEST:

ALVIN COLLEGE, TEXAS

_____ By _____
Presiding Officer or Authorized Representative
ALVIN COLLEGE

RATE SHEETS FOR BRAZORIA COUNTY ELECTIONS:

MAY (COUNTYWIDE JOINT)

EQUIPMENT RENTAL

CONTROLLER	\$350.00 each
SCANNER UNIT (additional 2023)	\$425.00 each
ACCESS WITH TOUCH UNIT (DOU)	\$375.00 each
TOUCH UNITS	\$325.00 each
POLLPADS	\$50.00 each
MI-FI/ HOTSPOT	\$50.00 each

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

OTHER CHARGES

Programming (increase 2023)	\$450.00
Tabulating.....	\$45.00
Equipment Delivery and Pickup	
Truck Rental (per delivery location)	\$50.00
Labor (Per delivery location)	\$100.00
Supply tubs EV-ED (see attached list for contents)	\$75.00
Mail Ballots will be billed per entity kit, including postage... Domestic...\$2.18...Overseas...\$2.76	
Publications will be divided equally if done by county.....	
Technical field support mileage will be divided equally.....	
Ballot Paper size 8.5 x 11.....	25 cents per sheet
Ballot Paper size 8.5 x 14.....	28 cents per sheet

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

ELECTION DAY (increase 2026)

For Election Day, we will calculate the cost for each location (see Exhibit 'A2"). The total cost for Election Day will then be calculated based on the percentage of registered voters in each political subdivision. For all political subdivisions in Brazoria County with fewer than 6000 registered voters, the charges will be a minimum of \$2500.00 for Election Day.

EARLY VOTING (increase 2026) (11 Main Locations)

For Early Voting, we also calculate worksheets for each of the 10-11 early voting locations. Once we have the total cost for all locations, we use a spreadsheet to divide the cost among all political subdivisions based on each subdivision's percentage of registered voters. Since we have both large and small cities in our county, the minimum charge for early voting will be \$ 2,500.00.

OVERTIME

We keep a record of our overtime for the election, and our staff gets paid overtime for time outside regular business hours. The cost will be divided equally when the final bills are sent.

RATE SHEETS FOR BRAZORIA COUNTY ELECTIONS:

NOVEMBER (COUNTYWIDE JOINT)

For the November Elections, the Election Day and Early Voting charges are the same as the countywide joint in May. If the only political subdivisions at a location are Brazoria County and one entity, the total cost will be calculated based on the entity's percentage of registered voters.

The cost of runoff elections will be the responsibility of the entity conducting the runoff.

Additional Early Voting Locations requested will be billed separately to the requester.

Any errors or changes related to a Political Subdivision oversight, and any that result in reprogramming the entirety of the election, will be charged a reprogramming fee of \$5,000.00.

21. **Consider Approval of the TASB Local Board Policy Update 50**



Robert J. Exley, PhD
President

MEMORANDUM NO: 022-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 5, 2026
SUBJECT: Board Policy Update 50, affecting Local Policies

We have received Policy Manual Update 50 from the Texas Association of School Boards (TASB). As laws change or as the need arises for additional local policies or revisions to existing policies, TASB Policy Services periodically updates its policy manuals and distributes those updates to participating member colleges. In accordance with state law, the entire update packet is being provided to the Board of Regents.

The TASB Update 50 contains new or revised Legal policies citing current legal requirements and new or revised local policy recommendations. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

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

Update 50 includes one hundred and one (101) Legal Board Policies updating/revising existing ones (the Board is not requested to act on legal polices). In addition, the following twenty-nine (29) Local Board Policies do require Board actions.

<i>Local Policy</i>	<i>Title</i>
<i>BA(LOCAL)</i>	College District Governance
<i>BAA(LOCAL)</i>	College District Governance - Board Legal Status
<i>BBE(LOCAL)</i>	Board Members - Authority
<i>BD(LOCAL)</i>	Board Meetings
<i>BGC(LOCAL)</i>	Administrative Organization - Councils and Faculty Senates
<i>CDB(LOCAL)</i>	Accounting - Inventories
<i>CL(LOCAL)</i>	Facilities Planning
<i>CM(LOCAL)</i>	Facilities Construction
<i>CRB(LOCAL)</i>	Technology Resources - Artificial Intelligence
<i>CS(LOCAL)</i>	Information Security
<i>DC(LOCAL)</i>	Employment Practices
<i>DGBA(LOCAL)</i>	Personnel-Management Relations - Employee Grievances
<i>DGC(LOCAL)</i>	Employee Rights and Privileges - Employee Expression and Use of College Facilities
<i>DH(LOCAL)</i>	Employee Standards of Conduct

<i>DHB(LOCAL)</i>	Employee Standards of Conduct - Child Abuse and Neglect Reporting
<i>DJ(LOCAL)</i>	Assignment, Workload, and Schedules
<i>DJA(LOCAL)</i>	Assignment, Workload, and Schedules - Telework
<i>DM(LOCAL)</i>	Termination of Employment
<i>EFAA(LOCAL)</i>	Instructional Programs and Courses - Academic Courses
<i>EFB(LOCAL)</i>	Curriculum Design - Degrees and Certificates
<i>EGA(LOCAL)</i>	Academic Achievement - Grading and Credit
<i>FB(LOCAL)</i>	Admissions
<i>FC(LOCAL)</i>	Registration and Attendance
<i>FLA(LOCAL)</i>	Student Rights and Responsibilities - Student Expression and Use of College Facilities
<i>FLB(LOCAL)</i>	Student Rights and Responsibilities - Student Conduct
<i>FLBE(LOCAL)</i>	Student Conduct - Alcohol and Drug Use
<i>FLD(LOCAL)</i>	Student Rights and Responsibilities - Student Complaints
<i>GB(LOCAL)</i>	Public Complaints and Hearings
<i>GD(LOCAL)</i>	Community Expression and Use of College Facilities

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

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

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

"I move that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localize Policy Manual Update 50."

RJE:fmj

Instruction Sheet

Community College Localized Policy Manual Update 50

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
BA	(LOCAL)	DELETE policy	See explanatory note
BAA	(LOCAL)	ADD policy	See explanatory note
BBE	(LOCAL)	Replace policy	Revised policy
BD	(LOCAL)	Replace policy	Revised policy
BGC	(LOCAL)	Replace policy	Revised policy
CDB	(LOCAL)	Replace policy	Revised policy
CL	(LOCAL)	ADD policy	See explanatory note
CM	(LOCAL)	Replace policy	Revised policy
CRB	(LOCAL)	ADD policy	See explanatory note
CS	(LOCAL)	Replace policy	Revised policy
DC	(LOCAL)	Replace policy	Revised policy
DGBA	(LOCAL)	Replace policy	Revised policy
DGC	(LOCAL)	Replace policy	Revised policy
DH	(LOCAL)	Replace policy	Revised policy
DHB	(LOCAL)	Replace policy	Revised policy
DJ	(LOCAL)	Replace policy	Revised policy
DJA	(LOCAL)	ADD policy	See explanatory note
DM	(LOCAL)	Replace policy	Revised policy
EFAA	(LOCAL)	ADD policy	See explanatory note
EFB	(LOCAL)	Replace policy	Revised policy
EGA	(LOCAL)	Replace policy	Revised policy
FB	(LOCAL)	Replace policy	Revised policy
FC	(LOCAL)	Replace policy	Revised policy
FLA	(LOCAL)	Replace policy	Revised policy
FLB	(LOCAL)	Replace policy	Revised policy
FLBE	(LOCAL)	Replace policy	Revised policy
FLD	(LOCAL)	Replace policy	Revised policy
GB	(LOCAL)	Replace policy	Revised policy
GD	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session and second special session, as well as amendments to state rules.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

BA(LOCAL)

COLLEGE DISTRICT GOVERNANCE

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

BAA(LOCAL)

COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

If your college had content at this policy code, that content has been moved to policy BAAA.

BBE(LOCAL)

BOARD MEMBERS: AUTHORITY

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

Additional revisions permit the board to transact business only through actions passed by a majority of board members to align the policy with applicable law.

Additional changes have been made for clarity.

BD(LOCAL)

BOARD MEETINGS

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

Additional revisions require topics to be placed on the Agenda if requested by a board member to align the policy with the Open Meetings Act and relevant guidance.

BGC(LOCAL)

ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

Recommended revisions address SB 37, which establishes the requirements for a Faculty Senate, including requirements related to Membership, Officers, Compensation, Constitution, and Faculty Senate Meetings, as well as the requirement that policies and procedures remain in Harmony with Law.

At Removal, recommended language incorporates the requirement from the bill that a member may be removed on recommendation of the provost. The title for the employee who serves in the role as provost reflects the information submitted by the college.

A fill-in specifying the number of representatives of each academic unit that will serve on the faculty senate has been added. The policy issued to the college recommends that each academic unit be represented by three members. To update the number of faculty members who will represent each academic unit of the college, please contact your college's policy consultant.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

CDB(LOCAL) ACCOUNTING: INVENTORIES

Recommended revisions address the [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, Fiscal Year 2025](#), which was recently released by the Coordinating Board. The document updates the definition of *capital assets* to recommend, rather than require as in prior years, a minimum capitalization threshold of \$5,000. The revisions permit a community college to choose the threshold at which assets are capitalized. If your college would like to update the threshold for classifying capital assets, please contact the college's policy consultant.

CL(LOCAL) FACILITIES PLANNING

This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by sex consistent with the bill's provisions.

CM(LOCAL) FACILITIES CONSTRUCTION

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.

CRB(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended local policy includes information related to AI Use by Employees and Students, including the parameters for use; compliance with privacy and data security law, policies, and regulations; and prohibitions on use of AI tools to harm, bully, or harass others.

CS(LOCAL) INFORMATION SECURITY

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

DC(LOCAL) EMPLOYMENT PRACTICES

Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. The titles for the employees who serve in the specified positions reflect the information submitted by the college.

Language related to dismissal of noncontractual employees has been moved to policy DM to consolidate language related to at-will termination.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE GRIEVANCES

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Employees on the college's website.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an employee to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Revisions at Limited Grievance Rights for At-Will Employees Grieving Termination incorporate recently adopted changes submitted by the college.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

Additional changes have been made for clarity.

DGC(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Employees and employee organizations distributing materials or using college facilities must provide identification to a college representative.

Recommended revisions provide that the Distribution of Literature by faculty and other instructional personnel as part of instruction or other classroom activities is not governed by that section.

Additional changes have been made for clarity.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

DHB(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of *law enforcement agency*.

DJ(LOCAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES

Language related to Remote Work has been moved to policy DJA, which addresses Telework.

DJA(LOCAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK

Language from policy DJ related to Remote Work has been moved to this new policy code, which addresses Telework. Recommended language addresses SB 2615, which permits employees to telework only under certain specified circumstances.

DM(LOCAL) TERMINATION OF EMPLOYMENT

Language related to dismissal of noncontractual employees has been moved to this policy to consolidate language related to termination of At-Will Employees.

Additional revisions incorporate recently adopted changes submitted by the college.

EFAA(LOCAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

This new recommended local policy clarifies the process for the development and adoption of a Core Curriculum by the college.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

It also addresses the SB 37 requirement that the board conduct a comprehensive review of the college's general education curriculum, providing that the review must occur every five years, with more frequent reviews at the board's discretion.

It also establishes a process for the submission of an annual update on general education curriculum changes to the board and reflects the board's choice to reserve the right to overturn decisions regarding changes to the curriculum.

EFB(LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

Recommended revisions incorporate SB 37, requiring the college's chief executive officer to develop procedures addressing a Low-Enrollment Certificate Program Review.

EGA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

A cross reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.

FB(LOCAL) ADMISSIONS

Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college's chief executive officer.

The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college.

A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.

FC(LOCAL) REGISTRATION AND ATTENDANCE

Recommended revisions to this policy address administrative procedures related to registration.

FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Students and student organizations distributing materials or using college facilities must provide identification to a college representative.

Additional changes have been made for clarity and to align the policy with applicable law.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of *antisemitism* required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.

FLBE(LOCAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

FLD(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow a student to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

GB(LOCAL) PUBLIC COMPLAINTS AND HEARINGS

Language has been reorganized to clarify the structure of grievance processes.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

GD(LOCAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Approval, Designated Public Forums, and Limitations on Content has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Community members and or-

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

ganizations distributing materials or using college facilities must provide identification to a college representative.

Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where community members may engage in permissible expressive activities and publish those areas on the college's website and in other publications.

Additional changes have been made for clarity.



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact us:

School Districts and Education Service Centers, call 800-580-7529 or email policy.service@tasb.org.

Community Colleges, call 800-580-1488 or email colleges@tasb.org.

The official title of the governing body of the College District shall be the Alvin Community College Board of Trustees, herein referred to as "the Board."

The official title of the governing body of the College District shall be the Alvin Community College Board of Trustees, herein referred to as "the Board."

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District. The Board shall ensure regular review of the institution's mission.

Transacting Business

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to ~~adopt or pass a resolution or order. To transact business for which the adoption or passage of a resolution or order is not required by applicable law, the affirmative vote of a majority of the Board members present shall be required~~transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action ~~supported by the majority of all Board members to adopt or pass a resolution or order is binding on the whole Board, and all other action~~ of the Board supported by the majority ~~of the Board members present~~ is binding on the whole Board.

Individual Authority for Committing the Board

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chairperson, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

Individual Access to Information

An individual Board member, acting in the member's official capacity, shall have the right to seek information, through the College President, pertaining to College District fiscal affairs, business transactions, governance, [operations](#), and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to [information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.](#)

[An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with ~~policies FJ\(LEGAL\) and law and policy FJ\(LOCAL\).~~](#)

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

Requests for
Records

Individual members shall seek access to records or request copies of records from the College President or designee.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]

Requests for
Reports

No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

All requests for reports shall be directed to the College President. Directives to the College President regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

Confidentiality

*Request to
Redact*

*Confidentiality
Agreement*

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or designee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement.

**Referring
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda, subject to the parameters of requesting agenda items.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

BOARD MEETINGS

BD
(LOCAL)

Meeting Place and Time

The notice for a Board meeting shall reflect the date, time, and location of the meeting.

Regular Meetings

Regular meetings of the Board shall typically be held on the ~~fourth Thursday~~ ~~fourth Thursday~~ of each month at ~~6:00 p.m.~~ ~~6:00 p.m.~~. When determined necessary and for the convenience of Board members, the Board Chairperson may change the date, time, or location of a regular meeting with proper notice.

Special or
Emergency
Meetings

The Board Chairperson shall call a special meeting at the Board Chairperson's discretion or on request by ~~three~~ ~~three~~ members of the Board.

The Board Chairperson shall call an emergency meeting when it is determined by the Board Chairperson or ~~three~~ ~~three~~ members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Agenda

Submission of
Topics

The Board Chairperson ~~may~~ ~~shall~~ place an item on the agenda if requested in writing or by email by a Board member ~~and the Board Chairperson concurs or if requested in writing or by email by at least three Board members.~~ The deadline for submitting items for inclusion on the agenda is ~~the tenth working~~ ~~the 10th working~~ day before regular meetings and ~~the tenth working~~ ~~the 10th working~~ day before special meetings.

Preparation

The College President shall compile for review by the Board Chairperson all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the College President.

The Board Chairperson and the College President shall confer regarding the proposed topics, and the Board Chairperson shall determine the topics for the official meeting agenda. The Board Chairperson shall ensure that any topic Board members have properly requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board Chairperson shall not refuse to assign a topic properly requested by at least three Board members to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without the requesting Board members' specific authorization.

Notice to Members

Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~ ~~three business days~~ prior to the scheduled ~~time~~ ~~date~~ of the meeting and at least one hour prior to the time of an emergency meeting.

Closed Meeting

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board

BOARD MEETINGS

BD
(LOCAL)

may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]

Order of Business

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present.

Rules of Order

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board Chairperson. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request.

Minutes

Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board Chairperson and the Board Secretary.

The official minutes of the Board shall be retained on file in the office of the College President and shall be available for examination during regular office hours.

Discussions and Limitation

Discussions shall be addressed to the Board Chairperson and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

**Faculty and Staff
Organizations**

Administration, faculty, and staff share a role in governance of the College District through an effective structure of standing committees, ad hoc committees, and task forces. In academic matters, faculty involvement in standing committees, ad hoc committees, task forces, and the faculty senate are essential to ensuring the quality of the educational programs as required by the principles of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The College President is responsible for the administrative organization of the College District. Standing committee information is further described in the administrative procedures.

Faculty Senate

The faculty senate represents the entire faculty and its interests. The faculty senate is an advisory body and makes no final decisions on behalf of the College District. Only actively employed full-time or part-time faculty are eligible for service on the faculty senate. Failure to have current job duties other than service on the faculty senate is an automatic forfeiture of the faculty member's position on the faculty senate.

~~Use of Resources,
Name, or
Marks~~Membership

~~The faculty senate may not issue any statement or publish any report using the College District's resources, trademark, or official seal unless directly related to the faculty senate's duty to advise the administration.~~

~~Eligibility and Term
Length~~

~~The faculty senate will have 60 voting members. The remaining members of the faculty will be nonvoting, ex officio members. The election and appointment process shall ensure adequate representation of faculty across the College District. The College President will appoint one voting member from each division, and each division will elect the remaining voting members.~~

~~Elected faculty senate members shall serve for a two-year term and may be re-elected only after two years have passed since the expiration of the preceding term. Terms shall be staggered in such a manner that half expire each year. Appointed faculty senate members may serve up to six consecutive one-year terms and then may only be reappointed after two years have passed since the expiration of the preceding term.~~

~~Officers~~

~~The College President shall appoint the chair, vice chair, and secretary from the voting faculty senate members. The chair is responsible for representing the faculty council in official communications with the College District. Faculty members may, individually or as a group, make recommendations to the College President on who should be appointed as the chair, vice chair, or secretary. The College President may accept, reject, or not respond to a recommendation.~~

Remuneration

~~Service on the faculty senate is a non-compensable additional duty of employment. Expenses incurred on behalf of the College District may be reimbursed as approved by the College District. Expenses incurred on behalf of the faculty senate are not reimbursable~~

Each academic unit of the College District shall be represented by three members. One member shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee.

Term Limits

Appointed
Faculty
Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty
Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

~~Upon recommendation of the provost, the College President may immediately remove a faculty senate member for failure to attend meetings, failure to exercise responsibilities in accordance with defined legal and policy parameters, and other similar misconduct~~ faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;
2. Failing to attend meetings; or
3. Engaging in other similar misconduct.

A member may be removed on recommendation of the provost and vice president of workforce and strategy and approval by the College President.

Vacancies

In the event of a vacancy for an appointed seat, the College President may appoint a member to serve for the unexpired term. In the event of a vacancy in an elected seat, the faculty senate may fill the unexpired term according to the terms in the faculty senate constitution.

Meetings

~~Meetings of the faculty senate must be open to the public. If more than 50 percent of members are present, the meetings must be broadcast live over the internet. An agenda and any curriculum proposals to be discussed or voted on must be made~~

~~Constitution of the College District's website at least seven days before a meeting. Meeting minutes must reflect the names of the members in attendance if, during the course of the meeting, a vote of no confidence regarding an administrator or business related to curriculum and academic standards takes place~~

*Open Meetings
Meeting
Broadcast*

*Recording
Attendance*

Use of Resources,
Name, or Marks

The College President shall appoint the chair, vice chair, and secretary from the voting faculty senate members. The chair is responsible for presiding over faculty senate meetings and representing the faculty council in official communications with the College District. Faculty members may, individually or as a group, make recommendations to the College President on who should be appointed as the chair, vice chair, or secretary. The College President may accept, reject, or not respond to a recommendation.

A faculty member shall not be compensated for service on the faculty senate.

A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.

The faculty senate shall adopt a constitution compliant with law, this policy, and any administrative procedures. ~~The constitution may address matters not discussed in this policy.~~, including the rules for establishing a quorum. The constitution may address matters not discussed in this policy.

The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.

No more than seven days before a meeting, the faculty senate shall post on the College District's website:

1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and
2. Any curriculum proposals that will be discussed or voted on at the meeting.

Meetings at which a quorum is present shall be open to the public.

The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.

The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.

The faculty senate shall not issue any statement or publish any report using the College District's resources, trademark, or official seal unless directly related to the faculty senate's duty to advise the administration.

Harmony with Law

Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$5,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Designation and Use
of Private Spaces**

The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law. [See FG for student housing]

The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The ~~College President~~College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~\$100,000. To assist the Board, the ~~College President~~College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM series]

For construction contracts valued at or above ~~\$50,000~~\$50,000, the ~~College President~~College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the ~~College President~~College President and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the ~~College President~~College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The ~~College President~~College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued at or above ~~\$50,000~~\$50,000 shall require Board approval. The ~~College President~~College President shall be authorized to approve change orders of a lesser amount.

Project Administration

All construction projects shall be administered by the ~~College President~~College President or designee.

The ~~College President~~College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

**AI Use by Employees
and Students**

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy.
[See DH, DIA series, FFD series, FFE, FLB, and the FM series]

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

Reports

Effectiveness of
Policies,
Procedures, and
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security
Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Posting Vacancies	The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.
Applications	All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
Employment of Contractual Personnel	<p>The College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel, including those serving as provost and vice president of workforce and strategy, associate provost, vice president, dean, or a similar position. [See DCA]</p>
Employment of Noncontractual Personnel	The Board delegates to the College President final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]
Employment of Certain Law Enforcement Personnel	<p>The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:</p> <ol style="list-style-type: none">1. The investigation of the applicant's background;2. Medical and psychological examination and drug screening of the applicant;3. The applicant's qualification to carry a firearm, if applicable;4. A provisional hiring period applicable upon employment; and5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).
Volunteers	An individual intending to volunteer for the College District shall be required to complete a volunteer application and submit to a criminal background check before being permitted to serve as a volunteer.

Guiding Principles	<p>The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
Informal Process	
Formal Process	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>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.</p> <p>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.</p>
Complaints Against Supervisors	<p>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.</p>
Notice to Employees	<p>The College District shall inform employees of this policy through appropriate College District publications.</p>
Freedom from Retaliation	<p>Neither the Board nor any College District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
Whistleblower Complaints	<p>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.</p> <p>[See DG]</p>
Complaints	<p>In this policy, the terms “complaint” and “grievance” shall have the same meaning.</p>
Other Complaint Processes	<p>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:</p>

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 CHACGF]
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]

Notice to Employees

The College District shall inform employees of this policy through appropriate College District publications and on the College District's website.

Informal Process

The Board encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns.

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 filing a written complaint form within 15 business 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.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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 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.

Option to Continue Informal Process

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.

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. Timelines 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 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.

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.

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE GRIEVANCES

DGBA
(LOCAL)

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 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 timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	"Representative" means shall mean 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 the employee 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.
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~~10 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~~copies 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 refileing is within the designated time for filing.

Level One

~~Complaint forms must be filed:~~

- ~~9. 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~~
- ~~10. 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~~
Remand
Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by College District personnel, and the decision.

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the employee within 10 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~~10 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.

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~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 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~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents ~~presented by the employee~~ considered 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~~10 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.

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~~10 days ~~after receipt of a~~of the date of the written Level Two response or, if no response was received, within ~~ten~~10 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 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 **for any reason** the Board ~~does not make~~**fails to reach** 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.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)¹ published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC
(LOCAL)

2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president, administrative services or designee in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president, administrative services or designee or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.

<p>Distribution of Literature</p>	<p>5. Damaging or defacing property.</p> <p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy.</p> <p>The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.</p> <p>Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.</p>
<p>Limitations on Content</p>	<p>Materials shall not be distributed by an employee or employee organization on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene;2. The materials contain defamatory statements about public figures or others;3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;1. The materials are considered prohibited harassment [see DIA series and FFD series]; constitute prohibited speech, described above;4.1. The materials constitute nonpermissible solicitation [see DHC]; or5.2. The materials infringe upon intellectual property rights of the College District [see CT].
<p>Time, Place, and Manner Restrictions</p>	<p>Distribution of materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">1. Is not materially and substantially disruptive to College District operations;2. Does not impede reasonable access to College District facilities;3. Does not result in damage to College District property;4. Does not interfere with the rights of others; and5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The ~~vice president, administrative services or designee~~ [vice president, administrative services or designee](#) shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others in College District facilities and areas that are not considered common outdoor areas.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

An “employee organization” is an organization composed only of College District faculty and staff or an employee professional organization.

Requests to Use Facilities

To request permission to meet or host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the ~~vice president, administrative services or designee~~ [vice president, administrative services or designee](#) in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The ~~vice president, administrative services or designee~~ [vice president, administrative services or designee](#) shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees’ or employee organization’s use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that [the use would be prohibited conduct, described above, or that:](#)

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;

2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
- 4.—~~The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- 5.4.—~~The applicant owes a monetary debt to the College District, and the debt is considered delinquent;~~
- 6.—~~The proposed activity would disrupt or disturb the regular academic program;~~
- 7.5.—~~The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or~~
- 8.6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The ~~vice president, administrative services or designee~~~~vice president, administrative services or designee~~ shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common Outdoor
Area
Exception Areas

~~Common outdoor areas are traditional public forums and are not subject to the approval procedures.~~ Employees and employee organizations may engage in expressive activities in common outdoor areas, ~~unless:~~

- 9.—~~The person's conduct is unlawful;~~
- 10.—~~The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- 11.—~~The use would materially or substantially disrupt or disturb the regular academic program; or~~

~~The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.~~

Announcements
and Publicity

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification	Employees and employee organizations distributing materials on campus or using College District facilities must provide identification when requested to do so by a College District representative engaging in official duties .
Violations	Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.
Interference with Expression	Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF): <https://www.aaup.org/file/1940%20Statement.pdf>

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern or complaints shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

As a Member of the
College District

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Record Retention	An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]
Personal Use	Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.
Taking Attendance	Each faculty member shall require students to attend class regularly and shall keep a record of attendance from the first day of classes or the first day a student's name appears on the class roster through the final examination period.
Safety Requirements	All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
Tobacco and E-cigarettes	<p>An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]</p> <p>An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.</p>
Alcohol and Drugs	<p>A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p> <p>Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:</p> <ol style="list-style-type: none">1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.2. Alcohol or any alcoholic beverage.3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.4. Any performance-enhancing substance, including steroids.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered “under the influence” of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, **stores**, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses ~~or possesses~~, **possesses**, or **stores** a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
3. Possesses or **stores** a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

With the prior consent of the Board or the College President, the alcohol provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Paraphernalia

The use, possession, control, **storage**, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify the employee’s immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Consensual Relationships

Consensual relationships between employees in positions of authority and their subordinates, between faculty and their students, or between employees in positions of authority or influence over students and those students shall not be permitted by the College District.

Any employee in a position of authority and any faculty member need to be sensitive to the potential for sexual harassment, as well as conflicts of interest in personal relationships with subordinate faculty and staff members or with students.

Consensual Relationships That Result in Sexual Harassment

The type of relationship addressed in this policy is one of an amorous or sexual nature. When disparities in authority are present between two individuals involved in a consensual relationship, questions about professional responsibility and sexual harassment may arise. What might appear to be consensual, even to one of the parties involved, may in fact not be so. A faculty member exercises power over students, and an individual in a management/supervisory position exercises power over subordinates and students through praise or criticism, performance evaluations or grades, recommendations for further studies or future employment, or conferral of other benefits; therefore, diminishing the student's or subordinate's actual freedom of choice.

Examples of consensual relationships that might be construed as sexual harassment may include, but are not limited to, situations where:

1. The subordinate party or student in the consensual relationship feels unwanted pressure to become involved in and/or to continue the relationship;

2. The subordinate party or student in the consensual relationship feels compelled to change behavior and/or job duties because of the consensual relationship; and
3. The consensual relationship has the purpose or effect of creating a work or academic environment in which others are negatively affected by the existence of that relationship.

In each of the above instances, the consensual relationships may be deemed sexual harassment. Consensual relationships that involve allegations of sexual harassment shall be handled according to the provisions of the sexual harassment policy. [See DIA series for employees and FFD series for students]

**Other Inappropriate
Consensual
Relationships**

A consensual relationship between a faculty member or staff member in a position of authority and subordinates or students is inappropriate and shall be considered a violation of College District policy, whether or not such relationships result in sexual harassment. Such consensual relationships may not contain clear elements of sexual harassment. Nonetheless, such relationships can create problems including conflicts of interest, favoritism, and low morale. These relationships often carry the potential for sexual harassment. Such relationships shall be considered sanctionable behavior. Sanctions for inappropriate consensual relationships that do not contain clear elements of sexual harassment may include:

1. Instruction to the parties to terminate the relationship;
2. Transfer of one of the parties to a new department or job responsibility; or
3. Other disciplinary actions, including demotion or termination in severe cases.

Reports of inappropriate consensual relationships that do not contain clear elements of sexual harassment shall follow College District policies and procedures normally used in dealing with misconduct of faculty and staff.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAMwks2GGy9KoqIR/view>

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within ~~48~~24 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, [as defined by law](#);
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities
Regarding
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

All employees shall be subject to assignment and reassignment by the College President at any time.

Assignment of Relatives

No employee shall be assigned to a position in which he or she would be supervised by, or would supervise or otherwise be directly or indirectly responsible for the evaluation of a member of his or her immediate family, as defined in DEC(LOCAL).

With prior approval of the College President and supervisor, employees who are related to each other may work in the same department or organizational unit under the same supervisor.

Teaching Loads

Full-time faculty members shall allocate a minimum of 35 hours per week normally scheduled on campus. The total commitment to the College District includes classroom and/or laboratory instruction, preparation for class meetings, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for academic courses for a full-time faculty member shall normally not exceed 15 to 16 credit hours (240-288 contact hours). Lab hours are equated under a formula developed by the administration. Equivalency for each technical program shall be determined by the vice president of instruction with input from the Workload Committee. An exception to load requirements shall be permitted due to accreditation or state licensing regulations, facilities, program requirements, or safety issues. By accepting the position, a faculty member agrees to provide instruction in such courses at various locations during the day, evening, and/or weekend, as assigned.

A full-time faculty member shall be permitted to teach non-credit courses and participate in special assignments as part of his or her workload with the approval of the vice president of instruction. All requests for release time or overload shall be approved by the vice president of instruction and the College President.

The teaching load of a faculty member who has an administrative assignment shall be determined by the College President.

~~Remote Work~~

~~Generally~~

~~Remote work is not permitted. Personnel are expected to work in person and on campus.~~

~~Exceptions~~

~~The College District shall permit exceptions when necessary to comply with federal and state laws.~~

~~In rare instances and if permitted by federal and state laws, the College President may determine that remote work for a specific position will benefit the College District and/or its students and may authorize it.~~

ASSIGNMENT, WORK LOAD, AND SCHEDULES
TELEWORK

DJA
(LOCAL)

Remote Work

Generally

Remote work is not permitted. Personnel are expected to work in person and on campus.

Exceptions

Eligible employees may be permitted to telework in accordance with procedures developed by the College President.

The College District shall permit exceptions when necessary to comply with federal and state laws.

TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. 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.

Core Curriculum	The College District is responsible for the development of its core curriculum, subject to the approval of the College President and the Board.
General Education Curriculum Review	“General education curriculum” means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.
Comprehensive Review	<p>The Board shall comprehensively review the College District’s general education curriculum every five years but may review it more frequently at the Board’s discretion. The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:</p> <ol style="list-style-type: none">1. Are foundational and fundamental to a sound postsecondary education;2. Are necessary to prepare students for civic and professional life;3. Equip students for participation in the workforce and in the betterment of society;4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and5. Meet any other relevant criteria, as determined by the Board.
Review of Curriculum Changes	The College President or designee shall annually submit an update regarding any changes to the College District’s general education curriculum to the Board 45 days before submitting changes to the Coordinating Board, or July 15, whichever is earlier. The Board may overturn any decision regarding changes to the general education curriculum.
Advisory Committee	The Board may appoint a committee to assist in its review of the general education curriculum. Members of the committee may include full-time faculty, College District administrators, community leaders, industry representatives, and other individuals selected by the Board.

The Board shall approve the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

**Low-Enrollment
Certificate Program
Review**

The College President shall develop procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination. The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination. The College President shall conduct a review once every five years.

The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

The College President shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. [\[For transfer of credit under the Academic Fresh Start program, see FB.\]](#)

Admissions Generally

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the ~~College President~~ College President, shall develop procedures for student admissions, including any additional program admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

Academic Fresh Start

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the five years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

The ~~College President~~ College President shall develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law. The registration and attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

Note: For expression and use of College District facilities by employees and employee organizations, see DGC. For expression and use of College District facilities by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Expressive Activities

~~“Expressive activities”~~ Students and student organizations may engage in expressive activities in accordance with this policy. “Expressive activities” means any speech or expressive conduct protected by the First Amendment to the ~~United States~~ U.S. Constitution or by ~~Section 8, Texas Constitution~~ Article I, ~~Texas Constitution~~ Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term “expressive activities” does not include ~~commercial~~ the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity;
5. Threats to engage in unlawful activity; or
- ~~4-6.~~ Commercial speech.

Unprotected Speech

~~“Unprotected speech” means any speech or expressive conduct not protected by the First Amendment to the United States Constitution, Section 8, Article 1, Texas Constitution, or other applicable state or federal law, including but not limited to, obscene speech, defamatory speech, speech that advocates for imminent lawless or disruptive action and is likely to incite or produce such action, and harassment~~ The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to

speaking on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.

4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the student activities coordinator in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the student activities coordinator or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
- ~~4~~.5. Damaging or defacing property.

Antisemitism

"Antisemitism" means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working

Definition of Antisemitism” adopted on May 26, 2016. Antisemitic speech that qualifies as unprotected speech violates this policy and is grounds for discipline. [See Executive Order GA-44 and Tex. Gov’t Code 448.001]

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.

Limitations on Content

Materials shall not be distributed by students or registered student organizations on College District property if:

- ~~1.~~—The materials ~~are obscene.~~
- ~~2.~~—The materials ~~contain defamatory statements about public figures or others.~~
- ~~3.~~—The materials ~~advocate imminent lawless or disruptive action and are likely to incite or produce such action.~~
- ~~4.1.~~—The materials ~~are considered prohibited harassment.~~ [See DIAA, DIAB, FFDA, and FFDB] constitute prohibited speech, described above.
- ~~5.2.~~ The materials constitute nonpermissible solicitation. [See FI]
- ~~6.3.~~ The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and Manner Restrictions

Distribution of the materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations; [See FLB]
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;

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5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president, administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the student activities coordinator. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the student activities coordinator. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

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A sign posted in accordance with this section shall not be removed without permission from the student activities coordinator, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Facilities Use

The grounds and facilities of the College District shall be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests to Use
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the student activities coordinator in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president, student services or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that [the use would be prohibited conduct, described above, or that:](#)

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that~~

~~available law enforcement officials could not control with reasonable efforts;~~

- 5.4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- 6.—~~The proposed activity would disrupt or disturb the regular academic program;~~
- 7.5.—~~The proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property; or
- 8-6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president, student services or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Common Outdoor
Area
Exception Areas

~~Common outdoor areas are traditional public forums and are not subject to the approval procedures.~~ Students and student organizations may engage in expressive activities in common outdoor areas, **unless:**

- 9.—~~The person's conduct is unlawful;~~
- 10.—~~The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- 11.—~~The use would materially or substantially disrupt or disturb the regular academic program; or~~

~~The use would result in damage to or defacement of property without prior approval, unless the activities constitute prohibited speech or conduct described above.~~

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative **engaging in official duties.**

Violations of Policy

Failure to comply with **law or** this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College Dis-

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trict facilities, and/or other disciplinary action, including but not limited to expulsion, in accordance with the College District's discipline policies and procedures [see FM and FMA].

**Interference with
Expression**

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

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Definitions

Definitions of terms used in this policy shall be as follows.

Student A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty “Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test, paper, or another assignment;
5. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
6. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
7. Bribing another person to obtain an unadministered test or information about an unadministered test; or
8. Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct “Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FFEFM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

Property

The following behavior regarding property shall be prohibited:

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1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;
2. Stealing from the College District or others; and
3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.

Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.

Tobacco and E-cigarettes

Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]

Misuse of Technology

The following behavior regarding misuse of technology shall be prohibited:

1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;
2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;
3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;
4. Using the internet or other electronic communications to threaten College District students, employees, or volunteers;
5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, or visitors; and
7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College District, students, employees, or visitors.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;

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2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

**Gambling and Other
Conduct**

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Publication

The student conduct rules contained in this policy and any other conduct rules of the College District developed by the College President shall be published in the student handbook.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the ~~College President~~ **College President**, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, control, ~~store~~, manufacture, transmit, distribute, sell, or attempt to possess, use, control, ~~store~~, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the student:

1. Uses ~~or possesses~~, **possesses**, or **stores** a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or **stores** a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, [storage](#), manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit and/or continuing education course or program of at least 150 hours shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

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Guiding Principles

Informal Process

~~The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.~~

~~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

~~A student may initiate the formal process described below by timely filing a written complaint form.~~

~~Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student 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.~~

Freedom from Retaliation

~~Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.~~

Notice to Students

~~The College District shall inform students of this policy through appropriate College District publications.~~

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Student 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 FLD after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See [CHACGF](#)]
5. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

6. Complaints concerning grades. [See FLDB]

Notice to Students

The College District shall inform students of this policy through appropriate College District publications and on the College District's website.

Informal Process

The College District encourages students to discuss their concerns with the appropriate faculty member or campus administrator who has the authority to address the concerns.

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

A student may initiate the formal process described below by filing a written complaint form within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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 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.

Option to Continue Informal Process

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

Freedom from Retaliation

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

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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 a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

Response

At Levels One, Two, and Three, "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student's email address of record, or sent by U.S. Mail to the student's mailing address of record. Mailed responses 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~~ timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student 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.

Consolidating
Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student 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 student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ~~ten~~10 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 student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student 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 refiled is within the designated time for filing.

Level One

~~Complaint forms must be filed:~~

- ~~7. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~
- ~~8. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~In most circumstances, students shall file Level One complaints with the department chairperson or student services counselor. 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~~

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<p>The appropriate administrator shall investigate as necessary and schedule a conference with the student within ten</p>	<p>form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the student who filed the complaint, documents determined relevant by College District personnel, and the decision.</p> <p>A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.</p> <p>If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.</p>
<p>Investigation</p>	<p>The College District may conduct an investigation at any level in the complaint process. If the College District and the student mutually agree, all deadlines shall be suspended during an investigation.</p>
<p>Audio Recording</p>	<p>As provided by law, a student shall be permitted to make an audio recording of a hearing under this policy at which the substance of the student's complaint is discussed. The student shall notify all attendees present that an audio recording is taking place.</p>
<p>Complaint Levels Level One</p>	<p>The appropriate administrator shall schedule a conference with the student within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the administrator shall provide the student a written response within ten10 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.</p>
<p>Level Two</p>	<p>If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the vice president, instruction or vice president, student services to appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the College District, within ten10 days of the date of the written Level One response or, if no response was received, within ten10 days of the Level One response deadline.</p>

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 student 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 student 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~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied ~~on~~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 student a written response within ~~ten~~10 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.

Level Three

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

The appeal notice must be filed in writing, on a form provided by the College District, within ~~ten~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

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

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ~~ten~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level Two. At the conference, the student may provide information concerning any documents or information relied ~~on~~upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ~~ten~~10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

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

Level Four

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student 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~~10 days after receipt of the written Level Three response, or, if no response was received, within ~~ten~~10 days of the Level Three response deadline.

The College President or designee shall inform the student 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 the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.

3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the ~~administration~~ Level Three administrator in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student 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 student 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 Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board 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 for any reason the Board fails to reach 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 Three.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Complaints from the public 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 GB after the relevant complaint process:

1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CGF]
2. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Guiding Principles

Informal Process

The Board encourages the public to discuss concerns with an appropriate administrator who has the authority to address the concerns.

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 individual may initiate the formal process described below by ~~timely~~ filing a written complaint form **within 15 business days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.**

~~Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time~~The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the College President, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

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 process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

	<p>policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<p>Option to Continue Informal Process</p>	<p>Even after initiating the formal complaint process, individuals are encouraged to seek informal resolution of their concerns. An individual whose concerns are resolved may withdraw a formal complaint at any time.</p>
<p>Freedom from Retaliation</p>	<p>Neither the Board nor any College District employee shall unlawfully retaliate against any individual for bringing a concern or complaint.</p>
<p>Complaints</p>	<p>In this policy, the terms “complaint” and “grievance” shall have the same meaning.</p>
<p>Other Complaint Processes</p>	<p>Complaints from the public 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 GB after the relevant complaint process:</p> <p>1. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]</p> <p>Complaints concerning the withdrawal of consent to remain on campus. [See GDA]</p>
<p>General Provisions</p> <p>Filing</p>	<p>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.</p>
<p>Scheduling Conferences</p>	<p>The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the individual fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the individual’s absence.</p>
<p>Response</p>	<p>At Levels One and Two, “response” shall mean a written communication to the individual from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the individual’s email address of record, or sent by U.S. Mail to the individual’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>

PUBLIC COMPLAINTS AND HEARINGS

GB
(LOCAL)

Days	<p>“Days” shall mean College District business days, unless otherwise noted. In calculating time linestimelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by an individual to represent the individual in the complaint process.</p> <p>The individual may designate a representative through written notice to the College District at any level of this process. If the individual 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.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. An individual 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.</p> <p>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.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the individual, at any point during the complaint process. The individual may appeal the dismissal by seeking review in writing within ten10 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.</p>
Costs Incurred	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the College District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the individual does not have copies of these documents, theycopies may be presented at the Level One conference. After the Level One conference, no new docu-</p>

ments may be submitted by the individual unless the individual 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 refile is within the designated time for filing.

Level One

~~Complaint forms must be filed:~~

~~2. Within 15 days of the date the individual first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and~~

~~3. With the lowest level administrator who has the authority to remedy the alleged problem.~~

~~If the only administrator who has authority to remedy the alleged problem is the College President or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.~~

~~The appropriate administrator shall investigate as necessary and schedule a conference with the individual within ten~~
Remand
Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the individual who filed the complaint, documents determined relevant by College District personnel, and the decision.

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Investigation

The College District may conduct an investigation at any level in the complaint process. If the College District and the complainant mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an individual shall be permitted to make an audio recording of a hearing under this policy at which the substance of the individual's complaint is discussed. The individual shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

The appropriate administrator shall schedule a conference with the individual within 10 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 individual a written response within ~~ten~~10 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.~~

Level Two

If the individual did not receive the relief requested at Level One or if the time for a response has expired, ~~he or she~~the individual may request a conference with the ~~College President~~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~~10 days of the date of the written Level One response or, if no response was received, within ~~ten~~10 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 individual 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 individual 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~~10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One ~~and identified in the Level Two appeal notice.~~ At the conference, the individual 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 individual a written response within ~~ten~~10 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.

Level Three

If the individual did not receive the relief requested at Level Two or if the time for a response has expired, ~~he or she~~the individual 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~~10 days of the date of the written Level Two response or, if no response was received, within ~~ten~~10 days of the Level Two response deadline.

The ~~College President~~College President or designee shall inform the individual 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~~College President or designee shall provide the Board with the record of the Level Two complaint. The individual may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the ~~administration~~Level Two administrator 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 individual 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 individual 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 individual or ~~his or her~~ the individual's representative, any presentation from the administration, and questions from the Board 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 for any reason the Board ~~does not make~~ fails to reach 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.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president, administrative services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president, administrative services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

**Use of College
District Facilities**

The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for educational, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Requests to Use
Facilities

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the ~~vice president, administrative services~~ vice president, administrative services in accordance with administrative procedures.

The community members or organization making the request shall indicate that they have read and understand the policies and rules

governing use of College District facilities and that they will abide by those rules.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The ~~vice president, administrative services~~ vice president, administrative services shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that ~~the use would be prohibited conduct, described above, or that:~~

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- ~~1.—~~The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
- ~~2.1.—~~~~The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~3.—~~The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~4.2.—~~~~The proposed activity would disrupt or disturb the regular academic program;~~ or
- ~~5.3.~~ The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

<p>Common Outdoor Area Exception</p> <p>Common outdoor areas are traditional public forums and are not subject to the approval procedures.</p> <p>Community Designated Public Forums</p>	<p>The Board shall designate common outdoor areas where community members and organizations may engage in expressive activities in common outdoor areas, unless:</p> <p>6. The person's conduct is unlawful;</p> <p>7. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>8. The use would materially or substantially disrupt or disturb the regular academic program; or</p> <p>The use would result in damage to or defacement of property, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.</p>
<p>For-Profit Use</p>	<p>The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.</p>
<p>Nonprofit Use</p>	<p>The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.</p>
<p>Campaign-Related Use</p>	<p>Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.</p>
<p>No Approval Required</p>	<p>No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose.</p>
<p>Written Notice if Request Rejected</p>	<p>The vice president, administrative services vice president, administrative services shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
<p>Emergency Use</p>	<p>In case of emergencies or disasters, the College President College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.</p>
<p>Repeated Use</p>	<p>The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.</p>

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

<i>Exception</i>	Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.
Scheduling	Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The vice president, administrative services vice president, administrative services shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.
Use Agreement	Any community member or organization approved for a nonschool use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the nonschool use.
Fees for Use	<p>A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.</p> <p>The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.</p>
<i>Exception</i>	Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.
Required Conduct	<p>Community members and organizations using College District facilities shall:</p> <ol style="list-style-type: none">1. Conduct business in an orderly manner;2. Provide identification when requested to do so by a College District representative;3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President College President; and

5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on Content

Materials shall not be distributed by a community member or organization on College District property if:

- ~~1.~~—The materials ~~are obscene;~~
- ~~2.~~—The materials ~~contain defamatory statements about public figures or others;~~
- ~~3.~~—The materials ~~advocate imminent lawless or disruptive action and are likely to incite or produce such action;~~
- ~~4.1.~~—The materials ~~are considered prohibited harassment [see DIA series and FFD series]~~constitute prohibited speech, described above;
- ~~5.2.~~ The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
- ~~6.3.~~ The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The ~~vice president, administrative services~~ vice president, administrative services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the ~~vice president, administrative services~~ vice president, administrative services in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.

Violations of Policy

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Revisions to legal frameworks incorporate clarification of existing materials and new materials arising from the 89th Regular Legislative Session and second special session, as well as amendments to state rules.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 89th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

A18(INTRO)

INTRODUCTION

The introduction has been revised to use the term legal framework throughout to refer to legal materials in the college's policy manual. It has also been revised to clarify that the term *section* in the manual is used to reference the topic addressed at a left-aligned margin note, and the terms *provision* and *paragraph* refer to the subtopics addressed at the indented margin notes under each main margin note.

AB(LLEGAL)

COLLEGE DISTRICT NAME AND DEFINITIONS

Revisions incorporate the repeal of Coordinating Board rules addressing the procedure for Filing and Change of Name for a community college.

AD(LLEGAL)

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

Revisions at Purpose incorporate the repeal of Coordinating Board rules addressing the development of a community college's purpose, role, and mission statement.

At Institutional Responsibility, a citation has been updated to incorporate revisions to the Education Code by SB 37, which addresses the governance and oversight of institutions of higher education.

AF(LLEGAL)

INSTITUTIONAL EFFECTIVENESS

SB 37 establishes the Coordinating Board Office of the Ombudsman to investigate complaints submitted by students, faculty, and staff that a community college or other institution of higher education has failed to comply with certain Education Code requirements.

These provisions are effective January 1, 2026.

Additional changes have been made for clarity.

AFA(LLEGAL)

INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

The link to the Coordinating Board Management Reporting and Procedures Manual for Texas Community, Technical, and State Colleges for the purposes of Academic Reporting has been updated to the most recent version.

B(LLEGAL)

LOCAL GOVERNANCE

The table of contents has been updated to accommodate the reorganization of policies related to local governance. Legal framework BA now addresses College District Governance. Content on Board Legal Status in legal framework BA has been moved to legal framework BAA, and content on the board's Powers, Duties, and Responsibilities from legal framework BAA has been moved to new policy code BAAA.

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

BA(LLEGAL) COLLEGE DISTRICT GOVERNANCE

This legal framework now addresses College District Governance. SB 37 requires a community college to be governed by the principle of Shared Governance.

These provisions are effective January 1, 2026.

Language related to Board Legal Status has been moved to legal framework BAA.

BA(LOCAL) COLLEGE DISTRICT GOVERNANCE

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

BAA(LLEGAL) COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Language from BA on Board Legal Status has been moved to this legal framework to accommodate the reorganization of policies related to college district governance.

BAA(LOCAL) COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

If your college had content at this policy code, that content has been moved to policy BAAA.

BAAA(LLEGAL) BOARD LEGAL STATUS: POWERS, DUTIES, RESPONSIBILITIES

Language from BAA on the board of trustees' Powers, Duties, and Responsibilities has been moved to this legal framework to accommodate the reorganization of policies related to college district governance.

HB 1620 redesignated several statutes, resulting in citation changes at Regulation of Energy Sources and Regulation of Engines.

SB 1362 prohibits community colleges from engaging in the Regulation of Extreme Risk Protective Orders by restricting a person's access to a firearm under certain conditions.

At the Note, a cross reference to policy GH has been added to address HB 2674, which prohibits educational institutions from adopting a policy that allows regulation of home schools.

SB 37 requires the board to conduct a Curriculum Review every five years to ensure courses meet certain standards. It requires the board to approve or deny the hiring of a Provost and permits the board to overturn a hiring decision for the position of Vice President or Dean. The board must submit a Report on its actions to the legislature. The bill also establishes the office of the ombudsman at the Coordinating Board to ensure institutions of higher education are in Compliance with new requirements and may penalize the college by Withholding Funds. These provisions are effective January 1, 2026.

BBB(LLEGAL) BOARD MEMBERS: ELECTIONS

At General Election Dates, SB 1494 allows certain political subdivisions that hold a general election on a date other than the November uniform election date to change the date of the general election to the November uniform election date in odd-numbered years.

Education Code 130.082 requires community colleges to hold elections in even-numbered years; this requirement has been included for clarity at Methods of Election.

Additional changes have been made for clarity.

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BBBA(LEGAL) ELECTIONS: CONDUCTING AN ELECTION

At Election Order, Election Notice, and Temporary Branch, SB 2753 modifies election procedures, including by consolidating the early voting period and election day to establish a single voting period.

SB 506 requires the language of Propositions to be clear and neutral to ensure voters are not misled.

HB 521 modifies procedures for curbside voting to accommodate voters with a disability, including by prohibiting Electioneering within 20 feet of a parking space designated for curbside voting.

HB 3909 reduces the radius of the prohibition on wireless communication devices to prohibit devices only in a room in which voting is taking place.

Citations have also been updated throughout the framework.

BBD(LEGAL) BOARD MEMBERS: ORIENTATION AND TRAINING

SB 37 requires the Training Content for new board members to include an overview of the legislature, the General Appropriations Act, and the state budget and an emphasis on the commitment board members are making to the college, the state, and taxpayers.

These provisions are effective January 1, 2026.

HB 1500 amends the Cybersecurity Training requirement to clarify that the requirement applies to each elected or appointed official who has access to the college's information resources or information resources technologies.

HB 150 redesignates sections related to Cybersecurity Training.

Additional Exceptions have been added to clarify the officials who are not subject to the cybersecurity training requirements.

BBE(LEGAL) BOARD MEMBERS: AUTHORITY

HB 4310 codifies board members' right to Access to Information when acting in the board members' official capacity. It establishes procedures for granting access to Confidential Information.

Additional changes were made for clarity.

BBE(LOCAL) BOARD MEMBERS: AUTHORITY

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

Additional revisions permit the board to transact business only through actions passed by a majority of board members to align the policy with applicable law.

Additional changes have been made for clarity.

BD(LEGAL) BOARD MEETINGS

At Time of Notice and Accessibility, HB 1522 updates the requirements for the notice required by the Open Meetings Act before holding a board meeting. The notice must be posted for at least three business days before the scheduled date of the meeting.

The bill requires that, at a Meeting at Which Board Will Discuss or Adopt Budget, the meeting will include a discussion or adoption of the budget, the notice must include a physical copy of the proposed budget, unless the proposed budget is clearly accessible on the college's website. The notice must also include a taxpayer impact statement.

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At Meeting to Cancel Bond Election Due to Disaster, HB 2253 addresses procedures for a board meeting convened solely to deliberate whether to cancel a bond election due to the issuance of a disaster declaration.

BD(LOCAL) BOARD MEETINGS

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

Additional revisions require topics to be placed on the Agenda if requested by a board member to align the policy with the Open Meetings Act and relevant guidance.

BDA(LEGAL) BOARD MEETINGS: CLOSED MEETINGS

HB 3112 allows a board of trustees to deliberate in a closed meeting a measure, policy, or contract intended to address Cybersecurity to Protect a Critical Infrastructure Facility.

Additional changes were made for clarity.

BDB(LEGAL) BOARD MEETINGS: PUBLIC PARTICIPATION

HB 5238 expands the offense of disrupting a lawful meeting or procession to include the Disruption of a virtual meeting or virtual component of an in-person meeting and to clarify that the disturbance may be electronic.

BF(LEGAL) CHIEF EXECUTIVE OFFICER

SB 37 requires Executive Search Committees for community college presidents and chancellors to include at least two members of the board of trustees with at least one member serving as chair.

These provisions are effective January 1, 2026.

Additional changes have been made for clarity.

BFB(LEGAL) CHIEF EXECUTIVE OFFICER: CONTRACT

A Note has been added to reference DEA, which incorporates requirements related to the content and publication of severance agreements established in HB 762 and SB 2237.

BGC(LEGAL) ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

SB 37 establishes requirements for a Faculty Council or Senate, including requirements related to eligibility, Authority, Compensation or Reimbursement, Term Limits, Officers, Meetings, and Removal of council or senate members, as well as a prohibition on the restriction of a faculty member's right to Freedom of Association.

These provisions are effective September 1, 2025.

BGC(LOCAL) ADMINISTRATIVE ORGANIZATION: COUNCILS AND FACULTY SENATES

Recommended revisions address SB 37, which establishes the requirements for a Faculty Senate, including requirements related to Membership, Officers, Compensation, Constitution, and Faculty Senate Meetings, as well as the requirement that policies and procedures remain in Harmony with Law.

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At Removal, recommended language incorporates the requirement from the bill that a member may be removed on recommendation of the provost. The title for the employee who serves in the role as provost reflects the information submitted by the college.

A fill-in specifying the number of representatives of each academic unit that will serve on the faculty senate has been added. The policy issued to the college recommends that each academic unit be represented by three members. To update the number of faculty members who will represent each academic unit of the college, please contact your college's policy consultant.

BI(LLEGAL) REPORTS

SB 37 requires a board to annually submit a report to named officials regarding the hiring decisions for the position of vice president or dean. A community college is required to annually submit a report to the board regarding changes to the college's general education curriculum. The college president is required to conduct annual evaluations of certain individuals and report any decision to remove an individual to the board. These provisions are effective January 1, 2026.

HB 3526 requires a college to submit reports to the Bond Review Board regarding certain bond election information and the amount of voter-approved but unissued bonds.

HB 1500 requires a college to report the results of the data governance assessment to the Department of Information Resources and certain elected officials upon request.

A college is required to report the academic duties and services performed by each member of the faculty to the board under existing law.

SB 3909 requires the report to the Coordinating Board and the legislature related to students who transferred to a general academic teaching institution to include students who completed a field of study curriculum.

Additional changes have been made for clarity.

CAAA(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: STATE

At Appropriations, revisions have been made to incorporate recently adopted Coordinating Board rules that clarify the limits on corrections to data used in calculating community college formula funding.

CAAB(LLEGAL) STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Revisions have been made to incorporate amendments to U.S. Department of Health and Human Services rules that give regulatory affect to the U.S. Office of Management and Budget (OMB) Guidance for Federal Financial Assistance.

CAD(LLEGAL) APPROPRIATIONS AND REVENUE SOURCES: BOND ISSUES

SB 506 requires the language of Propositions to be clear and neutral to ensure voters are not misled.

At Cancellation of Election Due to a Disaster, HB 2253 permits a college to cancel a bond election by the 74th day before election day if the governor issues a disaster declaration within 90 days before the election and describes the required procedure.

HB 4395, effective January 1, 2026, addresses the documentation that must be submitted electronically for Attorney General Review and Approval.

HB 3526 requires a college to provide a Bond Election Report and an Unissued Securities Report to the Bond Review Board and describe the Bond Database maintained by the Bond Review Board.

HB 103 requires a college to provide certain current and historical data to the comptroller for the purposes of the development of a Bond, Tax, and Project Database.

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Additional changes have been made for clarity.

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

HB 3093 addresses the Addendum Requirement for Certain College Districts that meet specific criteria and exclude certain information from the Tax Rate Calculation for the community college as well as information included in the Property Tax Database.

SB 1025 requires a Proposition in an election on a tax rate increase to include a statement declaring that the proposition is a tax increase.

HB 103 requires a college to provide certain current and historical data to the comptroller for the purposes of the development of a Bond, Tax, and Project Database.

CAID(LEGAL) AD VALOREM TAXES: APPRAISAL DISTRICT

At Ownership or Lease of Real Property, SB 2073 permits an appraisal district board of directors to finance a purchase or construction related to improvements necessary to operate the appraisal office without the approval of relevant taxing units and provides that, if a governing body fails to timely act on certain proposals, the proposal will be treated as approved.

CAK(LEGAL) APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS

At Investments in Scrutinized Companies, HB 34 prohibits a college from acquiring a security issued by a country of concern or an entity controlled by or under the jurisdiction of a country of concern and requires notice of divestment to scrutinized companies.

Additional changes have been made for clarity.

CAL(LEGAL) APPROPRIATIONS AND REVENUE SOURCES: SALE, TRADE, OR LEASE OF COLLEGE-OWNED PROPERTY

Revisions include language related to the Right to Repurchase property by a person from whom a real property interest is acquired through eminent domain. HB 2011 expands the situations in which a person may repurchase property.

HB 5435 clarifies that the requirement that Lease Terms must require a timely notice of commencement does not apply to a lease between a college and another person regarding public property.

CC(LEGAL) ANNUAL OPERATING BUDGET

Revisions incorporate a reference to the report required upon the Adoption of an itemized budget by a college from SB 1, the General Appropriations Act, and a link to the budget reporting document.

CDA(LEGAL) ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

Revisions incorporate amendments from Coordinating Board rules related to the Annual Financial Report to include additional guidance documents.

The reference to the handbook for reporting tuition and fee financial data through the Integrated Fiscal Reporting System has been updated to reference the current version of the document.

Additional changes have been made for clarity.

CDB(LOCAL) ACCOUNTING: INVENTORIES

Recommended revisions address the [Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges, Fiscal Year 2025](#), which was recently released by the Coordinating Board. The document updates the definition of *capital assets* to recommend, rather than require

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as in prior years, a minimum capitalization threshold of \$5,000. The revisions permit a community college to choose the threshold at which assets are capitalized. If your college would like to update the threshold for classifying capital assets, please contact the college's policy consultant.

CDC(LEGAL) ACCOUNTING: AUDITS

The link to the manual related to reporting requirements for a community college's Annual Audit Report has been updated to reference the most recent version.

CF(LEGAL) PURCHASING AND ACQUISITION

SB 1173 increases the threshold for purchases for which a college is required to utilize a competitive purchasing method to apply to Purchases Valued at or Above \$100,000.

HB 150 redesignates statutes related to certain cybersecurity requirements, including requirements for vendors who provide Cloud Computing Services, and transfers responsibilities related to cybersecurity to the Texas Cyber Command.

HB 1500 adds a definition of *technology services* that is referenced as Commodity Items.

CFE(LEGAL) PURCHASING AND ACQUISITION: VENDOR RELATIONS

A Note has been added to reference DEA, which incorporates requirements related to the content and publication of severance agreements established in HB 762.

CFF(LEGAL) PURCHASING AND ACQUISITION: PAYMENT PROCEDURES

HB 3005 clarifies that a bona fide dispute for the purposes of the Exceptions to Government Code Chapter 2251 does not include an audit of the public work project that continues for more than 60 days after the substantial completion of the project.

CFG(LEGAL) PURCHASING AND ACQUISITION: REAL PROPERTY AND IMPROVEMENTS

HB 2011 expands the list of situations in which a person whose property is taken by eminent domain may repurchase the property.

CGA(LEGAL) SAFETY PROGRAM: SAFETY AND SECURITY AUDITS

HB 33 requires the Safety and Security Audit of a college's facilities to include a security review to determine whether the facility meets certain requirements.

HB 121 provides that the community college must maintain a copy of the report of the results of the safety and security audit signed by the college president or chancellor.

CGC(LEGAL) SAFETY PROGRAM: EMERGENCY PLANS AND ALERTS

HB 33 clarifies that when a community college's Emergency Operations Plan addresses recovery after an incident, it must provide for the prompt recovery of services provided by the college and addresses requirements for communication during an emergency.

HB 121 requires the Emergency Operations Plan to address reunification along with other requirements established by the TxSSC and clarifies that requirements related to substitute teachers do not apply to community colleges.

At Emergency Response and Evacuation Procedures, HB 4361 requires the Coordinating Board to adopt rules regarding standardized procedures for timely issuing of emergency notifications in accordance with the federal Clery Act.

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CGE(LLEGAL) SAFETY PROGRAM: MEDICAL TREATMENT

SB 1619 updates statutory references from epinephrine auto-injectors to epinephrine delivery systems to allow community colleges to administer epinephrine nasal sprays.

HB 1620 redesignated several statutes, resulting in citation changes at Coronavirus Preventative Measures.

CGFA(LLEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

HB 33 requires each Law Enforcement Agency to have access to certain protective equipment and allows the law enforcement agency to enter into a mutual aid agreement with certain other agencies to share equipment. The bill also revises provisions addressing patrol vehicles and policies related to active shooters.

At Apprehension of Certain Individuals, SB 1164 expands the situations in which a peace officer, including a community college police officer, may take a person exhibiting mental illness into custody and transfer the person to certain health-care providers.

SB 1619 updates statutory references from epinephrine auto-injectors to Epinephrine Delivery Systems to allow law enforcement agencies to administer epinephrine nasal sprays.

CGFC(LLEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

At Regulations and Possession and Use of a Handgun, SB 870 addresses the carry and possession of handguns by school marshals.

CH(LLEGAL) SITE MANAGEMENT

HB 4224 requires a covered entity, including a community college, that collects or stores protected health information, to prominently post detailed Information Regarding Consumer Access to Health Records and Complaints on the entity's website.

CHC(LLEGAL) SITE MANAGEMENT: TRAFFIC AND PARKING CONTROLS

At Parking Privileges of Disabled Veterans, SB 2001 permits a peace officer who received specialty license plates because the officer is disabled due to an injury incurred during the course and scope of the officer's work to park in disabled parking spaces.

HB 4215 incorporates requirements for delivery network companies and delivery persons into provisions addressing Transportation Network Companies.

SB 2807 updates provisions regulating the operation of Automated Vehicles and Driving Systems.

CHF(LLEGAL) SITE MANAGEMENT: WEAPONS

SB 1596 removes short-barrel firearms from the list of Prohibited Weapons.

CIB(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: DISPOSAL OF PROPERTY

SB 60 allows the Donation of Library Materials by a community college to any person or organization if the materials meet certain requirements.

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CJ(LLEGAL) TRANSPORTATION MANAGEMENT

At Student Travel, the citation has been updated to reference SB 1, the General Appropriations Act, which maintains the requirement that a community college adopt a policy regulating certain travel by one or more students.

CK(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT

SB 1173 increases the threshold for the aggregate value of insurance contracts for which a community college is prohibited from using a Designated Broker of Record from \$50,000 to \$100,000.

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

SB 1409 permits a community college to offer optional Health Benefits for Students and Their Families.

CL(LLEGAL) FACILITIES PLANNING

SB 8 from the Second Special Session becomes effective December 4, 2025. In addition to providing definitions, it requires community colleges to designate each multiple-occupancy private space for use only by individuals of one sex and to take every reasonable step to ensure an individual does not enter the wrong private space. SB 8 also provides for investigations by the attorney general, private causes of action, and civil penalties.

CL(LOCAL) FACILITIES PLANNING

This new policy addresses SB 8 from the second special session, which requires a community college to designate certain private spaces by sex consistent with the bill's provisions.

CM(LLEGAL) FACILITIES CONSTRUCTION

SB 1173 increases the threshold for contracts for which a college is required to utilize a competitive procurement method to apply to Contracts Valued at or Above \$100,000.

HB 1620 redesignated several statutes, resulting in citation changes at Experience Modifiers.

At Professional Services, SB 687 adds land surveyors to the indemnification limitations found in Local Government Code Chapter 271.

CM(LOCAL) FACILITIES CONSTRUCTION

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.

CRA(LLEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS

SB 1619 updates statutory references from epinephrine auto-injectors to epinephrine delivery systems.

HB 4224 requires a college that collects or stores protected health information to post detailed information for consumers on the college's website.

HB 762 and SB 2237 require a college that enters into a contract or an employment agreement with an employee or independent contractor to post each severance agreement on the college's website.

SB 3039 requires a college to post the five majors or degree and certificate programs and select courses for which transfer credit is most frequently denied or not applied on the admissions page of the college's website.

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SB 365 requires a college to post on its website a policy regarding the admissions made by the college under the Academic Fresh Start program.

SB 2614 and newly adopted Coordinating Board rules require a college to post prominently on the college's admissions website a link to MyTexasFuture.Org with a notice to students that they can use the common application form and information about free college application week and the fee waiver.

CRB(LLEGAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

HB 149 establishes a requirement for the Disclosure of Use of Artificial Intelligence (AI) for a community college that uses AI systems and prohibits the use of AI for the purposes of Manipulation of Human Behavior, infringement on an individual's Constitutional Protection, or Unlawful Discrimination.

CRB(LOCAL) TECHNOLOGY RESOURCES: ARTIFICIAL INTELLIGENCE

This new recommended local policy includes information related to AI Use by Employees and Students, including the parameters for use; compliance with privacy and data security law, policies, and regulations; and prohibitions on use of AI tools to harm, bully, or harass others.

CS(LLEGAL) INFORMATION SECURITY

HB 150 establishes the Texas Cyber Command and transfers duties related to cybersecurity to the command from the Department of Information Resources (DIR). A community college is required to have a designated Information Security Officer who possesses the training and experience required to ensure the college complies with requirements from the command.

Additional revisions incorporate the redesignation of statutes related to cybersecurity from HB 150.

CS(LOCAL) INFORMATION SECURITY

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

D(LLEGAL) PERSONNEL

The table of contents has been revised to accommodate a code created to address legal requirements related to telework.

DBA(LLEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS

HB 229 requires a community college that collects Vital Statistics that identify an individual's sex for certain purposes to identify the individual as male or female as defined by the Government Code.

DC(LLEGAL) EMPLOYMENT PRACTICES

SB 37 addresses requirements for a board of trustees related to Administrator Hiring. A board of trustees is required to approve or deny individuals for select positions and is permitted to overturn certain hiring decisions. The board must submit a report to the legislature reporting decisions related to hiring, and faculty members are prohibited from having final decision-making authority on the hiring of certain administrative positions.

These provisions are effective January 1, 2026.

HB 1620 redesignated several statutes, resulting in a citation change at Hiring of Legal Permanent Resident for TCOLE Licensed Positions.

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DC(LOCAL) EMPLOYMENT PRACTICES

Recommended revisions address SB 37, which requires the board to approve hiring decisions for certain positions and allows the board to overturn hiring decisions for certain positions. The titles for the employees who serve in the specified positions reflect the information submitted by the college.

Language related to dismissal of noncontractual employees has been moved to policy DM to consolidate language related to at-will termination.

DCA(LEGAL) EMPLOYMENT PRACTICES: TERM CONTRACTS

A Note has been added to reference DEA, which incorporates requirements related to the content and publication of severance agreements established in HB 762 and SB 2237.

DCB(LEGAL) EMPLOYMENT PRACTICES: TENURE

This new legal framework incorporates HB 762, which addresses requirements for a community college that enters into a contract or employment agreement with an employee or independent contractor that contain a Severance Pay Provision, including certain restrictions on severance pay and the requirement that a college post the agreement on the college's website.

DEA(LEGAL) COMPENSATION AND BENEFITS: COMPENSATION PLAN

HB 762 and SB 2237 address requirements for a community college that enters into a contract or employment agreement with an employee or independent contractor that contain a Severance Pay Provision, including certain restrictions on severance pay and the requirement that a college post the agreement on the college's website.

HB 2 repeals a provision prohibiting a reporting employer from passing the cost of TRS retirement contributions for an employed retiree to the retiree.

DEB(LEGAL) COMPENSATION AND BENEFITS: FRINGE BENEFITS

HB 4144 requires a community college with a law enforcement agency that employs at least 50 peace officers to provide an officer who retires with Benefits for Cancer, Acute Myocardial Infarction, or Stroke if the officer receives a diagnosis for one of the specified conditions within three years of the officer's retirement.

DGBA(LEGAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE GRIEVANCES

SB 37 clarifies that only the college president or designee may be involved in decision making regarding review of Faculty Grievances.

This provision is effective January 1, 2026.

DGBA(LOCAL) PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE GRIEVANCES

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Employees on the college's website.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an employee to make an Audio Recording of a hearing under this policy.

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A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Revisions at Limited Grievance Rights for At-Will Employees Grieving Termination incorporate recently adopted changes submitted by the college.

Additional changes have been made for clarity.

DGC(LLEGAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

SB 2972 updates provisions addressing the regulation of expressive activities on community college campuses, including:

- At Protected Expression on Campus Under State Law, *expressive activities* are defined.
- The Policy Required for colleges detailing rights and responsibilities regarding expressive activities must address certain restrictions and requirements.
- The right to engage in expressive activities in Common Outdoor Areas is limited to students and employees.
- A college is authorized to adopt a policy that imposes reasonable Time, Place, and Manner Restrictions on expressive activities of college students and employees.
- At Designated Public Forums, a college is required to establish public forums.
- At Harmony with Law, restrictions may not be construed to infringe on a person's rights under the U.S. or Texas Constitution.

DGC(LOCAL) EMPLOYEE RIGHTS AND PRIVILEGES: EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Employees and employee organizations distributing materials or using college facilities must provide identification to a college representative.

Recommended revisions provide that the Distribution of Literature by faculty and other instructional personnel as part of instruction or other classroom activities is not governed by that section.

Additional changes have been made for clarity.

DH(LLEGAL) EMPLOYEE STANDARDS OF CONDUCT

HB 46 prohibits a community college from restricting the storage of Low-THC Cannabis.

SB 37 specifies that only a president or provost or their designees may be involved in decision making regarding the Faculty Discipline process.

This provision is effective January 1, 2026.

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DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

DHB(LEGAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

SB 571 revises provisions addressing Reporting Abuse or Neglect to require a professional who has reasonable cause to believe a child has been or may be abused or neglected or a victim of certain offenses to make a report within 24 hours instead of 48 and defines *law enforcement agency* for the purposes of the reporting requirement.

DHB(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING

Recommended revisions incorporate SB 571, which requires the Reporting of instances of child abuse or neglect to a law enforcement agency within 24 hours and amends the definition of *law enforcement agency*.

DI(LEGAL) EMPLOYEE WELFARE

HB 1620 updated a reference at Peace Officer Wellness Program from vehicle accident to vehicle collision.

DIAA(LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

SB 800 requires the Orientation on Policy for new students to include a video with resources for students who have experienced sexual harassment, sexual assault, dating violence, or stalking and applicable reporting procedures.

DJ(LEGAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES

Revisions incorporate existing requirements related to faculty workload reports for clarity.

DJ(LOCAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES

Language related to Remote Work has been moved to policy DJA, which addresses Telework.

DJA(LEGAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK

This new legal framework incorporates SB 2615, which places restrictions on telework by faculty and other staff.

DJA(LOCAL) ASSIGNMENT, WORK LOAD, AND SCHEDULES: TELEWORK

Language from policy DJ related to Remote Work has been moved to this new policy code, which addresses Telework. Recommended language addresses SB 2615, which permits employees to telework only under certain specified circumstances.

DK(LEGAL) PROFESSIONAL DEVELOPMENT

HB 150 requires each employee and each elected official to annually complete Cybersecurity Training and transfers responsibilities related to cybersecurity from DIR to the Texas Cyber Command.

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DLA(LLEGAL) EMPLOYEE PERFORMANCE: EVALUATION

SB 37 requires the college president or chancellor to conduct annual Administrator Evaluations and report to the board any decision to remove one of those individuals.

These provisions are effective January 1, 2026.

DM(LOCAL) TERMINATION OF EMPLOYMENT

Language related to dismissal of noncontractual employees has been moved to this policy to consolidate language related to termination of At-Will Employees.

Additional revisions incorporate recently adopted changes submitted by the college.

EBA(LLEGAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

Revisions at Applicability of Subchapter J incorporate amendments to Coordinating Board rules to clarify the submission deadline for an Institutional Plan for Distance Education.

Additional changes have been made for clarity.

ECC(LLEGAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Language related to deadlines for Adding/Dropping Courses has been updated in response to the repeal of Coordinating Board rules.

EF(LLEGAL) CURRICULUM DESIGN

This new legal framework incorporates SB 37, which clarifies the board's oversight over curriculum and degree programs.

EFA(LLEGAL) CURRICULUM DESIGN: INSTRUCTIONAL PROGRAMS AND COURSES

SB 37 allows a governing board to exclude courses that were not taught as an organized class or provided through individual instruction for the two preceding years from its Annual List of Courses.

This provision is effective January 1, 2026.

SB 3039 requires a community college to include courses taken by students who completed a field of study curriculum and other information required by the Coordinating Board in the required Course Report.

EFAA(LLEGAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

SB 37 addresses the process for the governing board to review the college's General Education Curriculum and any changes to the curriculum.

These provisions are effective January 1, 2026.

EFAA(LOCAL) INSTRUCTIONAL PROGRAMS AND COURSES: ACADEMIC COURSES

This new recommended local policy clarifies the process for the development and adoption of a Core Curriculum by the college.

It also addresses the SB 37 requirement that the board conduct a comprehensive review of the college's general education curriculum, providing that the review must occur every five years, with more frequent reviews at the board's discretion.

It also establishes a process for the submission of an annual update on general education curriculum changes to the board and reflects the board's choice to reserve the right to overturn decisions regarding changes to the curriculum.

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

SB 530 replaces a reference to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with a general reference to an institution of higher education's recognized accrediting agency at Career and Technical Education Program of Study Curricula.

EFB(LEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

SB 3039 requires the Coordinating Board to adopt rules regarding Transparency in Certificate and Degree Program Requirements applicable to community colleges.

SB 37 requires a college president or chancellor to adopt and implement a process for reviewing Low-Enrollment Minor Degree and Certificate Programs every five years to identify programs that may require consolidation or elimination.

These provisions are effective January 1, 2026.

EFB(LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES

Recommended revisions incorporate SB 37, requiring the college's chief executive officer to develop procedures addressing a Low-Enrollment Certificate Program Review.

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

Revisions incorporate amendments to Coordinating Board rules related to Criteria for approval of a New Career and Technical Education Certificate.

HB 2786 authorizes a state agency to enter into an agreement with a community college to offer a program leading to a State Information Technology Apprenticeship Credential.

SB 530 replaces a reference to SACSCOC with a general reference to an institution of higher education's recognized accrediting agency at Limitation on SCH Requirements.

Additional changes have been made for clarity.

EFBB(LEGAL) DEGREES AND CERTIFICATES: BACCALAUREATE DEGREES

SB 530 replaces a reference to SACSCOC with a general reference to an institution of higher education's recognized accrediting agency at Application.

At Study Abroad, SB 2431 requires a community college that offers as part of a bachelor's degree program a study abroad component or program in a location where a language other than English is primarily spoken to provide an option for enrolled students to earn foreign language credit.

EFCC(LEGAL) SPECIAL PROGRAMS: ELEMENTARY AND SECONDARY STUDENTS

SB 2 establishes the Educational Savings Account program and requires that the comptroller establish a process to approve a community college as a provider or vendor for participation in the program.

EFCE(LEGAL) SPECIAL PROGRAMS: COMMUNITY EDUCATION PROGRAMS

Language prohibiting the use of state funds for avocational courses has been replaced in response to the repeal of Coordinating Board rules.

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Alvin Community College

EFCF(LEGAL) SPECIAL PROGRAMS: DRIVER EDUCATION

Language addressing Driver Education Courses has been revised, and language addressing Commercial Driver's License Training Programs has been added in response to the repeal and adoption of Coordinating Board rules.

EGA(LEGAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

At Denial of Transfer Credit, SB 3039 requires a community college to publish a list on the college's website of the five majors or degree or certificate programs with the highest number of courses for which academic credit is denied or not applied and certain related courses.

EGA(LOCAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT

A cross reference has been added to policy code FB to incorporate provisions related to the Academic Fresh Start program.

EGC(LEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

At Diploma Designation in Event of Merger, Acquisition, or Name Change, HB 5180 requires a community college that changes its name or merges with another institution to provide certain students two diplomas at no additional charge.

EI(LEGAL) TESTING PROGRAMS

SB 2786 adds certain emergency medical technicians, fire protection personnel, and peace officers to the list of students who qualify for Exceptions to the Texas Success Initiative assessment requirements.

EJC(LEGAL) MISCELLANEOUS INSTRUCTIONAL POLICIES: ACADEMIC BOYCOTTS

A citation has been updated to reference SB 1, the General Appropriations Act, which maintains the requirement that a community college adopt a policy prohibiting certain academic boycotts.

F(LEGAL) STUDENTS

The table of contents has been revised to reflect that content at policy code FC now addresses Registration and Attendance.

FB(LEGAL) ADMISSIONS

SB 37 requires a governing board to set campus Admissions Standards in collaboration with college administrators.

At Right to an Academic Fresh Start, SB 365 allows a community college to disregard academic credits earned by an applicant for admission between five to 10 years before the first day of the start of the semester.

Additional revisions incorporate recently adopted Coordinating Board rules related to Free College Application Week.

HB 3041 provides a procedure for a college that uses class rank in the undergraduate admission review process to assign a class rank to Students with Nontraditional Secondary Education.

FB(LOCAL) ADMISSIONS

Recommended revisions address SB 37, clarifying that the board must develop admission procedures in collaboration with the college's chief executive officer.

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The recommended revisions address SB 365, permitting the college to disregard course credits and grades earned by an applicant for admission 5-10 years prior to the start of the semester if chosen by the applicant, at Academic Fresh Start. Existing law requires a college to disregard credits earned 10 years prior to the start of the semester for an applicant under the Academic Fresh Start program. The number of years prior to admission at which credits will be disregarded reflects information submitted by the college.

A cross reference has been added to policy code EGA to incorporate provisions related to transfer of credit.

FC(LEGAL) REGISTRATION AND ATTENDANCE

HB 102 requires a community college that permits any student to register early for courses to allow Early Registration for Students in Military-Related Programs.

Language from FAA on Registration for Parenting Students has been added to this legal framework to accommodate the reorganization of policies related to registration.

At Religious Holy Days, a citation has been updated in response to the repeal of Coordinating Board rules.

Additional changes have been made for clarity.

FC(LOCAL) REGISTRATION AND ATTENDANCE

Recommended revisions to this policy address administrative procedures related to registration.

FD(LEGAL) TUITION AND FEES

HB 5646 requires a community college to charge the rate of Resident Tuition for Students in Military-Related Programs, such as an ROTC program or corps of cadets.

Additional revisions incorporate the repeal, consolidation, and amendment of Coordinating Board rules related to tuition and fees.

FD(EXHIBIT) TUITION AND FEES

HB 1105 creates a tuition and fee exemption for students employed as paramedics by a Texas political subdivision who are enrolled in certain courses.

FEA(LEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

Revisions to citations have been made throughout in response to the repeal and relocation of Coordinating Board rules related to scholarships for relatives of board members.

SB 2995 requires a community college to include a link to Financial Aid Displacement Information developed by the Coordinating Board in the college's admission application form.

Additional revisions incorporate Coordinating Board amendments related to Records Retention to remove redundant information.

FEB(LEGAL) FINANCING EDUCATION: WORK STUDY

Revisions at Texas College Work-Study Program incorporate amendments to Coordinating Board rules intended to eliminate unnecessary definitions and align eligibility criteria more closely with defined terms.

Additional revisions incorporate amendments to Coordinating Board rules related to the authority to Transfer funds between certain state grant and work-study programs.

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FFAA(LEGAL) WELLNESS AND HEALTH SERVICES: IMMUNIZATIONS

Revisions incorporate amendments to Department of State Health Services rules addressing Exceptions from vaccination requirements applicable to applicants for admission.

FFC(LEGAL) STUDENT WELFARE: STUDENT-SUPPORT SERVICES

SB 3039 requires a community college to designate a Transfer Liaison for current or incoming students who will transfer into or out of the college to serve as the point of contact regarding transfer issues.

FFDA(LEGAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

SB 800 requires the Orientation on Policy for new students to include a video with resources for students who have experienced sexual harassment, sexual assault, dating violence, or stalking and applicable reporting procedures.

FJ(LEGAL) STUDENT RECORDS

HB 229 requires a community college that collects Vital Statistics that identify an individual's sex for certain purposes to identify the individual as male or female as defined by the Government Code.

SB 800 requires a Student Identification Card issued by a college to contain contact information for the National Sexual Assault Hotline.

FLA(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

SB 2972 updates provisions addressing the regulation of expressive activities on community college campuses, including:

- At Protected Expression on Campus Under State Law, *expressive activities* are defined.
- The Policy Required for colleges detailing rights and responsibilities regarding expressive activities must address certain restrictions and requirements.
- The right to engage in expressive activities in Common Outdoor Areas is limited to students and employees.
- A college is authorized to adopt a policy that imposes reasonable Time, Place, and Manner Restrictions on expressive activities of college students and employees.
- At Harmony with Law, restrictions may not be construed to infringe on a person's rights under the U.S. or Texas Constitution.

FLA(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Limitations on Content, Approval, and Common Outdoor Areas has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Students and student organi-

Explanatory Notes

Community College Localized Policy Manual Update 50

Alvin Community College

zations distributing materials or using college facilities must provide identification to a college representative.

Additional changes have been made for clarity and to align the policy with applicable law.

FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

At Behavior Targeting Others, a cross reference has been added to policy code FM to incorporate the definition of *antisemitism* required to be used in discipline for Student Code of Conduct violations, as provided by SB 326.

FLBD(LEGAL) STUDENT CONDUCT: TOBACCO USE

SB 2024 expands the definition of *E-cigarette Product* to include any consumable material aerosolized or vaporized during the use of an electronic cigarette, regardless of whether the material contains nicotine, and excepts certain prescribed substances.

FLBE(LEGAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

HB 46 prohibits a college from restricting the storage of Low-THC Cannabis as authorized by the Health and Safety Code.

FLBE(LOCAL) STUDENT CONDUCT: ALCOHOL AND DRUG USE

Recommended revisions address HB 46, which prohibits a college from restricting the storage of low-THC cannabis authorized by state law.

Additional changes have been made for clarity.

FLC(LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES: INTERROGATIONS AND SEARCHES

SB 1497 clarifies that a peace officer does not need a warrant to conduct Searches of Telecommunications/Electronic Devices manufactured for the purpose of illicitly obtaining payment card information or identifying information.

FLD(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT COMPLAINTS

Language has been reorganized to clarify the structure of grievance processes.

Recommended revisions require the college to provide Notice to Students on the college's website to ensure appropriate due process.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow a student to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

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FM(LLEGAL) DISCIPLINE AND PENALTIES

SB 326 requires a college to use the definition of *antisemitism* provided by Government Code 448.001 in determining whether a student's behavior was motivated by antisemitism for the purpose of taking Anti-semitism Disciplinary Action.

GB(LLEGAL) PUBLIC COMPLAINTS AND HEARINGS

HB 5238 expands the offense of disrupting a lawful meeting or procession to include the Disruption of a virtual meeting or virtual component of an in-person meeting and to clarify that the disturbance may be electronic.

GB(LOCAL) PUBLIC COMPLAINTS AND HEARINGS

Language has been reorganized to clarify the structure of grievance processes.

At Formal Process, language has been added to clarify that certain complaints must begin at the board level.

Provisions have been added to provide clarity about what the Record includes, to allow a college to Remand a complaint for an incomplete record, and to allow an individual to make an Audio Recording of a hearing under this policy.

A cross reference has been updated to incorporate the reorganization of policies related to security personnel.

Additional changes have been made for clarity.

GCA(LLEGAL) PUBLIC INFORMATION PROGRAM: ACCESS TO INFORMATION

SB 1569 adds community college board members and presidents to the list at Elected Public Officers, Peace Officers, and Certain Officials identifying individuals for whom certain personal information is confidential under the PIA upon written request and to the list of officials whose Contact Information is exempted from mandatory disclosure under the PIA.

SB 1540 adds current or former election officials to the list at Elected Public Officers, Peace Officers, and Certain Officials identifying individuals for whom certain personal information is confidential under the PIA upon written request.

SB 2601 expands the compensation program for Employees Who Are Victims of Certain Crimes to include property owners impacted by border-related crime and provides that certain application information is confidential.

HB 150 redesignates provisions related to cybersecurity, including provisions related to the Biennial Information Security Plan.

HB 1500 renames the information security assessment required by DIR to the Data Governance Assessment.

HB 132 expands the type of information related to Security System Specifications, Operations, and Locations that is protected from disclosure under the PIA to include information related to hostile acts by foreign adversaries.

SB 765 provides that information related to Fraud Detection and Deterrence Measures is confidential under the PIA.

HB 1620 redesignated several statutes, resulting in citation changes at Certain Crime Information.

At Motor Vehicle Record Information, HB 1893 provides that License Plate Numbers captured in a video recording maintained by a law enforcement agency are not confidential under the PIA.

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HB 3112 provides that information related to certain Cybersecurity Measures is excepted from disclosure under the PIA.

GCB(LEGAL) PUBLIC INFORMATION PROGRAM: REQUESTS FOR INFORMATION

At Designated Address, HB 4214 requires a community college to provide the current mailing address and email address designated for PIA requests to the office of the attorney general no later than October 1.

HB 4219 establishes a procedure for responding to a PIA request when a college has No Information Responsive to a Request or when the request relates to Information Subject to a Previous Determination and a procedure for requestors to file a complaint regarding a Failure to Respond to a Requestor.

Also, At Time for Request, a college seeking an attorney general determination to withhold information under the PIA must state the specific exceptions that apply.

GD(LEGAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

SB 2972 updates provisions addressing the regulation of expressive activities on community college campuses, including:

- At Protected Expression on Campus Under State Law, *expressive activities* are defined.
- The Policy Required for colleges detailing rights and responsibilities regarding expressive activities must address certain restrictions and requirements.
- The right to engage in expressive activities in Common Outdoor Areas is limited to students and employees.
- A college is authorized to adopt a policy that imposes reasonable Time, Place, and Manner Restrictions on expressive activities of college students and employees.
- At Harmony with Law, restrictions may not be construed to infringe on a person's rights under the U.S. or Texas Constitution.

At Use by Religious Organizations, SB 2986 permits a college to allow religious organizations to use the college's facilities to host worship, services, sermons, or assemblies if certain criteria are met.

GD(LOCAL) COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

Recommended revisions throughout this policy incorporate SB 2972, which addresses the regulation of expressive activities on college campuses. A definition of Expressive Activities has been added. At Prohibited Speech and Conduct, existing content from Approval, Designated Public Forums, and Limitations on Content has been consolidated and updated to reflect language from the bill prohibiting certain expressive activities on campus.

Also, from SB 2972, language has been added at Time, Place, and Manner Restrictions prohibiting the distribution of materials in a manner that is materially and substantially disruptive to college operations. Language has been added to clarify when Identification must be provided. Community members and organizations distributing materials or using college facilities must provide identification to a college representative.

Language related to Designated Public Forums has been added to require the board to designate common outdoor areas where community members may engage in permissible expressive activities and publish those areas on the college's website and in other publications.

Additional changes have been made for clarity.

Explanatory Notes

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Alvin Community College

GG(LLEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES

HB 150 redesignates certain statutes related to cybersecurity, resulting in citation changes at Cybersecurity Training for Contractors.

GGB(LLEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES: INTERLOCAL COOPERATION CONTRACTS

SB 480 allows a college to enter into an interlocal contract with certain governmental entities to participate in Water Research or Planning.

GGD(LLEGAL) RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES: FEDERAL GOVERNMENTAL AUTHORITIES

At Intergovernmental Support Agreements with U.S. Armed Forces, a citation was updated to incorporate amendments to federal statutes related to appropriations for armed forces.

GH(LLEGAL) RELATIONS WITH SCHOOLS AND DISTRICTS

SB 1786 broadens the Student Eligibility requirements to allow certain students to enroll in a course under the FAST Program upon a showing that the students were economically disadvantaged and to apply provisions to students in grades 9-12.

HB 120 and HB 2 allow certain students enrolled in a P-TECH school or R-PEP program to enroll in a course under the FAST Program and allow a school district participating in the Rural Pathway Excellence Partnership to continue participation regardless of the district's average daily student attendance.

HB 2674 prohibits a college district from adopting a rule or policy that regulates an educational program of a home school.

SB 571 redesignates certain statutes, resulting in revisions at Background Check Procedure.

Revisions incorporate amendments to Coordinating Board rules addressing legislative changes, as well as the repeal, consolidation, and amendment of Coordinating Board rules related to partnerships between colleges and school districts.

Additional changes have been made for clarity.

GK(LLEGAL) RELATIONS WITH EDUCATIONAL ACCREDITATION AGENCIES

SB 530 replaces a reference to SACSCOC with a general reference to a community college's recognized accrediting agency.

GL(LLEGAL) RELATIONS WITH BUSINESSES AND THE COMMUNITY

HB 33 expands the Prohibited Transactions between a community college and Abortion Providers and Affiliates to include a transaction with an abortion assistance entity or to provide Logistical Support for abortion assistance. Definitions have been amended for the purposes of the prohibited transactions.

SB 856 adds the Texas A&M Engineering Experiment Station to the list of organizations eligible to use funds from the Texas Skills Development Fund for job training purposes.

22. **Consider Approval of the Public-Private Partnership Guidelines**



Robert J. Exley, PhD
President

MEMORANDUM NO: 032-2026

TO: Board of Regents

FROM: Robert J. Exley, PhD

A handwritten signature in blue ink, appearing to read 'RJE', is written over the name 'Robert J. Exley, PhD'.

DATE: February 12, 2026

SUBJECT: Consider Approval of Public-Private Partnership (P3) Guidelines

The purpose of this memorandum is to request Board approval of the College's Public-Private Partnership ("P3") Guidelines. The proposed Public-Private Partnership (P3) Guidelines establish a formal framework for evaluating, structuring, and approving potential P3 projects in a manner that ensures transparency, accountability, and compliance with applicable laws and Board policies.

A Public-Private Partnership (P3) is a long-term contractual arrangement between a public entity and a private partner in which the private partner may assume responsibility for the design, construction, financing, operation, and/or maintenance of a public facility or service. P3 arrangements allow the College to leverage private-sector expertise and resources while maintaining public oversight and accountability.

As the College continues to explore innovative delivery methods for facilities and infrastructure projects, the establishment of clear, Board-approved guidelines is necessary to ensure that any future P3 initiatives are evaluated consistently, transparently, and in compliance with applicable laws, regulations, and Board policies.

Approval of the Guidelines does not authorize a specific project. Any future P3 project will be presented to the Board of Regents for separate review and approval prior to execution.

It is recommended that the Board of Regents approve the Public-Private Partnership (P3) Guidelines as presented.

RJE:fmj

23. **Financial Report Ending January 31, 2026**



Robert J. Exley, PhD
President

MEMORANDUM NO: 030-2026

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 11, 2026
SUBJECT: Financial Report - Year-to-Date Ending January 31, 2026

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	7,198,370	7,198,370	90.90%	(720,910)
<i>Total Non-Operating Revenues</i>	47,972,843	29,139,181	29,139,181	60.74%	(18,833,662)
<i>Total Revenues</i>	55,892,123	36,337,551	36,337,551	65.01%	(19,554,572)

	<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	18,795,584	18,795,584	33.63%	(37,096,539)

This represents five months (or 54.2%) of the fiscal year, with operating revenues on track and expenses consistent with projections.

RJE:fmj

Alvin College
Consolidated Statements of Net Assets

	January 26, 2026	January 31, 2025	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	24,545,984	15,188,205	9,357,779	
Short-term investments	22,517,565	30,407,438	(7,889,873)	
Accounts receivable, net	1,805,443	959,818	845,625	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	13,474	22,021	(8,547)	Travel advances and prepaid expenses
Inventories	241,038	332,478	(91,440)	
Total Current Assets	49,123,504	46,909,960	2,213,544	
Noncurrent assets				
Long-term investments	3,000,000	2,000,000	1,000,000	
Capital assets, net	44,935,505	45,843,869	(908,364)	
Total Assets	97,059,009	94,753,829	2,305,180	
Deferred Outflows of Resources				
Deferred outflows - pensions	4,464,295	4,464,295	-	TRS pension
Deferred outflows - OPEB	7,091,967	7,091,967	-	OPEB
Total Deferred Outflows of Resources	11,556,263	11,556,263	-	
Liabilities				
Accounts payable & accrued liabilities	84,921	125,667	(40,746)	
Net pension liability	12,102,291	12,102,291	-	
Net OPEB liability	21,631,335	21,631,335	-	
Funds held for others	63,436	55,532	7,904	Agency funds - groups, clubs, etc on campus
Deferred revenues	-	-	-	Grants paid in advance and fall registrations
Compensated absences	536,436	536,436	(0)	
Bonds payable, net of premiums	-	1,613,300	(1,613,300)	Annual payment
Tax note payable, net of premiums	17,050,000	17,955,000	(905,000)	Annual payment
Total Liabilities	51,468,419	54,019,561	(2,551,142)	
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	1,962,634	1,914,334	48,300	
Total Deferred Inflows of Resources	10,187,849	10,139,549	48,300	
Net Assets				
Fund Balance - Equity	46,959,004	42,150,982	4,808,023	
Total Net Assets	46,959,004	42,150,982	4,808,023	

Alvin College
Consolidated Statements of Revenue and Expense
January 31, 2026 and January 31, 2025

	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	2,406,459	7,160,267	7,869,280	(709,013)	90.99%	1,904,203	6,450,824	7,213,058	(762,234)	89.43%
Federal grants and contracts	4,289,680	-	-	-	0.00%	4,521,801	-	-	-	0.00%
State grants (Fund 34)	183,376	-	-	-	0.00%	837,821	-	-	-	0.00%
Local grants (Fund 31 & 32)	801,764	-	-	-	0.00%	207,364	-	-	-	0.00%
Auxiliary enterprises	2,095,043	-	-	-	0.00%	1,495,476	-	-	-	0.00%
Other operating revenues	118,213	38,103	50,000	(11,897)	76.21%	71,023	25,323	70,000	(44,677)	36.18%
Total operating revenues	9,894,535	7,198,370	7,919,280	(720,910)	90.90%	9,037,688	6,476,147	7,283,058	(806,911)	88.92%
Expenses										
Operating expenses										
Administrative	-	4,803,581	13,144,943	8,341,362	36.54%	-	4,718,643	11,949,948	7,231,305	39.49%
Institutional	-	3,166,516	12,061,562	8,895,046	26.25%	-	2,910,744	10,965,056	8,054,312	26.55%
Technical Instruction	-	3,136,972	8,335,543	5,198,571	37.63%	-	2,794,356	7,577,766	4,783,410	36.88%
Academic Instruction	-	3,845,509	10,918,509	7,073,000	35.22%	-	3,635,924	9,925,917	6,289,993	36.63%
Student Services	-	2,263,795	5,869,277	3,605,482	38.57%	-	1,990,744	5,335,706	3,344,962	37.31%
Physical Plant	-	1,579,212	5,562,291	3,983,079	28.39%	-	1,863,338	4,968,106	3,104,768	37.51%
Unbudgeted Unrestricted (Fund 12)	993,982	-	-	-	0.00%	756,018	-	-	-	0.00%
Continuing Education	485,853	-	-	-	0.00%	442,588	-	-	-	0.00%
Auxiliary Enterprises	1,402,579	-	-	-	0.00%	1,243,414	-	-	-	0.00%
Local grants	223,750	-	-	-	0.00%	-	-	-	-	0.00%
TPEG (Fund 32)	168,559	-	-	-	0.00%	161,155	-	-	-	0.00%
Institutional Scholarships (Fund 33)	202,713	-	-	-	0.00%	170,574	-	-	-	0.00%
State grants (Fund 34)	906,463	-	-	-	0.00%	768,025	-	-	-	0.00%
Federal Grants (Fund 35 & 36)	7,491,031	-	-	-	0.00%	6,752,022	-	-	-	0.00%
Donor Scholarships (Fund 30)	498,037	-	-	-	0.00%	206,885	-	-	-	0.00%
Unexpended Plant Fund	129,069	-	-	-	0.00%	-	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	1,500	-	-	-	0.00%	-	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	-	-	-	-	0.00%	40,865	-	-	-	0.00%
Total operating expenses	12,503,536	18,795,584	55,892,123	37,096,539	33.63%	10,541,546	17,913,749	50,722,499	32,808,751	35.32%
Operating Gain/(Loss)	(2,609,001)	(11,597,214)	(47,972,843)	(37,817,449)		(1,503,858)	(11,437,602)	(43,439,441)	(33,615,662)	
Nonoperating revenues										
State appropriations*	-	5,757,493	11,154,315	(5,396,822)	51.62%	-	4,985,023	9,974,942	(4,989,919)	49.98%
State appropriations - FAST Funding	-	529,675	750,000	(220,325)	70.62%	-	710,000	710,000	(710,000)	0.00%
Property tax revenue	7,145	22,442,855	35,568,528	(13,125,673)	63.10%	1,140,629	23,236,502	32,254,499	(9,017,997)	72.04%
Investment income	56,994	253,030	500,000	(246,970)	50.61%	5,062	430,271	500,000	(69,729)	86.05%
Other non-operating revenues	144,469	156,128	-	156,128	0.00%	81,258	4,964	-	4,964	0.00%
Total nonoperating revenues	208,608	29,139,181	47,972,843	(18,833,662)	60.74%	1,226,949	28,656,760	43,439,441	(14,782,681)	65.97%
Provided by the State										
Revenue for Insurance and Retirement	-	1,134,682	-	1,134,682	0.00%	-	1,015,198	-	1,015,198	0.00%
State Insurance Match	-	(493,469)	-	(493,469)	0.00%	-	(398,797)	-	(398,797)	0.00%
State Retirement Match	-	(417,322)	-	(417,322)	0.00%	-	(389,330)	-	(389,330)	0.00%
State Retiree Insurance	-	(223,891)	-	(223,891)	0.00%	-	(227,071)	-	(227,071)	0.00%
Increase/(decrease) in net assets	(2,400,393)	17,541,967	0	(56,651,111)		(276,909)	17,219,158	-	(48,398,342)	
* State Approp portion generated by CE =	148,543					128,614				
Institutional Reserve	23,187,225					22,757,958				
Capital Reserve	3,630,977					-				

Alvin College
Consolidated Statements of Revenue and Expense
January 31, 2026 and January 31, 2025

	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	9,894,535	7,198,370	7,919,280	(720,910)	90.90%	9,037,688	6,476,147	7,283,058	(806,911)	88.92%
Nonoperating revenues										
Total nonoperating revenues	208,608	29,139,181	47,972,843	(18,833,662)	60.74%	1,226,949	28,656,760	43,439,441	(14,782,681)	65.97%
Less Expenses										
Operating expenses										
Total operating expenses	(12,503,536)	(18,795,584)	(55,892,123)	(37,096,539)	33.63%	(10,541,546)	(17,913,749)	(50,722,499)	(32,808,751)	35.32%
Increase/(decrease) in net assets	(2,400,393)	17,541,967	0	(56,651,111)		(276,909)	17,219,158	-	(48,398,343)	

* State Approp portion generated by CE =	148,543	128,614
Institutional Reserve	23,187,225	22,757,958
Capital Reserve	3,630,977	-

Alvin College
Continuing Education Statement of Revenue and Expense
January 31, 2026

	Year-To-Date					
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	Net Margin
Administration	148,543	321	(5,350)	143,514	153,756	(10,241)
Transcript Fees	105	-		105		105
Late Registration Fees	-	-		-		-
EKG	19,705	(1,182)		18,523	7,847	10,675
Dental Assistant	22,805	(1,368)		21,437	4,792	16,644
Emergency Medical Tech	37,990	(2,279)		35,711	16,280	19,431
Phlebotomy	43,335	(2,600)		40,735	18,097	22,638
CPR	3,100	-		3,100	2,140	960
Medication Aide	11,715	(703)		11,012	7,633	3,379
Patient Care	-	-		-	-	-
Certified Nursing Assistant	42,080	(2,525)		39,555	13,079	26,476
Biotech	34,195	(2,052)		32,143	14,845	17,298
Medical Office Billing	21,495	(1,290)		20,205	4,320	15,885
Truck Driving	136,043	(8,163)		127,880	105,343	22,538
LVN Bridge	-	-		-	-	-
Kids College	-	-		-	(138)	138
Correctional Officer	-	-		-	2,566	(2,566)
Occupational Health & Safety	-	-		-	-	-
Community Programs	3,390	-		3,390	979	2,411
Computer Aided Drafting (CAD)	321	(18)		303	-	303
Clinical Medical Assistant	33,540	(2,012)		31,528	10,248	21,280
Machinist Program	67,465	(4,048)		63,417	23,406	40,011
STRIVE	159,801	(9,588)		150,213	47,915	102,298
TWC TJL SDF Grant	69,503	(4,170)		65,333	5,549	59,784
TWC	98,350	-		98,350	43,349	55,001
CE Options Program	-	-		-	-	-
Restaurant Mgmt	-	-		-	-	-
Testing	1,875	(113)		1,763	3,023	(1,261)
Crane Operations	1,790	(107)		1,683	825	858
Total	957,146	(41,898)	(5,350)	909,899	485,853	424,046

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

Alvin College
Auxiliary Profit/(Loss) Statement Year-To-Date Through January 31, 2026 and January 31, 2025

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services			1,463,449	6,572	148,550	6,762	1,625,333	1,054,542
Student Fees	262,785	206,926					469,710	440,934
	262,785	206,926	1,463,449	6,572	148,550	6,762	2,095,043	1,495,476
Expenses								
Purchases & Returns			707,365				707,365	611,073
Salaries		70,475	104,072		150,436	21,870	346,853	378,238
Staff Benefits	51	13,365	26,224		43,733	559	83,931	81,999
Supplies & Other Operating Expenses	157,513	47,811	7,643	4,980	13,444	726	232,116	161,307
Equipment	2,180		19,032				21,212	-
Bank Charges			7,012		4,090		11,102	10,795
Scholarships							-	-
	159,744	131,651	871,348	4,980	211,702	23,155	1,402,579	1,243,413
Excess revenue over expenses	103,041	75,275	592,101	1,592	(63,152)	(16,393)	692,464	252,063
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			164,550				164,550	147,295
Interfund Receivables	(90,608)	347,120	709,757	10,681	(223,537)	(109,204)	644,208	701,066
Inventory			190,295				190,295	332,478
Total Assets	(90,608)	347,120	1,067,115	10,681	(223,537)	(109,204)	1,001,566	1,183,352
Liabilities:								
Accounts Payable/Gift Certificates	4,214	1,585	19,955	(6)	4,908	30	30,686	49,508
Deferred Revenue							-	-
Total Liabilities	4,214	1,585	19,955	(6)	4,908	30	30,686	49,508
Restricted Fund Balance (includes inventories)			190,295				190,295	332,478
Unrestricted Fund Balance	(94,823)	345,535	856,865	10,687	(228,445)	(109,234)	780,584	801,364
Total Liabilities & Fund Balance	(90,608)	347,120	1,067,115	10,681	(223,537)	(109,204)	1,001,566	1,183,351

Alvin College
Auxiliary Profit/(Loss) Statement - Year-To Date Through January 31, 2025

	Student Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services			856,437	4,995	182,090	11,020	1,054,542
Student Fees	244,953	195,981					440,934
	244,953	195,981	856,437	4,995	182,090	11,020	1,495,476
Expenses							
Purchases & Returns			611,073				611,073
Salaries	49,373	69,441	100,637		136,166	22,620	378,238
Staff Benefits	5,820	11,422	24,138		40,514	106	81,999
Supplies & Other Operating Expenses	113,172	23,714	4,699	4,803	13,925	994	161,307
Equipment							-
Bank Charges			5,778		5,010	7	10,795
Scholarships							-
	168,366	104,577	746,327	4,803	195,616	23,727	1,243,414
Excess revenue over expenses	76,588	91,403	110,112	192	(13,524)	(12,707)	252,063
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			147,295				147,295
Interfund Receivables	(93,741)	357,619	630,738	6,750	(133,378)	(66,921)	701,066
Inventory			332,478				332,478
Total Assets	(93,741)	357,619	1,113,023	6,750	(133,378)	(66,921)	1,183,351
Liabilities:							
Accounts Payable/Gift Certificates	4,214	1,585	38,739	2	4,908	60	49,508
Deferred Revenue							-
Total Liabilities	4,214	1,585	38,739	2	4,908	60	49,508
Restricted Fund Balance (includes inventories)		-	332,478	-			332,478
Unrestricted Fund Balance	(97,955)	356,034	741,806	6,748	(138,286)	(66,981)	801,364
Total Liabilities & Fund Balance	(93,741)	357,619	1,113,023	6,750	(133,378)	(66,921)	1,183,351

24. **Adjournment**