

Regular Meeting
Thursday, September 22, 2022 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511


Agenda

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

**CERTIFICATION OF POSTING OF NOTICE TO THE
REGULAR MEETING OF THE
ALVIN COMMUNITY COLLEGE DISTRICT
BOARD OF REGENTS
SEPTEMBER 22, 2022**

It is hereby certified that a notice of this meeting was posted on the 16th day of September 2022, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 16th day of September 2022.



Dr. Robert Exley
President

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 153-2022

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

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

Candidate
Recommended: Dora Arevalo

Education: San Juan Del Rio Durango
High School Diploma

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

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

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

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

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

QUALIFICATIONS

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

EDUCATION

- High school education or equivalent preferred.

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Custodian		
Department:	Physical Plant	FLSA Status:	Non-Exempt
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Safety Sensitive:	Yes	Job Category:	TSCM
HR approved:		Date:	
Last updated by:	Human Resources/LH	Date:	12/01/2020

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- Cleans and polishes light fixtures, marble, restroom fixtures, and other furnishings requiring attention.
- Empties institutional trash and garbage containers.
- Moves and rearranges furniture and equipment, and transports supplies and products as required by the physical plant.
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EDUCATION

- High school education or equivalent preferred.

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to effectively communicate with their supervisor, students, staff, and faculty.
- Must have and pass a complete physical.
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This job description may be revised upon development of other duties and changes in responsibilities.

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

Resignation/Termination Report

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

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

FALL 2022

As of 08/31/2022

SEPTEMBER

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 151-2022

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

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

Candidate

Recommended: Elidia "Lily" Galindo

Education:

University of Phoenix
Master of Business Administration

University of Phoenix
Bachelor of Science in Management

Experience:

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

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

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

Primerica Financial Services
Life Insurance Agent May 2010 – March 2015

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

Excel Agent Services
HR Clerk / Call Center Agent

August 1999 – June 2003

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

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

QUALIFICATIONS

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

EDUCATION

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

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

Security Sensitive Position-Requires a Criminal History Check.

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 152-2022

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

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

Candidate

Recommended: Stephen Reynolds

Education: Webster University
Master of Arts, Human Resource Development

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

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

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

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

San Jacinto College
Records Specialist June 2016 – September 2017

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

RJE:tg

JOB DESCRIPTION

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

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS

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

EDUCATION

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

EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

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

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

The Board of Regents of Alvin Community College met in a regular session on the 11th day of August at 6:00 p.m., with the following members, administrative personnel, and guests present:

'Bel Sanchez	Chairman
Jody Droege	Vice-Chair
Patty Hertenberger	Secretary
Jim Crumm	Regent
Kam Marvel	Regent
Michael Hoover	Regent
Yvette Reyes-Hall	Regent
Darren Shelton	Regent
Jake Starkey	Regent
Robert Exley	President, Alvin Community College
Michael Beck	Alvin Community College
Wendy Del Bello	Alvin Community College
Stacy Ebert	Alvin Community College
Nichole Eslinger	Alvin Community College
Kelly Klimpt	Alvin Community College
John Matula	Alvin Community College
Karl Stager	Alvin Community College

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

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

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

Call to Order

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

Certification of Posting of Notice

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

Executive Session

- *Private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation and contract, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 7:04 p.m.

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

Citizen Inquiries

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

Board Comments

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

Approval of the Consent Agenda

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

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

President’s Report

Dr. Exley gave a summary that included the following:

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

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

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

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

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

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

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

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

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

This report was for information only.

Consider Approval of Board of Regents Meeting Dates 2022-2023

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

Consider Approval of the Learning Lab Playground Covering

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

Consider Adoption of the 2022-2023 Fiscal Year Budget

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

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

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

Consider Approval of Investment Policy

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

Financial Report Ending July 2022

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

Adjournment

Meeting was adjourned at 8:14 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

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

MEMORANDUM NO: 160-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 14, 2022
SUBJECT: Personnel Action (Replacement): Faculty/Clinical Coordinator,
Emergency Medical Service

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

Candidate

Recommended: Nicole Farnham

Education: Galveston College
Associates of Applied Science, Paramedicine

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

Dickinson EMS
EMT / Paramedic December 2021 – June 2022

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

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

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

SUMMARY

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

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

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

INSTRUCTOR

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

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

CLINICAL COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Responsible for clinical competency, scheduling, and monitoring of the EMS Training Program
- Responsible for QI/QA of student clinical reports
- Responsible for preceptor orientation, communication and evaluation
- Responsible for assuring attainment of clinical skills for students
- Responsible for public relation events for the EMS program
- Responsible for student compliance with immunizations
- Assists with course content delivery, design and revision
- Responsible for making sure that each student is qualified/prepared to participate in the clinical environment
- Prepares and maintains various records, reports and files
- Other related duties as assigned

QUALIFICATIONS

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

EDUCATION

- Associate's degree in Emergency Medical Services or related field **and**
- Certified Texas Department of State Health Services (TDSHS) Licensed Paramedic Certification **and**
- Current (2020 Guidelines) American Heart Association (AHA) BLS Healthcare Provider **and**
- Current (2020 Guidelines) American Heart Association (AHA) ACLS Provider

PREFERRED

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

EXPERIENCE

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

PREFERRED

- At least one (1) year of teaching experience

KNOWLEDGE, SKILLS, AND ABILITIES

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

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

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

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

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

X

EMPLOYEE PRINTED NAME

X

SUPERVISORS PRINTED NAME

X

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR SIGNATURE AND DATE

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

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



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 142-2022

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

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

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

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

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

RJE:tg


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



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 148-2022

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

ACC was awarded the Reporting Modernization Grant II.

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

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

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

RJE:tg

Grant Information Form

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

Grant Provider: Texas Workforce Commission

Award Amount: \$350,000.00

Expected Date of Funding: 9/1/2022

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

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

ACC Proposed Use of Funds:

The grant will provide the following:

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

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



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 149-2022

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

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

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

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

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

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

RJE:tg

Grant Information Form

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

ACC Proposed Use of Funds:

The grant will provide the following:

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

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



Your College  Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 145-2022

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

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

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

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

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

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

Listing of Interlocal and Cooperative Purchasing Programs

College of the Mainland Interlocal Agreement
Educational and Institutional (E&I) Cooperative Services
Harris County Department Education (HCDE) Choice Partners
Houston-Galveston Area Council (H-GAC)
National Cooperative Purchasing Alliance (NCPA)
OMNIA Partners - formerly National Intergovernmental Purchasing Alliance (IPA) and U.S. Communities Government Purchasing Alliance
Purchasing Association of Cooperative Entities (PACE)
Purchasing Cooperative of America (PCA)
San Jacinto College Interlocal Agreement
Sourcewell - formerly National Joint Powers Alliance (NJPA)
State of Texas Comptroller Cooperative Purchasing Program, State of Texas Term Contracts (TxSmartBuy), Texas Multiple Award Schedule (TXMAS)
Texas Association of School Boards (TASB) BuyBoard
Texas Department of Information Resources (DIR)
Texas Investment Provider Selection Committee (TIPSC) Interlocal Agreement
Texas Tech University Interlocal Agreement
The Interlocal Purchasing System (TIPS)
U.S. General Services Administration (GSA), Schedules 70 and 84
Sheriff's Association of Texas
Educational Purchasing Interlocal Cooperative at ESC Region 6 (EPIC6)

RJE:tg

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



Your College > **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 155-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 7, 2022

SUBJECT: Fall 2022 Census Day Report and Internal Enrollment by Location Report

The Fall 2022 Census Day Internal Enrollment by Location Report will be presented by Mr. Patrick Sanger, Dean/Executive Director of Institutional Effectiveness and Research. This report represents our 2022 Census Day enrollment which will be reviewed and certified by the Texas Higher Education Coordinating Board. The Certified Report numbers may be slightly different from the numbers reported today.

This report is for information only.

RJE:tg

13. **Online Courses Information Report**



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 163-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 14, 2022
SUBJECT: Online Course Information Report

As we continue to move into the post-pandemic world, we are continuously reviewing and assessing our instructional operations which includes the different teaching modalities – face-to-face, completely online (synchronous and asynchronous), hybrid (mixture of face-to-face and online) as well as the various experiential learning options like internships, apprenticeships, service-learning, etc. In addition, we are exploring other opportunities like credit for prior learning and competency-based learning. This presentation led by Dr. Michael Beck, Vice President for Instruction will focus on our online learning (Distance Education).

This report is for information only.

RJE:tg

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

MEMORANDUM NO: 161-2022

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: September 14, 2022

SUBJECT: Recommendation of Dr. Stacy Ebert as Vice President for Strategic Initiatives
(Full-time, Temporary)

I am pleased to recommend to the Board of Regents Dr. Stacy Ebert as Vice President for Strategic Initiatives. The attached job description provides details on this new, Full-time Temporary position. This position is critical to our success with moving our strategic plan goals and objectives forward, with doing advocacy work for the College regarding the soon to be completed report and recommendations from the Commission on Community College Finance, and with our identification of special initiatives/projects regarding Goal #3 Enhance ACC's engagement within the community and Goal #4 Respond to growth within the region.

Dr. Ebert and Vice President Del Bello will co-lead a college team in the development and supervision of our work to maximize the impact of the Commission on Community College Finance's report recommendations. This will include collaboration with the other Texas community colleges coordinated by the Texas Association of Community Colleges. The important work of turning the Commission's recommendations into statute is critical for maximizing state funding for community colleges in the future.

Other critical initiatives will lie within Strategic Goals #3 and #4. This position will provide the resources necessary to build upon our established engagement within the community – especially expanding partnerships with business, industry and educational entities. It will also provide specific and targeted leadership to address items and opportunities like establishing partnerships to build ACC's capacity to respond to growth in our region through services and facilities.

By design this is a one-year, full-time temporary position. At the conclusion of the year we will be able to determine the need for this as a permanent position.

It is recommended the Board of Regents approve Dr. Stacy Ebert as Vice President for Strategic Initiatives for a one-year term effective immediately.

RJE:tg

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



Your College  Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 159-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 14, 2022
SUBJECT: Recommendation of Mr. Patrick Sager as Dean/Executive Director for Institutional Effectiveness and Research

I am pleased to recommend to the Board of Regents Mr. Patrick Sanger as the Dean/Executive Director for Institutional Effectiveness and Research. Mr. Sanger is a longtime employee in our department of Institutional Effectiveness and Research. He has consistently demonstrated a remarkable work ethic and genuine devotion to ACC, his colleagues, and our students. He has the knowledge, skills, and experience to carry out his duties in this critical leadership position.

It is recommended the Board of Regents approve Mr. Patrick Sanger to the position of Dean/Executive Director for Institutional Effectiveness and Research.

RJE:tg

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



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 150-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 6, 2022
SUBJECT: Contract for Magazine Publication and Mailing

The Board of Regents approved the establishment and publication of our college magazine Right Now. The initial edition – the Spring 2022 Issue – was distributed to over 100,000 homes and business in Alvin, Pearland, Manvel, Rosharon, Danbury, and Liverpool. The quality of the publication and its content proved to be exceptionally professional and very positive for the College. The ongoing strategy is to publish Right Now biannually in November and May. Thus, it is time for the production and publication of the Fall 2022 Issue.

We estimated a cost of \$65,000 per issue to print, mail, and ship the 28-page magazine – a cost of only \$0.65 per copy. The actual numbers for the Spring 2022 Issue included mailing 104,972 copies of which 1,400 were returned resulting in a net of 103,572 households receiving the publication. The cost of printing was \$37,046, mailing costs were \$11,219.88 and shipping costs totaled \$1,868.40. The total costs for the Spring 2022 were \$50,134.28. This is less than fifty cents per household and well within the estimated costs of production. In addition, copies have been distributed to multiple business entities, chambers of commerce and AISD schools throughout our community.

The Right Now magazine replaced two direct mail publications per year to area households in the form of a postcard or brochure. The utilization of direct mail enhances ACC visibility and demonstrates how ACC is an asset to the community.

To accomplish the publication and distribution of the Fall 2022 and Spring 2023 issues, the Purchasing Department publicized an Invitation for Bid (IFB). IFB # 23-009 was posted to the State of Texas Electronic State Business Daily site and specifically emailed to several potential and interested providers. As required, this solicitation was also published in the local Alvin newspaper.

On August 22, 2022, responses were received from Publication Printers of Denver, CO and the local Community Impact Newspaper. Publication Printers submitted a bid for \$ 42,011.89 for 105,000 copies for the Fall and \$ 44,112.48 for the Spring edition. This response does not include postage and freight; however, the estimate should not exceed \$25,000.00 per edition. The total cost of both the Fall 2022 and Spring 2023 issues is \$136,124.37

Community Impact Newspaper submitted a price of \$ 90,550.95 for the Fall edition only.

It is recommended that the Board approve and authorize the President to execute an agreement with Publication Printers of Denver CO, for this purchase with an estimated total of \$136,124.37.

RJE:tg

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



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 146-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 6, 2022
SUBJECT: Revision to Assignment, Work Load, and Schedules Policy DJ (LOCAL)

The Texas Association of School Boards (TASB) has requested that rather than having a separate local policy for Remote Work (DJ2, LOCAL), the College should simply amend our existing DJ (LOCAL) policy. Dr. Scott Rizzo provided the attached revised DJ (LOCAL) policy for our adoption. This does not alter or change the language of the policy.

Utilizing the DJ2 (LOCAL) policy that I provided, he merged it with the current DJ (LOCAL) policy. His explanation of changes is as follows:

“I have added a remote work section at the bottom of this policy, shown in Track Changes. Most of the changes I made were to conform to TASB style. I did add a last section on regulations with the assumption that you will have further details on the rules related to remote work enumerated in your college regulations, such as an employee handbook.”

Our Administrative Procedures Manual meets the college regulations expectation.

It is recommended that the Board of Regents approve the adoption of the revised Assignment, Work Load, and Schedules Policy DJ (LOCAL) amended to include the language and revisions pertaining to Remote Work effective immediately.

RJE:tg

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

	<p>All employees shall be subject to assignment and reassignment by the College President at any time.</p>
Assignment of Relatives	<p>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).</p> <p>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.</p>
Teaching Loads	<p>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.</p> <p>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.</p> <p>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.</p> <p>The teaching load of a faculty member who has an administrative assignment shall be determined by the College President.</p>
Remote Work Definitions	<p>A "remote work arrangement" is defined as an authorized work agreement that allows eligible full-time and part-time employees to work remotely.</p> <p>A "remote worker" is defined as an employee who works away from the primary College District offices as approved by the appropriate supervisors within the chain of command.</p>
Arrangement	<p>The College District considers a remote work arrangement to be a viable, flexible work option when both the employee and the job</p>

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ
(LOCAL)

are suited to such an arrangement. Remote work may be appropriate for some employees and jobs, but not for others. These arrangements are approved on an as-need basis only, with no expectation of ongoing continuance.

Remote work is a cooperative arrangement between the College District and the employee. The remote work arrangement is based on the needs of the position, work group, or department and the employee's overall performance. The remote work arrangement hours are determined by the job duties and the supervisor.

Faculty

Faculty are eligible for remote work for the portion of their job requirements that are not directly on-campus instruction related.

Emergency Use

College District-wide remote work arrangements may be implemented when College District operations must continue during inclement weather, health pandemics, or other unforeseen catastrophic events, where the safety of employees may be jeopardized.

Approval

All remote work arrangements must be approved by the appropriate supervisors and/or the College President.

Regulations

For further details on the rules and processes related to remote work, consult College District regulations.

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

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 14, 2022
SUBJECT: K-Building Rental Fee (Short-Term)

We continue to receive requests from various local law enforcement agencies to rent K-building for conducting specific training of their respective officers. We carefully reviewed our costs and developed this recommendation for the Board of Regents' consideration. Our relationships and partnerships with local law enforcement agencies continues to grow and it is mutually beneficial to expand on them whenever feasible.

After careful analysis, a daily rental fee of \$400 for K-building is proposed for your consideration. The fee covers only the rental of the facility as described below. The agency renting the facility will provide its own instructors, supervisory personnel, materials and supplies. Each renter will be required to sign a comprehensive agreement approved by legal to mitigate risk to the college.

Once approved, we can immediately utilize K-building while we finalize a comprehensive business plan regarding long-term K-building usage for Board consideration.

The \$400 daily fee breakdown is as follows:

K-Building Rental Fee

\$300 per day (8:00am – 5:00pm)

Daily rate based off the estimated annual cost to maintain K-building (\$72088.35)

Cleaning Fee

\$60 per day

Cleaning fee at \$30/hour. Estimated 2 hours of cleaning for daily rental.

Inspection of the facility will be conducted following the usage. The user will be responsible for the total amount of any damage repair costs.

On-Call Manager

\$40 per day

Based on an estimated 1 hour of total time ACC staff (Range Master) would be utilized.

TOTAL: \$400 per day (8:00am – 5:00pm)

It is recommended that the Board of Regents approve a K-building rental fee of \$400 per day effective immediately.

RJE:tg


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



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 157-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: September 13, 2022
SUBJECT: Proposed Price Increases for Theatre Rental Services

Alvin Community College provides a number of services for the local community. One of these important services is the ability for individuals and/or groups to rent various facilities. As our costs of operation increase over time it is essential that we review and revise our fee structures. Attached you will find revised fees for rental services of the College Theatre for 2022-2023.

The rationale for the proposed fee changes includes the following.

1. The need to accommodate increased costs associated with increases in wages for employees that serve the theatre.
2. The need to increase the required deposit owing to the increased costs associated with any damage to equipment and furnishings in the theatre.

The College has invested significantly in the updating and remodeling of the Theatre and it is essential that we maintain it over the coming years.

We have also reviewed and updated the Guidelines for Use of the Theatre. These guidelines are also provided for your reference. Proposed changes high-lighted.

It is recommended that the Board of Regents approve the revised Theatre rental fees including facility deposit and the revised Guidelines for Use of the Theatre as presented.

RJE:tg

2022-2023 Fee Recommendations

Department	Requested By	Description of Request	Old Fee	Amt of Increase/ Decrease	Updated or New Fee	Rationale	Effective Date	Tuition Fee Course Fee Cashier Fee
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Deposit: The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage repair costs.	\$100	\$150	\$250	The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage repair costs. This increase is proposed for increased costs of College equipment, furniture and cleaning costs.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Sound Operator	\$10/hour (4-hour minimum)	\$2/hour	\$12/hour (4-hour minimum)	To cover the increased cost of wages for Sound Operator.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Follow-spot Operator	\$10/hour (4-hour minimum)	\$2/hour	\$12/hour (4-hour minimum)	To cover the increased cost of wages for Follow-spot Operator.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Stage Hand	\$10/hour (4-hour minimum)	\$2/hour	\$12/hour (4-hour minimum)	To cover the increased cost of wages for Stage Hand.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Properties Handling	\$7.5/hour (4-hour minimum)	\$2.5/hour	\$10/hour (4-hour minimum)	To cover the increased cost of wages for Properties Handling.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Box Office Operation During Event	\$10/hour (4-hour minimum)	\$10/hour	\$20/hour (4-hour minimum)	To cover the increased cost of wages for Box Office Operation During Event.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Ushers During Event	\$7.5/hour (4-hour minimum)	\$2.5/hour	\$10/hour (4-hour minimum)	To cover the increased cost of wages for Ushers During Event.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Pulling and Management of Existing Properties	\$10/hour (4-hour minimum)	\$2/hour	\$12/hour (4-hour minimum)	To cover the increased cost of wages for Pulling and Management of Existing Properties.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Pulling and Management of Existing Costumes	\$10/hour (4-hour minimum)	\$2/hour	\$12/hour (4-hour minimum)	To cover the increased cost of wages for Pulling and Management of Existing Costumes.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Reprint of File Photo 8X10	\$10	\$2	\$12	To cover the increased cost of Reprint of File Photo 8X10.	9/23/2022	
Development and Outreach; Administrative Services	Kayla Upton/ Karl Stager	Special Effects Operation	\$10/hour (4-hour minimum) + Materials	\$2/hour	\$12/hour (4-hour minimum) + Materials	To cover the increased cost of wages for Special Effects Operation plus Materials costs.	9/23/2022	

GUIDELINES FOR USE

Schedule permitting, the ACC Theatre has been developed for for the use of the College and the general public for common good and, like any other facility on campus, is governed by Board Policy, *Section GD (Local) "Community Use of College District Facilities," Section DGD (Local) "Employee Use of College District Facilities" and Section FLAA (Local) "Student Use of College Facilities."* Charges and fees are assessed based on categories outlined in the College Policy Manual which are: educational, civic, business/commercial, and recreational and social. Application for the use of facilities is made through the Events Coordinator at 281-756-3611.

ROOM FEES

Rental Fee Categories (Refer to Section E)

The theatre includes the lobby, restrooms, auditorium, makeup room, dressing rooms, greenroom and diner (seating capacity 349, including 6 wheelchair places). The stage will be set up in accordance with your Facilities Request Form. Up to two (2) microphones will be provided. The stage will be set up with a standard curtain arrangement and lighted with a general wash of white light. The facility will be unlocked and locked at the time indicated on your Facilities Request Form. A staff member/student worker will be present to activate lights and sound and answer any questions you may have. If changes are required or your event requires more support than noted above, there will be additional charges (see "other charges" below).

Theatre

\$100.00 per hour (4-hour minimum) - *Rental time includes setup and tear down*

Lobby

Seating Capacity: approx. 20

Occupancy: approx. 40 (including restrooms)

\$50.00 per hour (4-hour minimum)

REQUIRED FEES

Deposit

\$250.00 (Paid at time of reservation)

The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event.

The user will be responsible for the total amount of any damage repair costs.

Cleaning Fee (Non-refundable)

\$150.00 - Theatre & Lobby

\$75.00 - Lobby Only

Tax (8.25%)

The tax rate will be multiplied by the total cost of the facility rented (including Room Rental, Security Fee, Custodial Fee, Equipment Fee, Media Fee, & any other fees that may apply)

ADDITIONAL FEES

Alcohol Fee (Only Wine/Beer/Champagne permitted)

\$200.00

Must be approved by the College President

Security Fee

\$40.00 per hour (2-hour minimum)

This fee will be applied to all events held beyond normal Monday through Friday working hours and for any event at which alcohol is served. Only ACC Campus Police may be used.

Cleaning Attendant Fee (during event)

\$30.00 per hour (2-hour minimum)

This fee will be applied based on the size of event being held beyond normal working hours.

- One housekeeper required for 1 - 100 people
- Two housekeepers required for 101 - 200 people

Equipment Fee (includes use of LCD Projector/Screens, Podium, & Microphones/PA System)

\$150 per day

Media Operator Fee

\$45.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

On-Site Manager Fee

\$40.00 per hour (4-hour minimum)

Because of the complexity of theatre equipment and the potential for user danger, a trained Drama Department staff member must be present when the theatre is in use. This fee will be applied to all events held beyond normal Monday through Friday working hours.

Insurance

A comprehensive general liability insurance policy is required for organizations renting College facilities. Insurance policy must reference coverage of alcohol if being served.

CANCELLATION POLICY

Prior to 60 days	100% return
59-30 days	75% return
29-8 days	50% return
7 days or less	No return

OTHER CHARGES

Listed below are the most common charges, These charges will be determined by the nature of your event. Other services may be contracted, and prices will depend upon the complexity of the work. Operation of lights, sound, and fly system must be done by trained ACC stagehands.

• LCD Projector/Screen	\$50/day
• Laptop computer	\$50/day
• Microphones (beyond standard 2 included with rental)	\$25/each/day
• Backstage Communication Headsets	\$25 for 1-3/day; \$50 for 4-6/day
• Sound operator	\$12.00/hour (4-hour minimum)
• Follow-spot operator	\$12.00/hour (4-hour minimum)
• Stage hand	\$12.00/hour (4-hour minimum)
• Changes in lighting, stage, sound setup	\$35.00/hour (1-hour minimum)
• Properties handling	\$10.00/hour (4-hour minimum)
• Box office operation during event	\$20.00/hour (4-hour minimum)
• Ushers during event	\$10.00/hour (4-hour minimum)
• Pulling and management of existing properties	\$12.00/hour (4-hour minimum)
• Pulling and management of existing costumes	\$12.00/hour (4-hour minimum)
• Reprint of file photo 8x10	\$12.00
• Special effects operation	\$12.00/hour (4-hour minimum) + Materials

- "Materials" includes but is not limited to chemical fog, dry ice fog, chemical smoke, chemical snow, confetti cannon prep and operation.

OTHER SERVICES

Available as time and schedule permit and priced on a contract basis:

- Special lighting setup
- Light design
- Sound recording
- Property construction
- Set design

FACILITY POLICIES

Client agrees to leave all rooms and amenities used in the same condition, including general cleanliness, as it was prior to rental. This includes trash cleaned off of floors and tables and placed in garbage cans.

Lights will be shut off and doors will be locked at the conclusion of the rental time frame, as noted in the rental agreement.

Tobacco use is **not** allowed inside the building or on any college property.

Food and drink are permitted in the lobby and designated backstage spaces. Food and drink are not permitted in the auditorium or dressing rooms. Water only is allowed on stage.

The use of candles is **not** allowed unless a person with a Texas flame license is on site.

Rice, birdseed, confetti, etc. may be thrown on the outside of the building only.

Alvin Community College will not be responsible for any items left on the premises.

The party renting the ACC Theatre or the Lobby is responsible for any damage and/or theft of furniture, equipment, or other items. Damage of any kind in or around the theatre will be deducted from the deposit. The amount of said damages will be determined by Alvin Community College.

Reservations for the Theatre or Lobby are not scheduled more than nine months in advance. The deposit and one-half of the charges assessed for the use of facilities must be paid at the time the reservation is made to insure reservation confirmation. The balance is due prior to the date of the event. The remaining balance is due 2 weeks prior to the date of the event.

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 156-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 9, 2022
SUBJECT: Tax Rate for 2022-2023 Fiscal Year

During the August 11, 2022 Board meeting, Regents approved the FY 2023 budget of \$40,071,049. At the same meeting, Regents proposed to adopt a total tax rate of .164145, which is the No New Revenue Tax Rate. The "Notice Of Meeting To Vote On Tax Rate" on the following page has been posted on the College website and is included here for the Board of Regents' reference.

Recommendation:

IT IS RECOMMENDED THAT THE BOARD ADOPT THE TOTAL TAX RATE OF .164145 FOR THE 2022-23 FISCAL YEAR. THIS YEAR'S PROPOSED TAX RATE DOES NOT EXCEED THE NO NEW REVENUE TAX RATE. A motion to adopt an ordinance, resolution, or order setting the tax rate does not require the language about "tax increase" as stated in section 26.05(b) of Property Tax Code. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED/(DECREASED) BY (.07) PERCENT AND WILL RAISE/(DECREASE) TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY (\$17.15).

Debt Rate: \$.009831 (must adopt)
M & O Rate: \$.154314
TOTAL RATE \$.164145

RJE:tg

Section 26.05(b) of Property Tax Code
Worksheet for Determination of Steps Required for Adoption of Tax Rate
ALVIN COMMUNITY COLLEGE DISTRICT

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 8 of the No-New-Revenue Tax Rate Worksheet.	\$13,837,942,889
2. Last year's M&O tax rate. Enter Line 28 of the Voter-Approval Tax Rate Worksheet.	\$0.171457/\$100
3. M&O taxes refunded for years preceding tax year 2021. Enter Line 31A of the Voter-Approval Tax Rate Worksheet.	\$51,964
4. TIF Adjustment. Enter Line 31B of the Voter-Approval Tax Rate Worksheet.	\$0
5. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3 and subtract line 4.	\$23,778,085
6. This year's total taxable value. Enter line 21 of the No-New-Revenue Tax Rate Worksheet.	\$16,589,361,766
7. This year's proposed M&O tax rate. Enter the proposed M&O tax rate approved by the Governing Body.	\$0.154314/\$100
8. This year's M&O tax levy. Multiply line 6 times line 7 and divide by 100.	\$25,599,708
9. M&O Tax Increase (Decrease). Subtract line 5 from line 8.	\$1,821,623
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.164145/\$100
11. This year's proposed total tax rate.	\$0.164145/\$100
12. This year's rate minus No-New-Revenue rate. Subtract line 10 from line 11.	\$0.000000
13. Percentage change in total tax rate. Divide Line 12 by line 10.	0.00%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate. Enter line 39 of the Voter-Approval Tax Rate Worksheet.	\$0.154418/\$100
15. This year's proposed M&O tax rate.	\$0.154314/\$100
16. This year's rate minus No-New-Revenue rate. Subtract line 14 from line 15.	\$-0.000104
17. Percentage change in M&O tax rate. Divide line 16 by line 14.	-0.07%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.171457/\$100
20. This year's proposed M&O tax rate.	\$0.154314/\$100
21. This year's raised M&O taxes. Subtract line 19 from line 20 and multiply result by line 18.	\$-17.15

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



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 147-2022

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: September 6, 2022

SUBJECT: Change Orders from Corestone Paving & Construction

As we close out the Sidewalk and Landscaping project with Corestone Paving & Construction Mr. Matt Graves has requested approval of two deductive change orders to credit back funds on items that were descoped and not completed. Both of these change orders are changes to the original scope of work.

Alvin Community College Change Order #22

Description: Deduct includes cost for shrubs not installed around HVAC lines adjacent to sidewalk at the southside of Parking Lot H.

Total Amount: (\$2,882.00)

Alvin Community College Change Order #23

Description: Items listed below will be descoped from Purchase Order.

Remainder of Turf Demolition/Removal	-\$37,756.54
Installation of Fire Lane Paving	-\$24,878.30
Remainder of Decomposed Granite Paving Installation	-\$6,156.70
Remaining Turf Installation	-\$2,366.25
Remainder of Mulch Installation	-\$8,375.70

Total Amount: (\$79,483.49)

It is recommended that the Board of Regents approve Corestone Paving and Landscape Deductive Change Order #22 in the amount of (\$79,483.49) and #23 in the amount of (\$2,882.00) for a total credit to the College of \$82,365.49.

RJE:tg

22. Financial Report

Alvin Community College
Consolidated Statements of Net Assets

	July 31, 2022	July 31, 2021	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	4,090,390	3,665,149	425,241	
Short-term investments	21,993,482	22,212,479	(218,997)	
Accounts receivable, net	3,545,666	3,098,616	447,050	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Inventories	121,170	163,714	(42,544)	
Prepays	745,630	439,762	305,868	Travel advances and prepaid expenses
Total Current Assets	30,496,338	29,579,720	916,618	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	45,576,905	30,953,322	14,623,583	
Total Assets	77,073,243	61,533,042	15,540,201	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,651,781	4,339,605	(687,824)	TRS pension
Deferred outflows - OPEB	9,755,156	5,951,439	3,803,717	OPEB
Total Deferred Outflows of Resources	13,406,937	10,291,044	3,115,893	
Liabilities				
Accounts payable & accrued liabilities	194,713	161,093	33,620	
Net pension liability	9,854,249	9,596,705	257,544	
Net OPEB liability	28,599,258	26,895,555	1,703,703	
Funds held for others	48,640	47,624	1,016	Agency funds - groups, clubs, etc on campus
Deferred revenues	2,731,566	2,428,999	302,567	Grants paid in advance and fall registrations
Compensated absences	465,914	528,706	(62,792)	Entry made annually for change in liability
Bonds payable, net of premiums	5,126,219	6,562,444	(1,436,225)	Annual payment
Tax note payable, net of premiums	19,640,000	20,420,000	(780,000)	Annual payment
Total Liabilities	66,660,559	66,641,126	19,433	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,499,947	1,911,006	(411,059)	TRS pension
Deferred inflow - OPEB	7,280,493	6,709,983	570,510	OPEB
Deferred inflow - premium on tax note	2,324,548	2,461,286	(136,738)	OPEB
Total Deferred Inflows of Resources	11,104,988	11,082,275	22,713	
Net Assets				
Fund Balance - Equity	12,714,632	(5,899,315)	18,613,947	
Total Net Assets	12,714,632	(5,899,315)	18,613,947	

Alvin Community College
Consolidated Statements of Revenue and Expense
 July 31, 2022 and July 31, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Tuition and fees	1,782,380	6,863,087	6,688,719	174,368	102.61%	2,183,377	6,693,221	6,052,116	641,105	110.59%
Federal grants and contracts	11,266,970	-	245,991	(245,991)	0.00%	10,020,264	-	7,138,749	(1,138,749)	0.00%
State grants	640,721	-	-	-	0.00%	580,129	-	-	-	0.00%
Local grants	240,931	-	-	-	0.00%	292,778	-	-	-	0.00%
Auxiliary enterprises	1,797,377	-	-	-	0.00%	1,713,970	-	-	-	0.00%
Other operating revenues	391,795	68,771	75,000	(6,229)	91.69%	231,642	71,937	52,500	19,437	37.02%
Total operating revenues	16,120,174	6,931,858	7,009,713	(77,854)	98.89%	15,042,160	6,765,158	7,243,165	(478,207)	93.40%
Expenses										
Operating expenses										
Administrative	-	6,491,818	7,869,087	1,377,269	82.50%	-	5,883,972	6,891,734	1,007,762	85.38%
Institutional	-	4,464,939	7,576,546	3,111,607	58.93%	-	5,682,952	6,854,312	1,171,360	82.91%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	4,904,379	6,341,151	1,436,772	77.35%	-	4,570,449	6,017,287	1,446,838	75.96%
University Parallel Instruction	-	6,849,389	8,296,763	1,447,374	82.56%	-	6,313,457	7,484,982	1,171,525	84.35%
Student Services	-	3,824,616	5,043,330	1,218,714	75.84%	-	3,650,303	4,756,104	1,105,801	76.75%
Physical Plant	-	2,475,894	3,101,962	826,068	74.98%	-	2,239,856	3,203,462	963,606	69.92%
Unbudgeted Unrestricted (Fund 12)	890,381	-	-	-	0.00%	1,098,087	-	-	-	0.00%
Continuing Education	743,471	-	-	-	0.00%	1,159,971	-	-	-	0.00%
Auxiliary Enterprises	2,289,392	-	-	-	0.00%	1,638,492	-	-	-	0.00%
Local Grants	24,458	-	-	-	0.00%	78,723	-	-	-	0.00%
TPEG	239,835	-	-	-	0.00%	280,488	-	-	-	0.00%
Institutional Scholarships	122,556	-	-	-	0.00%	158,403	-	-	-	0.00%
State Grants	640,721	-	-	-	0.00%	580,129	-	-	-	0.00%
Federal Grants	11,280,473	-	-	-	0.00%	10,822,353	-	-	-	0.00%
Donor Scholarships	298,782	-	-	-	0.00%	310,089	-	-	-	0.00%
Unexpended Plant Fund	1,089,319	-	-	-	0.00%	1,072,766	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	161,101	-	-	-	0.00%	281,431	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	2,916,918	-	-	-	0.00%	12,730,383	-	-	-	0.00%
Total operating expenses	20,697,407	29,011,435	38,428,839	9,417,404	75.49%	29,411,316	28,340,989	36,685,421	8,344,432	77.25%
Operating Gain/(Loss)	(4,577,233)	(22,079,577)	(31,419,127)	(9,495,258)		(14,369,156)	(21,575,831)	(29,442,056)	(8,822,639)	
Nonoperating revenues										
State appropriations*	-	7,051,812	7,587,622	(535,810)	92.94%	-	7,036,081	7,772,636	(736,555)	90.52%
Property tax revenue - Current	1,606,773	23,309,520	23,612,061	(302,541)	98.72%	1,592,001	19,813,962	20,117,080	(303,118)	98.49%
Property tax revenue/Inst Reserve	-	144,444	144,444	-	-	-	1,477,340	1,477,340	-	-
Property tax revenue - Delinquent	14,033	176,172	176,172	-	0.00%	25,295	139,676	139,676	-	0.00%
Property tax revenue - Interest & Penalties	8,452	111,516	111,516	-	0.00%	10,477	119,771	119,771	-	0.00%
Investment income	5,266	91,011	75,000	16,011	121.35%	7,641	59,286	75,000	(15,714)	79.05%
Other non-operating revenues	286,322	29,090	-	29,090	0.00%	330,554	20,036	-	20,036	0.00%
Total nonoperating revenues	1,920,847	30,913,365	31,419,127	(505,562)	98.39%	1,965,968	28,666,172	29,442,056	(775,884)	97.36%
Provided by the State										
Revenue for Insurance and Retirement	-	2,077,181	-	2,077,181	0.00%	-	1,482,563	-	1,482,563	0.00%
State Insurance Match	-	(910,629)	-	(910,629)	0.00%	-	(614,748)	-	(614,748)	0.00%
State Retirement Match	-	(666,539)	-	(666,539)	0.00%	-	(533,956)	-	(533,956)	0.00%
State Retiree Insurance	-	(500,013)	-	(500,013)	0.00%	-	(313,859)	-	(313,859)	0.00%
Increase/(decrease) in net assets	(2,656,386)	8,833,987	-	(10,000,820)		(12,403,188)	7,090,341	-	(9,598,523)	
* State Approp portion generated by CE =	181,937					191,381				
* Institutional Reserve	10,868,668					9,347,000				

Alvin Community College
Consolidated Statements of Revenue and Expense
July 31, 2022 and July 31, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Amended Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	M&O Amended Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	16,120,174	6,931,858	7,009,712	(77,854)	98.89%	15,042,160	6,765,158	7,243,365	(478,207)	93.40%
Nonoperating revenues										
Total nonoperating revenues	1,920,847	30,913,565	31,419,127	(505,562)	98.39%	1,965,968	28,666,172	29,442,056	(775,884)	97.36%
Less Expenses										
Operating expenses										
Total operating expenses	(20,697,407)	(29,011,435)	(38,428,839)	(9,417,404)	73.49%	(29,411,316)	(28,340,909)	(36,685,421)	(8,344,432)	77.25%
Increase/(decrease) in net assets	(2,656,386)	8,831,987	-	(10,000,820)		(12,403,188)	7,090,341	-	(9,398,527)	

• State Approp portion generated by CE™

181,937

191,381

• Institutional Reserve

10,868,668

9,347,000

Alvin Community College
Consolidated Detail Expense by Type
July 31, 2022 and July 31, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	61,388	1,520,215	1,755,274	235,059	86.61%	69,995	1,494,146	1,664,975	170,829	89.74%
Professional Sal	574,288	4,353,998	5,490,048	1,136,050	79.31%	956,655	4,089,663	4,838,733	749,070	84.52%
Tech/Clerical Sal	652,404	4,176,621	5,135,350	958,729	81.33%	783,179	3,906,033	4,876,121	970,088	80.11%
Faculty Sal	282,119	10,056,756	12,289,001	2,232,245	81.84%	376,800	9,394,550	11,394,578	2,000,028	82.45%
Misc Sal	44,159	122,735	144,855	22,120	84.73%	75,319	71,407	64,980	(6,427)	109.89%
Reg Students Sal	35,003	37,951	161,279	123,328	23.53%	10,944	62,186	169,454	107,268	36.70%
Work Study Students Sal	47,378	-	-	-	0.00%	35,159	-	-	-	0.00%
Staff Benefits	245,045	3,424,005	4,305,770	881,765	79.52%	328,926	3,446,682	4,000,775	554,093	86.15%
Subtotal	1,941,784	23,692,281	29,281,577	5,589,296	80.91%	2,636,977	22,464,667	27,009,616	4,544,949	83.17%
Equipment	343,064	43,412	-	(43,412)	0.00%	80,056	17,297	43,400	26,103	39.86%
Computer Hardware	13,007	5,307	-	(5,307)	0.00%	294,404	105,799	93,050	(12,749)	113.70%
Capital Improvements	39,680	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	144,444	144,444	0.00%	-	-	1,477,340	1,477,340	0.00%
Travel/Prof Development	69,802	225,222	213,374	(11,848)	105.55%	55,377	93,919	440,524	346,605	21.32%
Supplies & Exp	1,578,958	4,906,270	6,574,244	1,667,974	74.63%	2,493,988	4,221,360	5,413,866	1,192,506	77.97%
Institutional Scholarships	122,556	138,943	333,700	194,757	41.64%	158,403	163,822	323,000	159,178	50.72%
Financial Aid	11,116,847	-	-	-	0.00%	8,616,895	-	-	-	0.00%
Donor Scholarships	298,782	-	-	-	0.00%	310,089	-	-	-	0.00%
Purchases Store/Concession	1,005,589	-	-	-	0.00%	680,547	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	161,101	-	-	-	0.00%	281,431	-	-	-	0.00%
Tax Maintenance Note	2,916,918	-	1,781,500	1,781,500	0.00%	12,730,383	1,274,125	1,784,625	510,500	71.39%
Unexpended Plant	1,089,319	-	-	-	0.00%	1,072,766	-	-	-	0.00%
	20,697,407	\$ 29,011,435	\$ 38,428,839	\$ 9,417,404	75.49%	\$ 29,411,316	\$ 28,340,989	\$ 36,685,421	\$ 8,344,432	77.25%
State Insurance Match	-	910,629	-	(910,629)	0.00%	-	614,748	-	(614,748)	0.00%
State Retirement Match	-	666,539	-	(666,539)	0.00%	-	533,956	-	(533,956)	0.00%
State Retiree Insurance	-	500,013	-	(500,013)	0.00%	-	313,859	-	(313,859)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense
July 31, 2022

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	181,937	278	(4,639)	177,576	336,088	(158,512)
GED	1,862	-	-	1,862	464	1,398
Law Enforcement	-	-	-	-	-	-
Real Estate	817	-	-	817	-	817
Dental Assistant	47,435	(2,833)	-	44,602	62,372	(17,770)
Phlebotomy	40,240	(2,414)	-	37,826	13,411	24,415
Health and Medical	-	-	-	-	-	-
Certified Nursing / Medication Aide	47,645	(2,859)	-	44,786	9,750	35,036
Welding	83,009	(4,725)	(3,697)	74,587	91,563	(16,975)
Truck Driving	206,664	(10,328)	-	196,336	122,285	74,051
Center for Professional Workforce Dev	11,535	-	-	11,535	-	11,535
Education to Go	6,273	-	-	6,273	-	6,273
Concealed Handguns	-	-	-	-	-	-
Occupational Health & Safety	4,462	-	-	4,462	601	3,862
Community Programs	1,040	-	-	1,040	140	900
Clinical Medical Assistant	73,870	(4,432)	-	69,438	15,641	53,796
Vet Assistant	2,328	(83)	-	2,245	1,247	998
Yoga	3,315	-	-	3,315	1,300	2,015
Human Resource Program	-	-	-	-	-	-
Activity Director Program	2,070	(124)	-	1,946	-	1,946
Machinist Program	-	-	-	-	7,405	(7,405)
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	104,010	(5,432)	(6,254)	92,324	60,818	31,506
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	22,950	(137)	-	22,813	15,550	7,263
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	4,836	(4,836)
Total	841,462	(33,088)	(14,590)	793,784	743,471	50,313

*2.58% of the state appropriation for FY21/22 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvin Community College
Auxiliary Profit(Loss) Statement Year-To-Date Through July 31, 2021 and July 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	228,062		1,045,945	3,570	286,191	6,338	1,570,106	1,483,123
Student Fees		227,271					227,271	230,846
	228,062	227,271	1,045,945	3,570	286,191	6,338	1,797,377	1,713,970
Expenses								
Purchases & Returns			1,003,589	296			1,003,885	694,385
Salaries	94,714	93,247	173,667		251,508	20,909	631,045	564,623
Staff Benefits	27,183	17,360	44,331		82,991	641	172,507	176,337
Supplies & Other Operating Expenses	219,137	76,090	28,294	4,578	22,760	262	351,121	172,961
Equipment	8,224		14,788			10,150	114,162	21,547
Building Repairs								
Bank Charges			7,101		3,647	24	10,772	8,639
Contingency								
Scholarships		3,900					3,900	
	430,258	187,596	1,273,770	4,875	260,907	31,986	2,289,392	1,638,492
Excess revenue over expenses	(202,196)	39,675	(227,825)	(1,305)	(74,716)	(25,648)	(492,015)	75,478
Assets:								
Cash & Petty Cash			2,513				2,513	2,512
Accounts Receivable								79
Interfund Receivables	124,982	491,815	468,741	2,003	(30,470)	51,316	1,108,386	1,150,726
Prepaid Expenses								
Inventories			121,170				121,170	163,714
Total Assets	124,982	491,815	592,423	2,003	(30,470)	51,316	1,232,068	1,317,032
Liabilities:								
Accounts Payable/Gift Certificates	6,063	638	45,390	19	7,459	77	59,647	61,973
Deferred Revenue	58,860	58,860				850	118,570	113,980
Deposits								
Total Liabilities	64,923	59,498	45,390	19	7,459	927	178,217	174,953
Restricted Fund Balance (includes inventories)			121,170				121,170	163,714
Unrestricted Fund Balance	60,058	432,317	425,862	1,984	(37,929)	50,388	932,681	978,364
Total Liabilities & Fund Balance	124,982	491,815	592,423	2,003	(30,470)	51,316	1,232,068	1,317,032

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through July 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	229,670		1,020,741	1,339	228,611	2,763	1,483,123
Student Fees		230,846					230,846
	229,670	230,846	1,020,741	1,339	228,611	2,763	1,713,970
Expenses							
Purchases & Returns			694,385				694,385
Salaries	88,204	75,429	186,982		214,009		564,623
Staff Benefits	26,450	20,635	51,369		77,882		176,337
Supplies & Other Operating Expenses	103,600	33,721	9,722	3,926	21,054	938	172,961
Equipment			21,437		110		21,547
Building Repairs							-
Bank Charges			6,584		2,055		8,639
Contingency							-
Scholarships							-
	218,254	129,785	970,479	3,926	315,110	938	1,638,492
Excess revenue over expenses	11,416	101,061	80,262	(2,587)	(86,500)	1,825	75,478
Assets:							
Cash & Petty Cash			2,512				2,512
Accounts Receivable			79				79
Interfund Receivables	266,806	422,346	451,835	3,118	(43,079)	49,701	1,150,726
Prepaid Expenses							-
Inventory			163,399	315			163,714
Total Assets	266,806	422,346	617,825	3,433	(43,079)	49,701	1,317,032
Liabilities:							
Accounts Payable/Gift Certificates	4,322	885	44,377		12,188		61,973
Deferred Revenue	36,070	36,070				840	112,980
Deposits							-
Total Liabilities	60,392	36,955	44,377	-	12,188	840	174,553
Restricted Fund Balance (includes inventories)			163,399	315			163,714
Unrestricted Fund Balance	206,214	365,391	410,048	3,118	(55,268)	48,860	978,364
Total Liabilities & Fund Balance	266,806	422,346	617,825	3,433	(43,079)	49,701	1,317,032

TO: Board of Regents
 FROM: Elizabeth (Beth) Nelson
 DATE: September 13, 2022
 SUBJECT: Investment Transactions Report

Investment Position:

As of August 31, 2022, Alvin Community College had \$ 21,550,000 invested in eighteen certificates of deposit purchased through First National Bank-Alvin, one certificate of deposit purchased through Texas Advantage Bank, one certificate of deposit purchased through the CDARS program using Texas Advantage Bank and one purchased from Amoco Federal Credit Union.

Summary:

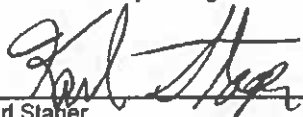
Beginning market value		6/1/2022	\$	22,550,000
Additions/changes to the market value:				
	a.	Sale of CDs		(11,400,000)
	b.	Purchase of CDs		10,400,000
	c.	TexSTAR		1,233,858
Ending market value		8/31/2022	\$	22,783,858
Fully accrued interest			\$	62,711
Interest earned on Bond Note funds			\$	7,263

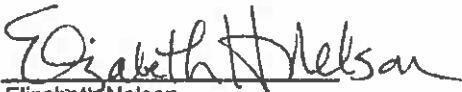
Pooled Funds:


The \$ 22,783,858 currently invested was taken from the following major fund groups:

\$	21,550,000	General Fund	11
\$	1,233,858	2018 Maintenance Tax Note	66

We certify that the investments made during this reporting period are in compliance with Alvin Community College's Investment Policy and the Texas Government Code.


 Karl Stager


 Elizabeth Nelson


 Laurel Joseph

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 Alvin, TX 77511
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ALVIN COMMUNITY COLLEGE
Investment Schedule
June 1, 2012 - August 31, 2012

Alvin Community College's investments for the quarter ended August 31, 2012 are as follows. All securities were purchased according to the investment policy approved by the Board of Regents at the August 12, 2011 board meeting.

CD No	Purchase Date	Due Date	Interest Rate	Term	Days Held	Principal	Interest Earned	Accrued Interest	Total
BEGINNING INVESTMENTS:									
520890	02/21/20	02/21/23	1.700%	1096	92	250,000			250,000 a
1016172516	02/23/20	02/23/23	1.700%	1096	92	250,000			250,000 b
1861710	01/10/22	01/10/25	1.050%	1096	92	250,000			250,000 c
200000512	02/06/20	02/05/23	1.500%	1095	92	1,000,000			1,000,000
200000607	02/23/21	06/23/22	0.580%	121	23	1,800,000			1,800,000
200000608	03/03/21	06/07/22	0.453%	96	7	500,000			500,000
200000610	03/25/22	07/21/22	0.763%	118	51	1,800,000			1,800,000
200000611	03/25/22	07/25/22	0.763%	122	55	1,000,000			1,000,000
200000612	03/25/22	08/25/21	0.967%	153	86	1,000,000			1,000,000
200000613	03/25/22	09/25/22	1.034%	184	92	1,000,000			1,000,000
200000614	03/25/22	10/25/22	1.009%	214	92	1,000,000			1,000,000
200000616	04/03/22	08/03/22	0.893%	120	64	500,000			500,000
200000622	04/25/22	11/18/22	1.427%	207	92	1,800,000			1,800,000
200000624	05/03/22	09/03/22	1.242%	125	27	500,000			500,000
200000625	05/16/22	06/30/22	0.846%	45	30	1,000,000			1,000,000
200000626	05/16/22	07/13/22	0.884%	58	43	1,000,000			1,000,000
200000627	05/16/22	08/16/22	1.070%	92	77	1,000,000			1,000,000
200000628	05/19/22	08/10/22	0.943%	83	71	1,000,000			1,000,000
200000629	05/19/22	09/01/22	1.216%	105	92	1,000,000			1,000,000
200000630	05/19/22	09/23/21	1.273%	126	92	1,000,000			1,000,000
200000631	05/23/22	10/07/22	1.034%	137	92	500,000			500,000
200000632	05/24/22	08/25/22	1.167%	93	86	800,000			800,000
200000633	05/24/22	10/25/22	1.417%	154	92	800,000			800,000
200000634	05/24/22	12/12/22	1.589%	202	92	1,800,000			1,800,000
Subtotal for CD Investments for Beginning of the Period						\$ 22,550,000	\$ -	\$ -	\$ 22,550,000
SALES:									
200000607	02/22/22	06/23/22	0.580%	121	23	1,800,000			1,800,000
200000608	03/03/22	06/07/22	0.453%	96	7	500,000			500,000
200000610	03/25/22	07/21/22	0.763%	118	51	1,800,000			1,800,000
200000611	03/25/22	07/25/22	0.763%	122	55	1,000,000			1,000,000
200000612	03/25/22	08/25/22	0.967%	153	86	1,000,000			1,000,000
200000616	04/03/22	08/03/22	0.893%	120	64	500,000			500,000
200000625	05/16/22	06/30/22	0.846%	45	30	1,000,000			1,000,000
200000626	05/16/22	07/13/22	0.884%	58	43	1,000,000			1,000,000
200000627	05/16/22	08/16/22	1.070%	92	77	1,000,000			1,000,000
200000628	05/19/22	08/10/22	0.943%	83	71	1,000,000			1,000,000
200000632	05/24/22	08/25/22	1.167%	93	86	800,000			800,000
Total Sales						11,400,000	-	-	11,400,000
PURCHASES:									
200000635	06/07/22	11/03/22	1.594%	149	83	500,000			500,000
200000636	06/23/22	01/13/23	2.361%	204	69	1,800,000			1,800,000
200000637	06/30/22	10/17/22	2.156%	109	62	1,000,000			1,000,000
200000638	07/13/22	09/07/22	1.859%	56	49	1,000,000			1,000,000
200000639	07/21/22	02/21/23	2.700%	215	41	1,800,000			1,800,000
200000640	08/03/22	12/01/22	2.713%	120	28	1,500,000			1,500,000
200000641	08/17/22	10/07/22	2.174%	51	17	1,000,000			1,000,000
200000642	08/25/22	03/24/23	3.175%	211	6	1,800,000			1,800,000
Total Purchases						10,400,000	-	-	10,400,000
ENDING INVESTMENTS:									
520890	02/21/20	02/21/23	1.700%	1096	92	250,000		1,071	251,071 a
1016172516	02/23/20	02/23/23	1.700%	1096	92	250,000		1,071	251,071 b
1861710	01/10/22	01/10/25	1.050%	1096	92	250,000		662	250,662 c
200000512	02/06/20	02/05/23	1.500%	1095	92	1,000,000		3,781	1,003,781
200000613	03/23/22	09/25/22	0.434%	184	92	1,000,000		2,606	1,002,606
200000614	03/25/22	10/25/22	1.009%	214	92	1,000,000		2,543	1,002,543
200000622	04/25/22	11/18/22	1.427%	207	92	1,800,000		6,474	1,806,474
200000624	05/03/22	09/03/22	1.242%	125	27	500,000		459	500,459
200000629	05/19/22	09/01/22	1.216%	105	92	1,000,000		3,065	1,003,065
200000630	05/19/22	09/23/22	1.273%	126	92	1,000,000		3,209	1,003,209
200000631	05/23/22	10/07/22	1.034%	137	92	500,000		1,304	501,304
200000633	05/24/22	10/25/22	1.417%	154	92	800,000		2,857	802,857
200000634	05/24/22	12/12/22	1.589%	202	92	1,800,000		7,209	1,807,209
200000635	06/07/22	11/03/22	1.594%	149	85	500,000		1,856	501,856
200000636	06/23/22	01/13/23	2.361%	204	69	1,800,000		8,034	1,808,034
200000637	06/30/22	10/17/22	2.156%	109	62	1,000,000		3,662	1,003,662
200000638	07/13/22	09/07/22	1.859%	56	49	1,000,000		2,495	1,002,495
200000639	07/21/22	02/21/23	2.700%	215	41	1,800,000		5,459	1,805,459
200000640	08/03/22	12/01/22	2.713%	120	28	1,500,000		3,122	1,503,122
200000641	08/17/22	10/07/22	2.174%	51	14	1,000,000		834	1,000,834
200000642	08/25/22	03/24/23	3.175%	211	6	1,800,000		938	1,800,938
Total for End of Period for CD Investments						\$ 21,550,000	\$ -	\$ 62,711	\$ 21,612,711
INVESTMENT FUND									
TENSTAR						\$ 1,226,595	\$ 7,263	\$ -	\$ 1,233,858

a Texas Advantage Bank
b Texas Advantage CDARS (First National Bank of Michigan and Mutual of Omaha Bank)
c Amoco Federal Credit Union

ALVIN COMMUNITY COLLEGE FOUNDATION
Investment Schedule
June 1, 2022 - August 31, 2022

Below is a list of Alvin Community College Foundation's investments for the quarter ended August 31, 2022
All securities have been purchased according to the investment policy approved by the ACC
Foundation Board of Directors at the February 17, 2015 board meeting.

BEGINNING INVESTMENTS	\$	4,072,026
Deposits		-
Sales Proceeds/Redemptions		-
Dividends		17,552
Interest		2
Capital Gains		886
Fees		(8,567)
Withdrawals		(34,308)
Funds Used to Purchase Securities		(0)
Change in value of priced securities		<u>(170,066)</u>
ENDING INVESTMENTS AS OF 08/31/22	\$	<u>3,877,525</u>

Alvin Community College
Unaudited Consolidated Statements of Net Assets

	August 31, 2022	August 31, 2021	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	3,995,673	591,336	3,404,337	
Short-term investments	21,783,857	8,162,618	13,621,239	
Accounts receivable, net	2,463,791	7,334,609	(4,870,818)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	739,648	908,691	(169,043)	Travel advances and prepaid expenses
Inventories	157,609	217,360	(59,751)	
Total Current Assets	29,140,579	17,214,614	11,925,965	
Noncurrent assets				
Long-term investments	1,000,000	13,250,000	(12,250,000)	
Capital assets, net	45,576,905	45,576,905	(0)	
Total Assets	75,717,484	76,041,519	(324,035)	
Deferred Outflows of Resources				
Deferred outflows - pensions	3,651,781	3,651,781	(0)	TRS pension
Deferred outflows - OPEB	9,755,156	9,755,156	0	OPEB
Total Deferred Outflows of Resources	13,406,937	13,406,937	(0)	
Liabilities				
Accounts payable & accrued liabilities	512,109	2,050,852	(1,538,743)	
Net pension liability	9,854,249	9,854,249	-	
Net OPEB liability	28,599,258	28,599,258	(0)	
Funds held for others	48,670	47,654	1,016	Agency funds - groups, clubs, etc on campus
Deferred revenues	3,773,299	3,903,568	(130,269)	Grants paid in advance and fall registrations
Compensated absences	465,914	465,914	-	Entry made annually for change in liability
Bonds payable, net of premiums	5,126,219	6,468,955	(1,342,736)	Annual payment
Tax note payable, net of premiums	19,640,000	22,744,548	(3,104,548)	Annual payment
Total Liabilities	68,019,718	74,134,998	(6,115,280)	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,499,947	1,499,947	-	TRS pension
Deferred inflow - OPEB	7,280,493	7,280,493	0	OPEB
Deferred inflow - premium on tax note	2,324,548	-	2,324,548	OPEB
Total Deferred Inflows of Resources	11,104,988	8,780,440	2,324,548	
Net Assets				
Fund Balance - Equity	9,999,714	6,533,018	3,466,696	
Total Net Assets	9,999,714	6,533,018	3,466,696	

Alvin Community College
Unaudited Consolidated Statements of Revenue and Expense
August 31, 2022 and August 31, 2021

	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										
Tuition and fees	1,777,344	6,862,687	6,682,719	173,968	102.60%	2,481,335	6,696,544	6,052,116	644,428	110.63%
Federal grants and contracts	11,352,388	-	245,993	(245,993)	0.00%	14,603,778	1,164,153	1,138,749	25,404	0.00%
State grants	486,003	-	-	-	0.00%	395,133	-	-	-	0.00%
Local grants	240,969	-	-	-	0.00%	292,974	-	-	-	0.00%
Auxiliary enterprises	2,124,776	-	-	-	0.00%	2,302,185	-	-	-	0.00%
Other operating revenues	428,930	95,194	75,000	20,194	126.93%	266,997	87,030	52,500	34,530	163.81%
Total operating revenues	16,410,430	6,957,881	7,009,712	(51,831)	99.26%	20,542,403	7,947,747	7,243,365	704,382	109.72%
Expenses										
Operating expenses										
Administrative	-	7,307,451	7,869,087	661,636	91.59%	-	6,533,481	6,891,734	338,253	95.09%
Institutional	-	4,832,216	7,576,546	2,744,330	63.78%	-	5,880,513	6,854,512	973,999	85.79%
Designated for Instructional Reserve	-	-	-	-	0.00%	-	-	1,477,340	1,477,340	0.00%
Occupational Technical Instruction	-	5,391,408	6,341,151	949,743	85.02%	-	4,950,107	6,017,287	1,067,180	82.26%
University Parallel Instruction	-	7,574,762	8,296,763	722,001	91.30%	-	7,031,821	7,484,982	453,161	93.95%
Student Services	-	4,251,879	5,043,330	791,451	84.31%	-	4,073,215	4,756,104	682,889	85.64%
Physical Plant	-	2,800,450	3,301,962	501,512	84.81%	-	2,828,717	3,203,462	374,745	88.30%
Unbudgeted Unrestricted (Fund 12)	972,563	-	-	-	0.00%	991,149	-	-	-	0.00%
Continuing Education	809,759	-	-	-	0.00%	1,248,122	-	-	-	0.00%
Auxiliary Enterprises	2,450,924	-	-	-	0.00%	1,822,919	-	-	-	0.00%
Local Grants	27,787	-	-	-	0.00%	78,723	-	-	-	0.00%
TPEG	239,963	-	-	-	0.00%	293,196	-	-	-	0.00%
Institutional Scholarships	123,622	-	-	-	0.00%	-	-	-	-	0.00%
State Grants	693,790	-	-	-	0.00%	595,133	-	-	-	0.00%
Federal Grants	11,431,274	-	-	-	0.00%	14,603,778	-	-	-	0.00%
Donor Scholarships	299,184	-	-	-	0.00%	308,839	-	-	-	0.00%
Unexpended Plant Fund	1,373,249	-	-	-	0.00%	1,393,710	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	(14,623,383)	-	-	-	0.00%
Debt Retirement	161,101	-	-	-	0.00%	281,431	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	3,025,184	-	-	-	0.00%	15,193,288	-	-	-	0.00%
Total operating expenses	21,608,400	32,058,165	38,428,819	6,370,674	83.42%	22,186,706	31,317,855	36,685,421	5,367,566	85.37%
Operating Gain/(Loss)	(3,197,970)	(25,100,284)	(31,419,127)	(6,422,505)		(1,644,303)	(23,370,107)	(29,442,056)	(4,663,184)	
Nonoperating revenues										
State appropriations*	-	7,772,636	7,587,622	185,014	102.44%	-	7,779,789	7,772,636	7,153	100.09%
Property tax revenue - Current	1,606,773	23,309,520	23,612,061	(302,541)	98.72%	1,602,218	19,768,406	20,117,080	(348,674)	98.27%
Property tax revenue/Instil Reserve	-	144,444	144,444	-	-	-	1,477,340	1,477,340	-	-
Property tax revenue - Delinquent	20,249	262,730	262,730	-	0.00%	18,236	172,784	172,784	-	0.00%
Property tax revenue - Interest & Penalties	9,342	124,395	124,395	-	0.00%	11,350	155,882	155,882	-	0.00%
Investment income	7,587	115,083	75,000	40,083	153.44%	7,780	73,246	75,000	(1,754)	97.66%
Other non-operating revenues	331,748	56,433	-	56,433	0.00%	1,802,857	11,309	-	11,309	0.00%
Total nonoperating revenues	1,975,699	31,785,241	31,419,127	366,114	101.17%	3,442,441	29,438,756	29,442,056	(3,300)	99.99%
Provided by the State										
Revenue for Insurance and Retirement	-	2,298,232	-	2,298,232	0.00%	-	4,623,405	-	4,623,405	0.00%
State Insurance Match	-	(1,010,354)	-	(1,010,354)	0.00%	-	(1,087,631)	-	(1,087,631)	0.00%
State Retirement Match	-	(730,872)	-	(730,872)	0.00%	-	(2,896,937)	-	(2,896,937)	0.00%
State Retiree Insurance	-	(357,026)	-	(357,026)	0.00%	-	(638,817)	-	(638,817)	0.00%
Increase/(decrease) in net assets	(3,222,271)	6,684,957	-	(6,056,391)		1,798,138	6,068,649	-	(4,666,484)	
* State Approp portion generated by CE =	200,534					211,610				
* Institutional Reserve	10,868,668					10,868,668				

Alvin Community College
Unaudited Consolidated Statements of Revenue and Expense
August 31, 2022 and August 31, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	Amended 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	16,410,430	6,957,881	7,009,712	(\$1,831)	99.26%	20,542,403	7,947,747	7,243,365	704,382	109.72%
Nonoperating revenues										
Total nonoperating revenues	1,975,699	31,785,241	31,419,127	366,114	101.17%	3,442,441	29,438,756	29,442,056	(3,300)	99.99%
Less Expenses										
Operating expenses										
Total operating expenses	(21,608,400)	(32,058,165)	(38,428,839)	(6,370,674)	83.42%	(22,186,706)	(31,317,855)	(36,685,421)	(5,367,566)	85.37%
Increase/(decrease) in net assets	(3,222,271)	6,684,957	-	(6,056,391)		1,798,138	6,068,649	-	(4,666,484)	

- State Approp portion generated by CE = 200,534 211,610
- Institutional Reserve 10,868,668 10,868,668

Alvin Community College
Unaudited Consolidated Detail Expense by Type
August 31, 2022 and August 31, 2021

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	61,806	1,643,487	1,755,274	111,787	93.63%	79,113	1,680,464	1,664,975	(15,489)	100.93%
Professional Sal	643,912	4,756,389	5,490,048	733,659	86.64%	1,059,432	4,454,474	4,838,733	384,259	92.06%
Tech/Clerical Sal	716,453	4,603,928	5,135,350	531,422	89.65%	849,508	4,301,792	4,876,121	574,329	88.22%
Faculty Sal	337,899	11,037,793	12,289,001	1,251,208	89.82%	421,055	10,318,831	11,394,578	1,075,747	90.56%
Misc Sal	44,279	128,386	144,855	16,469	88.63%	54,947	70,279	64,980	(5,299)	108.15%
Res Students Sal	39,710	43,332	161,279	117,947	26.87%	11,444	65,677	169,454	103,777	38.76%
Work Study Students Sal	52,513	-	-	-	0.00%	42,944	-	-	-	0.00%
Staff Benefits	271,417	3,735,843	4,305,770	549,927	87.23%	358,169	2,859,092	4,000,775	1,141,683	71.46%
Subtotal	2,167,989	25,969,158	29,281,577	3,312,419	88.69%	2,876,611	23,750,609	27,009,616	3,259,007	87.93%
Equipment	378,869	51,564	-	(51,564)	0.00%	82,121	89,100	43,400	(45,700)	205.30%
Computer Hardware	20,212	5,307	-	(5,307)	0.00%	321,907	105,799	93,050	(12,749)	113.70%
Capital Improvements	39,680	-	-	-	0.00%	-	-	-	-	0.00%
Designated for Instit Reserve	-	-	144,444	144,444	0.00%	-	-	1,477,340	1,477,340	0.00%
Travel/Prof Development	78,407	263,364	213,374	(49,990)	123.43%	58,236	127,819	440,524	312,705	29.02%
Supplies & Exp	1,700,475	5,629,829	6,574,244	944,415	85.63%	2,432,044	5,222,157	5,413,866	191,709	96.46%
Institutional Scholarships	123,622	138,943	333,700	194,757	41.64%	-	237,745	323,000	85,255	73.61%
Financial Aid	11,194,295	-	-	-	0.00%	13,043,331	-	-	-	0.00%
Donor Scholarships	299,184	-	-	-	0.00%	308,839	-	-	-	0.00%
Purchases (Store/Concession)	1,046,133	-	-	-	0.00%	818,771	-	-	-	0.00%
Contingency Expense	-	-	100,000	100,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	(14,623,583)	-	-	-	0.00%
Debt Retirement (Int & Amort)	161,101	-	-	-	0.00%	281,431	-	-	-	0.00%
Tax Maintenance Note	3,025,184	-	1,781,500	1,781,500	0.00%	15,193,288	1,784,625	1,784,625	(0)	100.00%
Unexpended Plant	1,373,249	-	-	-	0.00%	1,393,710	-	-	-	0.00%
	21,608,400	\$ 32,058,165	\$ 38,428,839	\$ 6,370,674	83.42%	\$ 22,186,706	\$ 31,317,855	\$ 36,685,421	\$ 5,367,566	83.37%
State Insurance Match	-	1,010,354	-	(1,010,354)	0.00%	-	1,087,651	-	(1,087,651)	0.00%
State Retirement Match	-	730,872	-	(730,872)	0.00%	-	2,896,937	-	(2,896,937)	0.00%
State Retiree Insurance	-	557,026	-	(557,026)	0.00%	-	638,817	-	(638,817)	0.00%

Alvin Community College
Unaudited Continuing Education Statement of Revenue and Expense
August 31, 2022

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	200,534	-	(4,639)	195,895	363,075	(167,180)
GED	1,862	-		1,862	464	1,398
Law Enforcement	-	-		-		-
Real Estate	817	-		817		817
Dental Assistant	47,435	(2,833)		44,602	67,712	(23,110)
Phlebotomy	34,115	(2,047)		32,068	15,449	16,619
Health and Medical	-	-		-		-
Certified Nursing / Medication Aide	47,645	(2,859)		44,786	10,801	33,985
Welding	83,009	(4,725)	(3,697)	74,587	100,952	(26,365)
Truck Driving	206,924	(10,328)		196,597	133,886	62,711
Center for Professional Workforce Dev	11,283	-		11,283		11,283
Education to Go	6,309	-		6,309		6,309
Concealed Handguns	-	-		-		-
Occupational Health & Safety	4,387	-		4,387	1,359	3,028
Community Programs	1,520	-		1,520	140	1,380
Clinical Medical Assistant	73,870	(4,432)		69,438	16,848	52,590
Vet Assistant	2,328	(83)		2,245	1,247	998
Yoga	4,355	-		4,355	1,300	3,055
Human Resource Program	-	-		-		-
Activity Director Program	2,070	(124)		1,946		1,946
Machinist Program	-	-		-	9,693	(9,693)
TWC Pipefitter Program	-	-		-	-	-
STRIVE	104,010	(5,432)	(6,254)	92,324	66,047	26,277
TWC INEOS/TEAM	-	-		-		-
TWC Ascend	22,950	(137)		22,813	15,950	6,863
Industrial Maintenance	-	-		-		-
TWC Building Construction Trades	-	-		-	4,836	(4,836)
Total	855,423	(32,999)	(14,590)	807,834	809,739	(1,925)

*2.58% of the state appropriation for FY21/22 is attributed to CE hours. This funding is used to offset administrative costs.

Departments highlighted generate the CE hours that contribute to the calculation of ACC's state appropriations.

Alvin Community College
Unaudited Auxiliary Profit/(Loss) Statement Year-To-Date Through August 31, 2022 and August 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	229,117		1,337,146	4,403	318,961	7,588	1,897,215	2,024,891
Student Fees		227,561					227,561	227,294
	229,117	227,561	1,337,146	4,403	318,961	7,588	2,124,776	2,302,185
Expenses								
Purchases & Returns			1,046,133				1,046,133	818,771
Salaries	103,105	99,205	195,322		275,545	25,324	698,501	609,357
Staff Benefits	29,637	19,407	48,167		89,828	756	187,795	191,265
Supplies & Other Operating Expenses	237,226	87,793	33,251	4,875	25,040	262	388,447	186,762
Equipment	89,224		14,788			10,150	114,162	6,759
Building Repairs								
Bank Charges			7,842		4,107	38	11,986	10,006
Contingency								
Scholarships		3,900					3,900	
	459,192	210,305	1,345,302	4,875	394,520	36,530	2,450,924	1,822,919
Excess revenue over expenses	(230,075)	17,256	(8,356)	(472)	(75,559)	(28,942)	(326,149)	479,265
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			81,129				81,129	73,602
Interfund Receivables	126,672	498,581	579,950	2,817	(31,314)	48,613	1,225,318	1,509,822
Prepaid Expenses								
Inventory			157,609				157,609	217,360
Total Assets	126,672	498,581	821,200	2,817	(31,314)	48,613	1,466,569	1,803,297
Liabilities:								
Accounts Payable/Gift Certificates	6,063	638	54,699		7,459	98	68,957	64,708
Deferred Revenue	88,410	88,045				1,420	177,895	184,324
Deposits								
Total Liabilities	94,473	88,683	54,699		7,459	1,518	246,822	249,032
Restricted Fund Balance (includes inventories)			157,609				157,609	217,360
Unrestricted Fund Balance	32,179	409,898	608,893	2,817	(38,722)	47,095	1,062,108	1,336,906
Total Liabilities & Fund Balance	126,672	498,581	821,200	2,817	(31,314)	48,613	1,466,569	1,803,297

Alvin Community College
Auxiliary Profit/(Loss) Statement - Year-To Date Through August 31, 2021

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	275,605		1,383,160	1,510	334,676	29,939	2,024,891
Student Fees		277,294					277,294
	275,605	277,294	1,383,160	1,510	334,676	29,939	2,302,185
Expenses							
Purchases & Returns			818,771				818,771
Salaries	95,760	81,673	208,142		223,781		609,357
Staff Benefits	28,807	22,543	56,276		83,638		191,265
Supplies & Other Operating Expenses	83,582	44,765	34,216	4,241	19,020	938	186,762
Equipment			6,649		110		6,759
Building Repairs							-
Bank Charges			7,436		2,571		10,006
Contingency							-
Scholarships							-
	208,148	148,982	1,131,489	4,241	329,121	938	1,822,919
Excess revenue over expenses	67,457	128,312	251,671	(2,731)	5,355	29,001	479,265
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			73,602				73,602
Interfund Receivables	359,905	493,267	531,929	3,289	44,246	77,186	1,509,822
Prepaid Expenses							-
Inventory			217,360	-			217,360
Total Assets	359,905	493,267	825,404	3,289	44,246	77,186	1,803,297
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	50,547		7,459		64,708
Deferred Revenue	91,587	91,587				1,150	184,324
Deposits							-
Total Liabilities	97,650	92,225	50,547	-	7,459	1,150	249,032
Restricted Fund Balance (includes inventories)			217,360				217,360
Unrestricted Fund Balance	262,255	401,042	557,497	3,289	36,787	76,036	1,336,906
Total Liabilities & Fund Balance	359,905	493,267	825,404	3,289	44,246	77,186	1,803,297

23. **Adjournment**