

Regular Meeting
Thursday, February 23, 2023 6:00 PM

ALVIN COMMUNITY COLLEGE
3110 Mustang Road
Alvin, TX 77511

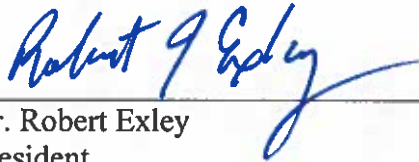
Agenda

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
February 23, 2023**

It is hereby certified that a notice of this meeting was posted on the 17th day of February 2023, in a place convenient to the public on the Alvin Community College campus as required by Section 551.002, *Texas Government Code*.

Signed this 17th day of February 2023.

A handwritten signature in blue ink, appearing to read "Robert Exley", is written over a horizontal line.

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
 - 9.A. **Personnel Action**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 023-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 9, 2023
SUBJECT: Personnel Action (Replacement): Pathways Advisor

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

Candidate
Recommended: MICHAEL GOODMAN

Education: University of Houston
Bachelor of Science, Psychology

Alvin Community College
Associate of Arts, Psychology

Experience: Alvin Community College
Part-Time Academic Advisor February 2022 – Present
Full-Time Pathways Success Coach January 2021 – February 2022
Full-Time Financial Aid Advisor December 2014 – January 2021
Part-Time Financial Aid Advisor November 2014 – December 2014
Student Worker Financial Aid August 2013 – August 2014

Salary: \$57,200.00 Annual
Grade 204, 2022-2023 Staff Salary Schedule

RJE:tg

JOB DESCRIPTION

Job Title:	Pathways Advisor		
Department:	Student Services	FLSA Status:	Exempt
Reports to:	Director, Student Success & Advising	Grade Level:	204
Safety Sensitive:	No	Job Category:	Professional
HR approved:	Human Resources/JE	Date:	11/18/2022
Last updated by:	Director, Student Success & Advising/HW	Date:	11/17/2022

SUMMARY

Using an advising case-management model, works with assigned students to develop an academic pathway success plan. Provides educational guidance and assistance, promotes student success and retention, and determines appropriate education solutions for different types of students. Refers students to college and community support resources as needed.

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

- Works with assigned advising student case-loads in academic and technical pathways.
- Advises students of certificate and associate degree programs in career pathways, including graduation and/or transfer requirements.
- Guides students towards meeting certain mandatory advising benchmarks throughout enrollment.
- Provides information about college policies and procedures to students
- Interprets standardized testing results relevant to placement decisions and determines college readiness.
- Assists students in making decisions regarding program of study, transfer information, career intent, and other choices that might affect their work/personal life.
- Educates students about course planning and registration processes and possible consequences of academic decisions (drops/withdrawals, program changes, etc.)
- Fosters retention of identified groups of students through mentoring and monitoring of students' academic progress.
- Manages early alert referrals from faculty and others for assigned advising case-load and acts as an advocate for at-risk students
- Reviews academic degree evaluations for program completion.
- Maintains working relationships and communication with faculty and program chairs in respective academic and technical pathways.
- Consults with contacts at various transfer institutions regarding course and program transferability, admission, and graduation requirements.
- Provides initial crisis intervention to students and makes immediate counseling referrals.
- Advises special populations such as veterans, international and athlete students.
- Conducts presentations and programs related to student success, student onboarding and new student orientation, and group advising and registration events.
- Offers a variety of advising formats for students, including in-person and virtual modalities.
- Serves on campus committees.
- Participates in on and off campus events promoting the Alvin Community College Pathways Advising office.

- Provides support to other student services units as needed, including recruitment, pathways success coaches, and Welcome Center administration.
- Work location and hours vary. This position requires flexible work schedule to meet program needs, which may include working days, evenings, and weekends.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- 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

- Bachelor's degree required.

EXPERIENCE

- At least one (1) year advising, counseling, or providing case management student success support (such as career services, financial aid, or other forms of admission/college readiness support) at a community college or university.
- Case management experience

KNOWLEDGE, SKILLS, AND ABILITIES

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

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.

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: 025-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 9, 2023
SUBJECT: Personnel Action (Replacement): Digital Marketing Specialist.

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

Candidate
Recommended: ASIA DAGGS

Education: Texas State University
Bachelor of Science, Digital Marketing Innovation

Experience:	<u>Two B Charters LLC</u> Social Media Manager	July 2021 – Present
	<u>Continental Tech LLC</u> Digital Marketing Associate	September 2021 – June 2022
	<u>Austin Architectural LLC</u> Digital Marketing Associate	May 2021 – November 2021
	<u>KTSW 89.9 at Texas State University</u> Web Content and Social Media Manager	August 2015 – January 2018

Salary: \$50,000.00 Annual
Grade 202, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Digital Marketing Specialist		
Department:	Marketing and Media	FLSA Status:	Exempt
Reports to:	Director, Marketing & Media	Grade Level:	202
Safety Sensitive:	No	Job Category:	Professional
HR approved:	Human Resources/LH	Date:	10/05/2022
Last updated by:	Lorrent Smith	Date:	10/05/2022

SUMMARY

The Digital Marketing Specialist is responsible for developing and executing a digital marketing plan encompassing the use of SEO/SEM, social media, and digital ad campaigns. The incumbent will work closely with the Marketing department staff including the Director, Marketing Assistant, Web Administrator, Web Developer, and Graphic Artists to ensure consistency in messaging and branding.

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

- Leads the strategy, development, execution and optimization of paid digital efforts, including display advertising, mobile, SEM and SEO.
- Develops content strategy for distribution on website, blogs, social media sites, microsites and digital marketing campaigns.
- Initiates and refines keyword campaigns through Google Ads to promote brand awareness and target specific audiences.
- Maintains and grows engaged social media communities, both organically and when necessary using social media influencers to promote Alvin Community College.
- Creates and manages digital ad campaigns through Facebook, Instagram, Spotify, Pandora, iHeart Radio, etc.
- Develops yearly plan/budget to market select college programs.
- Coordinates college-wide digital campaigns promoting registration, special events and brand awareness in cooperation with external marketing agencies.
- Attends and promotes on and off campus events through social media platforms.
- Participates in several online communities, including Twitter, Facebook, LinkedIn, Instagram, TikTok, etc. on a daily basis.
- Serves as liaison for all college affiliated social media accounts and ensures they stay active.
- Maintains, updates and implements social media guidelines.
- Stays current with social media trends and practices.
- Conducts instructional workshops about the use of social media when requested.
- Monitors and reports on digital marketing efforts and progress on ROI and KPIs and provide monthly social media activity reports.
- Designs digital ads for use on social media sites and websites.
- Navigates across multiple levels of the institution and effectively manage multiple projects at the same time.
- Performs duties and attends college or off campus events/meetings that may involve weekend and evening work.
- 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

Bachelor's Degree in Marketing, Communications or related field.

EXPERIENCE

At least two (2) years of experience in a digital marketing or social media role.

KNOWLEDGE, SKILLS, AND ABILITIES

- Outstanding oral and written communication skills.
- Proficiency with analytics platforms such as Google Ads and Sprout Social.
- Familiarity with web design and content management systems.
- Working knowledge of social media technologies (Facebook, Twitter, Instagram, TikTok etc.).
- Familiarity with Adobe Creative Suite and/or other means for the creation of production of advertising and marketing materials.
- Proficiency with Microsoft Office software.
- Must be able to work effectively and congenially with faculty, students, staff, and the public.
- Demonstrate ability to analyze, organize and integrate large amounts of information into clear concise presentations and plans.
- Work well independently with minimal supervision and within group settings.

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.

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.

9.B. Employee Count Report

ALVIN COMMUNITY COLLEGE

EMPLOYEE CATEGORIES

SPRING 2023 As of 1/31/2023

FEBRUARY

	Budgeted 2022-23	FEBRUARY 2023	HR Vacancies
Administrative	14	12	2
*Professional	88	72	13
Faculty	121	116	1
**Technical Support, Clerical & Maintenance (TSCM)	117	103	13
Total Full-Time (FT) Employees	340	303	29

*Count includes 3 grant funded *professional* employees

**Count includes 2 grant funded *TSCM* employees

9.C. Resignation/Retirement Report

Resignation/Termination Report

	Name	Position / Department	Last Day Worked	Reason
1	Yolanda Warren	Director, Upward Bound	1/12/2023	Resignation
2	Daniel Crenshaw	Campus Police Officer	1/20/2023	Resignation
3	Jose Zavala	Building Services Technician	1/31/2023	Resignation
4				
5				
6				
7				
8				

10. **Consent Agenda**
 - 10.A. **Minutes**

**ALVIN COMMUNITY COLLEGE
REGULAR MEETING OF JANUARY 12, 2023
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 12th day of January 2023 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
John Tompkins
Alyssa Bullock
Nadia Nazarenko
Jeff Parks

Debra Fontenot
Alexander Marriott
Bridget Ruth
Erin Mackenzie
Dick Tyson
Philip O'Brien
Amanda Smithson
Shirley Brothers

Dan Bottio
Jason Mooney
Alan Stilts
Sheila Olson
Lilly Garcia
Ben Cohen
Chad Dudley

Call to Order

The meeting was called to order by Chair Sanchez at 6:01 p.m.

Certification of Posting of Notice

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

• **Pledge**

• **Invocation**

Invocation by Dr. Crumm.

Citizen Inquiries

There were no citizen inquires.

Board Comments

The Regents welcomed the staff and faculty back to the new semester, Mr. Hoover and Chair Sanchez talked about attending the CCATT meetings and the discussion topic of the Commission on Finance, Ms. Reyes-Hall and Chair Sanchez visited former Regent Stuksa and reported that he is doing well after surgery and finally Chair Sanchez attended Coffee with Cops and was introduced to five ACC cadets at the event.

Board recognitions included:

The ACC faculty recognizes two peers for excellence in the classroom through the League of Innovation Excellence Award. The League Excellence Award recognizes outstanding contributions and leadership by community college faculty and staff. The recipients are recognized in a series of activities and promotions. Recognized winners were Biology instructor Erin Mackenzie and Health Information Management instructor Bridget Ruth.

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 Regular Board Meeting of November 17, 2022, approval of Personnel Action (Replacement): Faculty, Associate Degree Nursing, approval of Personnel Action (Replacement): Director of Institutional Effectiveness and approval of Personnel Action (New): Director, Recruitment & Enrollment. A motion to approve the Consent Agenda was made by Mr. Marvel. Seconded by Dr. Crumm. Motion passed unanimously.

President's Report

Dr. Exley gave a summary that included the following:

Spring classes will begin on Tuesday, and it is not too late to register.

We held our Spring Convocation on Monday that included updates about what's happening on campus as well as an employee luncheon where we recognized new staff members. We also took an opportunity to award crystal dolphins to staff members who recently completed the SQL database migration. Throughout this week we have also had a series of breakout sessions as well as divisional and departmental meetings.

ACC will host the 7th Annual Across the Curriculum Conference on Friday, February 17. The theme for this year's conference is Meeting in the Middle: Evolving Technology in the Dynamic Classroom. There will be several breakout sessions on a variety of topics including classroom innovation, student support, instructional technology and more.

The Softball team recently collected toy and food donations through an annual tournament in the Fall. The donations were given to the Kidz Harbor foster care facility in Liverpool. Our Active Minds chapter also sought toy donations for residents of the Devereaux facility in League City.

They worked hard on the field and in the community. But our softball program has also excelled in the classroom. The team posted a combined GPA of 3.2 this Fall semester.

The Engineering program finished its first semester in the Fall and concluded it with a tour of NASA's Johnson Space Center on December 9.

The second issue of Right Now Magazine was shipped out to 100,000 residents this past month. This edition features articles about an education graduate who became a teacher, the Dental Assistant program, a recent Nursing graduate who is now leading her peers and much more.

Our students will have an opportunity to advocate for the college during Community College Day on January 26. This event is held every legislative session and gives students an opportunity to learn about the legislative process while also speaking with legislators about issues facing community colleges.

This report was for information only.

Foundation Report and Audit Results

Mr. Chad Dudley, Foundation president, presented an update on the ACC Foundation 2021-2022 Foundation Audit results and the various fundraising events that provided over \$153,000 in scholarships and another \$43,300 that supported the college in various awards and scholarships. He noted that the annual gala profited over \$94,000 this year. Mr. Scott Bolton stated the current financial status with total net assets of \$4,032,525. This report was for information only.

Annual Audit Results

Mr. Ben Cohen, Senior Manager, Belt Harris Pechacek, LLLP, presented the results of the 2021-22 Annual Audit. He stated that the college was given a clean opinion based on general accounting principles and that there were no compliance findings. The motion to accept the audit was made by Mr. Marvel. Seconded by Mr. Shelton. Motion passed unanimously.

Consider Approval of Resolution in Support of TCCFC Final Report Recommendations

The motion to approve the Resolution of Support for the Texas Commission on Community College Finance Recommendations as presented was made by Mr. Shelton. Seconded by Ms. Reyes-Hall. Motion passed unanimously.

Consider Approval of Pay Increase for Law Enforcement Academy Adjunct

The motion to approve an increase in the adjunct pay rate for ACC Law Enforcement Academy instructors from \$26.50 per hour to \$34 per hour effective immediately was made by Secretary Hertenberger. Seconded by Dr. Crumm. Motion passed unanimously.

Consider Approval of Campus Police Signal Booster and Radio System

The motion to delegate to the President the authority to enter into a contract with Mobile Communication of America (MCA) for this purchase in the amount of \$98,878.07 was made by Mr. Shelton. Seconded by Vice Chair Droege. Motion passed unanimously.

Consider Approval of Resale of Trust Property

The motion to approve the Brazoria County request of the Resale of Trust Property, Account #7355-0033-000, Brazoria County Cause #8931*T99 was made by Mr. Starkey. Seconded by Ms. Reyes-Hall. Motion passed unanimously.

Consider Approval of Audited Fund Balance Transfer to Institutional Reserve

The motion to authorize the College to make the transfer of the Unrestricted Fund Balance of \$4,133,850.48 for the fiscal year ending August 31, 2022 to the Institutional Reserve was made by Mr. Marvel. Seconded by Mr. Shelton. Motion passed unanimously.

Financial Report Ending November 2022

Secretary Hertenberger made the motion to approve the financial report for November 2022. Seconded by Mr. Hoover. Motion passed unanimously.

Executive Session

- *For the purpose of a private consultation with its attorney, when seeking the advice of its attorney in accordance with Section 551.071; Deliberate the purchase, exchange, lease, or value of real property in accordance with Tex. Gov't Code Section 551.072; Deliberate the evaluation of ACC employees, including, but not limited to, College President's goals as related to President's evaluation, in accordance with Tex. Gov't Code Section 551.074.*

The meeting was called back into session by Chair Sanchez at 8:40 p.m.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:40 p.m.

Dr. Patty Hertenberger, Secretary

'Bel Sanchez, Chair

10.B. **Personnel Action**



Robert J. Exley, PhD
President

Your College > Right Now

MEMORANDUM NO: 024-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 9, 2023
SUBJECT: Personnel Action (Replacement): Director of Institutional Research

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

Candidate

Recommended: CARA HOGAN

Education: Texas State University
Master of Arts, Technical Communications

Angelo State University
Bachelor of Arts, English

Experience:	<u>Alvin Community College</u> Assistant Registrar	July 5, 2022 - Present
	<u>Odessa College</u> Registrar Assistant Registrar Phi Theta Kappa Advisor Adjunct Instructor – English Department Curriculum & Articulation Specialist	February 2020 – June 2022 April 2018 – January 2020 April 2017 – June 2022 December 2014 – December 2021 March 2014 – March 2018
	<u>Waste Control Specialists</u> Regulatory Compliance Analyst Procedure Administrator	May 2013 – March 2014 May 2011 – May 2013

Salary: \$82,039 Annual
Grade 212, 2022-2023 Staff Salary Schedule

RJE:tg

ACC ALVIN COMMUNITY COLLEGE

JOB DESCRIPTION

Job Title:	Director of Institutional Research	
Department:	Institutional Effectiveness and Research	FLSA Status: Exempt
Reports to:	Dean/Executive Director, Institutional Effectiveness and Research	Grade Level: 212
Safety Sensitive:	Yes	Job Category: Professional
HR approved:	Human Resources/LH	Date: 06.02.2022
Last updated by:	Dr. P. Shefman/Dr. Stacy Ebert	Date: 06.01.2022

SUMMARY

The Director of Institutional Research coordinates institutional research projects in support of the continuous improvement effort of the institution. The director conducts/organizes institutional research, departmental assessments, program and instructor evaluations, and ongoing data analysis as needed by the institution.

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

- Provides oversight for institutional data, research, and compliance through the following duties:
 - Responsible for responding to institutional Texas Higher Education Coordinating Board (THECB) and Federal reports, including IPEDS.
 - Performs environmental scans to determine the characteristics of the surrounding community
 - Acts as the data warehouse administrator and ensures data warehouse functions effectively, fields are mapped correctly, and the datasets use the institution's standards
 - Establishes databases/data warehouse reports for ongoing institutional research
 - Analyzes current and past student demographic data in order to identify relevant trends
 - Analyzes current and past enrollment data in order to identify relevant trends
 - Performs ad-hoc research for departments and administration as needed including developing and providing data in support of grant applications
 - Collects and analyzes demographic data for institutional planning
 - Assists departments and support services in the collection, analysis, and interpretation of data
 - Acts as an administrator for tools and software used; including but not limited to the Anthology products, Zogotech, etc.
 - Monitors compliance with institutional standards set by the Board of Regents, THECB, and SACSCOC
- Responsible for the sharing of institution data through the following duties:
 - Creation and maintenance of all data dashboards for the college.
 - Provide stakeholders with necessary public and internal dashboards.
 - Maintenance of the dashboard intranet and internet pages
- Assist with college communication around data, research, and compliance through the following duties:

- Annually prepares institutional reports including the ACC Annual Report of College Data, the Performance and Cost Analysis report, and other reports as needed.
- Engages in an ongoing dialogue with the college community on the proper understanding of data and the institutional effectiveness process
- Participates and collaborates with peers in local, regional, and/or national institutional research organizations
- Participates in THECB and/or SACS meetings as a representative of the college
- Assists with reviews of technical and academic programs.
- Serve as a member of the Institutional Review Board and institutional committees.
- Provide training for data retrieval and analysis in the data warehouse.
- Promote and maintain an inclusive environment where diverse perspectives are recognized and respected to build an equitable campus community.
- 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

- Requires a minimum of Master's degree

EXPERIENCE

- Requires a minimum of five (5) years of experience in conducting research projects, analyzing data, interpreting accreditation standards, and preparing reports.
- Prefer experience in a higher education or public-school institution or related agency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Software/Technology
 - Requires experience with analytical software, dashboard creation and maintenance, Tableau or Power BI experience, relational database management including query, and infrastructure development skills, graphic software skills, Adobe Acrobat, Microsoft Office, and techniques of advanced and multivariate statistics.
- Requires communication skills (oral and written), problem solving, data analysis, prioritizing skills, experience presenting findings/providing training, and experience with qualitative and quantitative research techniques.

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.

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. **Bullet-Resistant Shield Grant**



Your College  **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 021-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 6, 2023
SUBJECT: Bullet-Resistant Shield Grant

ACC was awarded Bullet-Resistant Shield grant from the Office of the Governor, Public Safety Office, Criminal Justice Division.

This grant is in the amount of \$15,429.95 with a grant period of 9/1/2022 to 8/31/2023.

ACC will be using this grant to purchase 4 shields for the ACC Campus Police Department.

It is recommended that the Board approve the acceptance of grant funds for the purchase of 4 Bullet-Resistant Shields in the amount of \$15,429.95.

RJE:tg

Grant Information Form

Grant Program Title: Office of the Governor, Public Safety Office, Criminal Justice Division, Bullet-Resistant Shield Grant

Grant Provider: Texas Office of the Governor

Award Amount: \$15,429.95

Expected Date of Funding: January 4, 2023

Proposed Grant Period: 9/1/2022 – 8/31/2023

Matching Funds Required: None

ACC Proposed Use of Funds:

The grant will provide the following:

- Purchase of 4 Bullet-Resistant Shields for the ACC Police Department

10.D. **GEER II - Nursing Innovation Grant Program - Nursing Grant Pipeline**



Your College > **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 022-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 6, 2023
SUBJECT: GEER II – Nursing Innovation Grant Program – Nursing Grant Pipeline

ACC was awarded a GEER II – Nursing Innovation Grant Program grant from the Texas Higher Education Coordinating Board.

This grant is in the amount of \$184,505.50 with a grant period to begin upon contract execution and concluding on 6/30/2023.

ACC will be using this grant to support the Nursing program in clinical instruction, professional development and student retention.

It is recommended that the Board of Regents approve the acceptance of the GEER II – Nursing Innovation Grant from the Texas Higher Education Board in the amount of \$184,505.50.

RJE:tg

Grant Information Form

Grant Program Title: Governor's Emergency Education Relief (GEER) Fund II – Nursing Innovation Grant Program – Nursing Grant Pipeline

Grant Provider: Texas Higher Education Coordinating Board

Award Amount: \$184,505.50

Expected Date of Funding: Upon Contract Execution

Proposed Grant Period: TBD – 6/30/2023

Matching Funds Required: None

ACC Proposed Use of Funds:

The grant will provide the following:

- Clinical Teaching Assistants
- Retention Specialist
- Standardized Patients for Lab
- Professional Development for Nursing Staff
- iPads and Portable Projectors for Clinicals

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



Robert J. Exley, PhD
President

Your College  Right Now

MEMORANDUM NO: 018-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD 

DATE: February 14, 2023

SUBJECT: Spring 2023 Census Day Report and Internal Enrollment by Location Report

The Spring 2023 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 Spring 2023 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

14. **Title IX CEO Report**



Dr. Robert J. Exley, Ph.D.
President

Your College **Right Now**

MEMORANDUM NO: 0015

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 15, 2023
SUBJECT: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), the attached written report¹ (Appendix A, Table 1) includes all of the required reporting information to Dr. Robert Exley, ACC President, Chief Executive Officer for Alvin Community College, for the 2022-2123 academic year. As of 01/23/2023, for the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 features information necessary for the Chief Executive Officer's Report to report on any disciplinary actions taken under TEC, Section 51.255.

An attached summary data report (Appendix B), based on the Title IX Coordinator's written report (Appendix A), has also been included for your review. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

The summary data report is also posted on the Alvin Community College website per the public reporting criteria in the Texas Education Code.

As of January 23, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in the Texas Education Code have been omitted for the compliance purposes of this specific report.²

¹ When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

² For example, reports made by students and all other non-employees (including incidents under 3.5(d)(3)) are excluded from Appendices A and B. Additionally, if a Title IX Coordinator or Deputy Coordinator determines that the type of incident described in a report, as alleged, does not constitute "sexual harassment," "sexual assault," "dating violence," or

Appendix A
Title IX Coordinator Report
2022-2023 Academic Year

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

TEC, Section 51.252, and the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

As of January 23, 2023 - there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

"stalking" as defined in the TEC, Section 51.251, the report is excluded from Appendices A and B. It is the responsibility of the Title IX Coordinator or Deputy Title IX Coordinator to assess each report received and determine whether it is properly included in this report, and if so, to correctly identify the type of incident.

**Appendix B
Summary Data Report
2022-2023 Academic Year**

As of January 23, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

15. **Consider Approval of TASB Policy Update 44**



Robert J. Exley, PhD
President

Your College **Right Now**

MEMORANDUM NO: 019-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: February 3, 2023

SUBJECT: Board Policy Update 44, affecting Local Polices (see attached list)

We have received the Texas Association of School Board’s Policy Manual Update 44. As laws change or as needs are identified for additional local policies or changes to existing local policies, TASB Policy Services makes edits to policies and shares them with their participating member colleges. Per state law, I am providing the Board with the entire packet of information. The critical portion for your consideration is the that which addresses changes in Local policies initiated by TASB owing to changes in corresponding Legal policy.

The proposed policy changes from TASB Update 44 are based on legislation from the 87th Regular Legislative Session and changes from federal and state rulemaking authorities. Included in the information provided is a list of the local policies to be revised, explanatory notes providing rationale for the updates, and the policies recommended for revision showing the annotations.

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

Update 44 includes thirteen (13) Legal Board Policies replacing existing policies and two (2) new Legal Board Policies to add to the policy manual for a total of fifteen (15) legal policies (the Board is not required to act on legal policies). In addition, the following three (3) Local Board Policies do require Board action.

<i>Local Policy</i>	<i>Title</i>
BBB(LOCAL)	BOARD MEMBERS - ELECTIONS
FLBE(LOCAL)	STUDENT CONDUCT - ALCOHOL AND DRUG USE
GDA(LOCAL)	COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES – CONDUCT ON COLLEGE DISTRICT PREMISES

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

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

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

"I move that the board add, revise, or delete (LOCAL) policies as recommended by TASB Community College Services and according to the instruction sheet for TASB Localized Policy Manual Update 44."

RJE:tg

(LOCAL) Policy Action List

ALVIN COMMUNITY COLLEGE (020501) - Update 44

BBB(LOCAL): BOARD MEMBERS - ELECTIONS

FLBE(LOCAL): STUDENT CONDUCT - ALCOHOL AND DRUG USE

GDA(LOCAL): COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES - CONDUCT ON COLLEGE DISTRICT PREMISES

Instruction Sheet

Community College Localized Policy Manual Update 44

Alvin Community College

Code	Type	Action To Be Taken	Note
ATTN	(NOTE)	No policy enclosed	See explanatory note
B	(LEGAL)	Replace policy	Revised policy
BBB	(LEGAL)	Replace policy	Revised policy
BBB	(LOCAL)	Replace policy	Revised policy
BBB	(EXHIBIT)	DELETE exhibit	See explanatory note
BBBA	(LEGAL)	Replace policy	Revised policy
BBBB	(LEGAL)	Replace policy	Revised policy
BBBB	(EXHIBIT)	ADD exhibit	See explanatory note
BBBC	(LEGAL)	ADD policy	See explanatory note
BBBD	(LEGAL)	ADD policy	See explanatory note
BCB	(LEGAL)	Replace policy	Revised policy
BD	(LEGAL)	Replace policy	Revised policy
CAIA	(LEGAL)	Replace policy	Revised policy
CF	(LEGAL)	Replace policy	Revised policy
CIB	(LEGAL)	Replace policy	Revised policy
CKE	(LEGAL)	Replace policy	Revised policy
EJB	(LEGAL)	Replace policy	Revised policy
FEA	(LEGAL)	Replace policy	Revised policy
FEB	(LEGAL)	Replace policy	Revised policy
FLBE	(LOCAL)	Replace policy	Revised policy
GDA	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

Community College Localized Policy Manual Update 44

Alvin Community College

ATTN(NOTE)

GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 44 incorporate clarification of existing materials and new materials arising from court opinions and rule changes from the Texas Higher Education Coordinating Board and other state agencies.

B(LLEGAL)

LOCAL GOVERNANCE

This table of contents has been edited based on the reorganization of the BBB series.

BBB(LLEGAL)

BOARD MEMBERS: ELECTIONS

To accommodate the reorganization of the BBB series:

- All content from the previous Section II on Conducting an Election has been moved to BBBA; and
- All content from the previous Section III on Post-Election Procedures has been moved to BBBB.

Additional amendments are for clarity and to conform with statute.

BBB(LOCAL)

BOARD MEMBERS: ELECTIONS

To enable greater customization, this policy has been updated to a template format. As a result, each college's policy will be considered unique.

Recommended revisions clarify existing provisions in the policy and add more details on the board's Terms and Election Schedule based on information from your website. Please review this draft to confirm that it conforms with your current election practices.

BBB(EXHIBIT)

BOARD MEMBERS: ELECTIONS

All previous content from this exhibit has been moved to BBBB to accommodate the reorganization of the BBB series.

BBBA(LLEGAL)

ELECTIONS: CONDUCTING AN ELECTION

To accommodate the reorganization of the BBB series:

- All previous content has been moved to the new BBBC;
- All previous content from Section II of BBB on Conducting an Election has been moved to this policy with limited amendments at Ballot Position for clarity; and
- A note was added to reference other legally binding determinations, including court orders, that may apply to a specific college.

BBBB(LLEGAL)

ELECTIONS: POST-ELECTION PROCEDURES

To accommodate the reorganization of the BBB series:

- All previous content has been moved to the new BBBB; and
- All previous content from Section III of BBB on Post-Election Procedures has been moved to this policy.

BBBBB(EXHIBIT)

ELECTIONS: POST-ELECTION PROCEDURES

All previous content from BBB(EXHIBIT) has been moved to this exhibit to accommodate the reorganization of the BBB series.

Explanatory Notes

Community College Localized Policy Manual Update 44

Alvin Community College

FEA(LLEGAL)

FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS

At Selective Service Status, recent amendments to the Administrative Code addressing state financial aid requirements regarding selective service registration have been added.

FEB(LLEGAL)

FINANCING EDUCATION: WORK STUDY

Recent amendments to the Administrative Code have been added addressing the Transfer of funds between the Texas College Work-Study and Texas Educational Opportunity Grant programs.

FLBE(LLOCAL)

STUDENT CONDUCT: ALCOHOL AND DRUG USE

Recommended revisions to this local policy specify the board's designee, who may waive provisions addressing Alcohol in certain circumstances. If the board has specified additional designees, contact your policy consultant.

The revisions also expand the application of the Alcohol and Controlled Substances provisions to encompass all college property, vehicles, and activities. Additionally, the revisions permit the board or designee to waive the college's Alcohol prohibitions at specific locations on college property.

GDA(LLOCAL)

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES: CONDUCT ON COLLEGE DISTRICT PREMISES

Recommended revisions to this local policy have been added to clarify rules related to using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of Alcohol that apply to visitors. If your college's practices differ, contact your policy consultant to discuss modifying the language.



(LOCAL) Policy Comparisons

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

In this packet, you will find:

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

Annotations are shown as follows:

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

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

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

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529 512.467.0222	800.580.1488 512.467.3689

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

Election Date Dates	The general election of Board members shall be on the May uniform election date in an even-numbered year. the second Saturday in May.
Membership	The Board shall consist of nine nine members.
Method of Election	Election of Board members shall be at large.
Terms and Election Schedule	Board members shall be elected for six-year terms, with elections conducted biennially, as follows:
Positions 1, 2, and 3	The election for positions 1, 2, and 3 shall be held in 2024, 2030, 2036, and in six-year intervals thereafter.
Positions 4, 5, and 6	The election for positions 4, 5, and 6 shall be held in 2026, 2032, 2038, and in six-year intervals thereafter.
Positions 7, 8, and 9	The election for positions 7, 8, and 9 shall be held in 2028, 2034, 2040, and in six-year intervals thereafter. at large.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, ~~classroom buildings, laboratories, auditoriums, library buildings, museums, faculty~~ and at College District-related activities. ~~administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.~~ With the prior consent of the Board or the College President, ~~these Board's designee, the provisions herein~~ may be waived with respect to a specific location on College District property or ~~any~~ specific event that is sponsored by the College District.

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

Controlled Substances

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

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

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

Exceptions

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

1. Uses or possesses a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;

STUDENT CONDUCT
ALCOHOL AND DRUG USE

FLBE
(LOCAL)

3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

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

Violation

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

Notice

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES
CONDUCT ON COLLEGE DISTRICT PREMISES

GDA
(LOCAL)

**Withdrawal of
Consent to Remain
on Campus**

In accordance with law, during a period of disruption, the **College President**~~College President~~ or designee may notify a person that consent to remain on a College District campus or facility has been withdrawn for no longer than 14 days if there is reasonable cause to believe that the person willfully disrupted the orderly operation of the College District and that his or her presence on College District property will constitute a substantial and material threat to the orderly operation of the College District.

Hearing Procedures

A party from whom consent has been withdrawn may request a hearing on the withdrawal to be held in accordance with law.

Appeal

The person may appeal the outcome of the hearing through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

**Tobacco and
E-cigarettes**

The College District prohibits the use of tobacco products and e-cigarettes on College District property, in College District vehicles, and at College District-related activities, unless authorized by the **College President**~~College President~~ or designee. [See FLBD]

Alcohol

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

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


16. **Consider Approval of Snap On Tools Industrial Purchases**



Your College  Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 017-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD 
DATE: February 14, 2023
SUBJECT: Snap-On Tools Industrial Purchases

A recent modification to the Texas Department of Criminal Justice (TDCJ) contract with Alvin Community College has provided additional funding to be allocated for instructional supplies and equipment for programs offered at TDCJ units. This particular request is to increase the purchase limit for Snap-On Tools Industrial to be able to procure the necessary tools and equipment for programs offered at TDCJ and utilize the funding provided.

Two specific programs will be targeted, Culinary Arts and Automotive Technology. The anticipated total expenditure for the fiscal year 2022-2023 is an additional \$130,000.00 over the currently obligated amount of \$24,249.36 for a total expenditure request of \$154,249.30 for the balance of this year be procured from Snap-On Industrial Tools.

Snap-On Tools Industrial is an approved provider on the Source Well Cooperative, # 013020-SNP. As a qualified provider, purchases from Snap-On meet all State and ACC Procurement Policies.

It is recommended that the Board approve the request to increase total expenditure approval and allow purchases with Snap-On Industrial for an anticipated annual expenditure of \$154,249.30.

RJE:tg

17. **Consider Approval of Gordon Foods Services dba Glazier Foods Purchases**



Your College > Right Now

Robert J. Exley, PhD
President

MEMORANDUM NO: 020-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 10, 2023
SUBJECT: Purchases from Gordon Foods Services dba Glazier Foods

The culinary arts program located at the Texas Department of Criminal Justice (TDCJ) restored to operations in the Fall of 2022. Since restarting the program at TDCJ, the department is building inventory of necessary products and equipment to teach the learning outcomes. Currently culinary arts procure approximately \$30,000 a semester combined for both the on-campus and TDCJ unit. Thus, the projected total expenditure with Gordon Foods for the fiscal year 2022-2023 is \$60,000.

Gordon Food Services dba Glazier Foods is an approved provider on the Harris County Department of Education (HCDE), Choice Partners Cooperative, # 22/036TP-01. As a qualified provider, purchases from Gordon Food Services meet all State and ACC Procurement Policies.

It is recommended that the Board of Regents approve and authorize purchases with Gordon Food Services dba Glazier Foods not to exceed an annual expenditure of \$60,000.00.

RJE:tg

18. **Consider Approval of Tuition and Fees Recommendations**



Your College **Right Now**

Robert J. Exley, PhD
President

MEMORANDUM NO: 016-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 15, 2023
SUBJECT: Proposed Fees for 2023-2024 Fiscal Year

The Tuition and Fees Committee met in November 2022 and March 2023. Historically, the Tuition and Fees Committee proposed tuition increases that were implemented every other year. The most recent tuition increase was effective Fall 2020. Since then, the Committee has delayed recommending a tuition increase to help lessen the impact on students during the pandemic. The impact of the pandemic combined with the significant increase in inflation has resulted in the need to adjust our tuition rate and attendant fees.

- Tuition rate increase per credit hour of \$4 In District (\$47 to \$51), \$8 Out of District (\$94 to \$102) and \$12 Non-Resident (\$143 to \$155)
- Security Fee - increase of \$8 (from \$30 per semester to \$38 per semester)
- Technology Fee - increase of \$8 (from \$90 per semester to \$98 per semester)

If adopted, the recommended increase in gross tuition revenue is estimated to be approximately \$565,000. The expected increase in gross revenue in the Security Fee and the Technology Fee is approximately \$60,000 from each.

The attached course fees are all related to courses in the allied health programs. These fees cover course-specific expenses that are passed through to the student.

The Tuition and Fee Recommendations will apply to all students except Dual Enrollment students in the Alvin Independent School District. The Pearland Independent School District Dual Credit students pay the in-district tuition price, and it will include the \$4 per credit hour increase.

All increases for tuition and fees are detailed in the attached forms.

It is recommended that the Board approve the tuition rates and fees as proposed for the 2023-2024 fiscal year.

RJE:tg

2023-2024 Tuition and Fees Recommendations

Department	Requested By	Description of Request	Old Fee	Amt of Increase/ Decrease	Updated or New Fee	Rationale	Effective Date	Tuition Fee Course Fee Cashier Fee
Administrative Services	Karl Stager	Increase in In District Tuition	47.00	4.00	51.00	The last increase was Fall 2020. Increases previously occurred every other year. This increase is first step to keep up with inflation.	Fall 2023	TUITION
Administrative Services	Karl Stager	Increase in Out of District Tuition	94.00	8.00	102.00	The last increase was Fall 2020. Increases previously occurred every other year. This increase is first step to keep up with inflation.	Fall 2023	TUITION
Administrative Services	Karl Stager	Increase in Non Resident Tuition	143.00	12.00	155.00	The last increase was Fall 2020. Increases previously occurred every other year. This increase is first step to keep up with inflation.	Fall 2023	TUITION
Administrative Services	Karl Stager	Increase in Technology Fee	90.00	8.00	98.00	The last increase was Fall 2017. Increases previously occurred every other year. This increase is first step to keep up with inflation.	Fall 2023	TECHNOLOGY FEE
Administrative Services	Karl Stager	Increase in Security Fee	30.00	8.00	38.00	The last increase was Fall 2017. Increases previously occurred every other year. This increase is first step to keep up with inflation.	Fall 2023	SECURITY FEE

<u>ESTIMATED INCREASE</u>	<u>TUITION</u>
176,470.68	In District
372,479.38	Out of District
16,037.26	Out of State
<u>564,987.32</u>	
60,650.97	SECURITY FEE
60,253.37	TECH FEE
<u>685,891.66</u>	<u>TOTAL GROSS REVENUE INCREASE</u>

ALVIN COMMUNITY COLLEGE
Dual Enrollment Tuition and Fees Chart 2023-2024

District/Student Type/Location	Current Tuition and Fees	Recommended Tuition and Fees
Alvin ISD (AHS, MHS, SCHS, ICHS) AISD Campuses Day and Evening	\$25/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change
Alvin ISD (AHS, MHS, SCHS, ICHS) AISD Campuses Day and Evening	\$0/Credit Hr Alvin ISD High Schools/Hensler Career & Technology Locations CTE courses only Course Fee (if applicable)	No Change
Alvin ISD - ACC - Alvin Campus	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee	No Change
Alvin ISD - online	In-District Tuition & All Fees	No Change
Living Stones High School In-District & Out-of-District Resident at LHS Campus	\$25/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	No Change
Home School Students	\$25/SCH + \$30 Registration Fee + \$45 Technology Fee + \$5 Security Fee	No Change
Pearland ISD (THS, GDHS, PHS)	Tuition Rate of \$47/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)
Danbury ISD (DHS) at DHS Campus	Tuition Rate of \$47/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)	Tuition Rate of \$51/Credit Hr + \$30 Registration Fee + Course Fee (if applicable)
Pearland ISD Dual Enrollment Juniors/Seniors Summer School at UHCL Pearland	In-District Tuition + \$30 Registration Fee + \$30 Technology Fee	No Change

updated 2/15/23

Approved at the , 2023 Board Meeting

2023-2024 Course 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
VOCN	Tori McTaggart	Increase ATI fees for VNSG 1160 (1st semester-summer), VNSG 1660 (2nd semester fall) VNSG 1661 (3rd semester spring)	\$400	\$35	\$435	Increase in ATI fees and \$20 for myClinicalExchange fees.	Summer 2023	Couse Fee (FENUR)
ADN	Liz Saucedo	RNSG-1523 - Fee includes ATI and ExamSoft fees (\$330 ATI + \$30 ExamSoft)	\$348	\$12	\$360	Increase in ATI fees	Fall 2023	Course Fee (FENUR)
ADN	Liz Saucedo	RNSG-2504 - Fee includes ATI and ExamSoft fees (\$330 ATI + \$30 ExamSoft)	\$348	\$12	\$360	Increase in ATI fees	Fall 2023	Course Fee (FENUR)
ADN	Liz Saucedo	RNSG-2514 -Fee includes ATI and ExamSoft fees (\$320 ATI + \$30 ExamSoft)	\$221	\$129	\$350	Increase in ATI fees	Fall 2023	Course Fee (FENUR)
ADN	Liz Saucedo	RNSG-2435 -Fee includes ATI and ExamSoft fees (\$320 ATI + \$30 ExamSoft)	\$221	\$129	\$350	Increase in ATI fees	Spring 2024	Course Fee (FENUR)
CRIJ	Crystal Robinson	CJLE-1211 Cadet supplies fee	\$475	\$300	\$775	This will cover costs for using K building and supplies such as air soft ammunition, breaching doors, and other "consumables" utilized in cadet training.	Fall 2023	DPAO Cadet Supplies Fee
Pharmacy Tech	Rhonda Boone	PHRA 1243 IN Pharmacy Technician Certification Review: Fee for review program for the PTCE including practice exams.	\$129	\$58	\$187	This program provides more review including practice exams to help students prepare for the PTCE	Fall 2023	Course Fee
Pharmacy Tech	Rhonda Boone	PHRA 1345: Fee for NPTA should be reduced to \$149 per class	\$298	(\$149)	\$149	We only teach sterile techniques with IV Prep in a clean room which is required to work in a hospital. There is not enough time to teach the compounding cert in the same class.	Fall 2023	Course Fee
ENDT	Jordan Rusk	ENDT 2661 Increase course fee by \$109 per student	\$51	\$109	\$160	The increase will cover the board prep practice exams through ABRET that is included in ENDT 2661 curriculum for each student.	Fall 2023	FERES Course Fee
PSGT	Jordan Rusk	HPRS 1304 Add course fee to \$40 per student to cover CPR certification and disposables for Polysomnography Students	\$0	\$40	\$40	CPR is a requirement for all students to attend clinicals. CPR certification is apart of the HPRS course and this fee will cover the processing fee for each student	Spring 2024	FECF Course Fee
ENDT	Jordan Rusk	HPRS 1304 Add course fee to \$40 per student to cover CPR certification and disposables for Neurodiagnostic Technology Students	\$0	\$40	\$40	CPR is a requirement for all students to attend clinicals. CPR certification is apart of the HPRS course and this fee will cover the CPR course materials and disposables for each student	Fall 2023	FECF Course Fee

2023-2024 Course 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
EMMT	Brian Ayres	EMSP-1160	\$33	\$52	\$85	Increase in pricing per student for Clinical Tracking and Testing Software	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-1338	\$30	(\$30)	\$0	Remove fee. Not needed	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-1356	\$50	\$86	\$136	Unkown what previous fee was for. New fee to cover cost of licensure testing for AEMT (NREMT)	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-1361	\$0	\$130	\$130	New course, add fee. Fee is for pricing per student for Clinical Tracking and Testing Software	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-1501	\$25	\$80	\$105	unkown what previous fee was for. New fee to cover cost of licensure testing for EMT (NREMT) and CPR Certification card fee	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-2137	\$30	(\$30)	\$0	Remove fee. Not needed	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-2143	\$0	\$50	\$50	Add fee. Licensure exam test prep software cost per student	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-2165	\$90	\$62	\$152	Unkown what previous fee was for. New fee to cover cost of licensure testing for paramedic (NREMT)	Fall 2023	Course Fee FEEMT
EMMT	Brian Ayres	EMSP-2260	\$60	\$150	\$210	Increase in pricing per student for Clinical Tracking and Testing Software	Fall 2023	Course Fee FEEMT
DMSO	Kathryn Trantham	CVTT 1161	\$0	\$20.00	\$20.00	Clinical fee for myClinicalExchange	Fall 2023	Course Fee
PSGT	Jordan Rusk	PSGT 1260: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$44	\$30	\$74	Clinical Affiliate now charging for badges and clinical affiliates(HCA and Memorial Hermann) implementing myclinicalexchange that has a fee attached for each student	Summer 2023	FECF
PSGT	Jordan Rusk	PSGT 2660: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$44	\$30	\$74	Clinical Affiliate now charging for badges and clinical affiliates(HCA and Memorial Hermann) implementing myclinicalexchange that has a fee attached for each student	Fall 2023	FECF

2023-2024 Course 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
PSGT	Jordan Rusk	PSGT 2661: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$44	\$30	\$74	Clinical Affiliate now charging for badges and clinical affiliates(HCA and Memorial Hermann) implementing myclinicalexchange that has a fee attached for each student	Spring 2024	FECF
ENDT	Jordan Rusk	ENDT 1463: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$45	\$30	\$75	Clinical Affiliate now charging for badges and clinical affiliates (HCA and Memorial Hermann)implementing myclinicalexchange that has a fee attached for each student	Spring 2024	FECF
ENDT	Jordan Rusk	ENDT 2463: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$34	\$30	\$64	Clinical Affiliate now charging for badges and clinical affiliates(HCA and Memorial Hermann) implementing myclinicalexchange that has a fee attached for each student	Summer 2023	FECF
ENDT	Jordan Rusk	ENDT 2661: Increase clinical course fee due to clinical affiliate price increases for student orientation	\$51	\$30	\$81	Clinical Affiliate now charging for badges and clinical affiliates(HCA and Memorial Hermann) implementing myclinicalexchange that has a fee attached for each student	Fall 2023	FECF

19. **Financial Report**

MEMORANDUM NO: 028-2023

TO: Board of Regents
FROM: Robert J. Exley, PhD *RJE*
DATE: February 16, 2023
SUBJECT: Financial Report Ending January 31, 2023

Mr. Karl Stager will provide the monthly financial report for the board.

The monthly report will provide an update of our revenues and expenses year-to-date compared to our budget projections for the 2022-2023 fiscal year. Table 1 provides an overview.

Table 1.

<i>Revenues</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	6,758,719	5,398,658	79.88%	(1,360,061)
<i>Total Non-Operating Revenues</i>	33,312,330	23,283,811	69.90%	(10,028,519)
<i>Total Revenues</i>	40,071,049	28,682,469	71.58%	(11,388,580)

<i>Expenses</i>	<i>M&O Budget</i>	<i>M&O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	40,071,049	14,187,842	35.41%	25,883,207

This represents the first five months of the fiscal year and revenues are on track and expenses are consistent with projections.

Alvin Community College
Consolidated Statements of Net Assets

	December 31, 2022	December 31, 2021	Variance	Explanations/Descriptions
Current Assets				
Cash and cash equivalents	16,778,099	22,685,905	(5,907,806)	
Short-term investments	15,750,000	8,150,000	7,600,000	
Accounts receivable, net	3,458,785	2,008,773	1,450,012	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	3,566	6,333	(2,767)	Travel advances and prepaid expenses
Inventories	230,722	218,775	11,947	
Total Current Assets	<u>36,221,172</u>	<u>33,069,786</u>	<u>3,151,386</u>	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	45,576,905	1,783,404	
Total Assets	<u>84,581,481</u>	<u>79,646,690</u>	<u>4,934,791</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	2,742,173	3,651,781	(909,608)	TRS pension
Deferred outflows - OPEB	9,508,808	9,755,156	(246,348)	OPEB
Total Deferred Outflows of Resources	<u>12,250,981</u>	<u>13,406,937</u>	<u>(1,155,956)</u>	
Liabilities				
Accounts payable & accrued liabilities	200,478	35,220	165,258	
Net pension liability	4,646,479	9,854,249	(5,207,770)	
Net OPEB liability	30,508,483	28,599,258	1,909,225	
Funds held for others	53,183	53,651	(468)	Agency funds - groups, clubs, etc on campus
Deferred revenues	202,211	-	202,211	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	Entry made annually for change in liability
Bonds payable, net of premiums	4,809,902	6,468,955	(1,659,053)	Annual payment
Tax note payable, net of premiums	19,640,000	20,420,000	(780,000)	Annual payment
Total Liabilities	<u>60,567,543</u>	<u>65,897,248</u>	<u>(5,329,705)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,987,835	1,499,947	487,888	TRS pension
Deferred inflow - OPEB	7,293,974	7,280,493	13,481	OPEB
Deferred inflow - premium on tax note	2,187,810	2,324,548	(136,738)	
Total Deferred Inflows of Resources	<u>11,469,619</u>	<u>11,104,988</u>	<u>364,631</u>	
Net Assets				
Fund Balance - Equity	24,795,300	16,051,391	8,743,909	
Total Net Assets	<u>24,795,300</u>	<u>16,051,391</u>	<u>8,743,909</u>	

Alvin Community College
Consolidated Statements of Revenue and Expense
December 31, 2022 and December 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	1,050,885	4,876,447	6,688,719	(1,812,272)	72.91%	1,169,359	5,056,869	6,688,719	(1,631,850)	75.60%
Federal grants and contracts	2,802,209	-	-	-	0.00%	4,601,470	-	245,993	(245,993)	0.00%
State grants	233,466	-	-	-	0.00%	179,632	-	-	-	0.00%
Local grants	137,717	-	-	-	0.00%	115,140	-	-	-	0.00%
Auxiliary enterprises	811,018	-	-	-	0.00%	769,699	-	-	-	0.00%
Other operating revenues	183,610	15,412	70,000	(54,588)	22.02%	216,614	14,929	75,000	(60,071)	19.91%
Total operating revenues	5,218,905	4,891,859	6,758,719	(1,866,860)	72.38%	7,051,914	5,071,798	7,009,712	(1,937,914)	72.35%
Expenses										
Operating expenses										
Administrative	-	3,005,746	8,960,337	5,954,591	33.55%	-	2,798,013	7,869,087	5,071,074	35.56%
Institutional	-	1,756,733	7,911,150	6,154,417	22.71%	-	1,543,748	7,588,392	6,044,644	20.34%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Occupational Technical Instruction	-	2,035,812	6,546,064	4,510,252	31.10%	-	1,758,890	6,329,305	4,570,415	27.79%
University Parallel Instruction	-	2,575,761	8,362,715	5,786,954	30.80%	-	2,526,498	8,296,763	5,770,265	30.45%
Student Services	-	1,355,721	4,725,992	3,370,271	28.69%	-	1,445,444	5,043,330	3,597,886	28.66%
Physical Plant	-	783,986	3,564,791	2,780,805	21.99%	-	807,489	3,301,962	2,494,473	24.45%
Unbudgeted Unrestricted (Fund 12)	458,036	-	-	-	0.00%	574,060	-	-	-	0.00%
Continuing Education	204,635	-	-	-	0.00%	284,457	-	-	-	0.00%
Auxiliary Enterprises	793,439	-	-	-	0.00%	549,578	-	-	-	0.00%
Local Grants	5,000	-	-	-	0.00%	2,061	-	-	-	0.00%
TPEG	100,406	-	-	-	0.00%	124,589	-	-	-	0.00%
Institutional Scholarships	65,639	-	-	-	0.00%	44,528	-	-	-	0.00%
State Grants	233,466	-	-	-	0.00%	195,376	-	-	-	0.00%
Federal Grants	2,802,209	-	-	-	0.00%	5,101,627	-	-	-	0.00%
Donor Scholarships	144,436	-	-	-	0.00%	170,406	-	-	-	0.00%
Unexpended Plant Fund	156,747	-	-	-	0.00%	(334,496)	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	1,500	-	-	-	0.00%	154,809	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	(161,520)	-	-	-	0.00%	490,017	-	-	-	0.00%
Total operating expenses	4,803,993	11,513,760	40,071,049	28,557,289	28.73%	7,357,012	10,880,081	38,428,839	27,548,758	28.31%
Operating Gain/(Loss)	414,912	(6,621,901)	(33,312,330)	(30,424,149)		(305,098)	(5,808,283)	(31,419,127)	(29,486,672)	
Nonoperating revenues										
State appropriations*	-	3,262,677	7,587,622	(4,324,945)	43.00%	-	3,447,692	7,587,622	(4,139,930)	45.44%
Property tax revenue - Current	827,285	12,985,628	25,599,708	(12,614,080)	50.73%	768,287	11,208,041	23,612,061	(12,404,020)	47.47%
Property tax revenue/Insist Reserve	-	-	-	-	0.00%	-	-	144,444	(144,444)	0.00%
Property tax revenue - Delinquent	3,054	42,174	-	42,174	0.00%	4,604	55,946	-	55,946	0.00%
Property tax revenue - Interest & Penalties	1,107	14,985	-	14,985	0.00%	1,394	16,279	-	16,279	0.00%
Investment income	12,149	116,674	125,000	(8,326)	93.34%	185	15,210	75,000	(59,790)	20.28%
Other non-operating revenues	76,805	11,090	-	11,090	0.00%	104,063	10,052	-	10,052	0.00%
Total nonoperating revenues	920,400	16,433,228	33,312,330	(16,879,102)	49.33%	878,532	14,753,220	31,419,127	(16,665,907)	46.96%
Provided by the State										
Revenue for Insurance and Retirement	-	878,144	-	878,144	0.00%	-	555,328	-	555,328	0.00%
State Insurance Match	-	(430,983)	-	(430,983)	0.00%	-	(203,988)	-	(203,988)	0.00%
State Retirement Match	-	(251,192)	-	(251,192)	0.00%	-	(241,852)	-	(241,852)	0.00%
State Retiree Insurance	-	(195,969)	-	(195,969)	0.00%	-	(109,488)	-	(109,488)	0.00%
Increase/(decrease) in net assets	1,335,312	9,811,327	-	(47,303,251)		573,434	8,944,937	-	(46,152,578)	

* State Approp portion generated by CE = 84,177

74,171

* Institutional Reserve 14,929,374

10,868,668

Alvin Community College
Consolidated Statements of Revenue and Expense
December 31, 2022 and December 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										
Total operating revenues	5,218,905	4,891,859	6,758,719	(1,866,860)	72.38%	7,051,914	5,071,798	7,009,712	(1,937,914)	72.35%
Nonoperating revenues										
Total nonoperating revenues	920,400	16,433,228	33,312,330	(16,879,102)	49.33%	878,532	14,753,220	31,419,127	(16,665,907)	46.96%
Less Expenses										
Operating expenses										
Total operating expenses	(4,803,993)	(11,513,760)	(40,071,049)	(28,557,289)	28.73%	(7,357,012)	(10,880,081)	(38,428,839)	(27,548,758)	28.31%
Increase/(decrease) in net assets	1,335,312	9,811,327	-	(47,303,251)		573,434	8,944,937	-	(46,152,578)	

- State Approp portion generated by CE = 84,177 74,171
- Institutional Reserve 14,929,374 10,868,668

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

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	84,177	564	(9,408)	75,333	91,670	(16,337)
GED	-	-	-	-	-	-
Motorcycle	-	-	-	-	95	(95)
Real Estate	307	-	-	307	-	307
Dental Assistant	59,470	(3,568)	-	55,902	23,156	32,746
Phlebotomy	(530)	32	-	(498)	634	(1,132)
Health and Medical	-	-	-	-	-	-
Certified Nursing / Medication Aide	22,500	(1,350)	-	21,150	5,436	15,714
Welding	1,363	(82)	-	1,281	1,547	(266)
Truck Driving	67,250	(3,902)	-	63,348	41,274	22,074
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	1,143	-	-	1,143	-	1,143
Concealed Handguns	-	-	-	-	-	-
Occupational Health & Safety	1,141	-	-	1,141	363	778
Community Programs	510	-	-	510	1,489	(979)
Clinical Medical Assistant	24,375	(1,463)	-	22,913	6,060	16,853
Vet Assistant	-	-	-	-	-	-
Yoga	1,560	-	-	1,560	600	960
Human Resource Program	-	-	-	-	-	-
Activity Director Program	-	-	-	-	-	-
Machinist Program	-	-	-	-	458	(458)
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	72,705	(4,362)	-	68,343	31,853	36,489
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	3,900	-	-	3,900	-	3,900
Options Program	-	-	-	-	-	-
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
Total	339,871	(14,131)	(9,408)	316,332	204,635	111,697

*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.

Africa Community College
Auxiliary Profit(Loss) Statement Year-To-Date Through December 31, 2012 and December 31, 2011

	Parking	Student Activities	Bookstore	Vending	CHMcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	152,213		384,971	2,661	111,694	6,071	657,609	607,234
Student Fees		153,409					153,409	163,465
	152,213	153,409	384,971	2,661	111,694	6,071	811,018	769,699
Expenses								
Purchases & Returns			304,234				304,234	104,602
Salaries	33,855	47,441	68,793		86,626	14,094	250,810	240,235
Staff Benefits	9,941	8,643	15,400		30,549	872	65,406	64,173
Supplies & Other Operating Expenses	72,089	36,673	5,017	4,998	7,246	4,434	150,458	115,117
Equipment			13,220				13,220	14,788
Building Repairs							-	3,162
Bank Charges			3,305		1,180	27	6,512	3,701
Contingency							-	-
Scholarships		800					800	1,800
	115,885	113,557	413,970	4,998	125,601	19,427	793,439	549,578
Excess revenue over expenses	36,327	39,852	(28,999)	(2,337)	(13,907)	(13,357)	17,579	228,122
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			22,324				22,324	6,024
Interfund Receivables	78,335	365,716	473,082	480	(46,921)	33,988	904,700	1,589,755
Prepaid Expenses							-	-
Inventory			230,722				230,722	218,775
Total Assets	78,335	365,716	728,640	480	(46,921)	33,988	1,160,359	1,817,066
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	22,836		5,393	18	37,980	51,374
Deferred Revenue			9,256				9,256	-
Deposits							-	-
Total Liabilities	8,092	1,642	32,092	-	5,393	18	47,237	51,374
Restricted Fund Balance (includes inventories)			230,722				230,722	218,775
Unrestricted Fund Balance	70,261	364,074	465,826	480	(52,314)	33,970	882,299	1,546,919
Total Liabilities & Fund Balance	78,353	365,716	728,640	480	(46,921)	33,988	1,160,359	1,817,066

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

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	163,724		337,951	1,179	102,166	2,214	607,234
Student Fees		162,465					162,465
	163,724	162,465	337,951	1,179	102,166	2,214	769,699
Expenses							
Purchases & Returns			104,490	112			104,602
Salaries	36,502	33,243	79,736		89,068	1,686	240,235
Staff Benefits	10,086	4,822	19,486		29,696	83	64,173
Supplies & Other Operating Expenses	63,307	32,897	10,434		8,267	212	115,117
Equipment			14,788				14,788
Building Repairs	5,162						5,162
Bank Charges			2,500		1,201		3,701
Contingency							-
Scholarships		1,800					1,800
	115,058	72,762	231,433	112	128,231	1,981	549,578
Excess revenue over expenses	48,666	89,703	106,518	1,067	(26,065)	233	218,122
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			6,024				6,024
Interfund Receivables	316,984	482,688	691,278	4,356	18,180	76,269	1,589,755
Prepaid Expenses							-
Inventory			218,775				218,775
Total Assets	316,984	482,688	918,589	4,356	18,180	76,269	1,817,066
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	37,214		7,459		51,374
Deferred Revenue							-
Deposits							-
Total Liabilities	6,063	638	37,214	-	7,459	-	51,374
Restricted Fund Balance (includes inventories)			218,775				218,775
Unrestricted Fund Balance	310,920	482,050	662,601	4,356	10,722	76,269	1,546,919
Total Liabilities & Fund Balance	316,984	482,689	918,589	4,356	18,180	76,269	1,817,066

Alvin Community College
Consolidated Statements of Net Assets

	<u>January 31, 2023</u>	<u>January 31, 2022</u>	<u>Variance</u>	<u>Explanations/Descriptions</u>
Current Assets				
Cash and cash equivalents	16,373,731	27,115,280	(10,741,549)	
Short-term investments	20,850,000	8,150,000	12,700,000	
Accounts receivable, net	2,718,215	2,093,124	625,091	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	1,407	232	1,175	Travel advances and prepaid expenses
Inventories	189,566	147,690	41,876	
Total Current Assets	<u>40,132,919</u>	<u>37,506,326</u>	<u>2,626,593</u>	
Noncurrent assets				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	45,576,905	1,783,404	
Total Assets	<u>88,493,228</u>	<u>84,083,231</u>	<u>4,409,997</u>	
Deferred Outflows of Resources				
Deferred outflows - pensions	2,742,173	3,651,781	(909,608)	TRS pension
Deferred outflows - OPEB	9,508,808	9,755,156	(246,348)	OPEB
Total Deferred Outflows of Resources	<u>12,250,981</u>	<u>13,406,937</u>	<u>(1,155,956)</u>	
Liabilities				
Accounts payable & accrued liabilities	205,906	301,610	(95,704)	
Net pension liability	4,646,479	9,834,249	(5,207,770)	
Net OPEB liability	30,508,483	28,599,258	1,909,225	
Funds held for others	53,973	52,328	1,645	Agency funds - groups, clubs, etc on campus
Deferred revenues	202,211	36,643	165,568	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	
Bonds payable, net of premiums	4,665,000	6,095,000	(1,430,000)	Annual payment
Tax note payable, net of premiums	18,820,000	20,420,000	(1,600,000)	Annual payment
Total Liabilities	<u>59,608,859</u>	<u>63,823,002</u>	<u>(6,216,143)</u>	
Deferred Inflows of Resources				
Deferred inflows - pensions	1,987,835	1,499,947	487,888	TRS pension
Deferred inflow - OPEB	7,293,974	7,280,493	13,481	OPEB
Deferred inflow - premium on tax note	2,332,712	2,698,503	(365,791)	
Total Deferred Inflows of Resources	<u>11,614,521</u>	<u>11,478,944</u>	<u>135,578</u>	
Net Assets				
Fund Balance - Equity	29,520,829	20,186,221	9,334,608	
Total Net Assets	<u>29,520,829</u>	<u>20,186,221</u>	<u>9,334,608</u>	

Alvin Community College
Consolidated Statements of Revenue and Expense
January 31, 2023 and January 31, 2022

	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	1,255,377	3,373,625	6,688,719	(1,315,094)	80.34%	1,237,880	5,278,197	6,688,719	(1,309,523)	80.42%
Federal grants and contracts	2,959,527	-	-	-	0.00%	5,448,116	-	243,993	(243,993)	0.00%
State grants	233,466	-	-	-	0.00%	209,334	-	-	-	0.00%
Local grants	183,948	-	-	-	0.00%	192,600	-	-	-	0.00%
Auxiliary enterprises	1,073,758	-	-	-	0.00%	1,018,277	-	-	-	0.00%
Other operating revenues	256,282	25,033	70,000	(44,967)	35.76%	229,374	21,358	73,000	(53,643)	28.48%
Total operating revenues	5,962,358	3,398,658	6,758,719	(1,360,061)	79.88%	8,427,581	5,400,555	7,009,712	(1,609,157)	77.04%
Expenses										
Operating expenses										
Administrative	-	3,579,360	8,960,337	5,380,977	59.95%	-	3,335,360	7,869,087	4,533,727	42.39%
Institutional	-	2,299,526	7,911,150	5,611,623	29.07%	-	2,030,799	7,388,392	5,357,593	26.76%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Occupational Technical Instruction	-	2,405,603	6,546,064	4,140,461	36.75%	-	2,135,668	6,329,305	4,193,637	31.74%
University Parallel Instruction	-	3,117,449	8,362,715	5,245,266	37.28%	-	3,059,046	8,296,763	5,237,717	36.87%
Student Services	-	1,752,864	4,725,992	2,973,128	37.09%	-	1,814,479	5,043,330	3,228,851	33.98%
Physical Plant	-	1,033,041	3,564,791	2,531,750	28.98%	-	1,074,430	3,301,962	2,227,532	32.54%
Unbudgeted Unrestricted (Fund 12)	524,504	-	-	-	0.00%	826,217	-	-	-	0.00%
Continuing Education	266,086	-	-	-	0.00%	348,876	-	-	-	0.00%
Auxiliary Enterprises	1,039,366	-	-	-	0.00%	1,054,332	-	-	-	0.00%
Local Grants	5,000	-	-	-	0.00%	4,859	-	-	-	0.00%
TPEG	104,421	-	-	-	0.00%	135,184	-	-	-	0.00%
Institutional Scholarships	69,231	-	-	-	0.00%	43,053	-	-	-	0.00%
State Grants	233,466	-	-	-	0.00%	209,327	-	-	-	0.00%
Federal Grants	2,959,533	-	-	-	0.00%	5,448,791	-	-	-	0.00%
Donor Scholarships	144,057	-	-	-	0.00%	171,851	-	-	-	0.00%
Unexpended Plant Fund	327,912	-	-	-	0.00%	636,086	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	492,500	-	-	-	0.00%	154,401	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	(161,520)	-	-	-	0.00%	270,019	-	-	-	0.00%
Total operating expenses	6,094,565	14,187,842	40,071,049	25,883,207	35.41%	9,101,696	13,449,782	38,428,839	24,979,057	35.00%
Operating Gain/(Loss)	(42,207)	(8,789,184)	(33,312,330)	(27,243,268)		(674,115)	(8,049,226)	(31,419,127)	(26,588,214)	
Nonoperating revenues										
State appropriations*	-	3,262,677	7,587,622	(4,324,945)	43.00%	-	3,447,692	7,587,622	(4,139,930)	45.44%
Property tax revenue - Current	1,256,702	19,726,051	25,599,708	(5,873,657)	77.06%	1,197,548	17,468,621	23,612,061	(6,143,430)	73.98%
Property tax revenue/Instlt Reserve	-	-	-	-	0.00%	-	-	144,444	(144,444)	0.00%
Property tax revenue - Delinquent	3,754	51,169	-	51,169	0.00%	5,146	63,911	-	63,911	0.00%
Property tax revenue - Interest & Penalties	1,384	18,418	-	18,418	0.00%	1,677	19,605	-	19,605	0.00%
Investment income	16,192	214,407	125,000	89,407	171.53%	208	11,761	75,000	(63,239)	15.68%
Other non-operating revenues	141,664	11,090	-	11,090	0.00%	148,149	12,220	-	12,220	0.00%
Total nonoperating revenues	1,419,697	23,283,811	33,312,330	(10,028,519)	69.90%	1,352,728	21,023,820	31,419,127	(10,395,307)	66.91%
Provided by the State										
Revenue for Insurance and Retirement	-	650,396	-	650,396	0.00%	-	769,164	-	769,164	0.00%
State Insurance Match	-	(281,630)	-	(281,630)	0.00%	-	(205,960)	-	(305,960)	0.00%
State Retirement Match	-	(311,189)	-	(311,189)	0.00%	-	(298,950)	-	(298,950)	0.00%
State Retiree Insurance	-	(57,377)	-	(57,377)	0.00%	-	(164,224)	-	(164,224)	0.00%
Increase/(decrease) in net assets	1,377,490	14,494,627	-	(37,271,787)		678,613	12,974,594	-	(26,983,521)	
* State Approp portion generated by CE**	84,177					88,950				
* Institutional Reserve	14,929,374					10,868,668				

Alvin Community College
Consolidated Statements of Revenue and Expense
January 31, 2023 and January 31, 2022

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget	All Other Funds Actual	M&O Actual	Amended M&O Budget	Remaining Budget	% of Budget
Revenues										
Operating revenues										
Total operating revenues	5,962,358	5,398,658	6,758,719	(1,360,061)	79.88%	8,427,581	5,400,535	7,009,712	(1,609,157)	77.04%
Nonoperating revenues										
Total nonoperating revenues	1,419,697	23,283,811	33,312,330	(10,028,519)	69.90%	1,352,728	21,023,820	31,419,127	(10,395,307)	66.91%
Less Expenses										
Operating expenses										
Total operating expenses	(6,004,565)	(14,187,842)	(40,071,049)	(25,883,207)	35.41%	(9,101,696)	(13,449,782)	(38,428,839)	(24,979,057)	35.00%
Increase/(decrease) in net assets	1,377,490	14,494,627	-	(37,271,787)		678,613	12,974,594	-	(36,983,521)	

- ♦ State Approp portion generated by CE = 84,177 88,950
- ♦ Institutional Reserve 14,929,374 10,868,668

Alvin Community College
Consolidated Detail Expense by Type
January 31, 2023 and January 31, 2022

	Year-To-Date					Prior Year-To-Date				
	All Other Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended	All Other Punds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	3,459	708,634	1,792,544	1,083,910	39.53%	34,862	731,364	1,755,274	1,023,910	41.67%
Professional Sal	323,802	2,002,471	5,655,893	3,653,422	35.41%	250,472	1,940,076	5,490,048	3,549,972	35.34%
Tech/Clerical Sal	312,276	2,000,231	3,398,237	3,398,006	37.05%	306,619	1,873,534	3,135,350	3,261,816	36.48%
Faculty Sal	110,574	4,631,493	12,448,788	7,817,293	37.20%	121,631	4,462,685	12,289,001	7,826,316	36.31%
Misc Sal	600	80,860	204,965	124,105	39.45%	22,239	58,623	144,855	86,232	40.47%
Reg Students Sal	34,860	33,171	211,376	178,205	15.69%	12,722	19,971	161,279	141,308	12.38%
Work Study Students Sal	51,237	-	-	-	0.00%	22,436	-	-	-	0.00%
Staff Benefits	117,147	1,212,187	4,290,630	2,578,443	39.91%	110,155	1,531,332	4,305,770	2,774,478	35.56%
Subtotal	953,955	11,169,049	30,002,433	18,833,384	37.23%	881,136	10,617,585	29,281,577	18,663,992	36.26%
Equipment	66,490	20,394	31,900	11,506	63.93%	12,090	18,710	-	(18,710)	0.00%
Computer Hardware	2,168	-	72,000	72,000	0.00%	-	4,627	-	(4,627)	0.00%
Capital Improvements	-	-	-	-	0.00%	37,959	-	-	-	0.00%
Designated for Instit Reserve	-	-	150,000	150,000	0.00%	-	-	144,444	144,444	0.00%
Travel/Prof Development	19,263	130,289	540,442	410,153	24.11%	7,863	66,358	213,374	147,016	31.10%
Supplies & Exp	853,951	2,866,954	7,044,474	4,177,520	40.70%	939,208	2,710,704	6,574,244	3,863,540	41.23%
Institutional Scholarships	69,231	1,156	248,100	247,144	0.47%	45,053	31,798	333,700	301,902	9.53%
Financial Aid	2,815,242	-	-	-	0.00%	5,446,795	-	-	-	0.00%
Donor Scholarships	144,057	-	-	-	0.00%	171,851	-	-	-	0.00%
Purchases (Store/Concession)	421,312	-	-	-	0.00%	499,035	-	-	-	0.00%
Contingency Expense	-	-	200,000	200,000	0.00%	-	-	100,000	100,000	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement (Int & Amort)	492,500	-	-	-	0.00%	154,601	-	-	-	0.00%
Tax Maintenance Note	(161,520)	-	1,781,500	1,781,500	0.00%	270,019	-	1,781,500	1,781,500	0.00%
Unexpended Plant	327,912	-	-	-	0.00%	636,086	-	-	-	0.00%
	6,004,565	\$ 14,187,842	\$ 40,071,049	\$ 25,883,207	35.41%	\$ 9,101,696	\$ 13,449,782	\$ 38,428,839	\$ 24,979,057	35.00%
State Insurance Match	-	281,630	-	(281,630)	0.00%	-	305,960	-	(305,960)	0.00%
State Retirement Match	-	211,189	-	(311,189)	0.00%	-	298,950	-	(298,950)	0.00%
State Reiree Insurance	-	57,577	-	(57,577)	0.00%	-	164,254	-	(164,254)	0.00%

Alvin Community College
Continuing Education Statement of Revenue and Expense
January 31, 2023

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	84,177	810	(13,493)	71,494	114,583	(43,089)
GED	-	-	-	-	-	-
Motorcycle	-	-	-	-	95	(95)
Real Estate	307	-	-	307	-	307
Dental Assistant	59,540	(3,572)	-	55,968	28,289	27,678
Phlebotomy	3,640	(218)	-	3,422	634	2,787
Health and Medical	-	-	-	-	-	-
Certified Nursing / Medication Aide	35,115	(2,107)	-	33,008	6,649	26,360
Welding	1,128	(68)	-	1,060	1,568	(508)
Truck Driving	123,080	(7,010)	-	116,070	60,475	55,594
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	1,513	-	-	1,513	-	1,513
Concealed Handguns	-	-	-	-	-	-
Occupational Health & Safety	1,492	-	-	1,492	520	973
Community Programs	150	-	-	150	1,725	(1,575)
Clinical Medical Assistant	30,510	(1,831)	-	28,679	7,668	21,011
Vet Assistant	-	-	-	-	-	-
Yoga	1,950	-	-	1,950	600	1,350
Human Resource Program	-	-	-	-	-	-
Activity Director Program	-	-	-	-	-	-
Machinist Program	3,055	(183)	-	2,872	1,909	963
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	97,665	(5,860)	-	91,805	39,386	52,419
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	3,900	-	-	3,900	1,985	1,915
Options Program	-	-	-	-	-	-
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
Total	447,222	(20,040)	(13,493)	413,689	266,086	147,604

*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.

Avin Community College
Auxiliary Profit/(Loss) Statement Year-To-Date Through January 31, 2023 and January 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
Revenue								
Sales & services	173,476		566,298	2,661	150,002	7,120	899,557	839,612
Student Fees		174,301					174,301	178,665
	173,476	174,301	566,298	2,661	150,002	7,120	1,073,758	1,018,277
Expenses								
Purchases & Returns			421,312				421,312	499,035
Salaries	37,812	59,402	89,704		109,298	22,845	319,061	287,219
Staff Benefits	11,327	19,777	19,351		18,290	1,483	81,228	79,404
Supplies & Other Operating Expenses	97,369	62,693	14,613	4,998	8,150	6,523	194,256	161,394
Equipment			15,220				15,220	14,788
Building Repairs							-	-
Bank Charges			5,648		1,180	27	6,855	4,693
Contingency							-	-
Scholarships		1,400					1,400	1,800
	146,408	134,272	565,890	4,998	156,918	30,879	1,039,366	1,054,332
Excess revenue over expenses	27,068	39,929	408	(2,337)	(6,916)	(23,759)	34,393	(36,055)
Assets:								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			70,781				70,781	65,141
Interfund Receivables	69,095	365,794	503,436	480	(39,929)	23,636	922,511	1,371,787
Prepaid Expenses							-	-
Inventory			189,566				189,566	147,690
Total Assets	69,095	365,794	766,298	480	(39,929)	23,636	1,185,370	1,587,130
Liabilities:								
Accounts Payable/Gift Certificates	8,092	1,642	31,085		5,393	68	46,279	77,320
Deferred Revenue			9,256				9,256	-
Deposits							-	-
Total Liabilities	8,092	1,642	40,341		5,393	68	55,533	77,320
Restricted Fund Balance (includes inventories)			189,566				189,566	147,690
Unrestricted Fund Balance	61,003	364,152	536,388	480	(45,322)	23,567	940,268	1,362,121
Total Liabilities & Fund Balance	69,095	365,794	766,298	480	(39,929)	23,636	1,185,370	1,587,130

Alvin Community College
Auxiliary Profit(Loss) Statement - Year-To Date Through January 31, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
Revenue							
Sales & services	180,413		522,257	1,555	133,012	2,375	839,612
Student Fees		178,665					178,665
	180,413	178,665	522,257	1,555	133,012	2,375	1,018,277
Expenses							
Purchases & Returns			498,923	112			499,035
Salaries	43,745	37,148	90,981		113,122	2,223	287,219
Staff Benefits	12,435	6,282	22,932		37,645	110	79,404
Supplies & Other Operating Expenses	108,733	37,144	11,991		9,313	212	167,394
Equipment			14,788				14,788
Building Repairs							-
Bank Charges			3,123		1,570		4,693
Contingency							-
Scholarships		1,800					1,800
	164,912	82,374	642,739	112	161,650	2,545	1,054,332
Excess revenue over expenses	15,501	96,291	(120,482)	1,443	(28,638)	(170)	(36,055)
Assets:							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			65,141				65,141
Interfund Receivables	283,819	489,571	502,192	4,732	15,608	75,866	1,371,787
Prepaid Expenses							-
Inventory			147,690				147,690
Total Assets	283,819	489,571	717,535	4,732	15,608	75,866	1,587,130
Liabilities:							
Accounts Payable/Gift Certificates	6,063	638	63,159		7,459		77,320
Deferred Revenue							-
Deposits							-
Total Liabilities	6,063	638	63,159	-	7,459	-	77,320
Restricted Fund Balance (includes inventories)			147,690				147,690
Unrestricted Fund Balance	277,755	488,933	506,686	4,732	8,149	75,866	1,362,121
Total Liabilities & Fund Balance	283,819	489,571	717,535	4,732	15,608	75,866	1,587,130

20. **Adjournment**