

Regular Meeting  
Thursday, May 25, 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  
MAY 25, 2023**

It is hereby certified that a notice of this meeting was posted on the 18<sup>th</sup> day of May 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 18<sup>th</sup> day of May 2023.

  
\_\_\_\_\_  
Dr. Robert Exley  
President

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



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 059-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 10, 2023  
**SUBJECT:** Personnel Action (Replacement): Dual Enrollment Advisor

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

**Candidate**

**Recommended:** KERRIEL LYLES

**Education:** Grand Canyon University  
Doctorate of Philosophy

Argosy University Nashville  
Master of Arts in Mental Health Counseling

University of Southern Mississippi  
Bachelor of Science in Psychology

**Experience:** Houston Department of Education  
Educational Trainer February 2022 – Present  
Alvin Community College  
Adjunct, Psychology August 2017 – Present  
Star of Hope Mission  
Client Case Manager I July 2015 – June 2016  
Youth Villages  
Master Level Counselor July 2012 – August 2013

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**Salary:** \$54,785.25  
Grade 204, 2022-2023 Staff Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Dual Enrollment Advisor</b>		
<b>Department:</b>	College and Career Pathways	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Director, College and Career Pathways	<b>Grade Level:</b>	204
<b>Safety Sensitive:</b>	No	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/LH	<b>Date:</b>	08/09/2022
<b>Last updated by:</b>	Jessica Ranero-Ramirez	<b>Date:</b>	08/09/2022

### SUMMARY

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

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

- Guide students through the admissions and onboarding process
- Assist students in course selection and schedule planning
- Aid students in determining field of study
- Provide students with information on university transfer options
- Interprets standardized tests and communicates local college readiness standards to students, faculty, ISD administrators and the community
- Perform degree audits and review transcripts to prepare students for graduation
- Participate in recruiting events to share program and admissions information with prospective students and families
- Regularly communicate with administration, and faculty to learn more about new policies and procedures as well as staying abreast of changes in programs and degree plans
- Respond to parent inquiries regarding DE program
- Fosters retention of identified groups of students through mentoring, academic enhancement seminars and monitoring of student grades
- Works in collaboration with Associate Principals and Lead Counselors to plan, schedule, and monitor enrollment for college courses at the high school
- Handles early alerts from faculty and others for assigned advising case-load

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

### **EXPERIENCE**

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

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

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

### **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: 067-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 15, 2023  
**SUBJECT:** Personnel Action (Replacement): Pathways Advisor

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

**Candidate**  
**Recommended:** **KELI WRIGHT**

**Education:** Grambling State University  
Master of Science, Psychology

McNeese State University  
Bachelor of Arts, Speech

<b>Experience:</b> <u>Grambling State University</u>	Academic Advisor / Retention Specialist	June 2014 – July 2019
<u>McNeese State University</u>	Enrollment Counselor	August 2006 – May 2008
<u>Louisiana Tech University</u>	Student Support Coordinator	August 2004 – August 2006

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**Salary:** \$56,848.58  
Grade 204, 2022-2023 Staff Salary Schedule

RJE:tg



## JOB DESCRIPTION

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

10.B. Headcount Report

	Budgeted 2022-23	MAY 2023	HR Vacancies
<b>Administrative</b>	14	13	1
<b>*Professional</b>	88	72	12
<b>Faculty</b>	121	118	1
<b>**Technical Support, Clerical &amp; Maintenance (TSCM)</b>	117	105	10
<b>Total Full-Time (FT) Employees</b>	<b>340</b>	<b>308</b>	<b>24</b>

\*Count includes 3 grant funded *professional* employees (1 current vacancy)

\*\*Count includes 1 grant funded *TSCM* employee (1 current vacancy)

10.C. Resignation/Retirement Report

**Resignation/Termination Report**

	<b>Name</b>	<b>Position / Department</b>	<b>Last Day Worked</b>	<b>Reason</b>
1	Geoffrey Lewis	Instructor / History	5/13/2023	Resignation
2				
3				
4				
5				
6				
7				
8				

11. **Consent Agenda**
  - 11.A. **Minutes**



**ALVIN COMMUNITY COLLEGE  
BOARD WORKSHOP OF APRIL 17, 2023  
NOLAN RYAN CENTER**

**OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a Board Workshop on the 17<sup>th</sup> day of April, 2023 at 12:00 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	
Clay Grover	Tammy Giffrow	Kyle Marasckin
Seth Thompson		

**Call to Order**

The meeting was called to order by Vice Chair Droege at 12:15 p.m.

- **Pledge**
- **Invocation**  
Invocation by Mr. Starkey.

**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*.

**Facilities Review**

Dr. Exley and the Executive Leadership Team provided an overview of recommended facilities needs that the remaining Maintenance Tax Note funds could possibly be used for. This information was provided to assist the Board in moving forward for the use of the remaining funds. Dr. Stacy Ebert and Dr. Michael Beck presented a business plan, including potential use, offerings and opportunities for revenue, for Building K. This presentation was for information only.

**Board Committee Dialogue**

The Board will discuss the possibility of creating one or two committees to analyze and report findings or any recommendations to the Board. The one stated committee that could be seen as helpful was a Facilities and Buildings Committee. This was for discussion only at this time.

**Board Member Education and Engagement**

Dr. Exley will draft a matrix of the various conferences, meetings, community events in which the Regents will respond to with their interest in attending and will be used to have representation at each. Dr. Exley will tally the results with further planning for the future attendance by Regents.

**Board Workshop Topics Dialogue**

Various topics included student success and Pathways presentation and data, the future development of a facilities masterplan, dashboard for data, program evaluations, graduation location and strategic plan report. These topics will be discussed further in upcoming Board Workshops.

**Executive Session**

There was no Executive Session.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 1:58 p.m.

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Patty Hertenberger, Secretary

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'Bel Sanchez, Chairman

**ALVIN COMMUNITY COLLEGE  
REGULAR MEETING OF APRIL 27, 2023  
OFFICIAL MINUTES**

The Board of Regents of Alvin Community College met in a regular session on the 27<sup>th</sup> day of April 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  
Lloyd Cox  
Karmen Wells  
Esther Kempen  
Lilly Garcia

Robert Sanchez  
Jessica Ranero-Ramirez  
Leroy Brigman  
Nadia Nazarenko  
Jeff Parks  
Debra Fontenot  
Alexander Marriott  
Cammy Guggisberg  
Misty Abraham  
Robert Sanchez

Mikel Chamblee  
Michael Fernandez  
Amanda Smithson  
James Wilmot  
Esther Kempen  
Bryan Hinshaw  
Kayla Upton  
Don Parus

**Call to Order**

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

**Certification of Posting of Notice**

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

**Board Recognitions**

Discovery Day, the largest ACC recruiting event, had more than 500 students on campus on April 14 to meet with staff members and fellow students to learn about the different programs that the college has to offer. It took many people to coordinate this successful event. Recognized were: Director of Recruitment and Enrollment Amanda Smithson, Event coordinator Kayla Upton, Student Life coordinator Querencia Joshua, Student Life administrative assistant Juanita Buenrostro, Marketing specialist Cammy Guggisberg and Dental Assistant instructor Misty Abraham.

The Petrochemworks Golf Tournament was created to support students interested in careers in the petrochemical industry by providing scholarships to local community colleges. ACC participated in the tournament to raise funds for the scholarship program this past year and ACC students were awarded \$36,000 in scholarships from the East Harris County Manufacturers Association, the Foundation that supports the tournament. Recognized staff members who provided assistance with the tournament were: Dean of Technical, Professional and Human Performance Jeff Parks, Vice President of Outreach and Development Wendy Del Bello, administrative assistant for Technical, Professional and Human Performance Karmen Wells, Process Technology Chair Don Parus, Welding instructor Leroy Brigman, Cybersecurity instructor Mikel Chamblee and Supply Chain Management instructor Michael Fernandez.

### **Executive Session**

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

The meeting was called back into session by Chair Sanchez at 6:34 p.m.

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

### **Citizen Inquiries**

There were no citizen inquires.

### **Board Comments**

The Regents talked about the various events they attended including the Big Band dance, Spring concert, Purse Bingo, ACCT online meeting and Honoring Excellence program, gave kudos to the Culinary Arts program for the fabulous job, thanks to all staff that worked and volunteered for the Purse Bingo fund raiser, and thanks for the support of the Tour de Braz event.

### **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 March 23, 2023, approval of Personnel Action (Replacement): Executive Director of Continuing Education and Workforce Development, Math Faculty Geology Faculty, Upward Bound Director, approval of Recommendation of Dr. Stacy Ebert as Vice President for Strategic Initiatives and approval of the Federal, State, and Private Grants Awarded during 2022-23 and projected for 2023-2024 Report. A motion to approve the Consent Agenda was made by Mr. Marvel and seconded by Mrs. Reyes-Hall. Motion passed unanimously.

### **Faculty Senate Report**

Dr. Ester Kempen, Faculty Senate President, informed the Board that this would be her last meeting as president, as new officers have been elected for the 2023-2024 term. She thanked Dr. Exley, Dr. Beck for their support, Brian Berger and Laurie English for the work in getting faculty informed about the transition to 8-week classes. This report was for information only.

### **President's Report**

Dr. Exley gave a summary that included the following:

Registration for Summer and Fall semesters are now open.

The Foundation hosted its first Designer Bag Bingo on April 13. Foundation supporters played 20 rounds of bingo and won brand new designer handbags from designers such as Brahmin, Coach, Marc Jacobs, Tory Burch, Kate Spade, Michael Kors and more. The event raised more than \$35,000 for the Foundation.

The college hosted its annual gradfest event on April 18. Students attended a brief commencement information session and were eligible for raffle prizes. So far, 495 students have signed up to participate in May's Commencement.

The Music Department held its 24th annual Big Band concert this past Saturday. All proceeds from the event benefit scholarships for our Music students. Donations are still being accepted for a new timpani drum and so far we are half way to the \$3,000 needed.

The annual Honoring Excellence reception was held and honored the Presidential Scholars while the Foundation issued several innovative grants and named the annual Excellence Award winners.

On April 19 Stacy Ebert and Dr. Exley attended the Bay Area Houston Economic Partnership general membership meeting in Seabrook. Guest speaker for the event was Texas Workforce Commission chair Bryan Daniel who spoke about recruiting and hiring initiatives, training grants and training programs. ACC was one of the sponsors for the meeting.

Tomorrow is the Spring induction ceremony for the Phi Theta Kappa Honors Society. Phi Theta Kappa is the international honor society of two-year colleges.

The ACC Community Band will have its Spring concert tomorrow at 7:30 p.m. in the Theatre. The Choir will have its concert on May 5 also in the Theatre.

The annual Walk for Wellness was held on April 12. The event is to help raise awareness about the importance of mental health. The event is part of the Pathway to Positivity initiative on campus and was hosted by ACC counseling, Student Life and the Active Minds organization.

ACC hosted University of Houston Clear Lake Day on April 19. Students had an opportunity to visit with transfer and admissions advisors along with an opportunity to fill out a free application to the university.

The Texas Board of Nursing issued a letter of approval to ACC for the CNA to LVN program here at the college. The program is due to be implemented in the Summer of 2024.

ACC staff members spoke with students during the recent Women in Industry Conference hosted by the Texas Gulf Coast Community Colleges organization on March 31.

Dr. Jessica Ranero-Ramirez presented during the President's report, the Talent Strong Texas Pathways Spring conference. She talked about the framework of the four pillars, the work prior on the pathways through 2022, data that has been collected on students and highlighted the next ACC action plan for moving forward.

This report was for information only.

**Consider Approval of Wayfinding Signage**

The motion to authorize the President to enter a contract with Innerface Architectural Signage, Inc. for the furnish and installation of vehicular signage at a cost of \$ 139,668.38 was made by Secretary Hertenberger. Seconded by Mr. Hoover. Motion passed unanimously.

**Consider Approval of Selection of Natural Gas Provider 2023**

The motion to approve the selection of Symmetry for new 36-month term natural gas contract at a rate not to exceed \$4.75/Dth and authorize the President to execute a contract to begin June 1, 2023 was made by Mr. Hoover. Seconded by Mr. Starkey. Voted For: Secretary Hertenberger, Chair Sanchez and Vice Chair Droege. Voted Against: All remaining Regents. Motion failed. A second motion was made by Mr. Shelton to approve the selection of Pro Energy for a 12-month term natural gas contract at a rate not to exceed 3.65/Dth and authorize the President to execute a contract to begin June 1, 2023. Seconded by Secretary Hertenberger. Motion passed unanimously.

**Consider Approval of Upgrade of Lab School Landscaping**

The motion to authorize the President to enter into a contract with Corestone Paving and Construction for the purchase of this project at the Lab School at a cost of \$ 54,815.20 was made by Vice Chair Droege. Seconded by Mr. Hoover. Motion passed unanimously.

**Consider Approval of Campus Technology Upgrades**

The motion to authorize the President to enter into a contract with CX2, Inc., not to exceed \$332,966.59 (Bid \$302,696.90 + \$30,269.69) was made by Mr. Starkey. Seconded by Mr. Shelton. Motion passed unanimously.

**Consider Approval of Purchase of Leased Transportation Bus**

The motion to authorize the President to enter into a contract with Wells Fargo, N.A. for the purchase of this bus at a cost of \$ 99,750.00 was made by Mr. Shelton. Seconded by Mrs. Reyes-Hall. After further discussion on the cost presented and the request to look at more options for purchase or lease, Mr. Shelton made the motion to amend the motion to table the motion. Seconded by Mr. Marvel. Motion passed unanimously. Mr. Shelton also made the motion to table motion. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of Purchase of Boiler System for S-Building**

The motion to authorize the President to enter into a contract with Gulf Coast Boilers for the purchase of this boiler system at a cost of \$ 68,701.38 was made by Mr. Shelton. Seconded by Mr. Marvel. Motion passed unanimously.

**Consider Approval of 2022-2023 Budget Amendment**

Mr. Shelton made the motion to authorize the transfer of \$34,500 from General Institutional/Finance & Administrative Contingency to Grounds Maintenance Department T/C Salary FT. Seconded by Mrs. Reyes - Hall. Motion passed unanimously.

**Financial Report Ending March 2023**

Mr. Starkey made the motion to approve the financial and investment report for March 2023. Seconded by Dr. Crumm. Motion passed unanimously.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:42 p.m.

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**Dr. Patty Hertenberger, Secretary**

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**'Bel Sanchez, Chair**

11.B. **Consider Approval of Personnel Action (Replacement): Director, Student Accessibility & Counseling Services**





Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 066-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 15, 2023  
**SUBJECT:** Personnel Action (Replacement): Director, Student Accessibility & Counseling Services

The individual listed below has been recommended to fill the full-time position of Director, Student Accessibility & Counseling Services.

**Candidate**

**Recommended:** LOLA "LILLY" GUU

<b>Education:</b>	<u>University of Houston - Victoria</u> Master of Education, Counseling	August 2009
	<u>University of Texas - Austin</u> Bachelor of Science, Public Relations	August 2002
<b>Experience:</b>	<u>Alvin Community College</u> Counselor, Foster Care & Homeless Liaison Officer	April 2020 - Present
	<u>Danbury Middle School and Danbury High School</u> Professional School Counselor	July 2017 - Present
	<u>Grace School</u> Professional School Counselor	August 2013 – June 2017
	<u>The Women’s Home (Jane Cizik Garden Place)</u> Licensed Professional Counselor Intern	June 2013 – July 2013
	<u>Morton Ranch Elementary</u> Professional School Counselor	August 2008 – June 2013
	<u>Career &amp; Recovery Resources, Inc.</u> Counseling Practicum Intern	June 2008 – July 2008

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**Salary:** \$80,851.63  
Grade 210, 2022-2023 Staff Salary Schedule

RJE:tg

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Director, Student Accessibility &amp; Counseling Services (PID 685)</b>		
<b>Department:</b>	Student Services	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Vice President of Student Services	<b>Grade Level:</b>	210
<b>Safety Sensitive:</b>	Yes	<b>Job Category:</b>	Professional
<b>HR approved:</b>	Human Resources/JE	<b>Date:</b>	3/21/2023
<b>Last updated by:</b>	VP SS/ JM	<b>Date:</b>	3/21/2023

### SUMMARY

The Director, Student Accessibility & Counseling Services position is a member of Advising Services that works closely with the Admissions department to orient students to college. The Director, Student Accessibility & Counseling Services manages all aspects of compliance with the Americans with Disabilities Act (ADA) and all new standards and rules under the Americans with Disabilities Amendments Act (ADAAA). This position manages the College's compliance of Section 504 of the Rehabilitation Act of 1973 as it relates to students and campus accessibility, including writing administrative procedures. In addition, this position provides leadership to the Counseling staff and serves as the College's Title IX Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Advises students in making decisions affecting their academic progress through personal guidance, changes in major courses of study, interpretation college guidelines and policies, development in student support systems, and decisions based on an analysis of the students' academic records.
- Conducts intake interview with current and prospective students diagnosed with a disability.
- Evaluates, verifies, and interprets all students' submitted documentation to determine eligibility and appropriate accommodations under the guidance of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA).
- Creates accommodation letters for instructors, monitors receipt of the Student Accommodation Form as verification instructors will provide listed accommodations. Collaborates with faculty to ensure accommodations do not fundamentally alter course outcome or program.
- Works with students referred by instructors by diagnostically (informally) exploring strengths and weaknesses in study skills to allow students to make changes to promote confidence and success.
- Maintains confidential records and strictly adheres to FERPA guidelines.
- Sets up accommodations needed (alternative format, physical accommodations, equipment, hires readers, interpreters, CART Providers and teaches use of accessible technology).
- Remains up to date on pending disability legislation and changing mandates which would affect the college's responsibility to provide services and accommodations. Serves as the subject matter expert surrounding the subject of serving students with disabilities along with related laws and accommodations.
- Hires, trains and supervises part-time staff to maintain ADA compliance.
- Develops and revises procedures to guide provision of academic accommodations and services to students with disabilities.

- Provides study skills, learning lab and orientation information to all students.
- Assists students with reaching their career goals by providing transfer information referring to career assessment for more extensive help.
- Collaborate with division offices and faculty members on matters that impact students with disabilities. Using the information to provide/teach appropriate skills to allow students to make changes to promote academic success.
- Provides information about access for student POD, Blackboard and other supportive campus resources.
- Effectively manages and maintains budget to serve students and employees with disabilities.
- Advocates for students with disabilities by fostering awareness and commitment regarding disability issues.
- Provides disability representation on relevant campus committees.
- Provides information to area high schools distinguishing the difference between modifications and accommodations.
- Coordinates with the Office of Human Resources regarding employee disability issues and VA advisor providing services and support.
- Serves as the Coordinator for Title IX, investigates complaints against students and determines appropriate action.
- Serves as liaison with high schools, other colleges, universities, agencies and the community.
- Provides services that promote access to the campus community through universal design, and availability of a wide range of assistive technology.
- Consults with deans, division and department chairs regarding academic accommodations, compliance, as well as instructional and curriculum modifications
- Provides disability awareness training to faculty and staffing.
- Provides oversight, training, and onboarding of Counseling staff.
- 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**

- Master's degree in counseling, educational diagnostics, special education, vocational rehabilitation or related field.

#### **LICENSURE**

- Texas State licensure as a Licensed Professional Counselor (LPC)

#### **EXPERIENCE**

- Five (5) years' experience working directly with students with disabilities in an educational setting.
- At least one (1) year of supervising clerical staff.
- At least two (2) years working with governmental requirements and compliance, specifically ADA and Section 504 of the Rehabilitation Act.
- Experience in higher education preferred.

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

- Knowledge of ADA, ADA AAA, Section 504 and other relevant state and federal regulations concerning serving student with disabilities.
- General knowledge of assistive technology for all disabilities; knowledge of technology programs needed for access, how to use, instruct and utilize for student's benefit.
- Ability to organize, conceptualize, and prioritize objectives while exercising independence of judgment based on knowledge of laws.

- Ability to provide direct service as well as coordinate services with campus constituents and various community agencies.
- Significant experience coordinating and providing services to students with various disabilities and learning differences, experience working with students with disabilities in a higher education setting; knowledge of laws, rules, regulations and policies applicable to college students with disabilities; ability to plan, organize and manage academic support services; and strong oral, written and interpersonal communication skills, knowledge of adaptive computing and assistive technology.
- Knowledge of testing and measurements, the ability to interpret diagnostic assessments and documentation of cognitive, psychiatric and medical disorders and impact on the education process.
- Knowledge of functional limitations, their effects and understanding how they are used to determine appropriate accommodations.
- Ability to travel when needed

**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

EMPLOYEE SIGNATURE AND DATE

X

SUPERVISOR PRINTED NAME

X

SUPERVISOR SIGNATURE AND DATE

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

11.C. **Title IX Report**



Robert J. Exley, PhD  
President

Your College > Right Now

MEMORANDUM NO: 058-2023

TO: Board of Regents

FROM: Robert J. Exley, PhD *RJE*

DATE: May 10, 2023

SUBJECT: Title IX Chief Executive Officer Reporting Requirements under Tex. Educ. Code § 51.253(c)

Under Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252. The type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report (Appendix A) includes all of the required reporting information to the Alvin Community College Board of Regents for the 2022-2023 academic year, as of May 10, 2023. The summary data in Appendix A 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 as per the public reporting requirements under TEC, Section 51.253(c).

**As of May 10, 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.

<sup>1</sup>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.

<sup>2</sup>For example, reports made by students and all other non-employees (including incidents under 3.S(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 "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.

RJE:tg

**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 May 10, 2023 - there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

**Appendix A**  
**Title IX Coordinator Report**  
**2022-2023 Academic Year**

**Table 2. Alleged Conduct under TEC, Section 51.255(a)**

As of May 10, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.



## Appendix B Summary Data Report

### 2022-2023 Academic Year

As of May 10, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

Under Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252. The type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

For the purposes of complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), the attached summary data report (Appendix A) includes all of the required reporting information to the Alvin Community College Board of Regents for the 2022-2023 academic year, as of May 10, 2023. The summary data in Appendix A 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 as per the public reporting requirements under TEC, Section 51.253(c).

**As of May 10, 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.

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<sup>1</sup>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.

<sup>2</sup>For example, reports made by students and all other non-employees (including incidents under 3.S(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 "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 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 May 10, 2023 - there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

**Appendix A**  
**Title IX Coordinator Report**  
**2022-2023 Academic Year**

**Table 2. Alleged Conduct under TEC, Section 51.255(a)**

As of May 10, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

## **Appendix B Summary Data Report**

**2022-2023 Academic Year**

As of May 10, 2023, there are no Title IX reports submitted to the Title IX Coordinator that meet the required reporting criteria in the Texas Education Code.

11.D. **Consider Approval of Revised 2022-2023 Board Meeting Schedule**



Robert J. Exley, PhD  
President

Your College  Right Now

**MEMORANDUM NO: 068-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 18, 2023  
**SUBJECT:** Approval of Revised 2023-24 Board Meeting Schedule

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The pending passage of the comprehensive legislation on the state funding model for Texas Community Colleges appears imminent and may in fact have occurred prior to our coming Board Meeting on May 25, 2023. As a result, the Texas Association of Community Colleges' Summer Meeting of our presidents has been scheduled for July 19th, 20th, and 21st. The entire meeting will be devoted to the topic of Implementing House Bill 8. This is a critically important meeting and each college will also include at least one additional executive leader – Karl Stager, our Chief Financial Officer will attend with me to gain understanding of how the new outcome-based funding will function.

The July Board Meeting date was originally scheduled for Thursday, July 20, 2023 at 6:00pm in the Nolan Ryan Center. To accommodate the need for Mr. Stager and me to attend the TACC Summer Meeting, we are moving the July Board Meeting to Monday, July 24, 2023 at 6:00pm in the Nolan Ryan Center.

I believe it is prudent for the Board to Officially approve this change of date for the July Board Meeting. We will post the revised scheduled as necessary by law.

I am including this item within the consent agenda.

RJE:tg

**ALVIN COMMUNITY COLLEGE**

**BOARD of REGENTS**

**MEETING SCHEDULE with REGULAR MEETINGS and WORKSHOPS**

**September 2022 - August 2023**

**Fall 2022**

**TBD Board Workshop/Retreat**

Thursday	September 22, 2022	Regular Board Meeting	6:00 p.m.
Thursday	October 20, 2022	Regular Board Meeting	6:00 p.m.
Thursday	November 17, 2022	Regular Board Meeting	6:00 p.m.

**Spring 2023**

Thursday	January 12, 2023	Regular Board Meeting	6:00 p.m.
Thursday	February 23, 2023	Regular Board Meeting	6:00 p.m.
Thursday	March 23, 2023	Regular Board Meeting	6:00 p.m.
Monday	April 17, 2023	Board Workshop	NOON – 3:30 p.m.
Thursday	April 27, 2023	Regular Board Meeting	6:00 p.m.
Thursday	May 25, 2023	Regular Board Meeting	6:00 p.m.

**Summer 2023**

Monday	June 12, 2023	Budget Workshop	NOON – 3:30 p.m.
Thursday	June 22, 2023	Regular Board Meeting	6:00 p.m.
<del>*Thursday</del>	<del>July 20, 2023</del>	<del>Regular Board Meeting</del>	<del>6:00 p.m.</del>
*Monday	July 24, 2023	Regular Board Meeting	6:00 p.m.
Monday	August 7, 2023	Budget/Goal Setting Workshop	NOON – 3:30 p.m.
Thursday	August 17, 2023	Regular Board Meeting	6:00 p.m.

12. **President's Report**
13. **State of the College Report**
14. **Consider Approval of Resolution of Payment for Personnel during Closure due to Power Outage**





Robert J. Exley, PhD  
President

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

**MEMORANDUM NO: 062-2023**

**TO:** Board of Regents

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

**DATE:** May 12, 2023

**SUBJECT:** Payment of College Personnel During College Closure on 4/21/2023

On April 21, 2023 the electricity on campus went down by 5:00am. The College announced to all employees that the college would delay opening of the campus until 10:00am. However, as the morning progressed and the power remained out for the majority of the campus, College leadership determined it best to announce that the college closing was extended through for the rest of the day due to no power.

Approximately five minutes after the subsequent announcement to remain closed for the entire day (via our various social media and the RAVE system) electricity was restored. And, in fact the College did remain closed for the remainder of the day.

Police and Physical Plant staff start their campus work hours earlier than the rest of campus and were here prior to the original announcement of the delayed campus opening.

Therefore, this resolution allows the Board of Regents to give the President the authority to grant pay to College staff accordingly for both hours worked or hours not worked on 4/21/2023.

RJE:tg

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

**WHEREAS**, Alvin Community College (ACC) has a substantial public interest in protecting the health and safety of its students and staff;

**WHEREAS**, the Spring Storm struck the Texas Gulf Coast on Thursday, April 20, 2023 and April 21, 2023, causing wide-spread power outages to inland communities, including ACC's campus;

**WHEREAS**, ACC closed its facilities in the morning on April 21, 2023 and remained closed through April 21, 2023 at 11:59 p.m.;

**WHEREAS**, ACC's Childcare Services remained open from 7:00 a.m. to 10:00 a.m., April 21, 2023, and closed at 10:00 a.m. April 21, 2023 for the remainder of the day;

**WHEREAS**, ACC police officers worked throughout the closure to safeguard ACC facilities;

**WHEREAS**, ACC environmental and custodial staff and other TSCM employees worked periodically throughout the closure to maintain and clean ACC facilities;

**WHEREAS**, all ACC operations resumed on Saturday, April 22, 2023;

**WHEREAS**, ACC Board Policy DEA (Local) provides, "If the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure";

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

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

**NOW, THEREFORE, BE IT RESOLVED** that

1. The Board delegates authority to President Exley to:
  - a. compensate all full-time and part-time staff (excluding substitutes and independent contractors) for workdays and hours they were unable to work due to the above-described emergency closure at their regular hourly or daily rate of pay, according to regular duty schedules they would have otherwise worked if not for the emergency closure from 6:00 a.m. to 11:59 p.m. on April 21, 2023, or other schedule(s) as determined by the College President; and
  - b. administer additional compensation for non-exempt employees as he deems appropriate during the emergency closure from 6:00 a.m. to 11:59 p.m. on April 21, 2023, provided, however, that under no circumstance shall a non-exempt employee's total hourly rate of pay exceed 1.5 times their normal hourly rate.

ADOPTED THIS 25TH DAY OF MAY 2023.

ALVIN COMMUNITY COLLEGE

By: \_\_\_\_\_  
Bel Sanchez, Board Chair  
Board of Regents

Attest: \_\_\_\_\_  
Dr. Patty Hertenberger, Secretary  
Board of Regents


15. **Consider Approval of Contract Recommendations 2023-2024**



Robert J. Exley, PhD  
*President*

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

**MEMORANDUM NO: 060-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD   
**DATE:** May 10, 2023  
**SUBJECT:** Contract Recommendations 2023-24

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For your consideration, please find attached a listing of employment contract recommendations for the 2023-2024 fiscal year.

All recommendations may be impacted by the need to reduce financial expenditures if the College faces a situation of financial exigency.

It should be noted that the faculty members recommended for tenure are currently performing under an annual appointment and have met the established tenure criteria.

RJE:tg

## CONTRACT RECOMMENDATIONS FY 2023-2024

### ADMINISTRATIVE

1	Michael Beck	VP, Instruction
2	Wendy Del Bello	VP, Development & Outreach
3	Stacy Ebert	VP, Strategic Initiatives
4	Nichole Eslinger	VP, Human Resources
5	Kelly Klimpt	VP, Information Technology
6	John Matula	Dean, Arts & Sciences (on interim assignment as VP, Student Services)
7	Nadia Nazarenko	Dean, General Education & Academic Support
8	Jeffrey Parks	Dean, Professional, Technical & Human Performance
9	Jessica Ranero-Ramirez	Dean, College Access & Partnerships
10	Patrick Sanger	Dean / Executive Director, IER
11	Karl Stager	VP, Administrative Services

### PROFESSIONAL

1	Sunjay Bali	Executive Director, CEWD
2	Debra Fontenot	Director, Nursing Programs (on acting assignment as Dean, Legal & Health Sciences)
3	Lilly Garcia	Director, Grants
4	Lindsey Hindman	Director, HR
5	Cara Hogan	Director, Institutional Research
6	Chakoa Jefferson	Director, TDCJ
7	Gabriela Leon	Director, Financial Aid
8	Hameedah Majeed	Director, Physical Plant
9	Huff Mann	Director, Distance Education
10	Elizabeth Nelson	Director, Fiscal Affairs
11	Philip O'Brien	Director, Institutional Effectiveness
12	Alan Phillips	Director, Purchasing
13	Lorrent Smith	Director, Marketing & Media
14	Amanda Smithson	Director, Recruitment / Enrollment
15	Karen Tofte	Director, Child Development Lab School
16	William Trevino	Director, Testing
17	Holly Williams	Director, Student Success & Advising

## CONTRACT RECOMMENDATIONS FY 2023-2024

### ANNUAL FACULTY CONTRACTS

1	Amy Acord	Government	31	Azalia Kettler	Associate Degree Nursing
2	Brian Ayres	Emergency Medical Technology	32	Elayni Kinsey	Mathematics
3	Denise Bates	Communications	33	Karina Lovas	Government
4	Brittani Bewick	Biology	34	Erin MacKenzie	Biology
5	Kenneth Brigman	Welding	35	Jennifer McClish	Art
6	Visetta Brown	Health Information Management	36	Jessica Means	Industrial Drafting/Engineering Design
7	Juliana Castello	Associate Degree Nursing	37	Michael Mejia	Welding
8	Mikel Chamblee	Cybersecurity	38	Kimberlyn Mitchell	Speech
9	Amy Childs	Associate Degree Nursing	39	Justin Morgan	A.D.N. / Simulation Coordinator
10	Joshua Cowan	English	40	John Murray	Paralegal
11	Allen Cox	Mathematics	41	David Mustain	Automotive Technology - TDCJ
12	Laurie English	Mathematics	42	Sibel Newton	Industrial Drafting/Engineering Design
13	Nicole Farnham	Emergency Medical Technology	43	Christopher Pulido	Biology
14	Michael Fernandez	Logistics Materials	44	Crystal Robinson	Law Enforcement Academy
15	Nancy Fitzgerald	Biology	45	Kevin Rogers	Law Enforcement
16	Ashley Fonteno-Bellard	English	46	Maria Ruiz	Vocational Nursing
17	Craig Fos	Criminal Justice	47	Jordan Rusk	Polysomnography
18	Hailey Fuller	History	48	Bridget Ruth	Health Information Management
19	Darron Garner	Human Services & Addiction	49	Jason Schreiber	Sports/Human Performance
20	Ashley Gill	DCVS	50	Jennifer Shimek	Psychology
21	Kelly Griffith	Speech	51	Ronald Smith	Sociology
22	Samantha Harrison	Associate Degree Nursing	52	Mary Song	English
23	Carrie Hatfield	English	53	Matty Sullivan	Digital Communications
24	Nathan Hosey	Government	54	Christopher Tennison	Drama
25	Mozammel Hussain	Pyhsics	55	Jerri Torres-Farmer	Sports/Human Performance
26	Manuela Imthum	Mathematics	56	Kathryn Trantham	Diagnostic Cardio Sonography
27	Tonya Jefferson	Business Management	57	Laura Trigo	Culinary Arts
28	Mary Jove	Management	58	Steven Valerio	Culinary Arts
29	Loretta Kauffman	Associate Degree Nursing	59	David Westmoreland	Process Technology
30	Robyn Ketchum	ENDT	60	Timothy Wutke	Mathematics

## CONTRACT RECOMMENDATIONS FY 2023-2024

### RECOMMENDED FOR TENURE

1 Jennifer Brazil	Math	4 Albert Pasaoa	Government
2 Thomas Burke	Math	5 Alexander Swiger	English
3 Ashlea Massie	English		

### TENURED FACULTY

1 Ian Baldwin	History	26 Tori McTaggart	Vocational Nursing
2 Brian Berger	Chemistry	27 Kevin Moody	Music
3 Charley Bevell	English	28 Leigh Ann Moore	English
4 MeKonnen Birru	Associate Degree Nursing	29 Tommy Dan Morgan	Biology
5 Rhonda Boone	Pharmacy Technology	30 Jason Nichols	Radio/TV Broadcasting
6 Earnest Burnett	Speech	31 Saul Olivares	Foreign Languages
7 Andrea Busch	Office Administration	32 Carlos Ordonez	Art
8 Chris Chance	History	33 Thomas Parker	English
9 Haley Collins Lovell	English	34 Don Parus	Process Technology
10 Tonya Creel	Psychology	35 Sosina Peterson	Mathematics
11 Cindy Dalmolin	Psychology	36 Jean Raniseski	Sociology / Psychology
12 Deanna Dick	Mathematics	37 Tim Reynolds	Economics
13 Traci Elliott	Psychology	38 Dwight Rhodes	Biology / Horticulture
14 David Griffith	Music / Band Director	39 Itzel Richarte	Foreign Languages
15 Johanna Hume	History / Government	40 Elizabeth Saucedo	Associate Degree Nursing (on acting assignment as Director, Nursing Programs)
16 Kevin Jefferies	Government	41 Michael Smith	Business / Management
17 Esther Kempen	Chemistry	42 Maria Starling	Speech
18 Charles Kilgore	Mathematics	43 Laura Tapp	Mathematics
19 Thirty Lacy	Vocational Nursing	44 Amy Terbrock	Foreign Language
20 Norma LaHart	Respiratory Care	45 Keith Vyvial	English
21 James Langley	Industrial Drafting/Engineering Design	46 Ashley White	Associate Degree Nursing
22 Cathy LeBouef	Computer Info Technology	47 Jeanine Wilburn	Early Care & Development
23 Heather Lewis	Biology	48 Jocelyn Wiltz	Associate Degree Nursing
24 Alexander Marriott	History (on interim assignment as Dean, Arts & Sciences)	49 Courtney Wolfe	Associate Degree Nursing
25 Marby McKinney	Respiratory Care	50 Sheila Woods	Accounting



16. **Consider Approval of Auditor Renewal for Fiscal Year 2022-23**



Robert J. Exley, PhD  
President

Your College **Right Now**

**MEMORANDUM NO: 064-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 15, 2023  
**SUBJECT:** Auditor Renewal for Fiscal Year 2022-2023 Audit

Utilizing a formal RFP process, Belt Harris Pechacek LLP was selected as the College's auditor in March 2022. This was a one-year contract with an option of four additional one-year contracts. If approved, this 2022-23 audit year will be the 2nd year of the five (5) possible years covered by this contract. The renewal price for this 2023 year is \$59,495 for the College and \$8,025 for the Foundation. The College audit costs increase by \$3,895 or 7% and the Foundation costs increase by \$525 or 7%. (see below)

It is recommended that the Board approve the renewal of this audit contract with Belt Harris and Pechacek LLP at the 2023 price of \$59,495 for the College audit and \$8,025 for the Foundation audit.

Below for our fees for all five fiscal years for the College.

	2022	2023	2024	2025	2026
Financial Statement Audit	\$ 46,265	\$ 49,505	\$ 52,970	\$ 56,680	\$ 60,650
Single Audit-Base Fee	4,120	4,410	4,720	5,050	5,400
Single Audit-Per Major Program	5,215	5,580	5,970	6,390	6,840
<b>TOTAL</b>	<b>\$ 55,600</b>	<b>\$ 59,495</b>	<b>\$ 63,660</b>	<b>\$ 68,120</b>	<b>\$ 72,890</b>

Below for our fees for all five fiscal years for the Foundation.

	2022	2023	2024	2025	2026
Financial Statement Audit	\$ 7,500	\$ 8,025	\$ 8,590	\$ 9,190	\$ 9,835

RJE:tg

17. **Consider Approval of Financial Adviosry Services**



Robert J. Exley, PhD  
President

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

**MEMORANDUM NO: 065-2023**

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 16, 2023  
**SUBJECT:** Financial Services Contract 2023

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Attached is a renewal contract for Financial Advisory Services with Estrada Hinojosa. Estrada Hinojosa has been the College's Financial Advisor since 2005. Their firm helped the College with the 2005 Bond Issue and with the 2018 Tax Maintenance Note Issue. In addition, throughout the years Estrada Hinojosa has provided professional assistance for Bond Refundings (Refinancing) in 2012 and 2013. And each year Estrada Hinojosa & Company Inc. produces and files our annual disclosure documents to keep us in compliance with the Securities and Exchange Commission. This statement is necessary since the College is an issuer of debt that investors can purchase.

Appendix A of the proposed contract includes the Base Fee Schedule plus additional fees to be charged if the College were to issue new debt such as a General Obligation Bond, Revenue Bond, Tax Maintenance Note or even debt related to a Public, Private Partnership. The contract also includes an increase from \$6,500 to \$8,500 for the "Preparation of the Notice of Sale, Official Statement, and Uniform Bid Form" for each issuance of new debt instruments.

It is proposed that the Board of Regents approve this contract for a three-year period with Estrada Hinojosa & Company Inc.

RJE:tg

18. **Financial Report**



Robert J. Exley, PhD  
President

Your College **Right Now**

MEMORANDUM NO: 061-2023

**TO:** Board of Regents  
**FROM:** Robert J. Exley, PhD *RJE*  
**DATE:** May 11, 2023  
**SUBJECT:** Financial Report Ending April 30, 2023

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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&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Revenues</i>	6,758,719	6,211,474	91.90%	(547,245)
<i>Total Non-Operating Revenues</i>	33,312,330	28,861,031	86.64%	(4,451,299)
<i>Total Revenues</i>	40,071,049	35,072,505	87.53%	(4,998,544)

<i>Expenses</i>	<i>M&amp;O Budget</i>	<i>M&amp;O Actual</i>	<i>% of Budget</i>	<i>Remaining Budget</i>
<i>Total Operating Expenses</i>	40,071,049	22,756,684	56.79%	17,314,365

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

RJE:tg

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

	April 30, 2023	April 30, 2022	Variance	Explanations/Descriptions
<b>Current Assets</b>				
Cash and cash equivalents	6,766,404	14,840,847	(8,074,443)	
Short-term investments	26,986,654	14,886,183	12,100,471	
Accounts receivable, net	2,051,582	2,603,297	(551,715)	Installment Plans outstanding, billing outstanding to sponsors and third parties, grant billings, and CE billings
Prepays	591,299	83,878	507,421	Travel advances and prepaid expenses
Inventories	192,851	193,323	(672)	
<b>Total Current Assets</b>	<b>36,588,790</b>	<b>32,607,728</b>	<b>3,981,062</b>	
<b>Noncurrent assets</b>				
Long-term investments	1,000,000	1,000,000	-	
Capital assets, net	47,360,309	45,576,905	1,783,404	
<b>Total Assets</b>	<b>84,949,099</b>	<b>79,184,633</b>	<b>5,764,466</b>	
<b>Deferred Outflows of Resources</b>				
Deferred outflows - pensions	2,742,173	3,651,781	(909,608)	TRS pension
Deferred outflows - OPEB	9,508,808	9,735,156	(246,348)	OPEB
<b>Total Deferred Outflows of Resources</b>	<b>12,250,981</b>	<b>13,406,937</b>	<b>(1,155,956)</b>	
<b>Liabilities</b>				
Accounts payable & accrued liabilities	523,480	132,936	390,544	
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	51,747	51,275	472	Agency funds - groups, clubs, etc on campus
Deferred revenues	874,501	431,198	443,303	Grants paid in advance and fall registrations
Compensated absences	506,807	465,914	40,893	
Bonds payable, net of premiums	3,120,000	4,752,263	(1,632,263)	Annual payment
Tax note payable, net of premiums	18,820,000	19,640,000	(820,000)	Annual payment
<b>Total Liabilities</b>	<b>59,051,497</b>	<b>63,927,093</b>	<b>(4,875,596)</b>	
<b>Deferred Inflows of Resources</b>				
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)	
<b>Total Deferred Inflows of Resources</b>	<b>11,614,521</b>	<b>11,478,944</b>	<b>135,578</b>	
<b>Net Assets</b>				
Fund Balance - Equity	26,534,062	17,185,533	9,348,529	
<b>Total Net Assets</b>	<b>26,534,062</b>	<b>17,185,533</b>	<b>9,348,529</b>	

**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**April 30, 2023 and April 30, 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
<b>Revenues</b>										
<b>Operating revenues</b>										
Tuition and fees	1,302,468	6,166,701	6,688,719	(522,018)	92.20%	1,655,336	6,575,479	6,688,719	(113,240)	98.31%
Federal grants and contracts	5,578,389	-	-	-	0.00%	10,325,956	-	245,993	(245,993)	0.00%
State grants	454,651	-	-	-	0.00%	389,782	-	-	-	0.00%
Local grants	215,599	-	-	-	0.00%	240,946	-	-	-	0.00%
Auxiliary enterprises	1,480,205	-	-	-	0.00%	1,362,729	-	-	-	0.00%
Other operating revenues	323,099	44,773	70,000	(25,227)	63.96%	285,617	38,132	75,000	(36,868)	50.84%
<b>Total operating revenues</b>	<b>9,534,411</b>	<b>6,211,474</b>	<b>6,758,719</b>	<b>(547,245)</b>	<b>91.90%</b>	<b>14,240,366</b>	<b>6,613,611</b>	<b>7,009,712</b>	<b>(396,101)</b>	<b>94.35%</b>
<b>Expenses</b>										
<b>Operating expenses</b>										
Administrative	-	5,521,888	8,960,337	3,438,449	61.63%	-	4,767,750	7,869,087	3,101,337	60.59%
Institutional	-	3,780,364	7,911,150	4,130,786	47.79%	-	3,785,038	7,588,192	3,803,154	49.88%
Designated for Institutional Reserve	-	-	-	-	0.00%	-	-	-	-	0.00%
Occupational Technical Instruction	-	3,924,343	6,546,064	2,621,721	59.95%	-	3,553,120	6,329,305	2,776,185	56.14%
University Parallel Instruction	-	5,055,287	8,362,715	3,307,428	60.45%	-	4,913,090	8,296,763	3,383,673	59.22%
Student Services	-	2,694,405	4,725,992	2,031,587	57.01%	-	2,786,619	5,043,330	2,256,711	55.25%
Physical Plant	-	1,780,398	3,564,791	1,784,393	49.94%	-	1,797,916	3,301,962	1,504,046	54.45%
Unbudgeted Unrestricted (Fund 12)	877,549	-	-	-	0.00%	756,447	-	-	-	0.00%
Continuing Education	429,998	-	-	-	0.00%	574,103	-	-	-	0.00%
Auxiliary Enterprises	1,686,298	-	-	-	0.00%	1,573,907	-	-	-	0.00%
Local Grants	5,000	-	-	-	0.00%	5,177	-	-	-	0.00%
TPEG	191,869	-	-	-	0.00%	205,878	-	-	-	0.00%
Institutional Scholarships	151,331	-	-	-	0.00%	111,136	-	-	-	0.00%
State Grants	454,651	-	-	-	0.00%	389,782	-	-	-	0.00%
Federal Grants	5,376,909	-	-	-	0.00%	10,332,428	-	-	-	0.00%
Donor Scholarships	254,888	-	-	-	0.00%	277,313	-	-	-	0.00%
Unexpended Plant Fund	708,695	-	-	-	0.00%	864,706	-	-	-	0.00%
Depreciation	-	-	-	-	0.00%	-	-	-	-	0.00%
Debt Retirement	23,893	-	-	-	0.00%	156,101	-	-	-	0.00%
Gain on Sale of Property	-	-	-	-	0.00%	-	-	-	-	0.00%
Tax maintenance Note	358,665	-	-	-	0.00%	2,213,989	-	-	-	0.00%
<b>Total operating expenses</b>	<b>10,719,745</b>	<b>22,756,684</b>	<b>40,071,049</b>	<b>17,314,365</b>	<b>56.79%</b>	<b>17,460,987</b>	<b>21,603,533</b>	<b>38,428,839</b>	<b>16,825,306</b>	<b>56.22%</b>
<b>Operating Gain/(Loss)</b>	<b>(1,165,334)</b>	<b>(16,545,210)</b>	<b>(33,312,330)</b>	<b>(17,861,610)</b>		<b>(3,220,622)</b>	<b>(14,989,922)</b>	<b>(31,419,127)</b>	<b>(17,221,407)</b>	
<b>Nonoperating revenues</b>										
State appropriations*	-	4,704,325	7,587,622	(2,883,297)	62.00%	-	4,889,340	7,587,622	(2,698,282)	64.44%
Property tax revenue - Current	1,490,934	23,457,784	25,599,708	(2,141,924)	91.63%	1,504,877	21,822,814	23,612,061	(1,789,247)	92.42%
Property tax revenue/Insist Reserve	-	-	-	-	0.00%	-	144,444	144,444	-	0.00%
Property tax revenue - Delinquent	5,764	78,376	78,376	-	0.00%	8,015	98,142	98,142	-	0.00%
Property tax revenue - Interest & Penalties	8,457	81,942	81,942	-	0.00%	5,771	75,894	75,894	-	0.00%
Investment income	31,772	527,042	125,000	402,042	421.63%	1,203	46,352	75,000	(28,648)	61.80%
Other non-operating revenues	197,940	11,562	-	11,562	0.00%	248,847	7,450	-	7,450	0.00%
<b>Total nonoperating revenues</b>	<b>1,734,867</b>	<b>28,861,031</b>	<b>33,312,330</b>	<b>(4,451,299)</b>	<b>86.64%</b>	<b>1,768,713</b>	<b>27,084,416</b>	<b>31,419,127</b>	<b>(4,334,691)</b>	<b>86.20%</b>
<b>Provided by the State</b>										
Revenue for Insurance and Retirement	-	974,607	-	974,607	0.00%	-	1,420,601	-	1,420,601	0.00%
State Insurance Match	-	(368,996)	-	(368,996)	0.00%	-	(608,426)	-	(608,426)	0.00%
State Retirement Match	-	(504,394)	-	(504,394)	0.00%	-	(480,173)	-	(480,173)	0.00%
State Retiree Insurance	-	(101,217)	-	(101,217)	0.00%	-	(332,002)	-	(332,002)	0.00%
<b>Increase/(decrease) in net assets</b>	<b>569,533</b>	<b>12,315,821</b>	<b>-</b>	<b>(22,312,909)</b>		<b>(1,451,909)</b>	<b>12,094,514</b>	<b>-</b>	<b>(21,556,098)</b>	
* State Approp portion generated by CE -	121,372					126,145				
* Institutional Reserve	14,929,374					10,868,668				



**Alvin Community College**  
**Consolidated Statements of Revenue and Expense**  
**April 30, 2023 and April 30, 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
<b>Revenues</b>										
Operating revenues										
Total operating revenues	9,554,411	6,211,474	6,758,719	(547,245)	91.90%	14,240,366	6,613,611	7,009,712	(396,101)	94.35%
Nonoperating revenues										
Total nonoperating revenues	1,734,867	28,861,031	33,312,330	(4,451,299)	86.64%	1,768,713	27,084,436	31,419,127	(4,334,691)	86.20%
<b>Less Expenses</b>										
Operating expenses										
Total operating expenses	(10,719,745)	(22,756,684)	(40,071,049)	(17,314,365)	56.79%	(17,460,987)	(21,603,533)	(38,428,839)	(16,825,306)	56.22%
<b>Increase/(decrease) in net assets</b>	<b>569,533</b>	<b>12,315,821</b>	<b>-</b>	<b>(22,312,909)</b>		<b>(1,451,909)</b>	<b>12,094,514</b>	<b>-</b>	<b>(21,556,098)</b>	

- State Approp portion generated by CE = 121,372 126,145
- Institutional Reserve 14,929,374 10,868,668

**Alvin Community College**  
**Consolidated Detail Expense by Type**  
**April 30, 2023 and April 30, 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 Funds Actual	M&O Actual	M&O Budget	Remaining Budget	% of Budget Expended
Administrative Sal	5,595	1,138,984	1,792,544	653,560	63.54%	58,582	1,151,954	1,755,274	603,320	65.63%
Professional Sal	473,788	3,303,626	5,655,893	2,352,267	58.41%	395,897	3,136,594	5,490,048	2,353,454	57.13%
Tech/Clerical Sal	493,468	3,184,536	5,398,237	2,213,701	58.99%	485,134	3,030,182	5,135,350	2,105,168	59.01%
Faculty Sal	180,470	7,444,980	12,448,788	5,003,808	59.80%	200,112	7,239,997	12,289,001	5,049,004	58.91%
Misc Sal	960	140,228	204,965	64,737	68.42%	38,499	98,326	144,855	46,529	67.88%
Reg. Students Sal	57,311	56,398	211,376	154,978	26.68%	19,883	30,001	161,279	131,278	18.60%
Work Study Students Sal	84,137	-	-	-	0.00%	30,235	-	-	-	0.00%
Staff Benefits	179,644	2,684,098	4,290,630	1,606,532	62.56%	177,581	2,469,546	4,305,770	1,836,224	57.35%
Subtotal	1,475,373	17,952,850	30,002,433	12,049,583	59.84%	1,405,923	17,156,600	29,281,577	12,124,977	58.59%
Equipment	181,916	25,204	31,900	6,696	79.01%	44,245	36,209	-	(36,209)	0.00%
Computer Hardware	114,346	-	72,000	72,000	0.00%	-	5,307	-	(5,307)	0.00%
Capital Improvements	-	-	-	-	0.00%	39,680	-	-	-	0.00%
Designated for Instnl Reserve	-	-	150,000	150,000	0.00%	-	-	144,444	144,444	0.00%
Travel/Prof Development	36,917	320,340	540,442	220,102	59.27%	43,259	131,996	213,374	81,378	61.86%
Supplies & Exp	1,274,037	4,453,801	7,044,474	2,590,673	63.22%	1,278,071	4,145,122	6,574,244	2,429,122	63.05%
Institutional Scholarships	151,331	4,489	248,300	243,811	1.81%	111,156	128,300	333,700	205,400	38.45%
Financial Aid	5,416,268	-	-	-	0.00%	10,328,124	-	-	-	0.00%
Donor Scholarships	254,888	-	-	-	0.00%	277,313	-	-	-	0.00%
Purchases (Store/Concession)	723,416	-	-	-	0.00%	698,420	-	-	-	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)	23,893	-	-	-	0.00%	156,101	-	-	-	0.00%
Tax Maintenance Note	358,665	-	1,781,500	1,781,500	0.00%	2,213,989	-	1,781,500	1,781,500	0.00%
Unexpended Plans	708,695	-	-	-	0.00%	864,706	-	-	-	0.00%
	10,719,745	\$ 22,756,684	\$ 40,071,049	\$ 17,314,365	56.79%	\$ 17,460,987	\$ 21,603,533	\$ 38,428,839	\$ 16,825,306	56.22%
State Insurance Match	-	368,996	-	(368,996)	0.00%	-	608,426	-	(608,426)	0.00%
State Retirement Match	-	504,394	-	(504,394)	0.00%	-	480,173	-	(480,173)	0.00%
State Retiree Insurance	-	101,217	-	(101,217)	0.00%	-	332,002	-	(332,002)	0.00%

**Alvin Community College**  
**Continuing Education Statement of Revenue and Expense**  
**April 30, 2023**

	Year-To-Date					Net Margin
	Actual Revenue	TPEG	Exemptions	Net Revenue	Actual Expense	
Administration	121,372	1,156	(19,268)	103,260	186,146	(82,886)
GED	-	-	-	-	-	-
Motorcycle	-	-	-	-	(1,059)	1,059
Real Estate	307	-	-	307	-	307
Dental Assistant	59,540	(3,572)	-	55,968	43,690	12,278
Phlebotomy	12,120	(727)	-	11,393	2,660	8,733
Health and Medical	740	(44)	-	696	-	696
Certified Nursing / Medication Aide	35,115	(2,107)	-	33,008	11,865	21,143
Welding	1,128	(68)	-	1,060	2,476	(1,415)
Truck Driving	190,075	(10,905)	-	179,170	93,790	85,379
Center for Professional Workforce Dev	-	-	-	-	-	-
Education to Go	2,707	-	-	2,707	-	2,707
Concealed Handguns	1,390	-	-	1,390	-	1,390
Occupational Health & Safety	2,633	-	-	2,633	832	1,801
Community Programs	165	-	-	165	1,736	(1,571)
Clinical Medical Assistant	30,510	(1,831)	-	28,679	12,494	16,186
Vet Assistant	-	-	-	-	-	-
Yoga	2,665	-	-	2,665	1,600	1,065
Human Resource Program	-	-	-	-	-	-
Activity Director Program	-	-	-	-	-	-
Machinist Program	7,934	(476)	-	7,458	7,402	56
TWC Pipefitter Program	-	-	-	-	-	-
STRIVE	99,134	(5,889)	-	93,245	64,028	29,217
TWC INEOS/TEAM	-	-	-	-	-	-
TWC Ascend	3,900	-	-	3,900	1,985	1,915
Options Program	-	-	-	-	353	(353)
Industrial Maintenance	-	-	-	-	-	-
TWC Building Construction Trades	-	-	-	-	-	-
<b>Total</b>	<b>571,435</b>	<b>(24,463)</b>	<b>(19,268)</b>	<b>527,703</b>	<b>429,998</b>	<b>97,706</b>

\*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.

Alvira Community College  
Auxiliary Profit(Loss) Statement Year-To-Date Through April 30, 2023 and April 30, 2022

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total	Prior Year-To-Date
<b>Revenue</b>								
Sales & services	213,482		800,913	3,202	238,387	10,791	1,266,775	1,129,903
Student Fees		213,430					213,430	212,826
	213,482	213,430	800,913	3,202	238,387	10,791	1,480,205	1,342,729
<b>Expenses</b>								
Purchases & Returns			723,416				723,416	698,420
Salaries	50,392	95,030	142,134		174,983	30,786	493,326	453,302
Staff Benefits	15,570	17,217	31,361		61,332	2,375	127,855	136,252
Supplies & Other Operating Expenses	142,744	100,670	22,078	4,998	18,099	10,868	299,456	230,217
Equipment	2,711	13,174	13,220				31,105	54,468
Building Repairs							-	-
Bank Charges			8,100		1,640		9,740	7,348
Contingency							-	-
Scholarships		1,400					1,400	3,900
	211,417	227,491	942,308	4,998	256,054	44,029	1,686,298	1,573,907
Excess revenue over expenses	2,065	(14,061)	(141,395)	(1,796)	(17,667)	(33,238)	(206,092)	(231,179)
<b>Assets:</b>								
Cash & Petty Cash			2,513				2,513	2,513
Accounts Receivable			48,130				48,130	11,829
Interfund Receivables	58,102	322,754	380,592	1,021	(50,680)	14,282	726,071	1,183,256
Prepaid Expenses							-	-
Inventory			192,851				192,851	193,523
Total Assets	58,102	322,754	624,086	1,021	(50,680)	84,282	969,564	1,391,121
<b>Liabilities:</b>								
Accounts Payable/Gift Certificates	8,092	1,642	30,678		5,393	82	45,887	54,844
Deferred Revenue	14,010	10,950	9,257			110	34,327	21,590
Deposits							-	-
Total Liabilities	22,102	12,592	39,935		5,393	192	80,214	76,434
Restricted Fund Balance (includes inventories)			192,851				192,851	193,523
Unrestricted Fund Balance	35,001	310,161	391,300	1,021	(56,074)	14,089	696,498	1,121,164
Total Liabilities & Fund Balance	58,102	322,754	624,086	1,021	(50,680)	14,282	969,564	1,391,121

**Alvin Community College**  
**Auxiliary Profit/(Loss) Statement - Year-To Date Through April 30, 2022**

	Parking	Student Activities	Bookstore	Vending	Childcare	Fitness Center	Total
<b>Revenue</b>							
Sales & services	213,218		700,691	2,339	210,358	3,297	1,129,903
Student Fees		212,826					212,826
	213,218	212,826	700,691	2,339	210,358	3,297	1,342,729
<b>Expenses</b>							
Purchases & Returns			698,123	296			698,420
Salaries	68,419	62,307	131,221		182,973	8,382	453,302
Staff Benefits	19,718	11,198	33,594		61,376	366	126,252
Supplies & Other Operating Expenses	136,481	59,247	17,780		16,257	451	230,217
Equipment	39,680		14,788				54,468
Building Repairs							-
Bank Charges			5,126		2,214	8	7,348
Contingency							-
Scholarships		3,900					3,900
	264,298	136,653	900,633	296	262,819	9,207	1,573,907
Excess revenue over expenses	(51,081)	76,173	(199,942)	2,042	(52,461)	(5,918)	(231,179)
<b>Assets:</b>							
Cash & Petty Cash			2,513				2,513
Accounts Receivable			11,829				11,829
Interfund Receivables	227,887	480,103	407,691	5,331	(8,216)	70,459	1,183,256
Prepaid Expenses							-
Inventory			193,523				193,523
Total Assets	227,887	480,103	615,556	5,331	(8,216)	70,459	1,391,121
<b>Liabilities:</b>							
Accounts Payable/Gift Certificates	6,063	638	40,641		7,459	43	54,844
Deferred Revenue	10,650	10,650				290	21,590
Deposits							-
Total Liabilities	16,713	11,288	40,641	-	7,459	333	76,434
Restricted Fund Balance (includes inventories)			193,523	-			193,523
Unrestricted Fund Balance	211,174	468,815	381,393	5,331	(15,674)	70,126	1,121,164
Total Liabilities & Fund Balance	227,887	480,103	615,556	5,331	(8,216)	70,459	1,391,121

19. **Adjournment**