



NORTHEAST LAKEVIEW COLLEGE
ANNUAL BUDGET BOOK
FY 2023 - 2024



NORTHEAST LAKEVIEW COLLEGE

FY 2023-2024 Annual Budget

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INTRODUCTION



Message from the President

May 20, 2024

It is my pleasure to present the Northeast Lakeview College Fiscal Year 2024 Annual Budget. This document reflects the dedication and hard work from the college's administrative units: College Services, Student Success, Academic Success, and the Office of the President working toward a goal of student success. Our budget priorities focus on strategic initiatives and key performance indicators, some of which include increasing persistence, retention, and degree completion, enhancing student engagement and support services, and focusing on efficiency to include excellent financial management.

Established in 2007 as one of the five Alamo Colleges, Northeast Lakeview College provides academic rigor that challenges students to learn freely and become critical thinkers. Through our state-of-the-art facilities, innovative technology, and wide range of student support services our institution is designed to enhance student success. Northeast Lakeview College graduates have the experience needed to succeed at a transfer university and the skills and knowledge to be competitive in the workplace.

The Northeast Lakeview College budget is guided by the institution's mission, vision, values, and belief statements:

Mission

Northeast Lakeview College empowers its students for success by offering educational programs and cultural enrichment opportunities. The College provides quality teaching, measurable learning, and public service that contributes to the earning of associate degrees and certificates to improve its community's future.

Vision

To be a transformative force in a culturally rich community, empowered by education, to meet the dynamic demands of the future.

Values

The members of Northeast Lakeview College are committed to building individual and collective character through the following set of shared values in order to fulfill our mission and vision:



STUDENTS FIRST



RESPECT FOR ALL



COMMUNITY-ENGAGED



COLLABORATION



CAN-DO SPIRIT



DATA-INFORMED

Belief Statements

1. We are inspired by changing lives through learning
2. We develop our students by empowering them to be successful in their educational journey
3. An NLC education is the greatest pathway to social equality and social mobility for our community

Through the continuous improvement process, budget strategies are reviewed to ensure funding is aligned with strategic initiatives. NLC continues to add new programs and expand its services to provide educational opportunities, preparing the communities that it serves for in-demand careers. From associate degrees and certificates, dual credit/early college high school programs, community programs, and enrichment opportunities, Northeast Lakeview College aligns its curriculum and budget with its general education competencies. Our team of administrators, faculty and staff are committed to our college mission and continue to put students first.



Sincerely,

A handwritten signature in black ink that reads "Veronica Garcia". The signature is written in a cursive style.

Dr. Veronica Garcia, President
Northeast Lakeview College



Organizational Description (Who We Are)

Northeast Lakeview College (NLC) continues to provide educational opportunities in the communities that it serves. We aim to achieve greater student success by providing coursework to meet employer need and preparing our students for in-demand, high-wage employment. Our dedicated academic and student success teams, help students through the onboarding process, meet with students during pivotal touchpoints in their education journey, and monitor students’ progress until they earn a certificate or degree.

Northeast Lakeview College, one of the five Alamo Colleges, is located in one of the fastest growing areas in the state. The college serves northeast Bexar County and residents from Comal and Guadalupe Counties, with about 37% of its students coming from these counties outside of Bexar. To meet the growing higher educational and workforce demands, NLC expanded its footprint into the New Braunfels and Seguin communities to lead the Central Texas Technology Center (CTTC). The CTTC is a joint partnership of the cities of New Braunfels and Seguin.



Striving to serve its diverse student population, including parent learners, NLC partnered with Bezos Academy to open a tuition-free, Montessori-style preschool on NLC’s campus. This is the first Bezos Academy preschool planned for northeast Bexar County and the greater San Antonio area. The Bezos Academy, is a tuition free preschool that will follow a full-day, year-round schedule, and will cover operating expenses for the preschool

programs at no cost to the families being served. The Bezos site on the NLC campus is scheduled to welcome students in late 2024.

Northeast Lakeview College was also awarded the Gold 2023 Veterans Education Excellence Recognition Award (VEERA). The Texas State Legislature established the VEERA program to recognize public colleges and universities for their excellence in providing education and related services to veterans and the military-connected community. Northeast Lakeview College received the Silver Award in 2021 and the Gold Award in 2022.



Committed to providing educational access to the communities that it serves, Northeast Lakeview College continues to provide support to students through the Alamo Colleges District AlamoPROMISE initiative, a last dollar scholarship program to assist students in paying for a college education. Student Success personnel at NLC provided support to students throughout the process and assisted with the ApplyTEXAS application, financial aid,



advising, and registration. The College has adopted numerous strategies to help enrolled AlamoPROMISE students with progress and completion.

As mentioned earlier, Northeast Lakeview College continues its commitment to increase graduation and completion rates and is pleased to announce that 2023 certified numbers indicate that NLC awarded 921 degrees and certificates. Additionally, fall 2023 enrollment grew by 11.7% over the previous year to reach an all-time high fall enrollment of 8,265.



Awards and Acknowledgements



Northeast Lakeview College was selected as a 2023 Most Promising Places to Work in community colleges. The annual award recognizes community and technical colleges committed to diversity through best-in-class student and staff recruitment and retention practices, inclusive learning and working environments, and meaningful community service and engagement opportunities. NLC has received this award each year since 2019.

Committed to preparing our students for high-wage, in demand careers, NLC continues to enhance its Cyber defense program. The program was recognized by the National Security Agency (NSA) as the San Antonio areas newest Center of Academic Excellence in Cyber Defense Education. Additionally, students in this program demonstrate their proficiency and technical skills by outperforming graduates of other programs across the country. In Spring 2023, NLC students placed 23rd in the National Cyber League's OSINT Challenge among 3,593 teams.



Northeast Lakeview College is proud to announce that it received a \$189,401 grant from the Texas Workforce Commission as part of the Jobs and Education for Texans (JET) Program. Funds will be used to purchase and install equipment to initially train 75 students as network and computer systems administrators, with additional students to be trained in the future. An official check presentation took place on May 22.

The entire Northeast Lakeview College family thanks the members of the Board of Trustees for their support and guidance in conducting the financial operations of Northeast Lakeview College in a highly responsible manner. The timely preparation of this financial report was made possible by the continued dedication and service of the Alamo Colleges' staff.

Workforce Profile of Northeast Lakeview College

The Northeast Lakeview College workforce includes faculty, administrators, staff, and work study (student employees). The College's diverse workforce continues to be representative of both our student population and the demographics of Bexar County. Teaching faculty are required to meet the certification requirements associated with accreditation set by the SACSCOC. Some positions in the administrative segment require professional or doctoral degrees, while others require



bachelor's or master's degrees, and positions in the staff segment require at least a high school level of education. Special health and safety related requirements exist in the following areas: recognized hazardous work environments such as welding, electrical, chemical, and ergonomics; compliance with Texas Commission on Law Enforcement Standards for police officers; and driving safety for vehicle operators. While no bargaining units exist, the College's Faculty Senate and Staff Senate are engaged in Participatory Leadership for local initiatives. These groups are also part of a larger, Unified ACD Faculty Senate and Staff Senate, which addresses alignment issues as needed within the District. This is another example of our Participatory Leadership approach.

Northeast Lakeview College Organizational Structure

The College President serves as the chief executive officer of the college and community advocate for the college. The Office of the President establishes criteria for program effectiveness and institutional effectiveness. This position serves as liaison between the college and other colleges, universities, and school districts. The President also serves as the ultimate budget control arbiter within the college. Under the Office of the President, there is a Vice President of College Services, Vice President of Student Success, and Vice President of Academic Success.

The Vice President of College Services provides leadership to the college administrative services. This position oversees the alignment of budget and financial services, human resources, institutional effectiveness and planning, facilities development and support, and information technology striving to achieve the Alamo Colleges' overall goal of student success. The VPCS oversees the administrative and operational support services of the institution, to include a safe and secure environment, emergency management, facilities management, fiscal management, diverse workforce, procurement, technological services in support of instruction and community service, and provide research and data that support institutional planning, evaluation, and decision making.

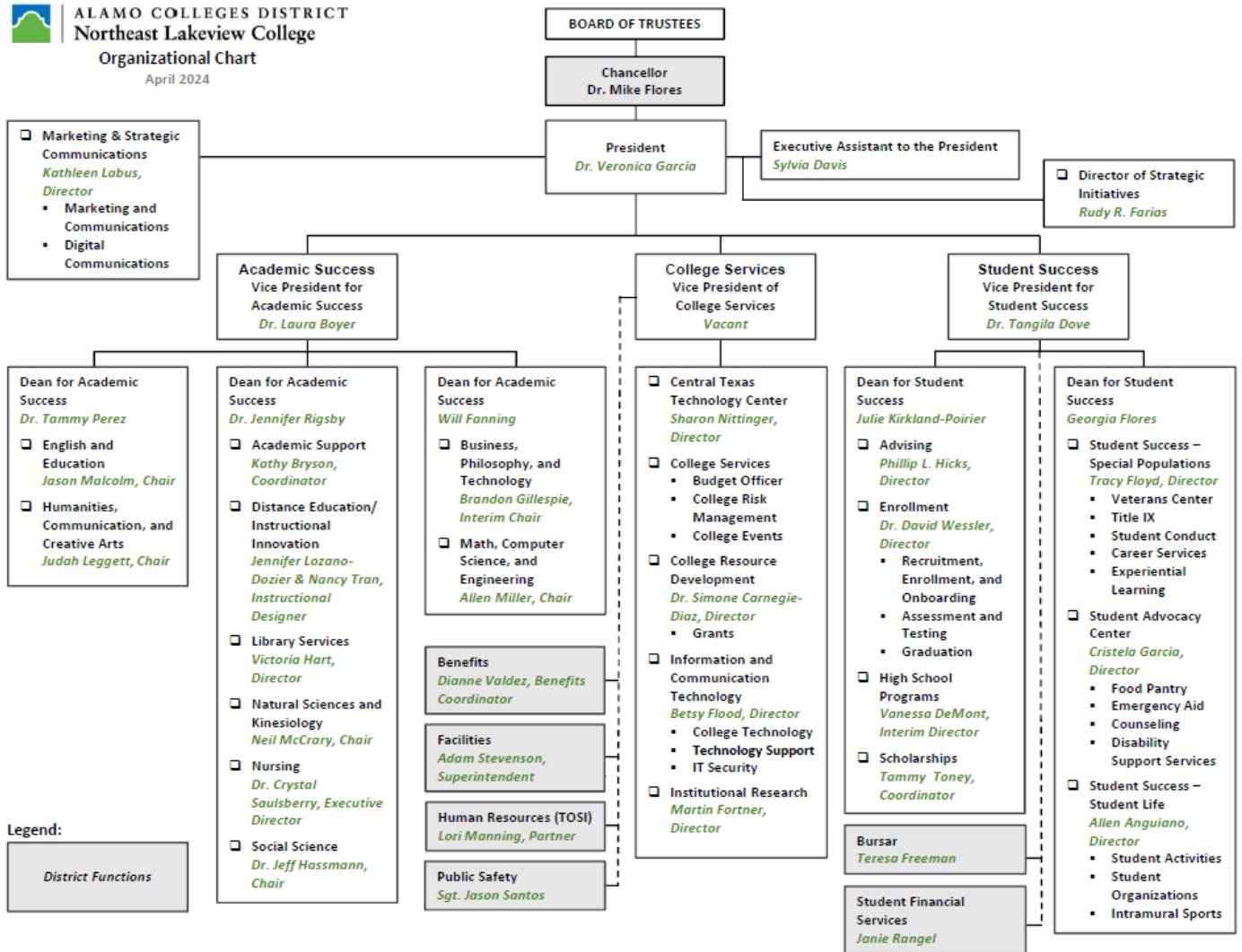
The Vice President of Student Success is the chief student affairs officer of the college and is responsible for admissions, advising, assessment center, business office, financial aid, and student discipline. Student services are offered by the offices of Admissions and Records, Advising, Assessment Center, Business Office, and Career Services and Job Placement. Students are supported socially through Student Leadership and Activities and personally through Counseling Services. Students with special needs are accommodated through Disability Support Services. Leaders of each of these departments report to the Vice President of Student Success.

The Vice President of Academic Success has the oversight of all credit and continuing education instructional programs and supervises the administration of the library, academic support center, institutional research, distance education, and the instructional innovation center. Student support is offered academically through the Academic Support Center (Tutoring), Distance Education, Library instruction courses, and the office of Special Projects, which coordinates academic-based student initiatives.



Northeast Lakeview College Organizational Chart

ALAMO COLLEGES DISTRICT
 Northeast Lakeview College
 Organizational Chart
 April 2024



For additional details about Alamo Colleges District leadership visit <https://www.alamo.edu/nlc/about-NLC/administration/>



Northeast Lakeview College Strategic Plan

Goal I: Quality Teaching, Learning, and Student Success

Objective I: Enhance Learning

Create innovative processes, resources, and methods of assessment to enhance student learning.

Strategies

1. Utilize high impact practices in teaching and learning.
2. Expand student opportunities for cross-curricular/programmatic learning.
3. Facilitate an environment of robust faculty and staff collaboration.
4. Expand and increase awareness of academic support services.
5. Identify and utilize relevant technology to meet college population needs.

Objective II: Enhance Student Support and Engagement

Develop infrastructure and opportunities for innovative methods, processes, and resources to enhance student success.

Strategies

1. Strengthen all aspects of career and transfer pathways awareness through the Alamo Institutes.
2. Build upon current practices designed to increase completion and minimize excess credit hours.
3. Expand opportunities for student engagement and innovative resources for student success.
4. Fully integrate cross-college processes for holistic advising.
5. Expand and increase awareness of student support services.

Objective III: Enhance Quality Teaching

Maintain and continue to develop quality professional development experiences for faculty.

Strategies

1. Implement opportunities for professional development (discipline specific and pedagogy specific).
2. Develop opportunities for faculty to share teaching techniques, strategies, and classroom experiences.
3. Enhance the availability of interactive learning technologies in the classroom.
4. Develop faculty peer mentorship.

Goal II: Respect, Value and Empower People

Objective I: Respectful Inclusive Culture

Promote an inclusive and diverse culture in which people's needs, ideas and involvement are critical parts of the institutional operations.

Strategies

1. Practice shared organizational leadership by including all stakeholders at the table.
2. Prioritize purposeful, multilateral communication, and respectful listening for increased employee engagement.



3. Strive for optimal staffing levels and infrastructure to support program and curriculum growth.
4. Empower diverse, cross-campus, inclusive work teams through organizational support.

Objective II: Employee Development and Recognition

Create opportunities to support, share, recognize, and celebrate the accomplishments of NLC employees.

Strategies

1. Promote and encourage varied and viable options for personal, professional, and leadership development.
2. Recognize, award, and celebrate the accomplishments of NLC employees.
3. Explore and enact innovative reward systems for employee achievements and appreciation.

Goal III: Enrich Internal and External Community Engagement and Communication

Objective I: Communication and Engagement

Enhance relationships with internal and external stakeholders and develop an awareness of College resources and services.

Strategies

1. Increase awareness of college and community services to enhance engagement.
2. Invest in systems to facilitate transparency and dissemination of information and resources to both internal and external stakeholders.

Objective II: Skills Development

Engage with our community to provide a skilled workforce.

Strategies

1. Develop programs that enrich our community.
2. Equip our students with essential skills for employment.
3. Expand internships and experiential learning opportunities.
4. Engage with our community partners to provide educational enrichment opportunities on campus.
5. Create an idea-sharing environment that promotes networking.

Objective III: Civic Responsibility and Cultural Awareness

Encourage a culture of civic responsibility and cultural awareness.

Strategies

1. Promote programming about different cultures.
2. Provide opportunities for civic engagement within the community.
3. Incentivize NLC employees and students to serve our community.



Northeast Lakeview College Strategy Map

ALAMO COLLEGES DISTRICT Northeast Lakeview College		Alamo Colleges Strategy Map Northeast Lakeview College Achieving our Stakeholder Imperatives									
Mission: Empowering our Diverse Communities for Success.		Vision: The Alamo Colleges will be the Best in the Nation in Student Success and Performance Excellence.									
Stakeholder Imperative	Strategic Objectives (Alamo Way)	Six Key Strategic Priorities and Strategies	Measure of Success	AY19/20	AY20/21		AY21/22		AY22/23		AY23/24
				FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target	FY2022 Actual	FY2023 Target	FY2023 Actual	FY2024 Target
<p>Texas</p> <p>THECB 60K30: At least 60% of Texans ages 25-34 will have a postsecondary credential or degree by 2030</p> <p>San Antonio</p> <p>SA 2020: Ensure 50% of adults in San Antonio will have earned a two- or four-year degree by 2020</p> <p>AC 2020 TARGET: 13,200</p>	<p>Student Success</p> <p>Approaches: • Achieving the Dream • MyMAP • AlamoPREP • AlamoREADY • I-REST • Equity • "Welcome Home" • AA/AS • Employability Gap</p> <p>Principle-Centered Leadership</p> <p>Approaches: • Seven Habits • Four Imperatives • Maximizing Employee Talent</p> <p>Performance Excellence</p> <p>Approaches: • Baldrige Excellence Framework • Project Management • Communication and Change Management • Continuous Improvement (FOCUS PDCA) • 4DX</p>	<p>1. Completion</p> <ul style="list-style-type: none"> • 4DX • Automatic Degree Awards • Reverse Transfer • 45 hours to Completion • Core Completion • Advanced Certificates • High Risk Courses 	WIG: Degrees and Certificates Awarded (AY)	671	685	911	950	969	1,037	921	954
		Three-Year FT FTIC Graduation Rates (AY)	36.7%	31.7%	28.5%	31.7%	31.5%	34.7%	35.7%	34.7%	
		Reduction in High-Challenge Courses (Fall Semester) * Terms do not include Corequisite Lab courses	13*	10	4*	8	11	8	5	4	
		Overall Score - Community College Survey of Student Engagement (CCSSE)	CCSSE not administered	50.0	49.8	CCSSE not administered	CCSSE not administered	52.0	50.3	CCSSE not administered	
		Student-to-Advisor Ratio	350/1	350/1	350/1	350/1	313/1	300:1 CA 600:1 HSP 150:1 Co-Req	Available Sept. 2023	300:1 CA 600:1 HSP 150:1 Co-Req	
		Percentage of Students with Formal Academic Plan/Institute	84%	≥95%	88%	≥95%	88%	≥95%	Available Sept. 2023	≥95%	
		Percentage of students meeting with Advisor at 15 hours	72% - FL19 70% - SP20 Avg. = 71%	≥95%	83% - FL20 77% - SP21 Avg. = 80%	≥95%	76%	100%	Available Sept. 2023	100%	
		Percentage of students meeting with Advisor at 30 hours	72% - FL 19 70% - SP20 Avg. = 71%	≥95%	77% - FL20 74% - SP21 Avg. = 76%	≥95%	73%	100%	Available Sept. 2023	100%	
		Percentage of students meeting with Advisor at 45 hours	70% - FL 19 72% - SP20 Avg. = 71%	≥95%	78% - FL20 76% - SP21 Avg. = 77%	≥95%	79%	100%	Available Sept. 2023	100%	
		Percentage of students taking a student success course within their first semester of attendance	67%	≥95%	61%	≥95%	85%	≥95%	Available Sept. 2023	≥95%	
		Percentage of Students Satisfied with Advising	CCSSE not administered	≥95%	98%	CCSSE not administered	CCSSE not administered	≥95%	Available Sept. 2023	CCSSE not administered	
		Average Semester Credit Hours Attempted by Graduates (AY)	63.3	71	63.0	72	64.6	70	62.7	68	
		Percentage of Technical Degree Students Employed or Enrolled Within 6 Months of Graduation	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
		Percentage of Students in Good Standing: Graduated, Transferred, Still Enrolled (by FTIC Cohort) (AY)	84%	85.0%	84%	85.0%	79%	85.0%	88%	85.0%	
		Student Loan Default Rate (Three Year Cohort Default Rate)	Available May 2024	TBD	Available May 2025	TBD	Available May 2026	TBD	Available May 2027	TBD	
		Percentage of Students Transferring to University (AY)	43%	48.0%	43%	48.0%	43%	48.0%	49%	48.0%	
		Overall Enrollment (Fall Credit Headcount) *Fall 18 began reporting "Owner" enrollment	6,540	6,671	6,657	6,790	6,704	7,606	7,399	7,600	
		FT Fall-to-Fall Persistence Percentage	61.8%	67.5%	60.4%	68.6%	60.5%	69.7%	61.1%	64.0%	
		Overall Dual Credit Enrollment (Fall Semester)	968	1,000	997	1,000	1,068	1,716	1,931	1,800	
		Alamo Academies Enrollment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
		Career and Technical Education Enrollment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
		Overall Score - Personal Assessment of the College Environment (PACE)	4.01	PACE not administered	PACE not administered	4.00	4.03	PACE not administered	PACE not administered	4.00	
		Graduation of Transfer Students at Senior Institutions	64.7%	62.0%	68.8%	62.0%	57.3%	62.0%	Available May 2025	TBD	
		Student Advocacy Centers Available	1	1	1	1	1	1	1	1	
SACSCOC Accreditation, Good Standing	1	1	1	1	1	1	1	1			

Values: Students First Respect for All Community-Engaged Collaboration Can-Do Spirit Data-Informed



Regulatory Requirements

ACD operates within the Texas Education Code monitored through the Texas Higher Education Coordinating Board (THECB), which regulates contact-hour funding, common courses, and the approval of new programs. THECB also compares demographic and financial data and monitors institutional effectiveness. ACD must comply with specific FERPA, ADA, OSHA, EPA, and EEOC requirements. ACD operates in accordance with regulatory requirements at the federal, state, and local levels.

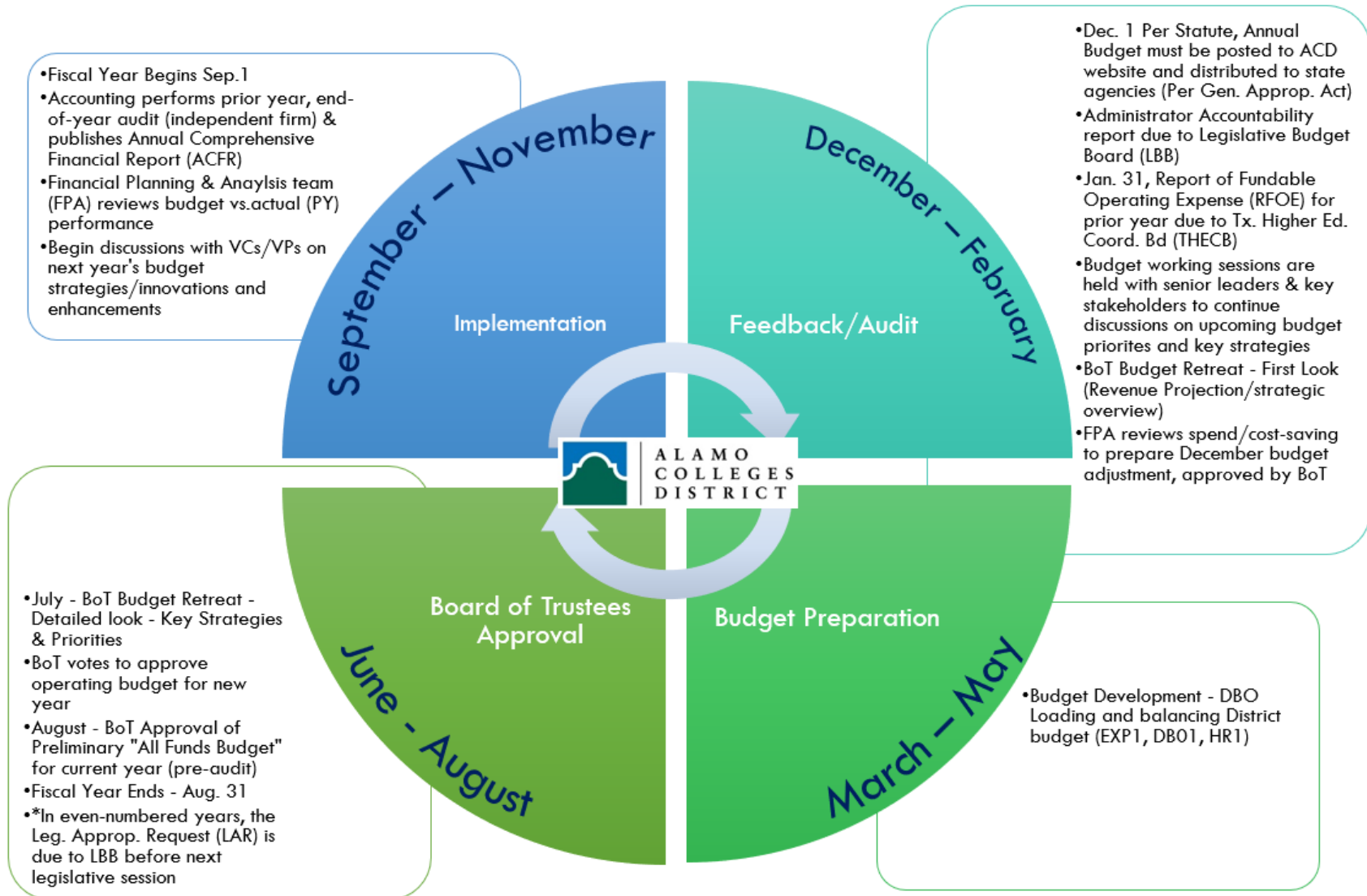
Each community college district in Texas is required by law to prepare an annual operating budget of anticipated revenues and expenditures for the fiscal year beginning September 1st. The District's Board of Trustees adopts the annual budget, which is prepared according to Generally Accepted Accounting Principles (GAAP) on the accrual basis of accounting (comparable to the audited financial statements) for operating funds and available resources for construction and renewal funds, Board policy and the Texas Higher Education Coordinating Board guidelines as defined in the *Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges*. Notices of the Budget Planning and Budget Adoption meetings were posted according to the Texas Government code, Sections 551.00-551.146.

HB 1495 Requirements

HB 1495 (86th Legislature) requires all political subdivisions to report expenditures "directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action." The Alamo Colleges District (ACD) is a member of both Texas Association of Community Colleges (TACC) and Texas Association of School Boards (TASB). Both of these organizations collect dues which go towards advocacy for community colleges.



Annual Budget Cycle





REVENUES AND EXPENSES



Revenue and Functional Expense Alignment

The FY2024 operating budget was developed based on a methodology and process that aligns the strategic plan with the available resources, driven by key student-data drivers such as student headcount and contact hours. The chart below depicts the major revenue streams and the cost structures they support.

REVENUES						
FORMULA FUNDED	NON-FORMULA FUNDED			PUBLIC SERVICE	AUXILIARY	SCHOLARSHIPS & FINANCIAL
EDUCATION & GENERAL <i>State Appropriations</i> <i>Tuition and Fees</i> <i>CE Reimbursable Tuition</i> <i>Property Taxes (Ad Valorem)</i> <i>Investment Income</i> <i>Other (Indirect Cost Recovery for Federal Revenue, Property Rental, Vendor Fees, VA)</i>	SPECIAL PROGRAM TUITION* <i>Allied Health/Nursing</i> <i>Workforce Programs</i> <i>Information Technology</i> <i>Tourism & Hospitality</i> <i>Law Enforcement</i> <i>Fire Technology</i>	STUDENT ACTIVITIES <i>Fees</i>	ENTERPRISE ACTIVITIES <i>Library Fines</i> <i>Gym Rental Charges</i> <i>Facility Rental Charges</i> <i>Testing Fees</i> <i>Virtual College of Texas (VCT) Fees</i> <i>CE Non-Reimbursable</i>	PUBLIC SERVICE <i>Planetarium Fees</i> <i>Fine Arts Acad. Charges</i>	DESIGNATED <i>Child Care Center Fees</i> <i>Natatorium Charges</i> NON-DESIGNATED <i>Vending Commission</i> <i>Copy Machine Charges</i> <i>Parking Permits & Fines</i>	SCHOLARSHIPS & FINANCIAL AID
EXPENSES						
FORMULA FUNDED	NON-FORMULA FUNDED			PUBLIC SERVICE	AUXILIARY	SCHOLARSHIPS & FINANCIAL
EDUCATION & GENERAL <i>Instruction</i> <i>Academic Support</i> <i>Student Services</i> <i>Institutional Support</i> <i>Operation & Maintenance</i>	SPECIAL PROGRAM TUITION* <i>Allied Health/Nursing</i> <i>Workforce Programs</i> <i>Information Technology</i> <i>Tourism & Hospitality</i> <i>Law Enforcement</i> <i>Fire Technology</i>	STUDENT ACTIVITIES	ENTERPRISE ACTIVITIES <i>Library Fines</i> <i>Gym Rental Charges</i> <i>Facility Rental Charges</i> <i>Testing Fees</i> <i>Virtual College of Texas (VCT) Fees</i> <i>CE Non-Reimbursable</i>	PUBLIC SERVICE <i>Planetarium Fees</i> <i>SA Symphony</i> <i>Fine Arts Academy</i>	DESIGNATED <i>Child Care Centers</i> <i>Natatorium</i> AUXILIARY SUPPORTED <i>Intramural</i> <i>Food Service</i>	SCHOLARSHIPS & FINANCIAL AID

* For full list of program tuition, see Tuition and Fees Schedule in Appendix section.



FY24 Revenue Summary

Northeast Lakeview College THREE YEAR REVENUE SUMMARY

FORMULA REVENUE FOR FUNDING MODELS

	FY 2022	FY 2023	FY 2024
State Appropriations	-	-	-
Veteran's Assistance Center	-	-	-
State Paid Benefits	-	-	-
Tuition - (Exclude CE)	10,963,760	9,779,797	10,965,704
Tuition - CE Reimbursable	-	-	-
Instructional Material Fee (effective spring 2023)	-	217,155	-
Taxes	-	-	-
Other	-	-	-
Non Designated Auxiliary	-	-	7,657
Total Formula Revenue	\$ 10,963,760	\$ 9,996,952	\$ 10,973,361

NON-FORMULA REVENUE FOR ENTERPRISES ACTIVITIES

	FY 2022	FY 2023	FY 2024
Instruction	-	-	-
Public Service	-	-	-
Academic Support	9,000	8,250	5,000
Student Services	319,105	266,452	277,064
Designated Auxiliary	-	-	-
Continuing Education	-	-	-
Designated Unrestricted	8,500	15,000	33,000
Total Non-Formula Revenue	\$ 336,605	\$ 289,702	\$ 315,064

TOTAL REVENUE	\$ 11,300,365	\$ 10,286,654	\$ 11,288,425
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Northeast Lakeview College
THREE YEAR REVENUE BUDGET

FORMULA REVENUE FOR FUNDING MODELS

	FY 2022	FY 2023	FY 2024
STATE APPROPRIATIONS			
11X001 State Appropriations E & G	-	-	-
11X001 State Paid Benefits	-	-	-
Total State Appropriations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TUITION			
11X001 Tuition - Non Exempt	8,503,645	7,788,212	8,623,278
11X001 Tuition - Exempt	2,717,326	2,624,020	4,147,807
11X001 Tuition - Exempt Discounts*	(2,717,326)	(2,624,020)	(4,147,807)
11X001 Expanded Summer Momentum Program (ESMP)	(374,433)	(604,486)	(532,000)
11X001 Tuition Pledged (25%)	2,834,548	2,596,071	2,874,426
11X001 Instructional Material Fee	-	217,155	-
Total Tuition	<u>\$ 10,963,760</u>	<u>\$ 9,996,952</u>	<u>\$ 10,965,704</u>
NON-DESIGNATED AUXILIARY			
13X001 AUX - Vending Rev	-	-	7,657
Total Non-Designated Auxiliary	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,657</u>
TOTAL FORMULA REVENUE	<u>\$ 10,963,760</u>	<u>\$ 9,996,952</u>	<u>\$ 10,973,361</u>

*Tuition - Exempt Discounts include Summer Momentum Program (SMP).



Northeast Lakeview College
THREE YEAR REVENUE BUDGET

NON-FORMULA REVENUE FOR ENTERPRISE ACTIVITIES

	FY 2022	FY 2023	FY 2024
11X001 Special Program Tuition	-	-	-
11X001 VCT Fee Revenue	-	-	-
11X001 Administrative Fee Revenue	-	-	-
Total Instruction	\$ -	\$ -	\$ -
11X001 Other Op - Facility Rental Revenue	-	-	-
11X001 Property Rentals Revenue	-	-	-
11X001 Sales and Services Revenue	-	-	-
Total Public Service	\$ -	\$ -	\$ -
11X001 Library Fines Revenue	1,000	250	-
11X001 Sales and Services Revenue	8,000	8,000	5,000
11X001 Miscellaneous Revenue	-	-	-
Total Academic Support	\$ 9,000	\$ 8,250	\$ 5,000
11X003 Student Activity Fee - w/o Exemptions	259,605	239,202	247,314
11X001 TSI Test Fee	30,000	-	8,000
11X001 CLEP Test Fee	5,000	5,000	2,750
11X001 Correspondence Test Fee	5,000	5,000	2,750
11X001 Accuplacer Test Fee	500	-	-
11X001 Event Booth Rental Revenue	3,500	3,500	-
11X001 ID Replacement	500	250	2,750
11X001 Veterans Administration Revenue	15,000	13,500	13,500
11X001 Miscellaneous Revenue	-	-	-
Total Student Services	\$ 319,105	\$ 266,452	\$ 277,064
13X001 AUX - Child Care Revenue	-	-	-
133003 Administrative Fee Revenue	-	-	-
133001 Sales & Services Revenue	-	-	-
Total Designated Auxiliary	\$ -	\$ -	\$ -
11X001 CE Tuit Non-Reimbursable	-	-	-
11X001 CE Tuit Non-Reimb Contracts	-	-	-
11X001 Non-CE Tuit Contract Training	-	-	-
Total C.E.	\$ -	\$ -	\$ -
17X00X Designated Unrestricted	8,500	15,000	33,000
Total Unrestricted Scholarships Interest Income	\$ 8,500	\$ 15,000	\$ 33,000
TOTAL NON-FORMULA REVENUE	\$ 336,605	\$ 289,702	\$ 315,064



FY24 Expense Summary

Northeast Lakeview College
Three Year Budget Summary by Functional Category

Functional Category	FTE Salary	Vacancy Credit	Other Salary	Benefits	Other Expense	Total Budget	%
FY 2024							
Instruction	5,823,504	(212,012)	2,845,268	2,009,641	536,132	11,002,533	43.5%
Academic Support	2,232,871	(78,947)	768,823	768,066	773,242	4,464,055	17.6%
Student Services	3,951,001	(155,503)	804,367	1,309,803	551,574	6,461,242	25.5%
Institutional Support	1,531,902	(76,555)	216,747	495,454	721,108	2,888,656	11.4%
Institutional Scholarships	-	-	-	-	50,000	50,000	0.2%
Transfers	-	-	-	-	435,586	435,586	1.7%
Total	\$ 13,539,278	\$ (523,017)	\$ 4,635,205	\$ 4,582,964	\$ 3,067,642	\$ 25,302,072	100.0%
FY 2023							
Instruction	5,529,945	(218,335)	1,939,634	2,011,724	486,650	9,749,618	46.2%
Academic Support	2,055,703	(88,440)	444,410	674,253	609,784	3,695,710	17.5%
Student Services	3,284,803	(168,588)	262,279	1,030,277	798,416	5,207,187	24.6%
Institutional Support	1,155,359	(74,620)	109,172	363,922	433,901	1,987,734	9.4%
Institutional Scholarships	-	-	-	-	50,000	50,000	0.2%
Transfers	-	-	-	-	435,586	435,586	2.1%
Total	\$ 12,025,810	\$ (549,983)	\$ 2,755,495	\$ 4,080,176	\$ 2,814,337	\$ 21,125,835	100.0%
FY 2022							
Instruction	5,421,124	-	1,701,029	1,911,625	454,150	9,487,928	45.7%
Academic Support	2,084,212	-	372,005	732,668	605,292	3,794,177	18.3%
Student Services	3,000,347	-	412,035	1,026,250	489,071	4,927,703	23.7%
Institutional Support	1,167,257	-	112,125	395,110	456,449	2,130,941	10.3%
Transfers	-	-	-	-	435,586	435,586	2.1%
Total	\$ 11,672,940	\$ -	\$ 2,597,194	\$ 4,065,653	\$ 2,440,548	\$ 20,776,335	100.0%

Note: FTE is defined as Full Time Employee in this table.
 Other Salary includes Compensation, HWHD, and other Talent adjustments.



Northeast Lakeview College
Three Year Non-Labor Expenses by Functional Category

	Equipment and Capital	Operating Expenses	Travel	Scholarships	Transfers	Total
FY 2024						
Instruction	14,750	521,382	-	-	-	536,132
Academic Support	125,066	574,994	73,182	-	-	773,242
Student Services	21,685	456,689	73,200	-	-	551,574
Institutional Support	9,980	608,601	102,527	-	-	721,108
Institutional Scholarships	-	-	-	50,000	-	50,000
Transfers	-	-	-	-	435,586	435,586
Total	\$ 171,481	\$ 2,161,666	\$ 248,909	\$ 50,000	\$ 435,586	\$ 3,067,642
FY 2023						
Instruction	14,750	471,900	-	-	-	486,650
Academic Support	166,066	370,794	72,924	-	-	609,784
Student Services	31,100	701,151	66,165	-	-	798,416
Institutional Support	4,250	330,475	99,176	-	-	433,901
Institutional Scholarships	-	-	-	50,000	-	50,000
Transfers	-	-	-	-	435,586	435,586
Total	\$ 216,166	\$ 1,874,320	\$ 238,265	\$ 50,000	\$ 435,586	\$ 2,814,337
FY 2022						
Instruction	20,250	433,900	-	-	-	454,150
Academic Support	156,616	377,744	70,932	-	-	605,292
Student Services	34,400	386,108	68,563	-	-	489,071
Institutional Support	4,500	358,955	92,994	-	-	456,449
Transfers	-	-	-	-	435,586	435,586
Total	\$ 215,766	\$ 1,556,707	\$ 232,489	\$ -	\$ 435,586	\$ 2,440,548



Three Year Staffing Summary

Northeast Lakeview College
Three Year Staffing Summary

	Account Code	FY22		FY23		FY24	
		FTE	Salary	FTE	Salary	FTE	Salary
Faculty	61001	79.00	4,992,679.00	79.00	5,138,964.00	79.00	5,369,456.00
Administrators	61011	8.00	1,062,766.00	8.00	1,094,653.00	10.00	1,332,896.00
Professionals	61012	73.00	4,266,641.00	79.00	4,587,670.00	88.00	5,495,543.00
Classified	61021	39.00	1,350,854.00	35.00	1,204,523.00	36.00	1,341,383.00
Total		199.00	\$ 11,672,940.00	201.00	\$ 12,025,810.00	213.00	\$ 13,539,278.00

Note: FTE is defined as Full-Time Employee in this table.
 FTE salary budgets do not include approved Compensation and Talent adjustments.



Northeast Lakeview College
Budgeted Contact Hours (Used for Workload Allocation)

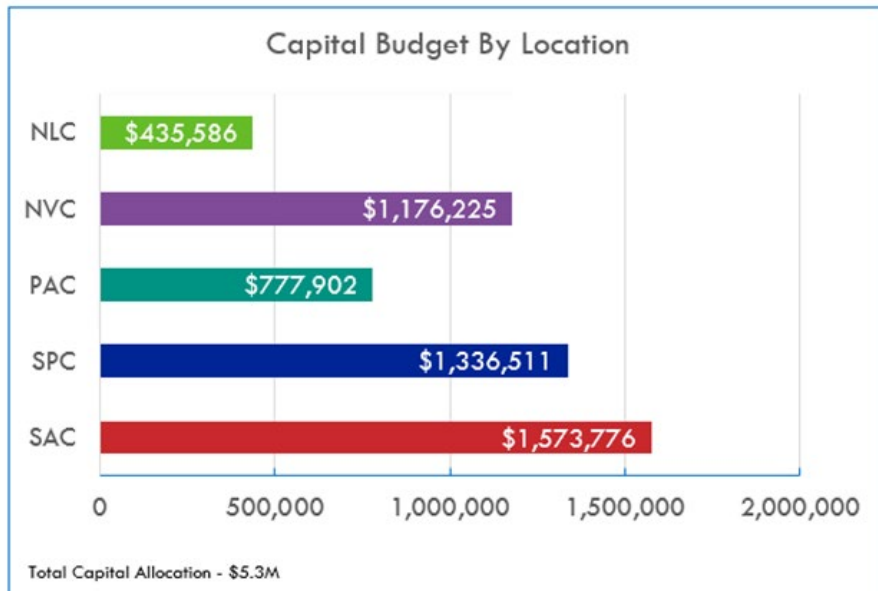
	FY 2022	FY 2023	FY 2024
0 Cross-Listed Courses With Different Fund Codes	-	-	2,070
1 Agriculture	-	-	-
2 Architect and Precision Prod Trades	-	-	-
3 Biology Physical Sci and Sci Tech	279,868	244,323	266,543
4 Bus Mgmt Marketing and Admin Svcs	52,954	62,513	87,090
5 Career Pilot	-	-	-
6 Communications	70,621	71,165	74,979
7 Computer and Information Sciences	31,073	34,743	44,021
8 Construction Trades	-	-	-
9 Consumer and Homemaking Ed	55,461	41,177	26,324
10 Engineering	-	-	-
11 Engineering Related	-	-	-
12 Eng Lang Lit Philos Hmtnies Intrdsc	335,912	278,225	356,081
13 Foreign Languages	27,262	29,702	35,658
14 Hlth Occ Dent Asst Med Lab AA Nurs	-	-	-
15 Health Occ Dental Hygiene	-	-	-
16 Health Occ Other	1,619	2,167	4,781
17 Respiratory Therapy	-	-	-
18 Vocational Nursing	-	-	-
19 Mathematics	193,252	176,081	202,097
20 Mechanics and Repairers Auto	-	-	-
21 Mech Repairer Diesel Aviation Transportation	-	-	-
22 Electronics	-	-	-
23 Physical Ed and Fitness	3,644	6,653	9,071
24 Protective Service and Public Admin	8,977	6,602	4,485
25 Psychology Soc Sciences and History	584,162	530,006	542,749
26 Visual and Performing Arts	83,515	75,919	76,705
27 Non-State Funded	-	-	-
28 Math Developmental Education	53,783	60,144	74,404
29 Reading/Writing Developmental Education	11,825	15,641	18,371
TOTAL	1,793,928	1,635,061	1,825,429



Facilities Maintenance and Long-Range Planning

Capital Allocations

With five individual college campuses and various off-campus sites totaling more than 5 million square feet of building space, the District has significant investments in buildings, land, parking garages, athletic facilities and furniture & equipment. The capital budget includes funding for routine capital expenditures such as the reconditioning or replacement of IT infrastructure and obsolete equipment and furniture, as well as funding for new capital outlays, that are subject to capitalization. Funds allocated to the annual capital budget that remain unspent in any given budget year are rolled forward to be made available for future use. The Capital Budget by Location chart details the capital budget amount allocated to each campus for FY2024.



Preventive Maintenance (PM)

The Alamo Colleges Preventive Maintenance Policy C.2.3.1, ensures that District Administration will prepare, budget and execute an annual preventive maintenance program that takes care to protect the taxpayer investment in the District’s facilities portfolio. Preventive maintenance is defined as “the recurrent, day-to-day, periodic, or scheduled work required to preserve the physical integrity or usefulness of a real property facility.” This includes work required to maintain, repair, restore, replace-in-kind or alter facilities components which have deteriorated or those that require upgrading or modernization so that they may be used effectively for the designated or intended purpose.

The budget for preventive maintenance is divided into two components: (1) Annual/Recurring Maintenance and (2) Replacement/Repairs of Existing Building Systems. Annual maintenance is intended to include work such as roofing upkeep and periodic inspection, but this grouping is also used to address unexpected issues that may arise. Additionally, as part of this budget component, normal soft costs are set aside to support projects. The Replacement/Repairs of Existing Building Systems component is titled Prioritized PM Projects; it is used towards major maintenance items such as roof replacement and structural repairs that are considered top priority. In contrast to the first component, the work completed as part of this allocation is typically planned, and not reactionary in nature. Preventive maintenance extends the life of existing facilities and thus, is not applicable to new buildings, changes to increase in capacity, building demolition, programmatic updates or similar items not falling in the heading “maintain, repair, restore, or replace” as defined by Board policy.

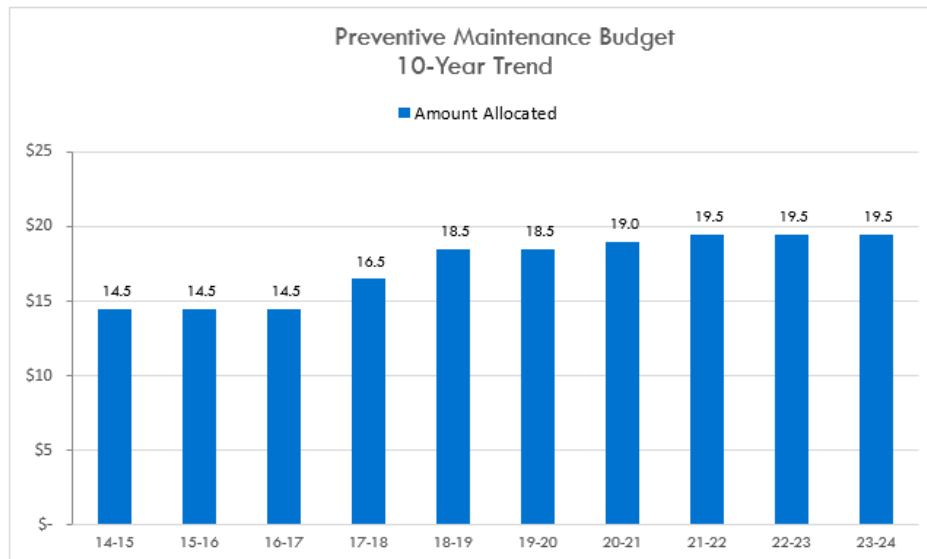


District Wide 3-Year PM Budget Overview	2024	2025	2026
Preventive Maintenance Projects	\$ 8.8	\$ 13.5	\$ 13.6
Trailing "Soft Cost"	1.7	2.9	2.7
Annual/Recurring Maintenance	2.0	3.1	3.2
Security/Infrastructure	5.0	-	-
Set-aside for Demolition	2.0	-	-
Total Annual PM Budget	\$ 19.5	\$ 19.5	\$ 19.5

The District’s long-term target is to increase the budget as a percentage of asset replacement values from 1.5% to between 2% - 2.5%, the median of the industry best practice standard. This increase represents an annual budget between \$24 and \$30 million, which would allow the District to continue preventing further deterioration of the Alamo Colleges’ facilities. Additional benefits of this added investment include:

- Strategic Investment in Learning Environment
- Increased Access to Technology
- Enhanced Student Safety
- Reduction of Energy Consumption and Improved Sustainability
- Restored & Preserved High Value Facility Portfolio (Increased Stewardship)

The chart below shows the 10-year PM funding history and the FY24 Budget projected.



Maintenance Tax Notes

In August 2022 a new funding stream was added in the form of \$270 million of Maintenance Tax Notes (MTN). The total amount of bond funding is not included in the District’s operating budget, but instead is a restricted funding source. These will be used to fund critical maintenance that is over-due in some instances; the life of aging facilities will be extended and an increase in energy savings is expected with the additional “technology refresh” projects that are planned. This additional funding will allow for needs that originally would have fallen in later plan years to be reprioritized and accelerated to stop further deterioration. Approved plans include addressing maintenance requirements on 51% of the District’s gross square footage, a total of 65 projects. Projects are categorized by those that will include full facility renovation and major system rehabilitation (critical deferred maintenance).



Project Type	Amount	# of Projects	Associated SQF
Full Facility Renovations	\$ 128,079,489	12	410,488
Major System Rehabilitation (Critical Deferred Maintenance)	136,899,539	53	2,328,131
District-Wide Contingency	5,020,972		
Total	\$ 270,000,000	65	2,738,619

Prioritization Strategy

The Alamo Colleges District maintains a facilities profile with an estimated \$1.2 billion-dollar replacement cost. National Standards recommend spending on maintenance to be between 1% and 5% of Asset Replacement Values depending on the age of the facility and status or magnitude of the backlog of work to be done. With the FY24 budget of \$19.5 million across all campuses representing approximately 1.6% of the replacement value, prioritization is and will continue to be imperative to a successful facilities maintenance plan. During 2021, the Facilities department collaborated with the College’s senior leadership to prioritize the repairs/renewals of building elements to be addressed with the rolling three-year preventive maintenance plan. A weighted prioritization method is applied and used to support the multi-year plan and the order and dollar amount to be allocated to each identified need. The prioritization methodology assesses various factors based on assigned weight, including a) building system categories, b) urgency of repair, c) building use, d) building age, and e) building condition (Facility Condition Index and Requirement Index). Data collected and assessed through the implementation of the prioritization strategy is used to establish total annual spending targets over the next three years for each of the colleges. The status of work-in-progress will continue to be measured annually and adjustments to the long-range plan may be made, as appropriate. The following table and chart detail the 3-year breakdown of projected preventive maintenance budget allocated by location annually FY24-26.

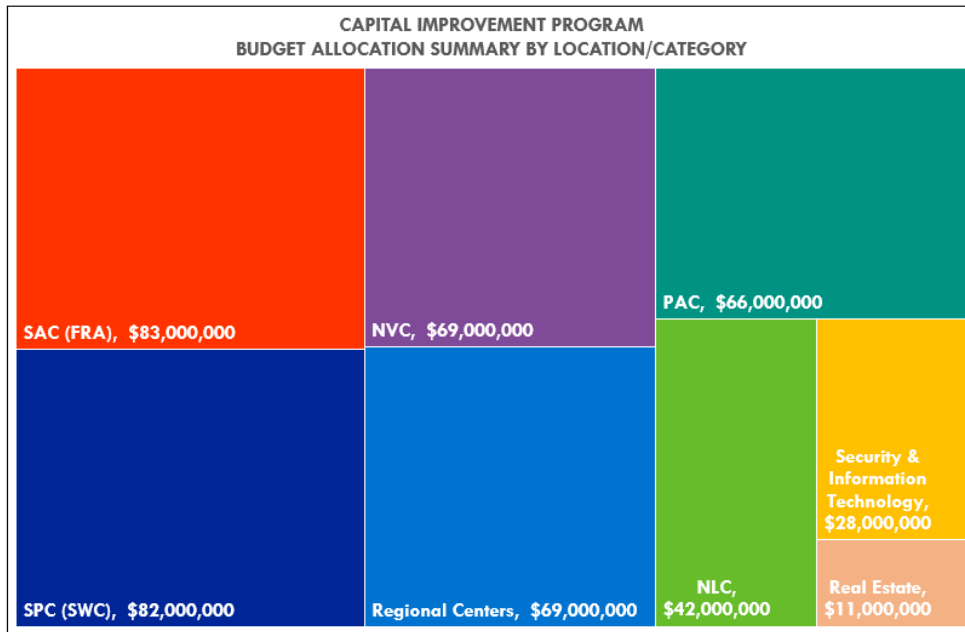
Campus	FY2024	FY2025	FY2026	Total (Projected FY24-FY26)	Funding % FY24 - FY26
	PM	PM	PM		
Full Facility Renovations	\$ -	\$ -	\$ -	\$ -	0%
SAC	\$ 0.7	\$ 1.9	\$ 7.9	\$ 10.4	29.0%
SPC (and SWC)	1.3	3.7	2.3	7.4	20.5%
PAC	4.5	4.1	1.0	9.6	26.7%
NVC	1.7	2.0	0.9	4.6	12.7%
NLC	0.6	1.8	1.6	4.0	11.2%
DSO	0.0	-	0.0	0.0	0.0%
Preventive Maintenance & MTN	\$ 8.8	\$ 13.5	\$ 13.6	\$ 35.9	100%
Total Full Facility Renovations + PM & MTN				\$ 35.9	100%
Trailing "Soft Costs"	1.7	2.9	2.7		
Annual/Recurring	2.0	3.1	3.2		
Security/Infrastructure Projects	5.0	-	-		
Set-aside for demolition	2.0	-	-		
District-Wide Contingency					
Grand Total	\$ 19.5	\$ 19.5	\$ 19.5		

3-Year Preventive Maintenance Summary (Shown in Millions)

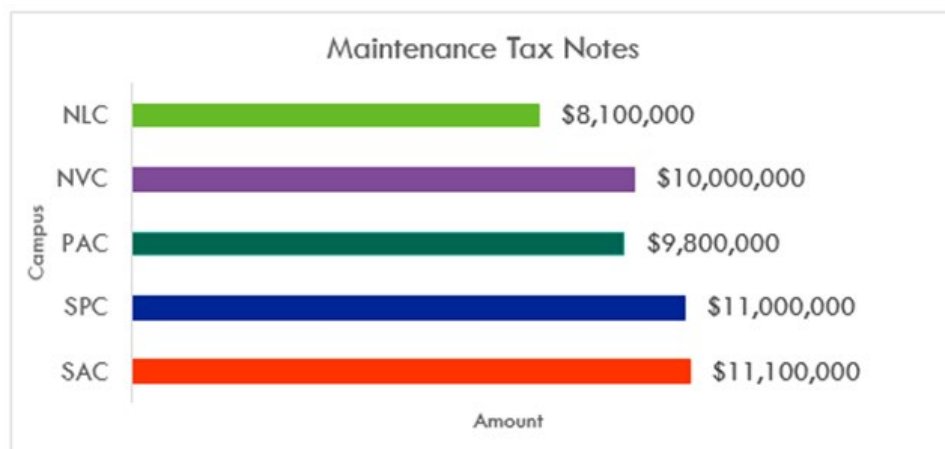


Capital Improvement Program (CIP)

In May 2017, Bexar County voters approved a capital improvement bond proposal representing \$450 million in Alamo Colleges District-wide capital improvements. Bond proceeds are being used to renovate existing facilities, add new facilities, expand geographic reach within Bexar County and add physical plant and technological capacity. A citizens Bond Oversight Committee was established to monitor and provide input during the CIP process. Construction projects are expected to be completed by December 2025, an extension to the original timeline due to supply chain and construction delays to the COVID 19 pandemic. In support of the Capital Bond Program, an additional \$50 million in Maintenance Tax Notes were issued in 2020 to fund qualified maintenance and renovation projects outlined in the 2017 CIP. These MTN notes will also be used to purchase furniture and equipment. Funds are allocated between the five colleges in line with the original Capital Improvement Program.



In conjunction with the 3-year preventive maintenance plan, the CIP projects planned are integral to the expansion of the Alamo Colleges District’s ability to serve the needs of current and future students. The chart included below summarizes the CIP budget allocation by campus/category and is inclusive of numerous, distinctive new projects and renovations to existing buildings.





STUDENT DATA



Daily Registration Report

FY24 APPROVED BUDGET
Headcount by Tuition Status

COLLEGE	Tuition Status	Historical			FY24 Approved Budget		
		Summer 2022	Spring 2022	Fall 2022	Fall 2023	Spring 2024	Summer 2024
NLC	In District	1,420	3,654	3,932	4,038	3,697	1,458
	Out of District	408	1,073	1,279	1,314	1,190	419
	Non-Resident	16	58	69	71	70	16
	Exempt	77	183	188	193	185	77
	Dual Credit	62	1,042	1,931	1,983	1,958	62
	Total	1,983	6,010	7,399	7,599	7,100	2,032
NVC	In District	5,260	10,250	11,739	12,530	10,860	5,260
	Out of District	617	1,045	1,204	1,233	1,096	617
	Non-Resident	72	166	200	205	166	72
	Exempt	145	312	321	329	248	145
	Dual Credit	-	3,152	3,758	3,850	3,430	-
	Total	6,094	14,925	17,222	18,147	15,800	6,094
PAC	In District	3,075	5,414	6,690	7,025	5,847	3,288
	Out of District	500	802	1,061	1,114	920	465
	Non-Resident	60	87	80	84	84	32
	Exempt	102	209	259	272	247	109
	Dual Credit	166	3,164	2,551	2,679	3,460	207
	Total	3,903	9,676	10,641	11,174	10,558	4,101
SAC	In District	5,718	12,738	13,967	14,386	13,553	6,034
	Out of District	736	1,583	1,687	1,704	1,617	751
	Non-Resident	144	292	356	367	405	199
	Exempt	194	397	441	454	420	205
	Dual Credit	73	2,271	1,782	1,693	1,972	63
	Total	6,865	17,281	18,233	18,604	17,967	7,252
SPC	In District	3,774	7,240	8,285	8,699	8,286	4,614
	Out of District	633	1,055	1,202	1,262	1,245	525
	Non-Resident	72	101	155	163	156	36
	Exempt	125	276	299	314	315	137
	Dual Credit	149	3,878	2,712	2,848	3,229	86
	Total	4,753	12,550	12,653	13,286	13,231	5,398
Alamo	In District	19,247	39,296	44,613	46,678	42,243	20,654
	Out of District	2,894	5,558	6,433	6,627	6,068	2,777
	Non-Resident	364	704	860	890	881	355
	Exempt	643	1,377	1,508	1,562	1,415	673
	Dual Credit	450	13,507	12,734	13,053	14,049	418
	Total	23,598	60,442	66,148	68,810	64,656	24,877



Headcount by All Parts of Term

College	All PRM	Historical			FY24 Approved Budget			College	All PRM	Historical			FY24 Approved Budget		
		Summer 2022	Spring 2022	Fall 2022	Fall 2023	Spring 2024	Summer 2024			Summer 2022	Spring 2022	Fall 2022	Fall 2023	Spring 2024	Summer 2024
NLC	Continuing	1,444	4,127	3,018	3,099	4,314	1,483	SAC	Continuing	5,151	11,789	9,811	10,498	13,418	5,682
	Dual Credit	13	660	1,515	1,556	1,537	13		Dual Credit	18	1,657	1,316	1,211	1,402	14
	ECHS	49	382	416	428	419	49		ECHS	55	614	466	473	442	39
	Early Admit	-	-	-	-	5	-		Early Admit	-	-	-	-	-	-
	New First Time	111	257	1,597	1,640	320	115		New First Time	279	911	3,710	3,710	919	281
	Returning, Former	82	246	382	392	167	85		Returning, Former	322	1,064	1,274	996	401	121
	Transfer	105	264	375	385	276	108		Transfer	451	919	1,327	1,460	1,123	551
	Transfer Military	1	1	1	1	3	1		Transfer Military	-	5	4	4	5	-
	Transfer, Former	34	47	58	60	26	34		Transfer, Former	113	203	243	170	100	56
	Transient	144	26	37	38	33	144		Transient	476	119	82	82	157	508
	Total	1,983	6,010	7,399	7,599	7,100	2,032		Total	6,865	17,281	18,233	18,604	17,967	7,252
NVC	Continuing	4,645	9,725	8,057	8,254	10,479	4,645	SPC	Continuing	3,539	7,132	6,270	6,584	8,350	4,174
	Dual Credit	-	3,152	3,758	3,850	3,430	-		Dual Credit	46	2,677	1,822	1,913	2,151	44
	ECHS	-	-	-	-	-	-		ECHS	103	1,201	890	935	1,078	127
	Early Admit	-	-	-	-	-	-		Early Admit	-	-	-	-	3	4
	New First Time	177	568	3,280	3,864	593	177		New First Time	156	407	1,791	1,881	412	93
	Returning, Former	275	651	943	966	450	275		Returning, Former	201	545	906	952	457	212
	Transfer	331	587	933	956	670	331		Transfer	252	415	679	711	535	263
	Transfer Military	2	2	7	7	6	2		Transfer Military	8	11	19	20	14	16
	Transfer, Former	97	119	156	160	70	97		Transfer, Former	87	114	196	206	123	90
	Transient	567	121	88	90	102	567		Transient	361	48	80	84	108	375
	Total	6,094	14,925	17,222	18,147	15,800	6,094		Total	4,753	12,550	12,653	13,286	13,231	5,398
PAC	Continuing	2,894	5,516	4,558	4,787	6,009	3,144	Alamo	Continuing	17,673	38,289	31,714	33,222	42,570	19,128
	Dual Credit	28	1,533	1,369	1,437	1,528	50		Dual Credit	105	9,679	9,780	9,967	10,048	121
	ECHS	138	1,631	1,182	1,241	1,932	156		ECHS	345	3,828	2,954	3,077	3,871	371
	Early Admit	-	-	-	-	2	-		Early Admit	-	-	-	-	10	4
	New First Time	160	289	2,216	2,327	328	141		New First Time	883	2,432	12,594	13,422	2,572	807
	Returning, Former	139	338	663	696	280	150		Returning, Former	1,019	2,844	4,168	4,002	1,755	843
	Transfer	172	257	519	545	365	188		Transfer	1,311	2,442	3,833	4,057	2,969	1,441
	Transfer Military	4	3	5	5	3	1		Transfer Military	15	22	36	37	31	20
	Transfer, Former	47	65	98	103	40	21		Transfer, Former	378	548	751	699	359	298
	Transient	321	44	31	33	71	250		Transient	1,869	358	318	327	471	1,844
	Total	3,903	9,676	10,641	11,174	10,558	4,101		Total	23,598	60,442	66,148	68,810	64,656	24,877



FY24 BUDGET PROJECTIONS
Total Semester Credit Hours by Tuition Status

COLLEGE	Tuition Status	Historical			Projections for FY24 Budget		
		Summer 2022	Spring 2022	Fall 2022	Fall 2023	Spring 2024	Summer 2024
NLC	In District	6,020	22,738	27,540	28,284	25,159	6,306
	Out of District	1,865	8,194	10,256	10,533	9,274	1,954
	Non-Resident	86	345	440	452	386	90
	Exempt	385	1,298	1,433	1,472	1,397	403
	Dual Credit	292	6,515	10,730	11,020	10,829	306
	Total	8,648	39,090	50,399	51,761	47,045	9,059
NVC	In District	24,742	73,109	88,534	93,671	82,668	26,843
	Out of District	2,708	6,448	7,677	7,984	7,108	2,708
	Non-Resident	315	1,179	1,464	1,522	1,309	315
	Exempt	700	2,259	2,369	2,463	1,888	700
	Dual Credit	-	16,058	21,190	22,786	16,489	-
	Total	28,465	99,053	121,234	128,426	109,462	30,566
PAC	In District	13,478	32,770	43,751	45,939	37,253	14,600
	Out of District	2,168	4,870	6,861	7,204	5,847	2,025
	Non-Resident	287	533	466	489	485	145
	Exempt	494	1,225	1,688	1,772	1,618	533
	Dual Credit	676	18,371	17,198	18,058	19,098	742
	Total	17,103	57,769	69,964	73,462	64,301	18,045
SAC	In District	27,370	90,298	103,814	108,174	100,978	30,401
	Out of District	3,453	10,585	11,582	11,014	9,786	3,220
	Non-Resident	730	2,261	2,925	3,477	3,582	1,126
	Exempt	1,014	2,700	3,233	3,866	3,834	1,400
	Dual Credit	246	11,045	8,919	8,606	9,515	213
	Total	32,813	116,889	130,473	135,137	127,695	36,360
SPC	In District	16,772	44,661	52,537	55,164	51,765	20,503
	Out of District	2,702	6,327	7,482	7,856	8,327	2,241
	Non-Resident	297	596	933	980	916	147
	Exempt	599	1,844	2,095	2,200	2,113	654
	Dual Credit	578	21,252	15,897	16,692	17,628	334
	Total	20,948	74,680	78,944	82,891	80,748	23,879
Alamo	In District	88,382	263,576	316,176	331,232	297,823	98,653
	Out of District	12,896	36,424	43,858	44,591	40,342	12,148
	Non-Resident	1,715	4,914	6,228	6,920	6,678	1,823
	Exempt	3,192	9,326	10,818	11,773	10,850	3,690
	Dual Credit	1,792	73,241	73,934	77,162	73,559	1,595
	Total	107,977	387,481	451,014	471,677	429,251	117,909



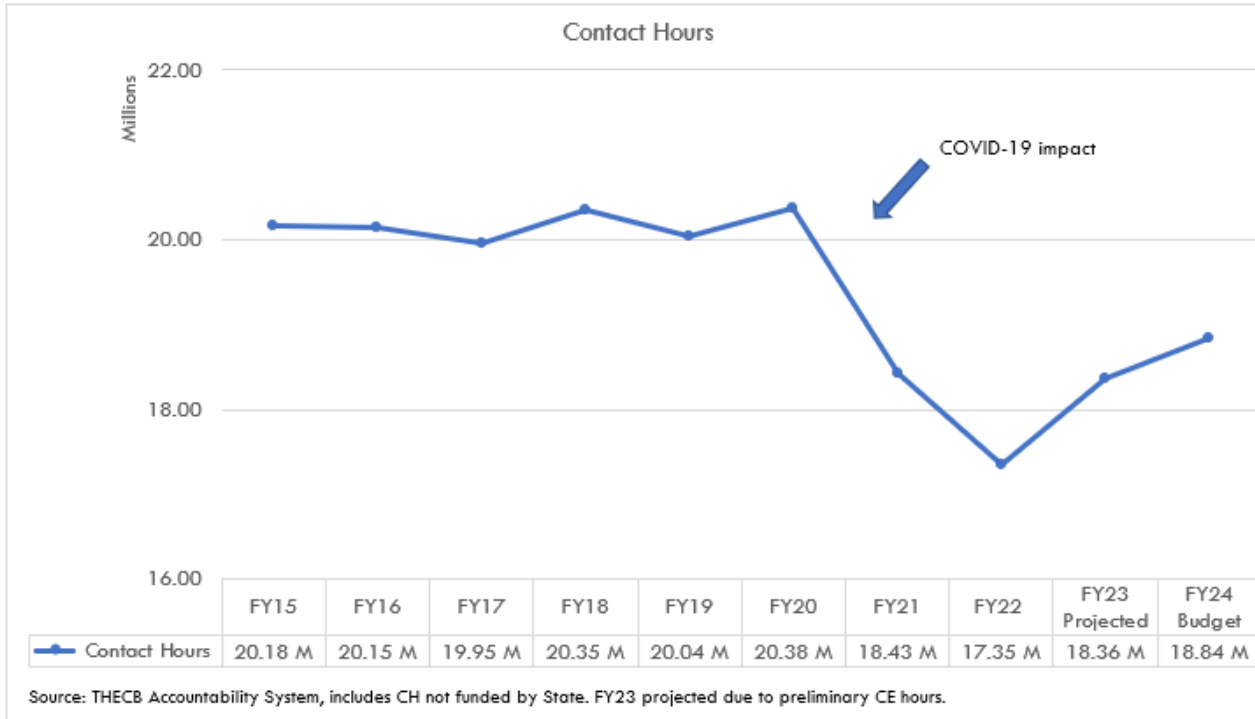
FY24 APPROVED BUDGET
Fund Code and Discipline Contact Hours

Fund Code and Discipline	Funded Contact Hours					
	Total FY24 Approved Budget CH					
	NLC	NVC	PAC	SAC	SPC	ACD
00 - Cross-Listed Courses With Different Fund Codes	2,070	-	14,709	-	403	17,182
01 - Agriculture	-	10,800	71,444	4,663	-	86,907
02 - Architecture and Precision Production Trades	-	-	1,325	72,774	119,193	193,292
03 - Biology, Physical Sciences, and Science Technology	266,543	736,206	337,539	447,803	742,395	2,530,486
04 - Business Management, Marketing, and Administrative Services	87,090	166,736	239,642	386,774	206,520	1,086,762
05 - Career Pilot	-	-	-	-	-	-
06 - Communications	74,979	243,504	94,456	265,078	62,143	740,160
07 - Computer and Information Sciences	44,021	151,110	127,700	289,682	123,670	736,183
08 - Construction Trades	-	-	-	-	88,122	88,122
09 - Consumer and Homemaking Education	26,324	52,352	72,797	115,631	178,313	445,417
10 - Engineering	-	11,904	2,624	7,039	3,845	25,412
11 - Engineering Related	-	13,216	37,703	54,676	200,734	306,329
12 - Eng Language, Literature, Philosophy, Humanities, and Interdisciplinary	356,081	885,646	387,770	812,749	328,982	2,771,228
13 - Foreign Languages	35,658	109,568	28,596	170,536	62,366	406,724
14 - Health Occupations - Dental Asst., Medical Lab, and Assoc. Degree Nursing	-	-	20,608	349,528	56,109	426,245
16 - Health Occupations-Other (Excludes Dental Hygiene, Dental Assisting, Medical Lab, Associate Degree Nursing, Vocational Nursing, and Respiratory Therapy)	4,781	38,816	23,764	139,619	300,596	507,576
17 - Health Occupations-Respiratory Therapy	-	-	-	-	60,540	60,540
18 - Health Occupations-Vocational Nursing	-	-	-	-	61,656	61,656
19 - Mathematics	202,097	494,567	229,028	457,508	225,165	1,608,365
20 - Mechanics and Repairers-Automotive	-	-	-	-	211,190	211,190
21 - Mechanics and Repairers-Diesel, Aviation Mechanics, and Transportation Workers	-	-	-	-	137,966	137,966
22 - Mechanics and Repairers-Electronics	-	-	2,626	5,542	4,502	12,670
23 - Physical Education and Fitness	9,071	36,256	17,769	24,584	17,169	104,849
24 - Protective Services and Public Administration	4,485	31,584	31,292	262,077	20,932	350,370
25 - Psychology, Social Services, and History	542,749	1,238,843	664,368	1,187,322	499,429	4,132,711
26 - Visual and Performing Arts	76,705	309,185	145,310	319,641	145,233	996,074
28 - Developmental Math	74,404	216,271	112,436	86,068	125,374	614,553
29 - Developmental English and Reading	18,371	64,211	41,603	29,787	26,121	180,093
Total	1,825,429	4,810,775	2,705,109	5,489,081	4,008,668	18,839,062



Contact Hours

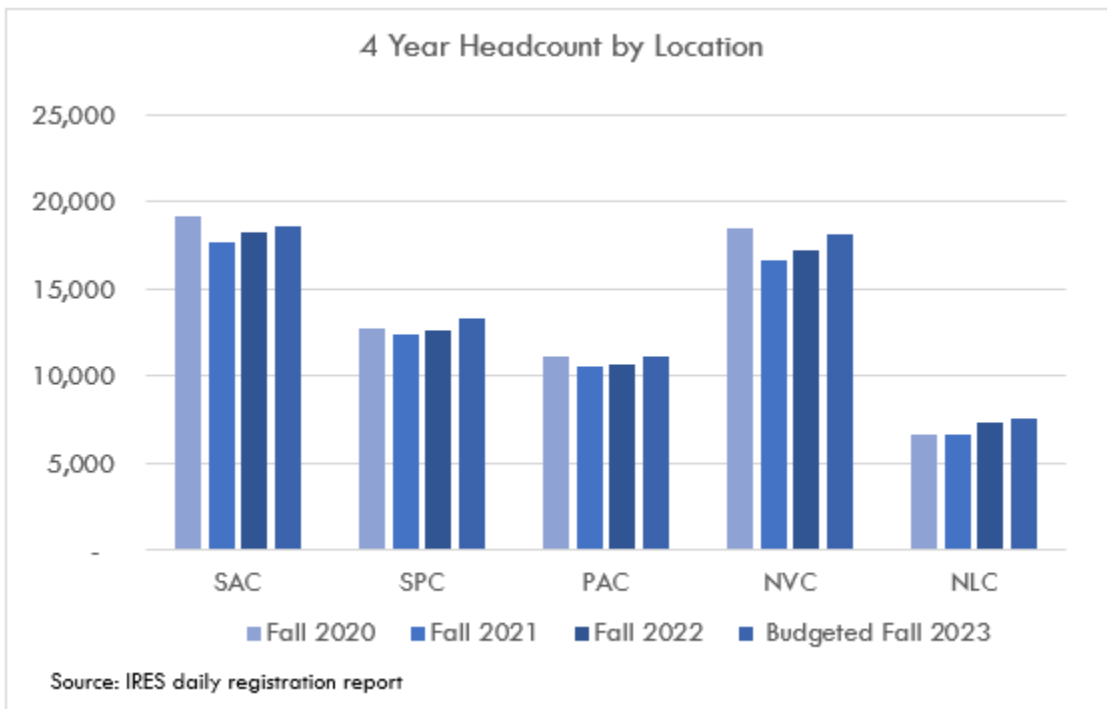
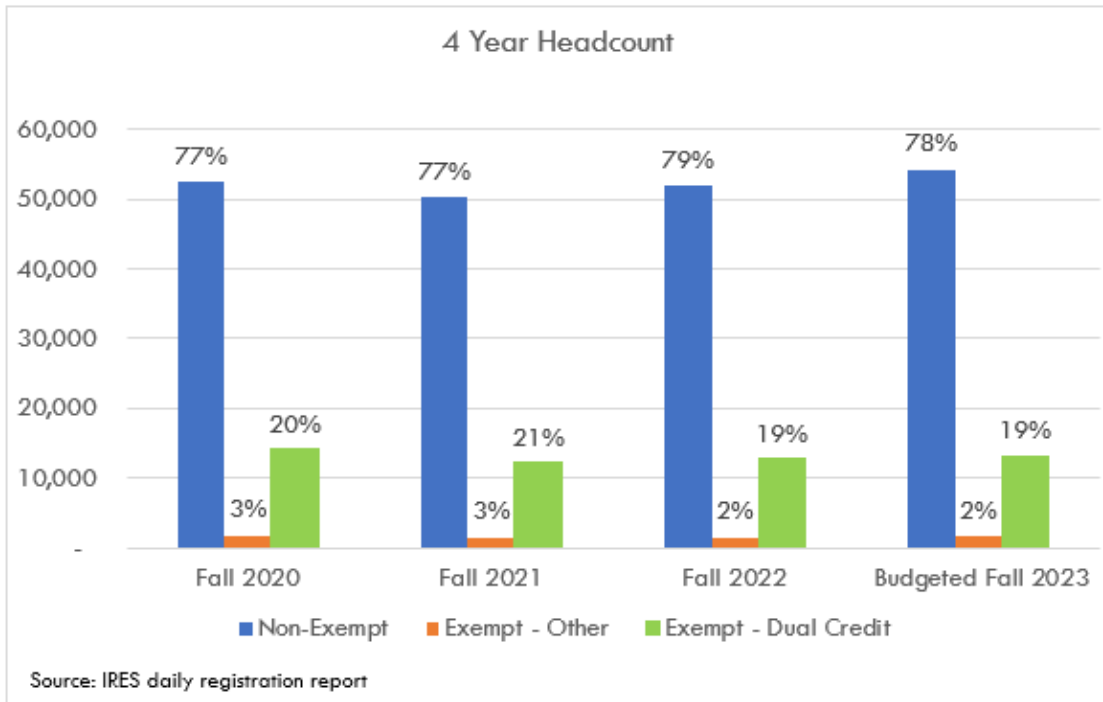
Contact hours and student enrollment are significant drivers of both revenues and expenses. Contact hours represent the number of scheduled instruction hours given to students and are the foundation for both appropriations from the State of Texas and instructional dollars allocated to the Colleges through the funding model. The FY24 budget includes a 2.6% Smart Growth increase compared to the projected prior fiscal year.





Headcount – All Parts of Term

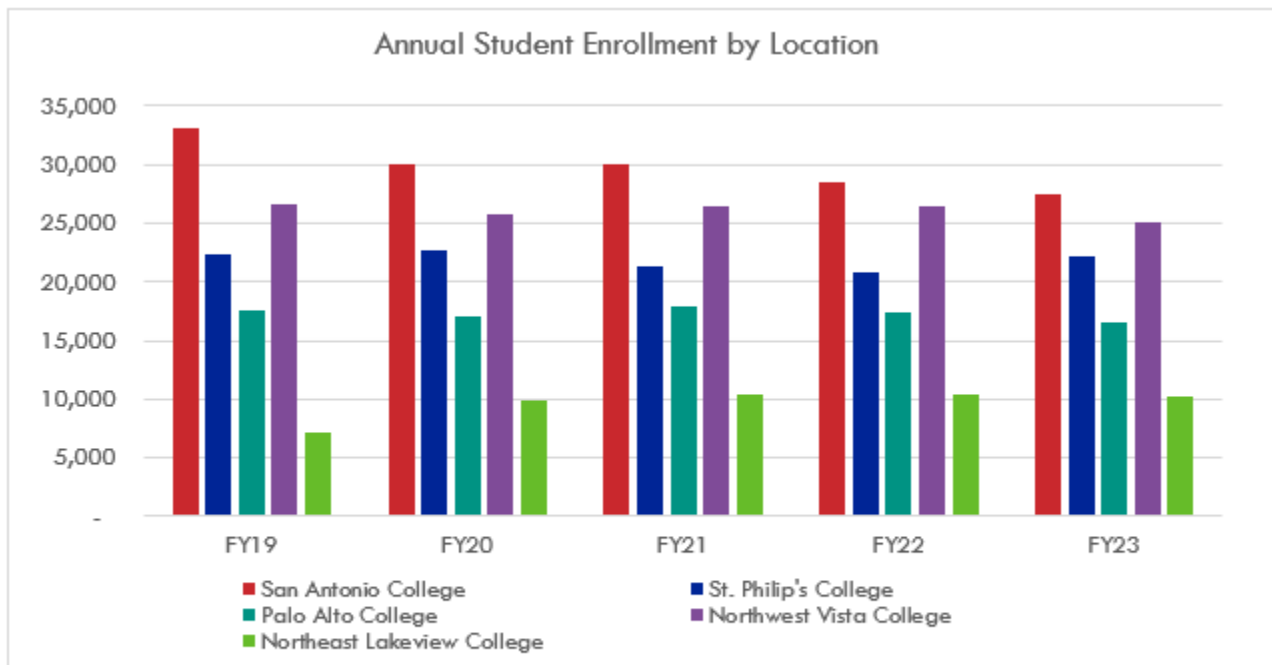
Student headcount for all parts of term is the number of students enrolled in a course(s) at one of the five Colleges, and are categorized as Non-Exempt (students paying full tuition), Exempt-Dual Credit (waived tuition for high school students, Academies, and Early College High School) enrolled in college courses for credit prior to high school graduation, or Exempt-Other (waived tuition for students other than high school, i.e. military, seniors).





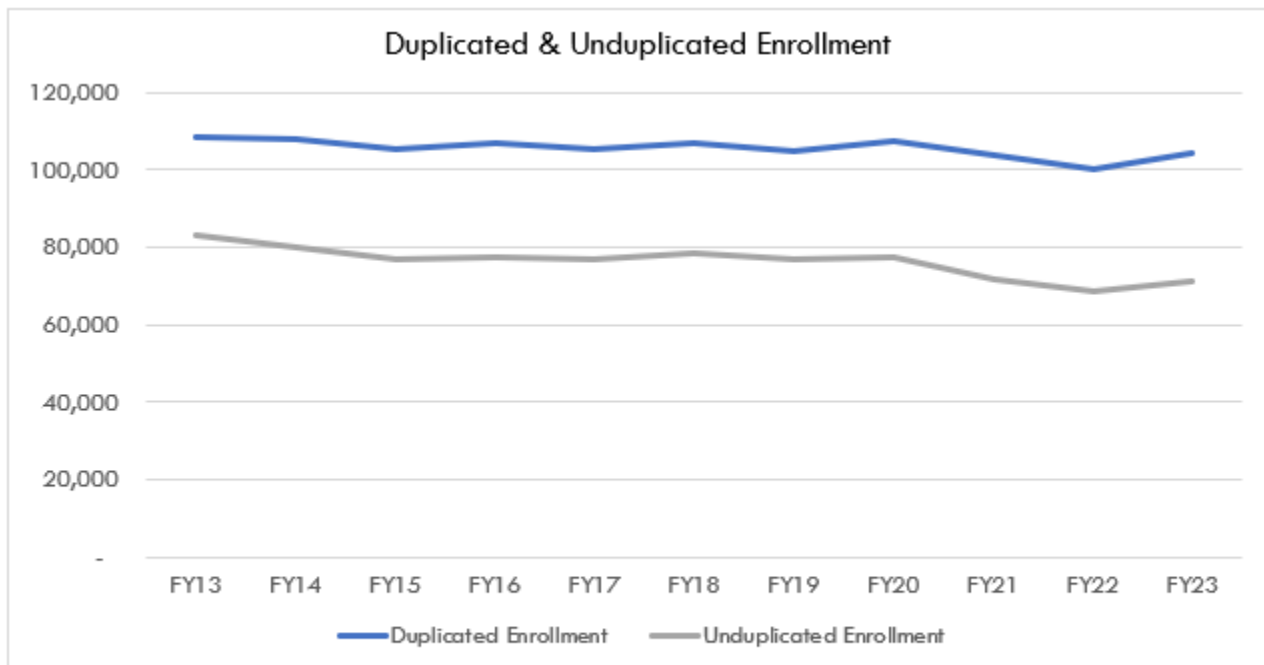
Annual Enrollment

Students may also attend courses at more than one college during a term and will be counted separately at each college, as represented in the following graphs.



Source: THECB Accountability System - Enrollment (Annual Unduplicated)

* For FY23 data from IRES



Source: THECB Accountability System - Enrollment (Annual Unduplicated)

* For FY23 data from IRES



APPENDIX



Department Budget Allocations by College by Functional Categories

Northeast Lakeview College
Department Budget Allocations by Functional Categories

DEPARTMENT	FUND	ORGN	PROG	FTE *	FTE FACULTY SALARIES	OTHER SALARIES & WAGES **	BENEFITS	OPERATING EXPENSES	TOTAL
INSTRUCTION									
NLC General Institutional Costs	115001	850002	1030	-				15,000	15,000
NLC Astronomy	115001	852161	1030	1.00	56,000	15,197	-		71,197
NLC Biological Sciences	115001	852162	1030	9.00	628,270	301,651	-	32,100	962,021
NLC Chemistry	115001	852163	1030	4.00	250,146	109,897	-	10,100	370,143
NLC Physics	115001	852164	1030	-		32,058	-		32,058
NLC Geology	115001	852165	1030	1.00	88,182	13,212	-	600	101,994
NLC Economics	115001	852171	1030	-				150	150
NLC Network Administration	115001	853002	1030	-		3,101			3,101
NLC Accounting-Business-Managemt	115001	852121	1040	1.00	54,576	41,784	-	400	96,760
NLC Business/BCIS	115001	852122	1040	3.00	186,966	8,642	-		195,608
NLC Engineering	115001	853009	1050	-				5,000	5,000
NLC Journalism	115001	852113	1060	-		25,157	-		25,157
NLC Social Media/Digital Media	115001	853008	1060	-		3,225			3,225
NLC Computer Information System	115001	852154	1070	1.00	83,782	26,161	-		109,943
NLC-Logistics & Supply Chain Mgmt	115001	852166	1070	-		5,000		5,130	10,130
NLC Dean of CE and Workforce Office	115001	853001	1070	1.00	47,711	20,000	-		67,711
NLC Network Administration	115001	853002	1070	1.00	62,072	25,035	-	8,500	95,607
NLC Information Assur&CyberSecurity	115001	853003	1070	1.00	60,550	61,202	-	9,500	131,252
NLC Social Media/Digital Media	115001	853008	1070	-				8,000	8,000
NLC Construction Management	115001	853010	1070	1.00	72,298				72,298
NLC Cloud Computing	115001	853011	1070	-				8,500	8,500
NLC Construction Management	115001	853010	1080	1.00	72,298			20,000	92,298
NLC Education	115001	852182	1090	2.00	126,403	7,931	-	200	134,534
NLC Engineering	115001	853009	1100	1.00	56,000	-	-		56,000
NLC English	115001	852102	1120	10.00	671,823	350,370	-	450	1,022,643
NLC Reading	115001	852103	1120	-		50,061	-		50,061
NLC Student Development	115001	852105	1120	-		7,639	-		7,639
NLC Humanities	115001	852112	1120	1.00	72,009	29,008	-	100	101,117
NLC Philosophy	115001	852114	1120	4.00	259,734	55,179	-	450	315,363
NLC Speech	115001	852116	1120	3.00	200,643	57,880	-	900	259,423
NLC Foreign Languages	115001	852111	1130	1.00	70,150	25,322	-	200	95,672
NLC Mathematics and COSC	115001	852151	1190	10.00	696,192	484,381	-	2,600	1,183,173
NLC Developmental Math	115001	852152	1190	-		64,162	-		64,162
NLC Kinesiology	115001	852141	1230	2.00	133,368	19,329	-	4,100	156,797
NLC Kinesiology	175001	852141	1230	-		2,000		23,000	25,000
NLC Economics	115001	852171	1250	1.00	60,428	68,371	-		128,799



Northeast Lakeview College
Department Budget Allocations by Functional Categories

DEPARTMENT	FUND	ORGN	PROG	FTE *	FTE FACULTY SALARIES	OTHER SALARIES & WAGES **	BENEFITS	OPERATING EXPENSES	TOTAL
NLC Geography	115001	852173	1250	1.00	59,737	22,944	-	500	83,181
NLC History	115001	852174	1250	5.00	366,307	184,810	-	800	551,917
NLC Political Science	115001	852176	1250	1.00	57,544	184,220	-	1,000	242,764
NLC Government	115001	852177	1250	3.00	206,567	14,856	-		221,423
NLC Social Sciences	115001	852179	1250	-		24,306	-		24,306
NLC Anthropology	115001	852181	1250	-		20,517	-	100	20,617
NLC Psychology	115001	852183	1250	3.00	221,735	57,733	-	800	280,268
NLC Sociology	115001	852184	1250	-		43,926	-	350	44,276
NLC Engineering	115001	853009	1250	-				5,000	5,000
NLC Mexican American Studies	115001	854007	1250	-				1,000	1,000
NLC Instruction Pool Academic	115001	852012	1260	-		118,532	-		118,532
NLC Art Department	115001	852131	1260	4.00	283,113	42,069	-	3,050	328,232
NLC Music	115001	852134	1260	1.00	91,512	36,900	-	2,700	131,112
NLC Theatre and Communications	115001	852135	1260	-		45,190		12,500	57,690
NLC Theatre and Communications	175002	852135	1260	-		500		3,500	4,000
NLC Theatre and Communications	175003	852135	1260	-		500		500	1,000
NLC Drama	115001	852136	1260	1.00	73,340	10,246	-		83,586
NLC General Institutional Costs	115001	850002	1270	-		284,427	2,008,646	189,352	2,482,425
NLC General Institutional Costs	175001	850002	1270	-			663		663
NLC General Institutional Costs	175002	850002	1270	-			166		166
NLC General Institutional Costs	175003	850002	1270	-			166		166
NLC Vice Pres Acad Affairs Office	115001	852001	1270	-		5,000			5,000
NLC Consolidated Printers	115001	855007	1270	-				80,000	80,000
NLC Institutional Projects	115001	855008	1270	-		40,703	-	32,000	72,703
NLC Purchasing Services	115001	855009	1270	-				48,000	48,000
NLC Developmental English	115001	852101	1290	-		34,970	-		34,970
NLC Education	115001	852182	1290	-		2,000			2,000
ACADEMIC SUPPORT									
NLC General Institutional Costs	115001	850002	3010	-		3,865	768,066	150,000	921,931
NLC Adjunct Faculty Council	115001	850018	3010	-				1,500	1,500
NLC Vice Pres Acad Affairs Office	115001	852001	3010	-		248,885	-	151,828	400,713
NLC VPAA Hospitality Account	115001	852003	3010	-				2,200	2,200
NLC Instructional Innovation	115001	852005	3010	-		107,288	-	5,820	113,108
NLC Service Learning Initiative	115001	852007	3010	-				1,000	1,000
NLC International Initiative	115001	852008	3010	-				1,000	1,000
NLC Honors Initiative	115001	852010	3010	-				1,000	1,000
NLC Tutoring Services	115001	852011	3010	-		471,940	-	36,185	508,125



Northeast Lakeview College
Department Budget Allocations by Functional Categories

DEPARTMENT	FUND	ORGN	PROG	FTE *	FTE FACULTY SALARIES	OTHER SALARIES & WAGES **	BENEFITS	OPERATING EXPENSES	TOTAL
NLC Academic Affairs	115001	852013	3010	-		118,163	-		118,163
NLC Academic Support	115001	852015	3010	-				40,850	40,850
NLC College Assessment	115001	852018	3010	-				21,000	21,000
NLC College Institutional Research	115001	852019	3010	-		192,659	-		192,659
NLC Education	115001	852182	3010	-		108,921	-		108,921
NLC Dean of Allied Health Programs	115001	852191	3010	-				13,000	13,000
NLC Dean of Arts and Sciences Office	115001	852301	3010	-		40,198	-	11,414	51,612
NLC Dean of CE and Workforce Office	115001	853001	3010	-		118,883	-	14,000	132,883
NLC Community Program	115001	853006	3010	-		39,925	-	5,800	45,725
NLC Learning Resource Ctr Office	115001	854001	3010	-		509,656	-	224,587	734,243
NLC Dean for Acad Success/Support	115001	854002	3010	-		111,671	-	13,758	125,429
NLC Library Fines and Lost Material	115001	854004	3010	-				1,000	1,000
NLC Faculty Student Mentoring	115001	854005	3010	-				3,000	3,000
NLC Academic High School Partnerships	115001	854006	3010	-				3,000	3,000
NLC QEP Soar Towards Success	115001	854008	3010	-				5,000	5,000
NLC Information Technologies	115001	855002	3010	-		850,693	-	61,300	911,993
NLC Information Technology	115001	855006	3010	-				5,000	5,000
STUDENT SERVICES									
NLC General Institutional Costs	115001	850002	4010	-		(155,503)	1,277,105	-	1,121,602
NLC General Institutional Costs	115003	850002	4010	-			32,698		32,698
NLC VP Student and Admin Services	115001	851001	4010	-		418,696	-	194,143	612,839
NLC Assessment and Testing	115001	851004	4010	-		174,639	-	56,500	231,139
NLC Admissions and Records	115001	851005	4010	-		297,363	-	10,000	307,363
NLC Student Activity Fee-Designated	115003	851006	4010	-		145,357	-	116,661	262,018
NLC Advocacy	115001	851007	4010	-		309,177	-	13,250	322,427
NLC VPSAS Hospitality Account	115001	851013	4010	-				7,000	7,000
NLC Student Activities	115001	851015	4010	-		279,460	-	10,000	289,460
NLC Counseling	115001	851016	4010	-		67,642	-	2,700	70,342
NLC Experiential Learning	115001	851017	4010	-		167,572	-	4,700	172,272
NLC Career Services and Job Placement	115001	851018	4010	-				6,300	6,300
NLC Recruitment and Retention	115001	851019	4010	-		384,002	-	26,620	410,622
NLC Advising	115001	851020	4010	-		1,492,307	-	14,000	1,506,307
NLC Disability Services	115001	851024	4010	-		38,948	-	6,900	45,848
NLC Student Populations	115001	851025	4010	-		114,436	-	5,000	119,436
NLC Veterans Affairs	115001	851026	4010	-		208,430	-	30,500	238,930
NLC Early College High School	115001	851027	4010	-		257,093	-	8,000	265,093
NLC Welcome Ctr/Call Center	115001	851028	4010	-		73,756	-	1,200	74,956



Northeast Lakeview College
Department Budget Allocations by Functional Categories

DEPARTMENT	FUND	ORGN	PROG	FTE *	FTE FACULTY SALARIES	OTHER SALARIES & WAGES **	BENEFITS	OPERATING EXPENSES	TOTAL
NLC Scholarship Services	115001	851029	4010	-		64,032	-	6,000	70,032
NLC Job Placement	115001	851030	4010	-				2,000	2,000
NLC PTK Honor Society	115001	851031	4010	-				7,700	7,700
NLC Graduation Team	115001	851032	4010	-		39,366	-	1,200	40,566
NLC Dean of Student Success Office	115001	851201	4010	-		155,201	-	10,600	165,801
NLC Dean for SS-Wrap Around Svcs	115001	851202	4010	-		720	-	10,600	11,320
NLC Tutoring Services	115001	852011	4010	-		67,171	-		67,171
INSTITUTIONAL SUPPORT									
NLC General Institutional Costs	115001	850002	5010	-		(76,555)	495,288	-	418,733
NLC General Institutional Costs	175004	850002	5010	-		500	166	4,500	5,166
NLC Office of the President	115001	850003	5010	-		434,051	-	62,440	496,491
NLC Hospitality Account	115001	850005	5010	-				20,750	20,750
NLC Institutional Advancement	115001	850006	5010	-		83,645	-	5,500	89,145
NLC Self Study	115001	850007	5010	-				52,000	52,000
NLC Public Relations	115001	850009	5010	-		310,948	-	80,500	391,448
NLC Faculty Senate	115001	850010	5010	-		9,600		3,000	12,600
NLC Staff Council	115001	850011	5010	-				3,000	3,000
NLC Green Team Recycling	115001	850012	5010	-				16,500	16,500
NLC Professional Development	115001	850013	5010	-				55,000	55,000
NLC Employee Development Committee	115001	850014	5010	-				10,000	10,000
NLC Safety Initiative	115001	850015	5010	-				3,000	3,000
NLC History & Heritage	115001	850016	5010	-				6,000	6,000
NLC Strategic Plan	115001	850019	5010	-				3,000	3,000
NLC Community Events	115001	850020	5010	-		3,000		67,000	70,000
NLC Graduation	115001	851023	5010	-				83,000	83,000
NLC College Services	115001	855001	5010	-		282,681	-	29,962	312,643
NLC Information Technologies	115001	855002	5010	-		52,837	-		52,837
NLC Planning and Research	115001	855004	5010	-		-	-	16,500	16,500
NLC Institutional Support	115001	855005	5010	-		298,890	-	5,200	304,090
NLC - CTTC	115001	855010	5010	-		272,497		194,256	466,753
INSTITUTIONAL SCHOLAR SHIPS									
NLC VP Student and Admin Services	115001	851001	7010	-				50,000	50,000
TRANSFERS									
NLC General Institutional Costs	115002	850002	9425	-				435,586	435,586
Total Northeast Lakeview College				79.00	\$ 5,369,456	\$ 12,282,010	\$ 4,582,964	\$ 3,067,642	\$ 25,302,072

* FTE includes full-time faculty only (account code 61001).

** Other Salaries and Wages include Compensation increases, HWHD, and Other Equity Talent Adjustments
 Department budgets are required by State Law in Texas State Statute Sec. 51.402b.



Department Personnel Register by Functional Categories

FY24 PERSONNEL REGISTER - Northeast Lakeview College

Department	POS #	Title	Name	Fund	Orgn	Acct	Prog	Dist. %	FTE	Salary Budget
INSTRUCTION										
NLC Astronomy	F50942	Instructor	Mitchell Yenawine	115001	852161	61001	1030	100	1.00	56,000.00
NLC Astronomy Total									1.00	56,000.00
NLC Biological Sciences	C50982	Academic Lab Tech	Caroline Lopez	115001	852162	61021	1030	100	1.00	43,411.00
NLC Biological Sciences	F50943	Assistant Professor	Jennifer Parrott	115001	852162	61001	1030	100	1.00	59,526.00
NLC Biological Sciences	F50948	Assistant Professor	Dania Rossi	115001	852162	61001	1030	100	1.00	68,273.00
NLC Biological Sciences	F50963	Associate Professor	Erica Cain	115001	852162	61001	1030	100	1.00	65,547.00
NLC Biological Sciences	F50964	Professor	Lisa Erwin	115001	852162	61001	1030	100	1.00	78,643.00
NLC Biological Sciences	F50965	Chair/Assistant Professor	Thomas Mc Crary	115001	852162	61001	1030	100	1.00	93,366.00
NLC Biological Sciences	F50966	Professor	Laura Perry	115001	852162	61001	1030	100	1.00	69,979.00
NLC Biological Sciences	F51034	Professor	Karla Kosub	115001	852162	61001	1030	100	1.00	73,371.00
NLC Biological Sciences	F51039	Professor	Megan Grimsley	115001	852162	61001	1030	100	1.00	70,781.00
NLC Biological Sciences	F51042	Instructor	Lynsey Ramirez	115001	852162	61001	1030	100	1.00	48,784.00
NLC Biological Sciences Total									10.00	671,681.00
NLC Chemistry	C50983	Academic Lab Tech		115001	852163	61021	1030	100	1.00	39,750.00
NLC Chemistry	F50949	Assistant Professor	Terace Fletcher	115001	852163	61001	1030	100	1.00	66,328.00
NLC Chemistry	F50951	Instructor	Keegan Gold	115001	852163	61001	1030	100	1.00	53,906.00
NLC Chemistry	F50958	Assistant Professor	Marsha Adrian	115001	852163	61001	1030	100	1.00	59,739.00
NLC Chemistry	F50967	Associate Professor	Gina Mealey	115001	852163	61001	1030	100	1.00	70,173.00
NLC Chemistry Total									5.00	289,896.00
NLC Geology	F50991	Instructor		115001	852165	61001	1030	100	1.00	88,182.00
NLC Geology Total									1.00	88,182.00
NLC Accounting-Business-Managemt	F50960	Assistant Professor	Joy Kuder	115001	852121	61001	1040	100	1.00	54,576.00
NLC Accounting-Business-Managemt Total									1.00	54,576.00
NLC CAD	F50944	Assistant Professor	Keith Collins	115001	852122	61001	1040	100	1.00	67,138.00
NLC CAD	F50947	Instructor	Zachary Fazio	115001	852122	61001	1040	100	1.00	49,619.00
NLC CAD	F50959	Associate Professor	Matthew Helinski	115001	852122	61001	1040	100	1.00	70,209.00
NLC CAD Total									3.00	186,966.00
NLC Computer Information System	F50970	Professor	Cuihua Zhang	115001	852154	61001	1070	100	1.00	83,782.00
NLC Computer Information System Total									1.00	83,782.00
NLC Dean of CE and Workforce Office	F50939	Instructor	Geeta Goswami	115001	853001	61001	1070	100	1.00	47,711.00
NLC Dean of CE and Workforce Office Total									1.00	47,711.00
NLC Recreation Training Non-reimb	F51037	Instructor	Fabius Bascon	115001	853002	61001	1070	100	1.00	62,072.00
NLC Recreation Training Non-reimb Total									1.00	62,072.00
NLC Information Assur&CyberSecurity	F50952	Assistant Professor	Isaac Thornsburg	115001	853003	61001	1070	100	1.00	60,550.00
NLC Information Assur&CyberSecurity Total									1.00	60,550.00
NLC Construction Management	F50937	Instructor		115001	853010	61001	1070	100	1.00	72,298.00
NLC Construction Management	F50938	Instructor		115001	853010	61001	1080	100	1.00	72,298.00
NLC Construction Management Total									2.00	144,596.00
NLC Education	F50950	Assistant Professor	Daisy Carmona	115001	852182	61001	1090	100	1.00	58,702.00
NLC Education	F50974	Professor	Michele Maldonado	115001	852182	61001	1090	100	1.00	67,701.00
NLC Education Total									2.00	126,403.00
NLC Engineering	F50987	Instructor	Sue Stankus	115001	853009	61001	1100	100	1.00	56,000.00
NLC Engineering Total									1.00	56,000.00



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NLC English	C50992	Academic Unit Asst	Maria Rosie Hernandez-Christie	115001	852102	61021	1120	100	1.00	36,193.00
NLC English	F50975	Professor	Anetia Ports	115001	852102	61001	1120	100	1.00	71,678.00
NLC English	F50976	Instructor	Michael Chapman	115001	852102	61001	1120	100	1.00	51,349.00
NLC English	F50977	Professor	Angela Hager	115001	852102	61001	1120	100	1.00	70,196.00
NLC English	F50978	Professor	Carol Bernard	115001	852102	61001	1120	100	1.00	76,592.00
NLC English	F50980	Assistant Professor	Laura Davenport	115001	852102	61001	1120	100	1.00	65,090.00
NLC English	F50981	Instructor	Cheyenne Adams	115001	852102	61001	1120	100	1.00	61,055.00
NLC English	F50983	Assistant Professor	Matthew Guzman	115001	852102	61001	1120	100	1.00	61,648.00
NLC English	F50984	Chair/Assistant Professor	Jason Malcolm	115001	852102	61001	1120	100	1.00	91,512.00
NLC English	F50985	Instructor	Jennifer Riske	115001	852102	61001	1120	100	1.00	61,055.00
NLC English	F51031	Instructor		115001	852102	61001	1120	100	1.00	61,648.00
NLC English Total									11.00	708,016.00
NLC Reading	P50596	Academic Pgm Spec	Hali Browning	115001	852103	61012	1120	100	1.00	46,054.00
NLC Reading Total									1.00	46,054.00
NLC Humanities	F51023	Associate Professor	Anthony Lack	115001	852112	61001	1120	100	1.00	72,009.00
NLC Humanities Total									1.00	72,009.00
NLC Philosophy	F50971	Associate Professor	Brandon Gillespie	115001	852114	61001	1120	100	1.00	57,264.00
NLC Philosophy	F50995	Professor	Michael McDowell	115001	852114	61001	1120	100	1.00	73,631.00
NLC Philosophy	F51015	Professor	Mark Sadler	115001	852114	61001	1120	100	1.00	76,591.00
NLC Philosophy	F51017	Instructor	Quintin Babaie	115001	852114	61001	1120	100	1.00	52,248.00
NLC Philosophy Total									4.00	259,734.00
NLC Speech	F50945	Instructor	Delissa Perez	115001	852116	61001	1120	100	1.00	52,243.00
NLC Speech	F51029	Professor	Jennifer Marks	115001	852116	61001	1120	100	1.00	73,392.00
NLC Speech	F51032	Professor	Denise Mendiaca	115001	852116	61001	1120	100	1.00	75,008.00
NLC Speech Total									3.00	200,643.00
NLC Foreign Languages	F50986	Associate Professor	Silvia Zecca	115001	852111	61001	1130	100	1.00	70,150.00
NLC Foreign Languages Total									1.00	70,150.00
NLC Mathematics and COSC	C50975	Academic Unit Asst	Hollie Cardenas	115001	852151	61021	1190	100	1.00	37,462.00
NLC Mathematics and COSC	F50936	Instructor		115001	852151	61012	1190	100	1.00	56,000.00
NLC Mathematics and COSC	F50969	Chair/Instructor	Allen Miller	115001	852151	61001	1190	100	1.00	91,590.00
NLC Mathematics and COSC	F51003	Instructor	Dianna Torres Lee	115001	852151	61001	1190	100	1.00	59,737.00
NLC Mathematics and COSC	F51004	Associate Professor	Efrain Guevara	115001	852151	61001	1190	100	1.00	68,464.00
NLC Mathematics and COSC	F51005	Associate Professor	Martha Vargas	115001	852151	61001	1190	100	1.00	66,911.00
NLC Mathematics and COSC	F51006	Associate Professor	Zakia Ibaroudene	115001	852151	61001	1190	100	1.00	67,223.00
NLC Mathematics and COSC	F51007	Professor	Jin Ha	115001	852151	61001	1190	100	1.00	71,830.00
NLC Mathematics and COSC	F51008	Assistant Professor	Victoria Rivas	115001	852151	61001	1190	100	1.00	60,181.00
NLC Mathematics and COSC	F51010	Professor	Jose Maldonado	115001	852151	61001	1190	100	1.00	80,477.00
NLC Mathematics and COSC	F51011	Instructor	Amanda Perez	115001	852151	61001	1190	100	1.00	54,943.00
NLC Mathematics and COSC	F51027	Associate Professor	Rachid Makroz	115001	852151	61001	1190	100	1.00	74,836.00
NLC Mathematics and COSC	P50604	Academic Pgm Spec	Cherif Ibaroudene	115001	852151	61012	1190	100	1.00	50,444.00
NLC Mathematics and COSC Total									13.00	840,098.00
NLC Kinesiology	F50996	Instructor	Vincent Lockhart	115001	852141	61001	1230	100	1.00	59,737.00
NLC Kinesiology	F50997	Professor	Wesley Adams	115001	852141	61001	1230	100	1.00	73,631.00
NLC Kinesiology Total									2.00	133,368.00



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NLC Economics	F50955	Instructor		115001	852171	61001	1250	100	1.00	60,428.00
NLC Economics Total									1.00	60,428.00
NLC Geography	F50989	Instructor	Suzanne Stewart	115001	852173	61001	1250	100	1.00	59,737.00
NLC Geography Total									1.00	59,737.00
NLC History	F50954	Assistant Professor	Judah Leggett	115001	852174	61001	1250	100	1.00	55,002.00
NLC History	F50972	Assistant Professor	Maria Johnson	115001	852174	61001	1250	100	1.00	61,520.00
NLC History	F50992	Chair/Professor	Jeffry Hassmann	115001	852174	61001	1250	100	1.00	102,122.00
NLC History	F50994	Professor	Jianyue Chen	115001	852174	61001	1250	100	1.00	81,999.00
NLC History	F51040	Assistant Professor	Larry Moseley	115001	852174	61001	1250	100	1.00	65,664.00
NLC History Total									5.00	366,307.00
NLC Political Science	F50957	Assistant Professor	Mohsen Omar	115001	852176	61001	1250	100	1.00	57,544.00
NLC Political Science Total									1.00	57,544.00
NLC Government	F51018	Professor	Robert Yowell	115001	852177	61001	1250	100	1.00	78,015.00
NLC Government	F51020	Professor	Sabrina Hammel	115001	852177	61001	1250	100	1.00	67,569.00
NLC Government	F51024	Assistant Professor	Jennifer Holmquist	115001	852177	61001	1250	100	1.00	60,983.00
NLC Government Total									3.00	206,567.00
NLC Psychology	F50946	Chair/Instructor	Sharon Nittinger	115001	852183	61001	1250	100	1.00	91,590.00
NLC Psychology	F50973	Associate Professor	Sara Etdison	115001	852183	61001	1250	100	1.00	64,470.00
NLC Psychology	F51022	Associate Professor	Valerie Young	115001	852183	61001	1250	100	1.00	65,675.00
NLC Psychology Total									3.00	221,735.00
NLC Instruction Pool Academic	C50993	Academic Unit Asst	Frank Olivo	115001	852012	61021	1260	100	1.00	36,318.00
NLC Instruction Pool Academic	C50994	Academic Unit Asst		115001	852012	61021	1260	100	1.00	36,318.00
NLC Instruction Pool Academic	C51006	Academic Unit Asst	Veronica Saucedo-Russell	115001	852012	61021	1260	100	1.00	36,318.00
NLC Instruction Pool Academic Total									3.00	108,954.00
NLC Art Department	F50961	Assistant Professor	James Miller	115001	852131	61001	1260	100	1.00	71,703.00
NLC Art Department	F50982	Associate Professor	Rossie Davis	115001	852131	61001	1260	100	1.00	67,114.00
NLC Art Department	F51035	Professor	Jasmyne Graybill	115001	852131	61001	1260	100	1.00	72,148.00
NLC Art Department	F51036	Professor	Karl Frey	115001	852131	61001	1260	100	1.00	72,148.00
NLC Art Department Total									4.00	283,113.00
NLC Music	F51012	Assistant Professor	Katherine Mayer	115001	852134	61001	1260	100	1.00	91,512.00
NLC Music Total									1.00	91,512.00
NLC Theatre and Communications	C51010	Tech Dir/Theatre Dept Prod		115001	852135	61021	1260	100	1.00	35,780.00
NLC Theatre and Communications Total									1.00	35,780.00
NLC Drama	F51038	Associate Professor	Lisa Fritschle	115001	852136	61001	1260	100	1.00	73,340.00
NLC Drama Total									1.00	73,340.00
ACADEMIC SUPPORT										
NLC General Institutional Costs	A50077	Exec Dir AAS Nursing Pgm		115001	850002	61011	3010	100	1.00	82,812.00
NLC General Institutional Costs Total									1.00	82,812.00
NLC Vice Pres Acad Affairs Office	A50073	VP for Academic Success	Laura Boyer	115001	852001	61011	3010	100	1.00	151,283.00
NLC Vice Pres Acad Affairs Office	C50947	Admin Asst to the VP		115001	852001	61021	3010	100	1.00	26,140.00
NLC Vice Pres Acad Affairs Office	C51003	Admin Asst to the VP	Alicia Beaudoin	115001	852001	61021	3010	100	1.00	13,673.00
NLC Vice Pres Acad Affairs Office	P50533	Academic Spt Spec	Yvonne Ramirez	115001	852001	61012	3010	100	1.00	46,054.00
NLC Vice Pres Acad Affairs Office Total									4.00	237,150.00
NLC Instructional Innovation	P50614	Instructional Designer	Nhan Tran	115001	852005	61012	3010	100	1.00	50,825.00



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NLC Instructional Innovation	P50624	Instructional Designer	Jennifer Lozano-Dozier	115001	852005	61012	3010	100	1.00	52,041.00
NLC Instructional Innovation Total									2.00	102,866.00
NLC Tutoring Services	C50950	STEM Tutor	John Sertich	115001	852011	61021	3010	100	1.00	41,600.00
NLC Tutoring Services	P50535	Academic Pgm Spec	Stacy Puckett	115001	852011	61012	3010	100	1.00	46,054.00
NLC Tutoring Services	P50595	Academic Pgm Coord	Kathy Bryson	115001	852011	61012	3010	100	1.00	53,688.00
NLC Tutoring Services Total									3.00	141,342.00
NLC Academic Affairs	A50076	Dean for Academic Success	Tammy Perez	115001	852013	61011	3010	100	1.00	110,951.00
NLC Academic Affairs Total									1.00	110,951.00
NLC College Institutional Research	P50586	Dir College IR	Martin Fortner	115001	852019	61012	3010	100	1.00	104,158.00
NLC College Institutional Research	P50603	IT Data Analyst	Brandi Solar	115001	852019	61012	3010	100	1.00	73,081.00
NLC College Institutional Research Total									2.00	177,239.00
NLC Dean of Arts and Sciences Office	C51014	Admin Svcs Spec	Laura Farias	115001	852301	61021	3010	100	1.00	36,318.00
NLC Dean of Arts and Sciences Office Total									1.00	36,318.00
NLC Dean of CE and Workforce Office	A50069	Dean for Academic Success	William Fanning	115001	853001	61011	3010	100	1.00	110,951.00
NLC Dean of CE and Workforce Office Total									1.00	110,951.00
NLC Community Program	C50972	Admin Svcs Spec	Annamarie Williams	115001	853006	61021	3010	100	1.00	36,193.00
NLC Community Program Total									1.00	36,193.00
NLC Learning Resource Ctr Office	C50995	Library Asst III	Carmen Rodriguez	115001	854001	61021	3010	100	1.00	41,435.00
NLC Learning Resource Ctr Office	C50996	Library Asst III	Miranda Vega	115001	854001	61021	3010	100	1.00	41,955.00
NLC Learning Resource Ctr Office	C50997	Library Asst III	Azucena Rodriguez-Guerra	115001	854001	61021	3010	100	1.00	43,411.00
NLC Learning Resource Ctr Office	C51016	Admin Svcs Spec		115001	854001	61021	3010	100	1.00	43,326.00
NLC Learning Resource Ctr Office	P50544	Librarian	Angela Fondren	115001	854001	61012	3010	100	1.00	49,754.00
NLC Learning Resource Ctr Office	P50547	Librarian	Amy Lewis	115001	854001	61012	3010	100	1.00	49,754.00
NLC Learning Resource Ctr Office	P50548	Director of Library Services	Victoria Hart	115001	854001	61012	3010	100	1.00	88,691.00
NLC Learning Resource Ctr Office	P50550	Lead Librarian	Susan Chinoransky	115001	854001	61012	3010	100	1.00	60,975.00
NLC Learning Resource Ctr Office Total									8.00	419,301.00
NLC Library Automation	A50071	Dean for Academic Success	Jennifer Rigsby	115001	854002	61011	3010	100	1.00	110,951.00
NLC Library Automation Total									1.00	110,951.00
NLC Information Technologies	C50988	Help Desk Spec	Trevor Baker	115001	855002	61021	3010	100	1.00	40,832.00
NLC Information Technologies	C51011	Computer Spt Tech	Daniel Breeden	115001	855002	61021	3010	100	1.00	37,462.00
NLC Information Technologies	P50527	Client Spt Spec		115001	855002	61012	3010	100	1.00	49,754.00
NLC Information Technologies	P50534	Client Spt Spec	Alyna Vega-Martinez	115001	855002	61012	3010	100	1.00	51,993.00
NLC Information Technologies	P50578	Coord College Tech	Leslie Germer	115001	855002	61012	3010	100	1.00	90,266.00
NLC Information Technologies	P50579	Client Spt Spec		115001	855002	61012	3010	100	1.00	49,754.00
NLC Information Technologies	P50580	Client Spt Spec	Adam Sauceda	115001	855002	61012	3010	100	1.00	58,361.00
NLC Information Technologies	P50582	Dir Info Tech	Betsy Flood	115001	855002	61012	3010	100	1.00	135,707.00
NLC Information Technologies	P50583	Client Spt Spec	Bulmaro Barajas	115001	855002	61012	3010	100	1.00	58,361.00
NLC Information Technologies	P50625	IT Security Specialist	Carlos Galindo	115001	855002	61012	3010	100	1.00	94,307.00
NLC Information Technologies Total									10.00	666,797.00
STUDENT SERVICES										
NLC VP Student and Admin Services	A50067	Dean for Student Success	Georgia Flores	115001	851001	61011	4010	100	1.00	106,173.00
NLC VP Student and Admin Services	A50068	VP for Student Success	Tangila Dove	115001	851001	61011	4010	100	1.00	151,283.00
NLC VP Student and Admin Services	C51004	Admin Asst to the VP	Waleska Iglesias	115001	851001	61021	4010	100	1.00	38,835.00
NLC VP Student and Admin Services	P50537	Sr Coord - Stu Success	Estephani Rodriguez	115001	851001	61012	4010	100	1.00	62,621.00



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NLC VP Student and Admin Services Total										4.00	358,912.00
NLC Assessment and Testing	P50529	Advisor - Stu Success	Briana Rodriguez	115001	851004	61012	4010	100	1.00	46,516.00	
NLC Assessment and Testing	P50560	Advisor - Stu Success	Teresa De La Cruz	115001	851004	61012	4010	100	1.00	42,640.00	
NLC Assessment and Testing	P50602	Sr Coord - Stu Success	Belinda Carter-Newton	115001	851004	61012	4010	100	1.00	62,621.00	
NLC Assessment and Testing Total										3.00	151,777.00
NLC Admissions and Records	C50952	Sr Spec - Stu Success	Guadalupe Ochoa	115001	851005	61021	4010	100	1.00	36,963.00	
NLC Admissions and Records	C50980	Sr Spec - Stu Success	Liza Ozuna	115001	851005	61021	4010	100	1.00	37,275.00	
NLC Admissions and Records	C50981	Sr Spec - Stu Success	James Willburn	115001	851005	61021	4010	100	1.00	42,662.00	
NLC Admissions and Records	P50528	Sr Advisor - Stu Success	Cameron Bowren	115001	851005	61012	4010	100	1.00	51,404.00	
NLC Admissions and Records	P50571	Dir of Enrollment	David Wessler	115001	851005	61012	4010	100	1.00	100,851.00	
NLC Admissions and Records Total										5.00	269,155.00
NLC Student Activity Fee-Designated	C51000	Intramural Spec	Ayanna Barry	115003	851006	61021	4010	100	1.00	41,956.00	
NLC Student Activity Fee-Designated	P50518	Advisor - Stu Success		115003	851006	61012	4010	100	1.00	42,640.00	
NLC Student Activity Fee-Designated Total										2.00	84,596.00
NLC Advocacy	P50520	Advising Team Leader		115001	851007	61012	4010	100	1.00	27,696.00	
NLC Advocacy	P50521	Sr Advisor - Stu Success	Yvette Hughes	115001	851007	61012	4010	100	1.00	55,391.00	
NLC Advocacy	P50607	Sr Coord - Stu Success	Ursella Castaneda	115001	851007	61012	4010	100	1.00	64,275.00	
NLC Advocacy	P50617	Dir of Student Advocacy Ctr	Cristela Garcia	115001	851007	61012	4010	100	1.00	94,462.00	
NLC Advocacy Total										4.00	241,824.00
NLC Student Activities	P50558	Assoc Dir - Stu Success	Crystal Willis	115001	851015	61012	4010	100	1.00	74,147.00	
NLC Student Activities	P50592	Dir Stu Success		115001	851015	61012	4010	100	1.00	85,239.00	
NLC Student Activities	P50594	Interim Dir SS/Coord	Allen Anguiano	115001	851015	61012	4010	100	1.00	57,970.00	
NLC Student Activities Total										3.00	217,356.00
NLC Counseling	P50519	Pers Counselor - Stu Success		115001	851016	61012	4010	100	1.00	67,642.00	
NLC Counseling Total										1.00	67,642.00
NLC Student Development	P50536	Career Experience Team Leader	Peggy Chavez	115001	851017	61012	4010	100	1.00	82,466.00	
NLC Student Development	P50556	Cert Career Exprnc Navigator	Emily Bobadilla	115001	851017	61012	4010	100	1.00	49,754.00	
NLC Student Development Total										2.00	132,220.00
NLC Recruitment and Retention	C50956	Enrollment Team Support Spec	Brandy Camacho	115001	851019	61021	4010	100	1.00	36,193.00	
NLC Recruitment and Retention	P50524	Certified Enrollment Coach	Zachary LaLoge	115001	851019	61012	4010	100	1.00	49,754.00	
NLC Recruitment and Retention	P50551	Certified Enrollment Coach	Renee Higgins	115001	851019	61012	4010	100	1.00	55,389.00	
NLC Recruitment and Retention	P50555	Certified Enrollment Coach	Stephanie Estrada	115001	851019	61012	4010	100	1.00	49,754.00	
NLC Recruitment and Retention	P50568	Certified Enrollment Coach	Maria Flores-Chase	115001	851019	61012	4010	100	1.00	49,754.00	
NLC Recruitment and Retention	P50591	Enrollment Coach Team Leader	Alejandrina Hernandez	115001	851019	61012	4010	100	1.00	81,314.00	
NLC Recruitment and Retention Total										6.00	322,158.00
NLC Advising	C50973	Advising Team Support Spec	Ta'laya Hunt	115001	851020	61021	4010	100	1.00	36,192.00	
NLC Advising	P50525	Certified Advisor - CP	Sara Trim	115001	851020	61012	4010	100	1.00	49,754.00	
NLC Advising	P50526	Certified Advisor - CP	Ryan Curry-Neitdh	115001	851020	61012	4010	100	1.00	49,754.00	
NLC Advising	P50538	Certified Advisor		115001	851020	61012	4010	100	1.00	49,754.00	
NLC Advising	P50539	Certified Advisor	Rebecca Teniente	115001	851020	61012	4010	100	1.00	51,935.00	
NLC Advising	P50540	Certified Advisor	Matthew Brown	115001	851020	61012	4010	100	1.00	49,754.00	
NLC Advising	P50546	Advising Team Leader	Sheyla Casey	115001	851020	61012	4010	100	1.00	81,314.00	
NLC Advising	P50553	Certified Advisor - CP	Rebecca Alejos	115001	851020	61012	4010	100	1.00	68,622.00	
NLC Advising	P50557	Certified Advisor	Ofelia Mata	115001	851020	61012	4010	100	1.00	54,492.00	



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NLC Advising	P50565	Certified Advisor - CP	Norman Nichols	115001	851020	61012	4010	100	1.00	49,754.00
NLC Advising	P50566	Certified Advisor	Jessica Torres	115001	851020	61012	4010	100	1.00	52,799.00
NLC Advising	P50567	Certified Advisor	Kisha Malone	115001	851020	61012	4010	100	1.00	50,208.00
NLC Advising	P50569	Dir of Advising	Phillip Hicks	115001	851020	61012	4010	100	1.00	102,448.00
NLC Advising	P50570	Certified Advisor	Tanisha McGill	115001	851020	61012	4010	100	1.00	52,232.00
NLC Advising	P50572	Certified Advisor	T'Asia Williams	115001	851020	61012	4010	100	1.00	51,935.00
NLC Advising	P50606	Data Analyst - Stu Success	Franc Castro	115001	851020	61012	4010	100	1.00	53,688.00
NLC Advising	P50608	Certified Advisor	Terrance Parker	115001	851020	61012	4010	100	1.00	53,058.00
NLC Advising	P50609	Certified Advisor	Carnetta Preyer	115001	851020	61012	4010	100	1.00	55,389.00
NLC Advising	P50610	Certified Advisor - CP	Sophia Solano	115001	851020	61012	4010	100	1.00	49,754.00
NLC Advising	P50612	Certified Advisor - CP	Kristina Perez	115001	851020	61012	4010	100	1.00	49,754.00
NLC Advising	P50620	Certified Advisor	Caitlin Evans	115001	851020	61012	4010	100	1.00	50,208.00
NLC Advising	P50621	Certified Advisor	Anthony Camacho	115001	851020	61012	4010	100	1.00	50,208.00
NLC Advising	P50626	Certified Advisor	Krista Martinez	115001	851020	61012	4010	100	1.00	49,754.00
NLC Advising Total									23.00	1,262,760.00
NLC Disability Services	C50959	Sr Spec - Stu Success	Malorie Barrera	115001	851024	61021	4010	100	1.00	36,545.00
NLC Disability Services Total									1.00	36,545.00
NLC Student Populations	P50576	Dir Stu Success	Tracy Floyd	115001	851025	61012	4010	100	1.00	94,889.00
NLC Student Populations Total									1.00	94,889.00
NLC Veterans Affairs	P50530	Advisor - Stu Success	Amber De La Garza	115001	851026	61012	4010	100	1.00	45,503.00
NLC Veterans Affairs	P50531	Advisor - Stu Success	Jason Seighman	115001	851026	61012	4010	100	1.00	42,810.00
NLC Veterans Affairs	P50598	Sr Coord - Stu Success	Rosalinda Almanza-Martinez	115001	851026	61012	4010	100	1.00	69,709.00
NLC Veterans Affairs Total									3.00	158,022.00
NLC Early College High School	P50552	Interim College Dir HS Pgms/Coord	Vanessa DeMont	115001	851027	61012	4010	100	1.00	71,329.00
NLC Early College High School	P50554	College Coord of HS Pgms	Pamela Gauna-Peoples	115001	851027	61012	4010	100	1.00	62,621.00
NLC Early College High School	P50601	College Dir HS Pgms		115001	851027	61012	4010	100	1.00	94,889.00
NLC Early College High School Total									3.00	228,839.00
NLC Welcome Ctr/Call Center	C50957	Sr Spec - SS		115001	851028	61021	4010	100	1.00	36,963.00
NLC Welcome Ctr/Call Center Total									1.00	36,963.00
NLC Transfer Services	P50545	Scholarship Coord	Tammy Toney	115001	851029	61012	4010	100	1.00	46,599.00
NLC Transfer Services Total									1.00	46,599.00
NLC Graduation Team	C50961	Sr Spec - Stu Success	Jennifer Herrera	115001	851032	61021	4010	100	1.00	36,963.00
NLC Graduation Team Total									1.00	36,963.00
NLC Dean of Student Success Office	A50075	Dean for Student Success	Julie Kirkland-Poirier	115001	851201	61011	4010	100	1.00	110,951.00
NLC Dean of Student Success Office	C51015	Admin Svcs Spec		115001	851201	61021	4010	100	1.00	36,318.00
NLC Dean of Student Success Office Total									2.00	147,269.00
NLC Tutoring Services	P50561	Academic Pgm Spec	Tara Daugherty	115001	852011	61012	4010	100	1.00	56,512.00
NLC Tutoring Services Total									1.00	56,512.00
INSTITUTIONAL SUPPORT										
NLC Office of the President	A50072	President of The College	Veronica Garcia	115001	850003	61011	5010	100	1.00	246,258.00
NLC Office of the President	P50541	Dir of Strategic Initiatives	Rudy Farias	115001	850003	61012	5010	100	1.00	92,030.00
NLC Office of the President	P50616	Exec Asst to the President	Sylvia Davis	115001	850003	61012	5010	100	1.00	62,621.00
NLC Office of the President Total									3.00	400,909.00
NLC Institutional Advancement	P50584	Dir of College Grant Dev	Margaret Simone Carnegie-Diaz	115001	850006	61012	5010	100	1.00	76,950.00



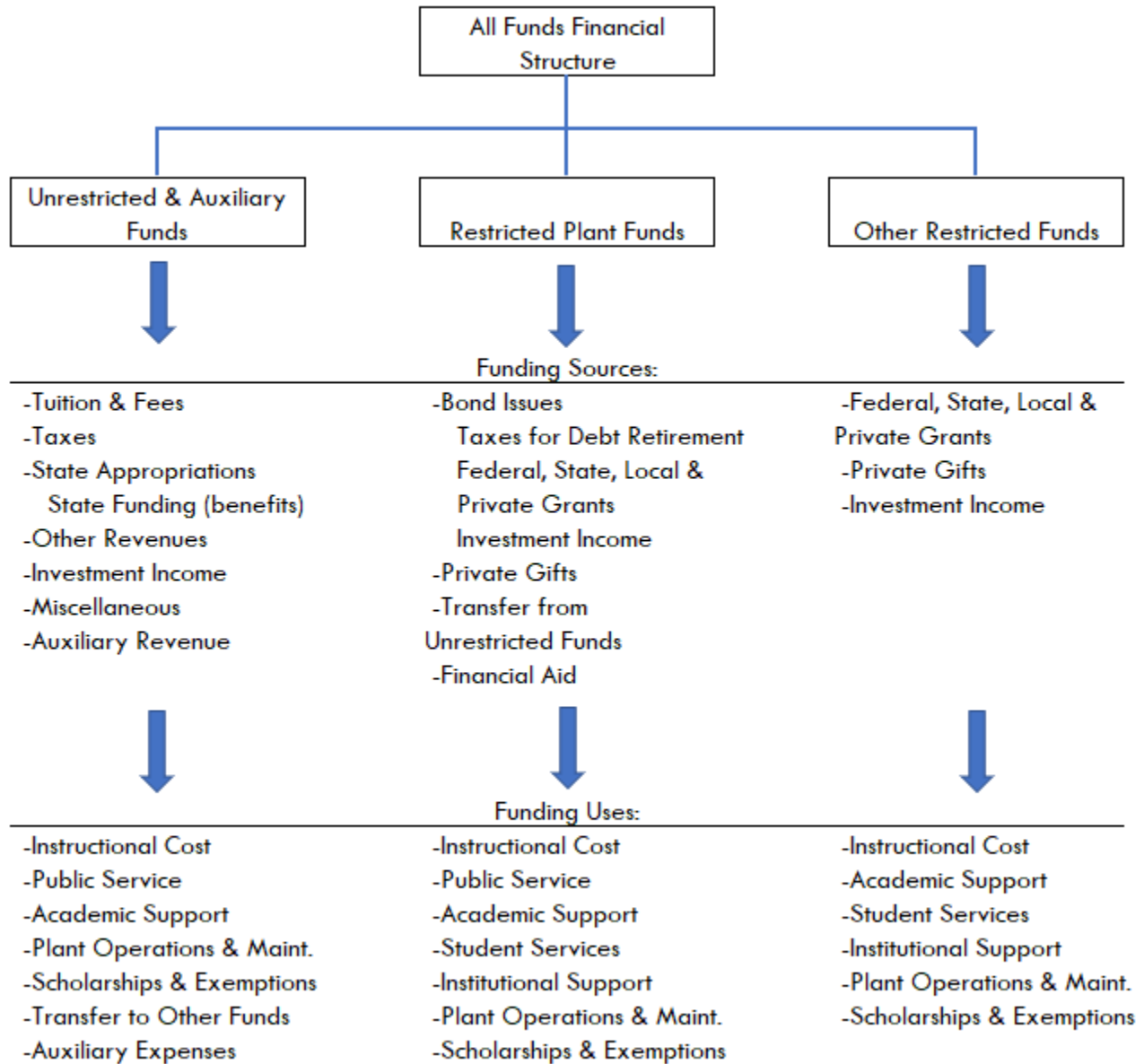
FY24 PERSONNEL REGISTER - Northeast Lakeview College

Department	POS #	Title	Name	Fund	Orgn	Acct	Preg	Dist. %	FTE	Salary Budget	
NLC Institutional Advancement Total										1.00	76,950.00
NLC Public Relations	C50960	Admin Svcs Spec	Courtney Burke	115001	850009	61021	5010	100	1.00	36,192.00	
NLC Public Relations	P50588	Mktg & Strategic Comms Mgr	Elsa Cantu	115001	850009	61012	5010	100	1.00	95,006.00	
NLC Public Relations	P50589	Dir of Mktg & Strategic Comms	Kathleen Labus	115001	850009	61012	5010	100	1.00	95,138.00	
NLC Public Relations	P50590	Digital Communications Coord	Thomas Raymond	115001	850009	61012	5010	100	1.00	62,621.00	
NLC Public Relations Total										4.00	288,957.00
NLC College Services	A50074	VP for College Services	Warren Hurd	115001	855001	61011	5010	100	1.00	151,283.00	
NLC College Services	C50985	Admin Asst to the VP	Nereliz Colon	115001	855001	61021	5010	100	1.00	39,813.00	
NLC College Services	C51012	Physical Ed Ctr Spec	Terrance Dunkley	115001	855001	61021	5010	100	1.00	48,320.00	
NLC College Services Total										3.00	239,416.00
NLC Information Technologies	P50522	IT Digital Media Spec	Jason Taylor	115001	855002	61012	5010	100	1.00	39,458.00	
NLC Information Technologies Total										1.00	39,458.00
NLC Institutional Support	C50948	Academic Lab Tech		115001	855005	61021	5010	100	1.00	23,017.00	
NLC Institutional Support	C50949	College Services Coord	Zachary Harding	115001	855005	61021	5010	100	1.00	36,963.00	
NLC Institutional Support	P50599	Coord of College Risk Mgmt	Dawn Thompson	115001	855005	61012	5010	100	1.00	59,057.00	
NLC Institutional Support	P50622	College Budget Officer		115001	855005	61012	5010	100	1.00	73,055.00	
NLC Institutional Support	P50623	College Events Coord	Javier Leal	115001	855005	61012	5010	100	1.00	54,259.00	
NLC Institutional Support Total										5.00	246,351.00
NLC - CTTC	C00532	Admin Svcs Spec	Sherry Schott	115001	855010	61021	5010	100	1.00	36,318.00	
NLC - CTTC	P00356	Advisor - Stu Success	Mary Colvin	115001	855010	61012	5010	100	1.00	45,503.00	
NLC - CTTC	P50517	Director of NLC CTTC		115001	855010	61012	5010	100	1.00	84,990.00	
NLC - CTTC	P50605	Coord College Tech		115001	855010	61012	5010	100	1.00	73,050.00	
NLC - CTTC Total										4.00	239,861.00
Total Northeast Lakeview College									213.00	13,539,278.00	

Note: FTE is defined as Full-Time Employee in this table.
 FTE salary budgets exclude approved Compensation and Talent adjustments.



All Funds Financial Structure



The Alamo Colleges reports as a business-type activity (BTA), under the Governmental Accounting Standards Board (GASB 34-35). The term ‘fund’ in this context is not meant to equate to funds under GASB’s reporting structure and is used strictly for budgetary control purposes.



Ten Year Trend of Revenue Sources

10 YEAR COMPARISON OF REVENUES

FISCAL YEAR	STATE FUNDING (1) *	%	LOCAL TAXES	%	TUITION & FEES (2)	%	OTHER (3)	%	TOTAL
2014-2015 (5)	77,540,886	25.46%	119,772,762	39.33%	96,658,002	31.74%	10,589,061	3.48%	304,560,711
2015-2016 (5)	77,485,937	24.47%	132,979,101	41.99%	95,000,076	30.00%	11,190,494	3.53%	316,655,608
2016-2017 (5)	80,365,979	23.94%	148,539,505	44.25%	94,369,702	28.12%	12,377,561	3.69%	335,652,747
2017-2018 (5)	83,918,262	23.86%	156,508,206	44.50%	95,706,423	27.21%	15,535,361	4.42%	351,668,252
2018-2019 (5)	76,753,648	21.27%	167,473,259	46.41%	98,150,601	27.20%	18,472,904	5.12%	360,850,412
2019-2020 (5)	83,979,785	22.37%	178,390,458	47.51%	98,484,735	26.23%	14,598,905	3.89%	375,453,883
2020-2021 (5),(6)	87,270,037	22.07%	188,598,432	47.70%	97,640,160	24.70%	21,840,260	5.52%	395,348,889
2021-2022 (5),(6)	88,540,569	21.79%	198,786,795	48.93%	96,487,439	23.75%	22,461,554	5.53%	406,276,357
2022-2023 (4)	89,243,521	20.46%	230,923,307	52.95%	100,756,938	23.10%	15,165,283	3.48%	436,089,049
2023-2024 (4)	116,781,416	23.18%	255,400,000	50.69%	115,676,313	22.96%	15,992,494	3.17%	503,850,223

(1) INCLUDES FUNDS FOR DEVELOPMENTAL EDUCATION
 (2) NET TUITION AND FEES
 (3) INCLUDES GROSS AUXILIARY REVENUES
 (4) PER BUDGET
 (5) ACTUAL REVENUES PER AUDITED FINANCIAL REPORT
 (6) ACTUAL REVENUES NOW INCLUDE CoSA FUNDS (199XXX); ACFR RECLASSING EXPENSES IN FY21; PRIOR YEARS TIE TO CORRESPONDING ACFRs AND ARE NOT RESTATED

Note: State Funding (1) includes State Paid Benefits for All Years
 * 2015-2016 State Funding includes Veteran's Assistance Center \$4.5M per year
 2016-2017 State Funding includes Veteran's Assistance Center \$4.5M per year
 2017-2018 State Funding includes Veteran's Assistance Center \$4.1M per year
 2018-2019 State Funding includes Veteran's Assistance Center \$4.1M per year
 2019-2020 State Funding includes Veteran's Assistance Center \$4.1M per year
 2020-2021 State Funding includes Veteran's Assistance Center \$4.1M per year
 2021-2022 State Funding includes Veteran's Assistance Center \$3.9M per year
 2022-2023 State Funding includes Veteran's Assistance Center \$3.9M per year
 2023-2024 State Funding includes Veteran's Assistance Center \$3.9M per year



Financial Policies and Procedures

C.1.3 (Policy) Appropriations and Revenue Sources Board Action/Amendment: 12/13/2022

Financial Stability

The Board has the legal power and duty to act as a fiduciary in the management of funds under the control of institutions subject to the Board's control and management. The target level for the current unrestricted fund balance is 15% of the annual current unrestricted funds budget.

Investments

In compliance with the Texas Public Funds Investment Act, the Board has adopted an investment policy (see C.1.7).

Donations and Grants from Private Sources

The authority to accept and receive donations and grants from public or private sources on behalf of any college of the College District, or the College District as a whole shall be vested solely with the Board, and all bequests of property for the benefit of the College District shall vest in the Board, except to the extent that the Alamo Colleges Foundation serves as the official fund-raising and endowment arm of the College District for all donations and grants from private sources.

The Chancellor may establish procedures appropriate to manage the solicitation, acceptance and management of grants from public and private sources. Applications for grants which, if awarded, would require an exception to College District policies or procedures, such as, for example, compensating College District employees in a manner that is not consistent with the College District's Employee Classification and Compensation Regulations, redirecting all or a substantial portion of their time from assigned to grant-related activities, and/or requiring establishment of institutionally funded positions or fractions of positions, must be reviewed and approved by the Office of Legal Services prior to submission to the prospective grantor. When not specified by the grantor, funds or other property donated, or the income therefrom, may be expended in any manner authorized by law and College District policies and procedures.

The Chancellor shall make recommendations to the Board regarding the acceptance of gifts and donations.

Facilities Use

The grounds and facilities of the College District shall be used for the educational goals and purposes of the College District as set forth by the Board. Such uses, as determined by the Board, the Chancellor, and the respective college President, have priority over any other use of College District facilities. The grounds and facilities of the College District shall be made available to members of the College District community, including students and their respective registered organizations, when such use does not conflict with normally scheduled activities, or any College District policies or procedures. The requesting student(s) or student organization shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost of required College District custodial, security, and building staffs.

Leasing or rental of College District facilities, in support of community needs and programs, is permitted, provided that such use does not interfere with College District operations and is consistent with the College District's public purpose. The College District shall establish a schedule of rates, competitive with the current market. The setting of rates shall at all times employ processes and practices consistent with those in the realty market to ensure that the College District receives fair and accurate market value for use of its property and services.

Sale of College District Real Estate

All sales of College District real estate are subject to prior Board approval.

Depository of Funds

The depository officially designated by the Board shall be the sole depository for College District funds. All deposits shall be in accordance with the depository agreement, the College District investment policy, and state law.

Ad Valorem Taxes

To provide funds, the Board shall be authorized to levy and pledge annual ad valorem taxes sufficient to pay the principal of and interest on bonds for construction and equipment, for the maintenance of the College District.

For information on tax abatements and tax increment financing see C.1.10.



C.1.4 (Policy) Budget

Board Action/Amendment : 11/09/2019

Annual Budget

The fiscal year for the College District shall begin on September 1 and end on August 31. The Board shall annually adopt a budget on or before September 1 of each year, providing authority to expend funds in accordance with state law, College District policy, and the College District's approved procedures.

Scope

This policy and Procedure C.1.4.1 apply only to the annual College District current unrestricted funds budget.

Budget Principles

The budget shall be developed to support the goals of the Board-approved strategic plan of the College District for the academic year stated in fiscal terms. The following principles shall be adhered to in developing the annual budget:

1. In preparing and passing the budget, the administration and Board shall strive to distribute funds in a manner that is aligned with the College District strategic plan to the maximum extent possible. The budget shall reflect an equitable allocation of resources among the many college and district services functions supporting the goals of the strategic plan.
2. The budget shall identify sufficient sources of funds to ensure a fiscally balanced budget.
3. The budget shall reasonably provide for contingencies to meet unforeseen demands.
4. The administration shall provide the Board with key indicators to assist the Board in its deliberations.

Budget Adjustments and Reallocations

Budget adjustments (movement of budget between accounts) and reallocations of reserve/pooled budget accounts are allowed to support operations and to facilitate implementation of the College District strategic plan.

Line Item Groups

The line item groups are:

- a) Instructional and General ("I & G"): Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant;
- b) Public Service;
- c) Scholarships and Exemptions; and
- d) Auxiliary Enterprises.

Budget adjustments between line item groups require prior Board approval. The following transactions are exempt from this requirement:

- a) Allocations and reallocations to and from the Chancellor's Reserve;
- b) Salary and fringe benefit transactions; and
- c) Allocations and reallocations to and from pooled accounts for specific use as approved by the Board, such as equipment and adjunct faculty salary pools.

Budget Amendments

The budget may be amended during the fiscal year. Increases or decreases to the total annual current unrestricted operating budget (budget amendments) shall be submitted to the Board for prior approval.



Savings Incentive Program

Up to 50% of “net savings” (as defined by the Vice Chancellor for Finance and Administration) may be carried forward from the prior year to the next budget year to provide a funding mechanism in each College Presidents’ and Vice Chancellors’ budgets for priority initiatives and to incent a culture of savings. The amount of the carryforward will be based on actual results after the audited financial statements are approved by the Board of Trustees in December. Carry-over amounts not utilized within two years will revert to the district’s fund balance. By January of each year, the Vice Chancellor for Finance and Administration will provide a Savings Incentive Program report to the Board of Trustees.

Activities which allow for carryforward which are excluded from the calculation include:

1. Unused revenues for programs which have been identified and approved by the Board of Trustees as high cost and have special program tuition;
2. Student activity fees; and
3. Remaining balances from capital budget and preventive maintenance allocations.

The remaining 50% “net savings” will accumulate in fund balance to offset future differences in state appropriation funding levels, revenues under budget and/or other reallocations by the Board of Trustees such as increases to preventive maintenance.

Fund Balance

The target level for the current unrestricted fund balance is 15% of the annual current unrestricted funds budget.



C.1.5 (Policy) Purchasing and Acquisitions
Board Action/Amendment: 8/16/2022

Best Value

The Board seeks to accept the bid or proposal that represents the best value for the College District after considering all legally permissible factors in awarding a contract. This policy applies to the purchase of personal property, improvements to realty, goods or services. For additional construction-related procedures, see C.2.3.4.

Purchasing Authority Delegation

The Board delegates to the Chancellor and to Purchasing & Contract Administration the authority to determine the method of purchasing pursuant to state law (excluding only Subchapters C (Construction Manager-Agent Method) and E (Design-Build Method) of Texas Government Code Chapter 2269, and to make budgeted purchases. The Chancellor or Purchasing & Contract Administration shall serve as hearing officer for proposer complaints regarding specifications or other elements of the procurement process. The Board of Trustees delegates authority to Purchasing & Contract Administration to award purchase orders and contracts up to \$200,000 in any 12-month period, subject to full compliance with all applicable Texas state procurement laws, Board policies, Alamo College procedures and any applicable grant or other funding requirements. The threshold for compliance with the competitive procurement requirements shall be as specified by Texas state procurement laws (currently \$50,000 in any 12-month period), and the approval of purchases not expected to exceed \$200,000 for any twelve-month period are delegated to the Chancellor and Purchasing & Contract Administration.

Board-Awarded Purchases

Purchases over \$200,000 in any 12-month period must have the approval of the Board of Trustees. Purchasing & Contract Administration will prepare and submit a Minute Order for consideration and action by the Board of Trustees, through the office of the Vice Chancellor for Finance & Administration, with the concurrence from the Vice Chancellor or College President.

Competitive Purchases

Except for the exceptions stated in TEXAS EDUCATION CODE Section 44.031, all Alamo Colleges contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the District:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or
- (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

Competitive Purchase Specifications

Purchasing & Contract Administration shall ensure that the staff prepares detailed specifications for any competitive purchase, regardless of procurement method.

Competitive Procurement Evaluation

For purchases subject to competitive procurement requirements, the documents soliciting bids or proposals must identify weighted evaluation criteria. These criteria are determined at the discretion of the Purchasing & Contract Administration Department, in consultation with the using department and/or the selection committee, and shall be relevant and material to properly evaluate a bid or proposal. For the purchase of goods and services other than construction and professional services, the evaluation criteria shall include best value concepts, which allow consideration of the overall combination of quality, price and other elements that in total are optimal relative to the needs of Alamo Colleges.



When best value analysis applies, it is District policy that cost should be given as much consideration as is reasonable, balancing price against the technical difficulty or expertise required to develop a bid or proposal for the purchase of General Goods or Services (automobiles, office supplies, tools). Criteria Weighting Guidelines are provided in Table 1.1. With the prior approval of the Vice Chancellor of Finance and Administration, a lesser percentage than listed in Table 1.1 may be applied toward price. The weight afforded to price should only be reduced when there is substantial uncertainty as to the nature of the statement of work or respondents are required to demonstrate extraordinary expertise in formulating and implementing the statement of work for the purchase of Specialized Goods or Highly Complex Services (software, financial services, banking services).

After considering price, Alamo Colleges may utilize, other than for construction, any of the following evaluation criteria in the table below.

TABLE 1.1: CRITERIA WEIGHTING GUIDELINES (EXCLUDING CONSTRUCTION)	Select from the suggested evaluation point ranges for the purchase of General Goods or Services	Select from the suggested evaluation point ranges for the purchase of Specialized Goods or Highly Complex Services
Purchase price.	30-80	20-50
Reputation of the vendor and of the vendor's goods or services.	0-10	0-10
Quality of vendor's goods and services.	0-20	20-30
The extent to which the goods or services meet the district's needs.	20-30	20-30
The vendor's past relationship with the district.	0-10	0-10
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.	(currently no laws exist)	(currently no laws exist)
Total long-term cost to the district to acquire the vendor's goods or services.	0-10	0-30
Any other relevant factor specifically listed in the request for bids or proposals, including the Small, Minority, Women, Veteran Business Enterprise (SMWVBE) Subcontracting Plan.	0-20	0-30
Whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state.	0-10	0-10



The listed criteria are the only criteria that may be considered by the College District in its decision to award a contract. The College District may apply one, some, or all of the criteria, but it may not completely ignore them.

For construction procurement, the College District will follow the procedures required by law, which presently appear at Texas Government Code Chapter 2269. The Board has authorized, and delegated to the Chancellor its authority to select from amongst, the following construction methods for any particular construction project: Competitive Bidding; Competitive Sealed Proposal; Construction Manager-at-Risk; and Job Order Contracting. The chancellor is authorized to sub-delegate the authority of law, presently set forth at Section 2269.55.

Sole Source Purchases

Without complying with requirements for Competitive Purchases in this policy, Alamo Colleges may purchase an item that is available from only one source, including:

- (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- (2) a film, manuscript, or book;
- (3) a utility service, including electricity, gas, or water; and
- (4) a captive replacement part or component for equipment.

The Sole Source purchase exceptions do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

Professional Services

The competitive procurement requirements do not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. Alamo Colleges may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided. Professional services are not exclusively defined by TEXAS EDUCATION CODE Section 44.031 or TEXAS GOVERNMENT CODE Chapter 2254, and the contracting requirements of that latter section apply only to the professions therein listed, those being:

- i. accounting;
- ii. architecture;
- iii. landscape architecture;
- iv. land surveying;
- v. medicine;
- vi. optometry;
- vii. professional engineering;
- viii. real estate appraising; or
- ix. professional nursing.

Receipt of Electronic Bid or Proposal Responses

Purchasing & Contract Administration shall adhere to rules to ensure security and confidentiality for receiving Bids or Proposal through electronic transmission pursuant to Texas Education Code Section 44.0313, which shall ensure that the electronic bids or proposals remain effectively unopened until the time identified within the solicitation. Purchasing and Contract Administration shall determine the circumstances under which paper responses will be accepted consistent with the requirements of applicable law.

Change Orders

If a change in plans or specifications is necessary after the performance of a contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, Purchasing & Contract Administration may approve change orders making the changes. The total contract price may not be increased because of the changes unless additional money for increased costs is in the budget for that purpose from available money or is provided for by the authorization of the issuance of time warrants.



Purchases or contracts approved by the Board with an amount exceeding \$200,000 - \$999,999:

Purchasing & Contract Administration is delegated authority to change executed purchase orders or contracts, except that prior Board approval is required for any change orders or amendment providing for an increased District financial commitment that causes the total of all increases since the original or most recent Board-approved amount to exceed \$200,000. These principles shall not apply only if authority to exceed the approved amount is expressly delegated by the Board or an exception is expressly adopted by the Board for that contract.

A contract with an original contract price of \$1 million or more may not be increased by more than 25 percent without a redetermination of whether competitive procurement must be performed. If a change order for a contract with an original contract price of less than \$1 million increases the contract amount to \$1 million or more, the total of the subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract price. Board delegation, exception or approval is not sufficient under these circumstances.

Communication with Contractors, Consultants, and Other Vendors

From the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Purchasing & Contract Administration personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers/bidders) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer/bidder, might reasonably become interested in, any non-construction competitive procurement opportunity. Rules governing communication for construction-related procurement opportunities are found in C.2.3.4.

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted Board Policy and current administrative procedures. Persons making unauthorized purchases may be responsible for all such debts.

Authorized Purchases

Unless state law or Board policy requires the Board to make or approve a purchase, authorized College District employees in charge of a department or college budget may requisition Purchasing & Contract Administration to purchase items included in their approved budget, in accordance with administrative procedures.

Exclusive Purchase Commitments & Contract Execution Authority

All purchase commitments shall be memorialized by the Chancellor or Purchasing & Contract Administration on a properly drawn and issued purchase order or agreement approved in accordance with administrative procedures. Purchasing & Contract Administration is delegated exclusive signature authority for all vendor transaction agreements, other than the retention and compensation of outside counsel by the Office of Legal Services as provided for in Policy B.7.2. Centralizing the contract signature authority for vendor purchases and agreements will reasonably assure the reliability of reporting, effectiveness, and compliance with applicable laws and policies.

Emergency Purchases

Emergency purchases as defined by Texas Education Code 44.031(h) must be approved by the Chancellor or Purchasing & Contract Administration prior to award and processed to ensure all requirements are met. All such purchases shall be presented to the Board of Trustees for ratification.

State and Cooperative Purchases

The Board authorizes the Chancellor or Purchasing & Contract Administration to approve state and cooperative contract purchases. Purchasing & Contract Administration shall report each such purchase of \$100,000 or more to the Board on a monthly basis.

Verifying Purchases

The Purchasing & Contract Administration shall establish procedures regarding the manner of verifying the quality, quantity, and physical condition of the materials received so that approval for payment may be established.



Detailed Purchasing Procedures

The Purchasing & Contract Administration shall supplement this policy with detailed purchasing procedures and instructions.

Small, Minority, Women, and/or Veteran – Owned Business Enterprises Program (SMWVBE)

It is the policy of Alamo Colleges to encourage the use of Small, Minority, Women, and/or Veteran-Owned Business Enterprises as herein below defined to assist in the implementation of this policy through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SMWVBE's are provided the maximum practicable opportunity to participate in all purchasing and contracting opportunities.

“SMWVBE” means a company with a certification designation from an authorized certification agency as a small, minority or a woman group certification, such as a Historically Underutilized Business (HUB), or Minority Business Enterprise (MBE), or Women Business Enterprise (WBE), Small Business Enterprise (SBE), and/or Veteran Business Enterprise (VBE).

The Vice Chancellor for Finance and Administration will establish the Alamo Colleges Aspirational Goal for the SMWVBE Program based on an analysis of projected annual purchases and a survey of available SMWVBEs registered with the Alamo Colleges and or the South-Central Texas Certification Agency. The primary means for achieving the Aspirational Goal will be through race- and gender-neutral principles.

The SMWVBE Aspirational Goal will be reviewed annually by the SMWVBE Program Office. Any recommendations for adjustment will be submitted to the Vice Chancellor for Finance and Administration approval. Progress towards the Aspirational Goal will be reported annually to the Board of Trustees.

In addition, Alamo Colleges considers entering into a contract for the purchase of goods, services, construction services, or professional services with an expected value of \$50,000 or more shall, before soliciting bids, proposals, offers, or other applicable expressions of interest for the contract, determine whether there will be subcontracting opportunities under the contract. If the SMWVBE Program Office determines that there is that probability, the Purchasing & Contract Administration Department will incorporate the SMWVBE Subcontracting Plan requirements and evaluation criteria into the solicitation for bid, proposal, offer, or other applicable expression of interest.

Local Suppliers

There is no statutory authorization for the Alamo Colleges District to give consideration to a vendor in a competitive procurement due to the location of its principal place of business, as there is for cities and certain other local governments. The Alamo Colleges District will utilize the existing authority to advance the objective to the extent permissible.

Working together, Requisitioners and Purchasing & Contract Administration will assess purchase requirements for:

Competitive Purchases (over \$50,000) – establish minimum qualifications for awarding to local suppliers when service requirements require a local a provider (as with some maintenance or other services) due to response time, accessibility, etc.; and Informal (under \$50,000) and COOP Purchases – select from local suppliers considering our requirements and vendor availability.



C.1.7 Investments (Policy)

Board Action/Amendment: 10/27/2021

General

The Board of Trustees (“Board”) as fiduciary of the funds of Alamo Community College District, may direct or delegate the purchase, sale, and investment of funds under its control in investments authorized in the Public Funds Investment Act, Chapter 2256, Texas Government Code (“PFIA”), in compliance with Board-adopted investment policies, and according to the standard of care prescribed in this written policy. This Policy is intended to satisfy the requirements of the PFIA. [Texas Government Code Section 2256.005(a)]

Scope

The provisions of this policy apply to the investment of College District funds and to all funds under the control of the Board, including, without limitation:

- Operating Funds
- Debt Service Funds
- Debt Service Reserve Fund
- Construction Funds and Unexpended Plant Funds
- Other Funds

Objectives

This investment policy emphasizes the safety of principal and liquidity, [Texas Government Code Section 2256.005 (2)] and addresses investment diversification, yield, maturity and the quality and capability of investment management. The Board intends that investments will be purchased to hold until maturity; no investments will be made for the specific purpose of speculation of changes in market interest rates.

The investment objectives of the College District are in order of priority:

1. Assure the safety of the College District’s funds.
2. Maintain sufficient liquidity to provide adequate and timely operating funds.
3. Ensure the investment is marketable if the need arises to liquidate the investment.
4. Minimize risk of loss resulting from concentration of assets by diversifying investments as to maturity, security type, and issuer and providing for investments in authorized pooled and mutual funds.
5. Attain a market yield consistent with safety and liquidity considerations.

Management of Funds

Delegation of Authority

The Board retains ultimate responsibility as fiduciaries of the assets of the College District. The Associate Vice Chancellor of Finance and Fiscal Services is designated as the investment officer of the College District by Board authority delegated through the Chancellor. In the absence of the Associate Vice Chancellor of Finance and Fiscal Services, the Vice Chancellor for Finance and Administration is deemed to be the investment officer. The investment officer shall be responsible for the investment of funds consistent with the investment policy adopted by the Board. The Associate Vice Chancellor of Finance and Fiscal Services may delegate management responsibility for daily investment transactions to the Controller or Treasurer. [Texas Government Code Section 2256.005(f)]

External Advisory Services

The Board may contract with advisory firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80-b1 *et seq.*) and the State of Texas to provide for the nondiscretionary investment and management of its public funds under its control. The contracted period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board by resolution. The firm must disclose any significant litigation relating to the firm’s integrity or abilities. Subject to the provisions of the professional services contract, advisory firms can be terminated by the Board at any time. [Texas Government Code Section 2256.003(b)]



Standards of Care

Standards of Care

All investments will be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of his/her own affairs, not for speculation. [Texas Government Code Section 2256.006(a)] In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination will be made taking into consideration: (1) the investment of all funds over which the officer had responsibility, rather than a consideration as to the prudence of a single investment; and (2) whether the investment decision was consistent with this investment policy. [Texas Government Code Section 2256.006 (b)] A College District investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the College District will file a statement disclosing that personal business interest. An investment officer who is related as determined by Texas Government Code Chapter 573, to an individual seeking to sell an investment to the College District will file a statement disclosing that relationship with the Board and with the Texas Ethics Commission. [Texas Government Code Section 2256.005]

Training

Board members and investment officers will attend at least one training session relating to the person's responsibilities conducted by the Texas Higher Education Coordinating Board within six months after taking office or assuming duties. Training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. All investment officers will attend a minimum of five hours of training at least once every state biennium from a recognized and independent source, as approved by the Board of Trustees. The list of approved training sources is listed in Appendix 1. [Texas Government Code Section 2256.007]

Internal Controls

Internal controls will be established by the investment officer to prevent the loss of public funds through collusion. There will be a division of responsibilities between the Associate Vice Chancellor of Finance and Fiscal Services, the Controller and the Treasurer for internal control purposes. The internal control procedures will address the following points:

- Avoidance of collusion
- Separation of trading authority from personnel responsible for maintaining the accounting records
- Custodial safekeeping
- Written confirmation of transactions

Roles and responsibilities of the participants in the investment process of the College District are outlined in Appendix 2. The investment officer will establish a process for a compliance audit at least once every two years by the College District's internal auditor or by a private auditor, the results of which are reported to the state auditor no later than January of each even-numbered year. [Texas Government Code Section 2256.005 (n)]

Quarterly reports will be reviewed at least annually by an independent auditor reporting to the Board of Trustees. This will be done as part of the annual external audit process. [Texas Government Code Section 2256.023 (d)]

Investment Strategies

The Board will adopt a separate written investment strategy for each type of account under its control, describing the investment objectives of each. [Texas Government Code Section 2256.005(d)]

Operating Funds

The objective of these funds is to maintain adequate liquidity to meet cash needs. All security types listed in the "Authorized Investments-Operating Funds" section of this policy are considered suitable investments for the investment of Operating funds. Safety of principal and availability of adequate liquidity take priority over yield. The College District will diversify assets by security type, issuer and maturity date through separately purchased investments, through investments in approved pools or a combination of both in order to minimize overall risk and capture additional yield through maturity extension, as determined by cash flow needs.



The investment strategy for the District's Operating funds shall be accomplished by purchasing high quality, short- to medium-term securities. It is expected that a portion of the portfolio will be invested in readily available, liquid funds such as Local Government Investment Pools, money market funds or overnight repurchase agreements. The dollar weighted average maturity for operating funds shall be two years or less. (Investment in the liquidity alternative is assumed to have maturity of one day for calculation purposes). Callable securities may be purchased in this fund group when there is a yield advantage over non-callable treasury securities of comparable duration based on both the call date and the stated final maturity date. The stated final maturity for an individual security can be up to five years from the date of purchase. It is anticipated that the portfolio will have an overall yield higher than the liquidity product utilized; this liquidity alternative will be used as a benchmark for performance.

Debt Service Funds

Investments in debt service funds are governed by the bond covenants, and investment strategies for debt service funds shall assure investment liquidity adequate to cover the debt service obligation on the required payment date. Securities are purchased to meet specific bond payment dates. All security types as authorized for Operating funds within this policy are considered suitable investments for the investment of Debt Service funds. Safety of principal shall take priority over yield. Adequate liquidity is required only to fund each debt service payment. The College District will seek diversification by security type, and issuer in order to minimize overall risk. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date. The weighted average maturity of the Debt Service Fund will be commensurate with bond covenants.

Debt Service Reserve Funds

Investment of debt reserve funds is governed by the bond covenants. Generally, all security types authorized for Operating funds within this policy are considered suitable investments for the investment of Debt Service Reserve funds. Safety of principal shall take priority over yield. There is no need to maintain cash liquidity in a Reserve fund. The College District shall seek diversification by security type and issuer name in order to minimize overall risk.

Investment strategies for debt service reserve funds shall generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Except as may be required by the bond minute order specific to an individual issue, securities should be of high quality, with short- to intermediate-term maturities. Stated final maturity of any individual security in the debt service reserve fund shall not exceed the final installment payment date of the debt issue. The weighted average maturity of the Debt Service Reserve Funds will be commensurate with bond covenants.

Construction Funds and Unexpended Plant Funds

Investment strategies for construction funds and unexpended plant funds must assure that anticipated cash flows are matched with adequate investment liquidity. All security types authorized for Operating funds within this policy are considered suitable investments for the investment of Construction Funds and Unexpended Plant Funds, but if the funds are proceeds from bond issuances, the covenants from the issue govern the investment activity. Safety of principal shall take priority over yield. Care shall be taken to provide adequate liquidity to fund forecasted expenditures. The College District will seek diversification by security type and issuer when purchasing individual securities, but may invest all of the proceeds of a single bond issue into a single investment if that investment type allows for cash withdrawals on demand. These portfolios should include an adequate level of investment in highly liquid securities or investment in public funds investment pools which function as a money market mutual fund to allow for flexibility to meet unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date. The weighted average maturity of these funds will be commensurate with the timing of the construction project.

Other Funds

From time to time, funds are received that are identified for specific use. The investment objective of these funds is to maintain adequate liquidity to meet cash needs. All security types listed in the "Authorized Investments-Operating Funds" section of this policy are considered suitable investments for the investment of Operating funds. Safety of principal and availability of adequate liquidity take priority over yield.

Authorized InvestmentsOperating Funds

Only the following securities are authorized investments under this policy. All investments are referenced and authorized under the *Texas Government Code (PFIA) Sections 2256.009- 2256.016 and Sections 2256-019 – 2256.0201*

- Obligations of the United States, including letters of credit, or its agencies and instrumentalities;
- Direct obligations of the State of Texas or its agencies and instrumentalities;
- Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities including any security type insured by the Federal Deposit Insurance Corporation (FDIC);
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- Certificates of Deposit and Share Certificates issued by a depository institution that has its main office or a branch office in Texas or through a broker that has its main office or a branch office in Texas and is included on the authorized broker list. These may be purchased without limit from a domestic bank if the amount is insured by the FDIC or is fully collateralized by securities as provided for in this policy (see "Collateralization"). T. Certificates of Deposit (CDs) may be placed with banking institutions which offer competitive and documented interest rates, both at or above interest rates available on government securities to similar maturity dates. Since it may not possible to obtain competitive CD offers, documentation detailing the best available alternatives at time of purchase is required;
- Collateralized Repurchase Agreements. Execution of a Master Repurchase Agreement, approved by the Legal Department, is required prior to the purchase of this investment. Investments must have a defined termination date and be secured by a combination of cash and obligations as described by Section 2256.009(a) (1) of the Texas Government Code. The securities being purchased to be pledged to the College District, held in the College District's name and deposited at the time the investment is made; and, is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in the State of Texas; The term of any single repurchase agreement may be made coterminous with the need to expend bond proceeds, provided the purchase agreement allows for multiple draws at the College District's discretion and the maturity date does not exceed the expected final expenditure date;
- Bankers' Acceptances. Investment must have a 270 day or less stated maturity from date of issuance and be liquidated in full by stated maturity, be acceptable as collateral for borrowing by a federal reserve bank, and be accepted by a bank rated at least A-1 and P-1 or equivalent by a Nationally Recognized Statistical Rating Organization ("NRSRO");
- Commercial Paper. Commercial paper must have a stated maturity of 270 days or less, and be rated at least A-1 or P-1 or equivalent, either by two NRSROs, or by a single NRSRO if it is also fully secured by an irrevocable letter of credit issued by a domestic bank. Both taxable and municipal commercial paper are authorized;
- No-Load Money Market Mutual Fund. Fund must be regulated by the Securities and Exchange Commission (SEC); have a dollar-weighted average stated maturity of 60 days or less; and include in its investment objectives the maintenance of a stable net asset value of \$1 for each share. Such investments may not exceed, in the aggregate, more than 15 percent of the College District's monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, and the investment in any single mutual fund may not exceed 10 percent of the total assets of the Mutual Fund;
- No-Load Mutual Fund. Fund must be registered with the SEC; have an average weighted maturity of less than two years; be invested exclusively in obligations approved by this policy; be continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and conform to the requirements set forth in Section 2256.016 of the Texas Government Code relating to the eligibility of investment pools to receive and invest funds of investing entities. The investment in any single mutual fund may not exceed 10 percent of the total assets owned or controlled by the College District, including bond proceeds and reserves and other funds held for debt service;



- Public Fund Investment Pools. Public funds investment pools must be specifically authorized by the Board through resolution, and are subject to the limitations of PFIA Section 2256.016;
- Interest bearing bank savings deposits issued by state and national banks or savings bank or a state or federal credit union (having their main or branch office in Texas) that are guaranteed or insured by the Federal Deposit Insurance Corporation or National Credit Union Share Insurance Fund (or their successor organizations) or secured by an FHLB Letter of Credit. Also included are collateralized interest bearing savings deposit that have secured the uninsured portion of deposits with pledged collateral as provided for in this policy (see “Collateralization”)
- Bank Sweep Accounts. Investments in bank sweep accounts are permitted provided they offer daily liquidity and invested in compliance with this Policy.

Debt Service/Reserve/Construction Funds

In addition to the authorized investments above, bonds proceeds may be invested in the following [Texas Government Code Section 2256.011 and 015]:

- Guaranteed Investment Contracts (“GICs”) having a defined termination date corresponding to the expected final draw date on the projected construction schedule, secured by U.S. Government direct or agency obligations.
- Flexible Repurchase Agreement (“Flex Repo”) with a defined termination date of and corresponding to the expected final draw date on the projected construction schedule secured by U.S. Government direct or agency obligations at a minimum of 102% of outstanding principal balance plus accrued interest.

Other Funds

All funds authorized for Operating Funds are also authorized for Other Funds.

Financial Institutions and Broker/Dealers

All investment transactions require that competitive bids or offers be received from at least three (3) qualified broker/dealers or investment providers in accordance with Texas law. If the College District has hired an Investment Advisor, the advisor shall obtain and document competitive bids and offers on all transactions and present these to the College District as part of its standard trade documentation. (This section excludes transactions with money market mutual funds and public funds investment pools, which are deemed to be made at prevailing market rates).

The Board must adopt and annually review a list of qualified dealer/brokers authorized to engage in investment transactions with the College District. [Texas Government Code Section 2256.025] A written copy of this investment policy shall be presented to any business organization defined as an investment pool or investment management firm under contract to manage the College District’s portfolio with discretionary authority. [Texas Government Code Section 2256.005(k). A Qualified representative [Texas Government Code Section 2256.002(10)] of the business organization must execute a written instrument substantially to the effect that the registered principal has received and thoroughly reviewed the investment policy of the College District and acknowledged that the organization has implemented procedures and controls in an effort to preclude transactions that are not authorized by this policy. [Texas Government Code Section 2256.005(k)] Form C.1.7.F Texas Public Funds Investment Act Certification by Dealer may be used to satisfy this requirement.

Safekeeping and Custody

Securities will be held by a third party custodian designated by the Board and held in the College District’s name as evidence by safekeeping records of the institutions with which the securities are deposited. All transactions, except those with an investment pool or mutual fund, will be settled on a delivery versus payment method. [Texas Government Code Section 2256.005(b)(4) I]



Collateralization

The College District shall require full collateralization of funds on deposit with depository institutions, other than investments, in accordance with the Texas Government Code, Chapter 2257. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 100% percent of market value of principal and accrued interest on the deposits, less any amount insured by the FDIC. Collateral should be repriced daily. This collateral will be held by a third party and not be subject to any security interest, lien or right of set-off by the third party. Bank deposits and repurchase agreements often require collateral substitution. If the District has a contractual agreement with an independent third-party custodian, this custody agent shall permit collateral substitution provided that the total value of the new securities maintains a market value equal to or greater than the required collateral level. Collateral used to secure direct bank deposits shall be monitored no less than monthly. [Texas Government Code Sections 2257.021, 022,023]

Other

Monitoring Market Prices

The market value of the portfolio will be obtained monthly from the investment advisor, or the custodian bank, as appropriate. Market value of pooled or mutual funds will be obtained from published sources, such as their websites.

Credit Downgrades

Procedures shall be maintained by the investment officer to monitor rating changes in investments (reference Appendix 2 Roles and Responsibilities). [Texas Government Code Section 2256.005(b)4(f)]. It is not a requirement to liquidate an investment that was an authorized investment at the time of purchase [Texas Government Code Section 2256.017]; however the investment must be evaluated by the investment officer to determine if it is prudent to liquidate. Investments that are downgraded to less than the required minimum credit rating should be liquidated in a prudent manner. [Texas Government Code Section 2256.021]

Securities Lending

A securities lending program is authorized if it meets the conditions provided by the Texas Government Code Section and is separately approved by the Board of Trustees. [Texas Government Code Section 2256.0115]

Reporting

An investment report will be prepared on a quarterly basis by the investment officers(s) and the investment advisor and submitted to the Board. The report must be signed by all investment officers, and electronic signatures will be acceptable. The report must state that it was generated in compliance with the Investment Policy and PFIA, be signed by the investment officers and will minimally include the following:

For separate investments: detailed investment position including type of asset, book and market value, maturity and accrued interest

For each pooled fund group or mutual fund: name of pooled fund, ending book and market value, and accrued interest

For all investments: dollar-weighted average maturity

[Texas Government Code Section 2256.023]

Additionally, if an investment advisor is used, a report will be submitted at least quarterly by the investment advisor detailing the market value of the investments, utilizing a named, commonly accepted pricing source, and the performance of the investments. The pricing of mutual funds and pooled funds will be obtained directly from those institutions.

Policy Review

This policy and strategies will be reviewed not less than annually by the Associate Vice Chancellor of Finance and Fiscal Services, the Audit, Budget, and Finance Committee, and the Policy and Long Range Planning Committee, and



the Board. The Board will adopt a written statement stating that it has reviewed the policy and strategies, and the written statement so adopted will record any changes made to either the policy or strategies. *[Texas Government Code Section 2256.005I]*

A copy of this approved statement will be posted on the College District's website, provided to all investment dealers and investment managers doing business with the College District, and also shall be provided to other interested parties on request. Confirmation of receipt and review of this policy by persons employed by an organization providing investment services to the College District and who deal directly with College District accounts shall be received by the College District prior to the institution of such services. *[Texas Government Code Section 2256.005(k)]*

Sources:

Public Funds Investment Act, Texas Government Code Chapter 2256

Public Funds Collateral Act, Texas Government Code Chapter 2257

Form C.1.7.F Texas Public Funds Investment Act Certification by Dealer

Legal Reference – TACC Policy Reference Manual CAK (LEGAL) Appropriations and Revenue Sources: Investments Appendix 1

List of approved training sources: *[Texas Government Code Section 2256.007]*

- Texas Higher Education Coordinating Board
- Government Treasurers' Organization of Texas
- Government Finance Officers Association of Texas
- Alamo Area Council of Governments
- University of North Texas Center for Public Management
- Texas Association of Community College Business Officers
- Texas Municipal League
- The PFM Group
- Virtual Learning Concepts
- Texas State University
- Association for Financial Professionals
- TexPool Academy (provided by Federated Investors)



Appendix 2 (Procedures) Roles and Responsibilities					
Responsibility	Board of Trustees	External Investment Advisor	Investment Officers		
			Treasurer	Vice Chancellor, Associate Vice Chancellor, Comptroller	General Accounting
Investment Policy	Annual review and approval	Acknowledges receipt of Investment Policy. Reviews to ensure compliance with PFIA and any legislative changes.	Prepares Policy for annual review by District Compliance and Legal and subsequent approval by Board of Trustees. Documents changes.	Review	
Compliance		Acknowledges receipt of Investment Policy. Reviews to ensure compliance with PFIA and changes. Ensures investment recommendations are approved per Policy.	Assures Investment Policy is in compliance with PFIA; manages investment activity in keeping with Investment Policy.		
Trading		Recommends trades, obtains competitive bids; executes trades based on direction from Alamo Investment Officers, prepares and forwards trade tickets. Retains duplicate copies of trade tickets and support documents.	Supplies cash flow information and investment parameters for recommendations from Advisor. Reviews trade options; authorizes trades and signs trade ticket.		
Review of Investment Activity			Prepares Investment Committee quarterly review of activity and other relevant information. Delivers semi-annual report for Board of Trustees.	Participates in quarterly Investment Committee meeting for review	
Quarterly Investment Report (PFIA required) and other external reporting (CARAT, SAO)	Quarterly approval for PFIA report.		Responsible for preparing and submitting all required reporting and posting necessary information to Alamo Colleges website.	Reviews PFIA report	
Transactional Reporting		Prepares monthly reports of investment activity, holdings, book value adjustments, accrued income on each investment portfolio.	Reviews and compares balances and activity to internal records.		
Monitoring Ratings Changes		Provides information on changes in investment ratings and credit support. Supplies quarterly report of ratings on investment holdings.	Monitors and maintains current record of borrowers' ratings and support. Determines disposition of investments held due to ratings changes. Informs other Investment Officers with significant changes.		
Accounting			Prepares journal entries for all investment activity, interest income. Internal reconciliation of investment balances and interest income. Journal entries are supported by trade tickets and safekeeping receipts (if a purchase) and evidence of bank account activity. Prepares all footnotes and schedules in CAFR relating to investments.		Reviews and approves Journal Entries. Enters into General Ledger. Reconciles investment accounts.
Safekeeping			Enters all trades into bank safekeeping system- monitors delivery versus payment for securities purchased/sold and credit received for maturing investments and coupon payments.		
Collateral		Reviews collateral upon request.	Orders and monitors required collateral for depository funds in excess of FDIC insured amounts.		
Training	Attend training within six months of taking office.		Minimum 10 hours (is in excess of PFIA requirement) approved training each 2 years.	Minimum 5 hours approved training each 2 years.	



C.2.3 (Policy) Facilities and Grounds Management
Board Action/Amendment: 8/16/2022

Maintenance and Operations

The College District shall ensure that its facilities are safe, comfortable, and hygienic for students, faculty, employees, and the general public. Consistent maintenance standards shall be employed throughout the College District. Periodic assessments of the condition of College District facilities shall be conducted.

Preventive Maintenance

The College District administration shall prepare, budget, and execute an annual preventive maintenance program.

Funding

Funds allocated for the preventive maintenance program may be utilized only for materials, labor, tools, and equipment or contracted work directly relating to and supporting the concept of well-maintained buildings, grounds, utilities, or like items normally associated with physical plant activities. Funds shall be set aside annually to fund preventive maintenance projects. Unspent funds shall be carried over for inclusion in the subsequent annual budget. The set aside amount shall be determined by the Board.

Administration

The Chancellor or designee shall develop, publish, and disseminate specific instructions and procedures necessary to implement the preventive maintenance program.

Naming Facilities

The ultimate authority for naming College District property rests with the College District Board of Trustees.

The Chancellor or designee shall establish procedures for introducing naming opportunities for consideration by the College District Board of Trustees, the Chancellor or designee, and the Alamo Colleges Foundation Board of Directors.

Criteria for Naming Facilities

The naming of College District property as defined in C.2.3.3 shall be based on the consideration of funds or other resources generated for the benefit of the College District as agreed to by the donors, the College District Board of Trustees, the Chancellor or designee, and the Alamo Colleges Foundation Board of Directors.

The Board may waive the application of this criterion when a naming opportunity is so significant that a donation of funds or other resources is unnecessary. The Board shall base this determination solely on the applicability of one or more of the following criteria:

1. Outstanding academic and/or professional service to the College District;
2. Outstanding volunteer service that has significantly contributed to the advancement of the College District;
or
3. A significant historical association between the property to be named and the person, persons, or organization for whom that property would be named.

Nothing in this policy or related procedures shall prevent the College Presidents, the Chancellor, members of the Board of Trustees, the Board of Trustees as a whole, or the Alamo Colleges Foundation Board of Directors as a whole from initiating action for the naming of any College District property.

Authority and Recommendations

The College District Board of Trustees (Board) is the only entity with the authority to approve the naming of any College District property, and reserves the right to accept or reject naming proposals submitted through the Chancellor.



Further, the Board may set aside certain streets, buildings and places, both inside and outside of buildings, at each college of the College District for its own naming decisions. The Board may assign these places as either fundable or non-fundable as it so determines, and may add to these places from time to time as it may choose.

The remaining places shall be recommended to the Board for naming from time to time by the Chancellor, with or without recommendations from the public or college community, and may require an investment from the individual, group of individuals, or organization wishing to secure the name of the place, per the contribution value schedule approved by the Board. Such investment shall be secured with the Alamo Colleges Foundation for the benefit of students, faculty and programs of the College District.

Facilities Planning

The College District shall operate a continuing Capital Improvement Program based on College District needs, taking into account enrollment, operations, and acquisition of property. Facilities planning shall be inclusive of program needs and facilities standards in a manner consistent with the master plan. The master plan shall be continually reviewed and shall be revised based on College District needs or at least every five years.

Construction Management

The College District shall establish standards for all College District facilities, in accordance with federal, state, and local law and regulations. No construction, with the exception of routine maintenance, shall be initiated without Board approval.

All construction delivery methods shall be selected and conducted pursuant to relevant law.

Project Administration

All construction projects shall be administered by the Chancellor or designee.

Change Orders

Change orders of \$200,000 and over shall be reviewed and recommended by the building committee of the Board before submission to the full Board for approval.

If less than \$200,000, change orders shall be approved by the Chancellor or designee provided that the originally approved contract amount, plus contingency, is not exceeded.

Additionally, a change order or aggregate total of change orders that would put it beyond the contract amount plus contingency, shall be submitted to the full Board for approval.

Environmental Protection

The College District fully supports national and state objectives to preserve, protect, and enhance the environment.

To assist in achieving these ends, the Chancellor and the college Presidents shall develop programs that implement the environmental principles set forth in C.2.3.2.



C.2.3.1 (Procedure) Preventive Maintenance
Board Action/Amendment: 2/13/2014

Preventive Maintenance Program

In order to ensure a continuous high level of care that protects taxpayer investments in facilities and installed equipment, College District administration shall prepare, budget, and execute an annual preventive maintenance program.

Definition

Preventive maintenance is the recurrent, day-to-day, periodic, or scheduled work required to preserve the physical integrity or usefulness of a real property facility. It includes work required to maintain, repair, restore, replace-in-kind or alter facilities or components thereof which have deteriorated or require upgrading or modernization, to a condition that the facility or component may be used effectively for its designated or intended purpose.



C.3.1 Debt Management (Policy)
Board Action/Amendment: 5/17/2022

General

This Policy (the “Policy”) establishes conditions for the use of debt and creates procedures and policies designed to manage the Alamo Community College District’s (the “College District”) obligations within available resources, minimize the debt service and issuance costs, achieve the highest credit ratings, maintain full, complete, and accurate financial disclosure and reporting, and to comply with appropriate and applicable laws of the State of Texas (the “State”) and federal law.

Scope

Within the applicable laws of the State, the College District may enter into debt obligations to finance the construction or acquisition of buildings and infrastructure and other assets, maintenance of existing facilities, to purchase land and personal property, or to refinance or restructure existing debt. Unless recommended otherwise by the Vice Chancellor for Finance and Administration, whose recommendation must be approved by the Board of Trustees, all debt will be incurred at the College District level or through a Public Facility Corporation created by the College District. This Policy applies to all debt issued regardless of the purpose for which issued or the funding source for repayment. The Vice Chancellor for Finance and Administration is responsible for the debt management for the College District. Responsibility for the operational activity related to management of debt may be delegated to the Associate Vice Chancellor of Finance and Fiscal Services (AVC), or Treasurer.

Objectives

The objective of the Policy is to ensure prudent debt management practices that include:

- Minimize or avoid year-to-year fluctuations in the tax rate
- Minimize borrowing costs
- Structure the earliest possible maturity of the debt
- Preserve or enhance the District’s credit ratings
- Assure full, complete, and accurate financial disclosure and reporting compliance
- Comply with State and federal laws

Available Borrowing Methods

General Obligation Bonds

These bonds are issued for the acquisition of land, building construction costs, and the furnishing and equipping of buildings. The College District secures these bonds through levying, assessing and collecting ad valorem taxes sufficient to pay the principal and interest when due provided that the annual bond tax rate will never exceed the State statutory limit or the limits established by the College District’s qualified voters. The College District’s statutory maximum tax rate is established pursuant to Section 130.122, as amended, Texas Education Code at \$1.00 per \$100 of taxable assessed value (of which a maximum of \$0.50 may be utilized for debt service purposes). However, the College District’s qualified voters limited the total tax rates - maintenance and operations (“M&O”) and debt service- to a combined amount not to exceed \$0.25 per \$100 of taxable assessed value at an election held on September 30, 1952. These bonds require voter authorization.

Maintenance Tax Notes

The College District may issue notes that are secured by and payable by the College District’s maintenance and operations tax, but may be paid from any lawfully available funds of the College District. Repayment may be made through either ad-valorem tax revenues or non-tax revenues. This Notes will be used for furnishing and equipping existing buildings, and for making renovations and repairs at existing facilities. Maintenance Tax Notes do not require voter authorization.



Revenue Bonds

The College District may issue revenue bonds for the acquisition of land, buildings, building construction costs, and the furnishing and equipping of buildings. These bonds are payable from and are secured by pledged revenues, such as tuition and other fees, a reserve fund, or other resources. Voter approval is not required. Debt service coverage ratios or other bond provisions contained in existing bond covenants must be considered when issuing new revenue debt.

Lease Revenue Bonds

Under Chapter 303 of the Texas Local Government Code, the College District is authorized to establish a Public Finance Corporation (“PFC”). This corporation has the authority to issue bonds to construct facilities for the College District without an election. The College District would lease these facilities from the PFC to pay the debt service on the bonds issued by the PFC. These bonds are payable based upon an annual appropriation from lawfully available funds, including from M&O tax revenues. The funds may be used for construction, furnishing, and equipping the new facilities. Public notice must be given prior to entering into a contract for the use or purchase or other acquisition of the improvements, which permits a petition process to require an election.

Refunding Bonds

All or any part of the College District’s outstanding bond issues may be refunded or refinanced.

Other

From time to time, other financing options may be considered, including:

Contract Revenue Bonds

Capital improvements may be financed through Contract Revenue Bonds, which requires the District to enter into a contract with a third party entity. They are payable from either taxes, revenues, or both. Voter approval is not required

Taxable Debt

Taxable debt may be used for all or part of a debt issue and to comply with limitations imposed by the Internal Revenue Code of 1986, as amended (the “Code”). Taxable debt may also be issued for refunding if the net present value as a percentage of the par amount of the refunded bonds is at least 5% and the refunded tax-exempt issue cannot be advance refund on a tax-exempt bases per the Code.

Private Placements

Private placements are sold directly to investors. They can be short or medium term, fixed or floating rate, and the term will not exceed the useful life of the financed assets. Private placements may be used for financing specific assets or programs when it provides more advantageous terms than the capital markets, has a favorable structure, and financing is needed more quickly than what may be obtained through a public offering.

Alternative Structures

The College District will not use alternative methods of financial management products such as interest rate swaps, derivative products, etc. in connection with any outstanding and newly issued bonds without the express authorization from the Board of Trustees.

Debt Management Plan

Annually, a Debt Management Plan (the “Plan”) will be presented to the Board of Trustees by the Vice Chancellor of Finance and Administration or the Associate Vice Chancellor of Finance and Fiscal Services. Developed in conjunction with the College District’s Financial Advisor, this Plan will include information on the current debt outstanding; any previously approved but not settled financing activities, and borrowing capacity. It will include anticipated financings needs related to the Capital Improvement Program (“CIP”) or other funding needs. When the CIP requires a debt issuance for which a market opportunity is realized, a Parameter Order with reference to a specific debt issuance will be submitted for approval, allowing the President- Board of Trustees, the Secretary- Board



of Trustees, Chancellor, Vice Chancellor for Finance and Administration or Associate Vice Chancellor of Finance and Fiscal Services to commit to certain financing decisions. The Parameter Order allows the execution of a pricing certificate evidencing final sale terms of a debt financing. The Parameter Order provides flexibility for the College District's Administration to react when market conditions warrant. Parameter orders will be limited as to size and scope to comply with State law and per direction by the Board of Trustees.

Conditions for New Money Debt Issuance

The timing of borrowing will be structured to meet the needs of the District and to minimize the effect of negative arbitrage. When the investment earnings on borrowed proceeds are below the cost of borrowing, borrowed capital may have to be increased to provide sufficient funds to pay project expenses. Since this practice increases the cost and limits the productivity of borrowed capital, the College District will seek to minimize negative arbitrage where practical.

Any external borrowing will be coordinated to the extent possible so that multiple project needs can be accommodated in a single borrowing. Under a Parameter Order for a specific new money debt, the President-Board of Trustees, Secretary- Board of Trustees, Chancellor, Vice Chancellor for Finance and Administration or Associate Vice Chancellor of Finance and Fiscal Services may proceed with a new money debt issuance if the appropriate conditions are met as set forth in the Parameter Order.

Conditions for Debt Refunding

Periodic reviews of outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered based on economic benefit, or as needed to alter covenants, restructure debt, or stabilize the tax rate. Current refunding require at least a 3% net present value savings as a percentage of the par amount of the refunded bonds to be considered. Other factors should be considered, such as reinvestment rates and impact on the structure of the escrow. The 3% threshold rates may be disregarded under a refunding done solely for business reasons, such as for restructuring purposes. The term of the refunding bonds should not exceed the term of the bonds being refunded unless the debt is being restructured. Under a Parameter Order for a refunding bond, the President- Board of Trustees, Secretary- Board of Trustees, Chancellor, Vice President for Finance and Administration or Associate Vice Chancellor of Finance and Fiscal Services may proceed with a debt refunding if the appropriate conditions are met as set forth in the Parameter Order.

Conditions for Debt Defeasance

Debt defeasance with funds on hand or excess tax collections will be undertaken only after careful consideration of the District's cash flow. This may be considered as part of an overall plan to manage the District's tax rate.

Parameters for Debt Issuance

The term of debt will typically be for 20 years or less and will not generally exceed 30 years. Debt will be issued on a fixed or variable rate basis. The College District will normally seek to avoid the use of capitalized interest. In general, debt should be issued with the earliest optional redemption date that is determined to be cost-effective. Typically, debt with a final maturity beyond ten years will be structured with an optional redemption in nine or ten years at par. Debt may be structured with serial or term bonds or any combination thereof.

Selection of Consultants

The College District will select its municipal advisor, investment banking firms, disclosure and arbitrage rebate compliance specialists through the issuance of Request For Qualifications (RFQ). It is preferable that the services for disclosure and arbitrage rebate compliance be within the scope of the municipal advisor. Bond counsel will be selected pursuant to a Request for Qualifications process as set forth in Section 1201.027, Texas Government Code. Investment banking firms will be retained in an "underwriting pool" for a period of five years (one year plus four



annual renewals) prior to a new RFQ being issued. The underwriting syndicate for each open market bond issuance will be chosen from this pool. The selection of the Senior Manager and each syndicate member will be based upon:

- Initiation and implementation of innovative financing ideas and structures in compliance with state law
- The expertise of bankers and underwriters required for the transaction
- The underwriting capabilities as determined by excess net capital and distribution networks relative to the size of the transaction
- Performance of each syndicate member in past transactions

Each syndicate will be balanced by capitalization. The number of firms in the syndicate will be based on the size of the issue.

Compliance Reporting/Procedures

Continuing Disclosure

The College District will comply with SEC Rule 15c2-12 by filing directly or through a third party dissemination agent with the Municipal Securities Rulemaking Board (MSRB) using its Electronic Municipal Market Access system (EMMA) annual financial statements and certain required financial and operating data and material event notices.

Arbitrage Rebate Compliance

Adequate recordkeeping will be maintained to meet arbitrage rebate compliance requirements. This includes careful tracking of investment earnings on debt proceeds and remitting any excess earnings to the federal government in a timely manner. An outside compliance specialist will be retained to calculate rebate payments and ensure that the College District maintains compliance with arbitrage rules. Post Issuance Procedures are outlined in C.3.1.1 and C.3.1.2.

Rating Agencies

The Associate Vice Chancellor of Finance and Fiscal Services is responsible for maintaining the primary relationship and communicating with the national rating agencies. This communications effort includes providing periodic updates on the College District's general financial condition along with coordinating meetings and presentations in conjunction with debt issuances.

The College District will request a rating from at least two major rating agencies prior to the issuance of open market transactions.

Investment of Bond Proceeds

Investment of debt proceeds will comply with the Board of Trustees approved Investment Policy, State laws, and, as appropriate, the Code.

Policy Review

This Policy will be reviewed annually by the Board of Trustees as part of the Debt Management Plan and updated as needed.

References:

Texas Education Code Section 130 (130.121130.130), Section 45.108
Chapters 1201, 1207, and 1371, Texas Government Code
Local Government Code, Chapter 303
SEC Rule 15c2-12 (as amended)
SEC Rule 15Ba1-1(d) (3) (vi).
Internal Revenue Code of 1986
Treasury Regulation section 1.141-12



FY 24 CC High-Demand Fields for Formula Funding¹

The list of high-demand fields for FY 24 was assembled from a list of the 25 occupations that provide at least a median wage, require education or training beyond high school but below a bachelor's degree, and are projected to experience the most growth in each of the 10 higher education regions. These 25 occupations are based on data from the Texas Workforce Commission. The list also includes occupations that appear in at least seven of the 10 regional lists or in any region's top five. Every academic field associated with those occupations was added to the list of high-demand fields.

High-demand fields combine the critical fields under the legacy student success points system with additional fields determined through the new methodology described above.

FY 2024 Community College Formula Funding: High-Demand Fields

Fundable credentials of value in the following CIP codes qualify for the "high-demand" bonus in the performance tier – Updated 6/26/23

CIP Code	Field
11	Computer and Information Sciences and Support Services
14	Engineering
15	Engineering/Engineering-Related Technologies/Technicians
27	Mathematics and Statistics
40	Physical Sciences
0101	Agricultural Business Management
0102	Agricultural Mechanization
0302	Environmental/Natural Resources Management and Policy
1302	Bilingual, Multilingual, and Multicultural Education
1312	Teacher Education and Professional Development, Specific Levels and Methods
1314	Teaching English or French as a Second or Foreign Language
1907	Human Development, Family Studies, and Related Services
2200	Non-Professional Legal Studies
2203	Legal Support Services
3001	Biological and Physical Sciences
4102	Nuclear and Industrial Radiologic Technologies/Technicians
4103	Physical Science Technologies/Technicians ²
4302	Fire Protection
4604	Building/Construction Finishing, Management, and Inspection
4701	Electrical/Electronics Maintenance and Repair Technologies/Technicians
4702	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HAC, HACR, HVAC, HVACR)
4703	Heavy/Industrial Equipment Maintenance Technologies/Technicians ²
4706	Vehicle Maintenance and Repair Technologies
4707	Energy Systems Maintenance and Repair Technologies/Technicians
4902	Ground Transportation
5102	Communication Disorders Sciences and Services
5106	Dental Support Services and Allied Professions
5107	Health and Medical Administrative Services

¹ See [THECB House Bill Community College Finance Webpage](#)



CIP Code	Field
5108	Allied Health and Medical Assisting Services
5109	Allied Health Diagnostic, Intervention, and Treatment Professions
5110	Clinical/Medical Laboratory Science/Research and Allied Professions
5118	Ophthalmic and Optometric Support Services and Allied Professions
5123	Rehabilitation and Therapeutic Professions
5126	Health Aides/Attendants/Orderlies
5127	Medical Illustration and Informatics
5131	Dietetics and Clinical Nutrition Services
5132	Health Professions Education, Ethics, and Humanities
5133	Alternative and Complementary Medicine and Medical Systems
5134	Alternative and Complementary Medical Support Services
5138	Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing
5139	Practical Nursing, Vocational Nursing and Nursing Assistants
5203	Accounting and Related Services



Functional Category Descriptions

The following functional expense categories align with NACUBO (National Association of College and University Business Officers) and IPEDS (Integrated Postsecondary Education Data System) definitions of functional expense categories.

1xxx Instruction

This category includes expenditures for all activities that are part of an institution's instruction program. It includes salary and operating expenditures for:

- Academic, Vocational and Technical instruction (credit and non-credit courses)
- Developmental and Tutorial instruction
- Remedial
- Regular, Special, and Extension sessions
- Separately organized activities associated with instructional and training programs, such as Child Development Program.
- Expenditures for departmental research and public service that are not separately budgeted.
- Expenditures of department chairpersons, in which instruction is still the primary role of the administrator.
- Summer Programs for Children
- Programs for Seniors

This category excludes expenditures for academic administration when the primary assignment is administration – for example, Academic Deans.

2xxx Public Service

Activities designed primarily to serve the general public. This category includes funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. It includes salary and operating expenditures for:

- Lectures
- Seminars and Workshops
- Planetarium operations.

3xxx Academic Support

This category should include funds expended primarily to provide support services for the institution's primary missions – instruction, research and public service. It includes salary and operating expenditures for:

- The retention, preservation and display of educational materials, i.e., Libraries/Learning Resources, Museums and Galleries
- Academic administration, i.e. Dean's salaries and office expenses
- Technical support, i.e. Computer Services and Audio-Visual services
- Separately budgeted support for course and curriculum development, and related items
- Faculty development

**4xxx Student Services**

This category should include funds expended for activities that primarily contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program. It includes salary and operating expenditures for:

- Admissions, Records, Registration
- Commencement
- Assessment and Testing
- Clinic
- Advising & Counseling
- Intramurals (Auxiliary Supported Expenses)
- Services to Disabled Students
- Student Activities
- Student Financial Aid Services
- Student Job Placement
- Veteran's Affairs
- Health Services
- Center for Student Information

5xxx Institutional Support

This category includes salary and operating expenditures for:

- Central executive level management and long-range planning of the entire institution – Board of Trustees activities, Chancellor, Vice Chancellor's, President's
- Business and Fiscal Operations and Support– Accounting, Bursar's Office, Fiscal Affairs, Internal Audit, Tax Assessing/Collecting
- Employee personnel and records – Human Resources / Employee Services
- Logistical activities that provide procurement, storerooms, safety, security, printing and transportation services to the institution – Procurement and Security
- Support services for faculty and staff that do not operate as auxiliary enterprises – Faculty Senate, Staff Council, Health/Wellness, Hospitality, Staff Training
- Activities concerned with community and alumni relations, including development and fund raising – Community and Public Relations/Information, Development
- Administrative data processing
- Information Technology (IT) departments
- Space Management, Records Management
- Communications, Legal/Audit Fees, Planning and Research
- Bad debt related to tuition and fee revenue

6xxx Operations and Maintenance of Plant

This category should include all expenditures of current funds for the operation and maintenance of physical plant, net of amounts charged to auxiliary enterprises, hospitals and independent operations. It includes salary and operating expenditures for:

- Building/Grounds Maintenance
- Custodial Services
- Preventive Maintenance
- Utilities
- Support – Contract Administration, Project Management

**7xxx Scholarships and Fellowships**

This category includes expenditures for scholarships and fellowships from restricted and unrestricted funds in grants to students either from selection by the institution or from an entitlement program. If the institution does not select the recipient of the award and is only custodian of the funds, as with ROTC scholarships, the funds should be reported in the Agency Fund group.

This category includes Institutional and Trustee.

Certain Payments to Students are not Scholarships and Fellowships:

Recipients of grants are not required to perform service to the institution as consideration of the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the federal College Work-Study Program, the charges should be classified as expenditures of the department or organizational unit to which the service is rendered.

8xxx Auxiliary Enterprises

This category includes all expenditures relating to the operation of auxiliary enterprises, including expenditures for operation and maintenance of plant and institutional support. It includes salary and operating expenditures for:

- Child Care Center
- Food Service
- Natatorium Operation
- Bookstore



Tuition and Fee History

**ALAMO COLLEGE DISTRICT
10 YEAR TUITION AND FEE SCHEDULE SUMMARY
By Fall Semester**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Tuition per Sem Hour										
In-District	\$70	\$70	\$73	\$86	\$86	\$99	\$99	\$99	\$99	\$109
Out-of-District	\$185	\$185	\$194	\$202	\$202	\$215	\$215	\$215	\$215	\$225
Non-Resident	\$358	\$358	\$376	\$453	\$453	\$466	\$466	\$466	\$466	\$476
Student Support Service Fee				\$25	\$25	\$25	\$25	\$25	\$25	\$25
Student Activity Fee *				\$1	\$3	\$3	\$3	\$3	\$3	\$3
International Education Fee				\$1	\$1	\$1	\$1	\$1	\$1	\$1

* Per Credit Hour

Online eRate Tuition (Students taking courses in a 100% online program with no classes on-campus):

\$109 per SCH for In-District,

\$180 per SCH for Out-of-District or

\$180 per SCH for Non-Texas Non-Resident

\$476 per SCH for International Non-Resident

Expanded Summer Momentum Plan (ESMP):

9 SCHs for Alamo Colleges students enrolled in Fall 2023 and Spring 2024 taking a minimum 24 SCH combined for Fall and Spring terms.

6 SCHs for Alamo Colleges students enrolled in Fall 2023 and Spring 2024 taking a minimum 18 SCH combined for Fall and Spring terms.

3 SCHs for Alamo Colleges students enrolled for the first time in Spring 2024 taking a minimum 6 SCH.

Free hours must be taken in the Summer term immediately following the Fall and Spring terms, which qualified the student for the SMP.



FY24 Budget-Related Board Minute Orders/Approved Minutes

Minute Orders are on the following pages. All minute orders were approved as written.

Board Minute Order Index

Tuition and Fees Schedule for Fiscal Year 2024 (Fall 2023)	78
Debt Management Plan for Fiscal Year 2023 – 2024	83
Operating Budget Fiscal Year 2023 – 2024	84
All Funds Budget Fiscal year 2023 – 2024	86
Tax Rate for Fiscal Year 2023 – 2024	89
Compensation Adjustments Fiscal Year 2023 – 2024	95



Discussion and Possible Action on Tuition and Fee Schedule Effective Fall 2023

Presented to the Board Acting as Committee of the Whole on March 7, 2023 and now presented to the Board for approval on March 21, 2023.

MINUTE ORDER

"The Alamo Colleges District Board of Trustees hereby approve the attached Tuition and Fee Schedule for the Fiscal Year 2023-2024."

PURPOSE

The purpose of this action is to obtain approval for the Alamo Colleges District's Fiscal Year 2023-2024 Tuition and Fee Schedule for San Antonio College, St. Philip's College, Northeast Lakeview College, Northwest Vista College and Palo Alto College.

Updates are proposed to: a) expand Program Capacity in Healthcare and b) simplify tuition and fees rate methodology for Instructional Materials and Special Program Tuition.

BACKGROUND

The attached schedule reflects the following:

- Simplify pricing for AlamoBOOKS+ by folding in the \$10 to the Tuition Rate and market to students that instructional materials are included (eliminate separate fee) – no \$ impact to students
- Expand E-rate to all fully online students (adding synchronous "zoom" delivery)
- Special Program Tuition Rates:
 - Simplify to \$ per Semester Credit Hour (all 35 Programs)
 - Expand # Allied Health Sections funded by increase in rates (4 programs), and
 - Cease charging on 6 programs that no longer qualify

IMPLICATIONS

Financial: Tuition and Fee revenue for FY 2024

Strategic Plan: Goals 1 and 3: Student Success and Performance Excellence

Human Resources: N/A

Attachment: Tuition and Fee Schedule - Effective Fall 2023; Presentation

Lisa L. Mazure, CPA, MSA, CGFM
Associate Vice Chancellor of Finance &
Fiscal Services

Dr. Diane Snyder

Digitally signed by Dr. Diane
Snyder
Date: 2023.03.02 10:15:13 -0600

Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



ALAMO COLLEGES DISTRICT
 SCHEDULE OF TUITION AND FEES
 Effective Fall 2023
 FY 2023 - 2024

Category	Current Amount	Proposed Amount
Tuition:		
Texas In-District Per Semester Credit Hour	\$ 99	\$ 109
Texas Out-of-District Per Semester Credit Hour	\$ 215	\$ 225
Non-Texas/International Non-Resident Per Semester Credit Hour	\$ 466	\$ 476
Online eRate Tuition (Students taking 100% online courses with no classes on campus):		
Texas In-District Per Semester Credit Hour	\$ 99	\$ 109
Texas Out-of-District Per Semester Credit Hour	\$ 170	\$ 180
Non-Texas Non-Resident Per Semester Credit Hour	\$ 170	\$ 180
International Non-Resident Per Semester Credit Hour	\$ 466	\$ 476
Summer Momentum Plan (SMP):		
3 SCH for Alamo Colleges students enrolled for the first time in Spring 2024 taking a minimum of 6 SCH	Free	Free
6 SCH for Alamo Colleges students enrolled in Fall 2023 and Spring 2024 taking a minimum of 18 SCH combined for Fall and Spring Terms	Free	Free
9 SCH for Alamo Colleges students enrolled in Fall 2023 and Spring 2024 taking a minimum of 24 SCH combined for Fall and Spring Terms	Free	Free
Free hours must be taken in the Summer term immediately following the Fall and Spring terms, which qualified the student for the SMP.		
Student Instructional Materials Fee:		
Instructional Materials Fee, assessed to all students. The Colleges' contracted provider of all student course materials, including rental textbooks, assesses a charge of \$19 per student credit hour, which is included in tuition.	\$ 10	Included in Tuition
Student Activity Fee:		
Student Activity Fee, of \$3 per credit hour, will be assessed to all students.	\$ 3	\$ 3
Student Support Service Fee:		
\$25 per semester, with a maximum of \$50 per Academic Year, which is non-refundable.	\$ 25	\$ 25
27 Hour Rule - Special Tuition:		
Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$118 per hour for In-District and \$176 per hour for Out-of-District.	\$118/SCH In-district \$176/SCH Out-of-district	\$118/SCH In-district \$176/SCH Out-of-district
Any student, currently enrolled as of the official census date, who subsequently enrolls in a Flexible Entry class, within the same semester, will be assessed tuition as though another class was being added to the student's current load.		
3-Peat:		
Students registering, for a course for the third time, will be charged the rate of \$384 per hour.		
International Education Fee:		
International Education Fee, of \$1 per semester, will be assessed to all students.	\$ 1	\$ 1



ALAMO COLLEGES DISTRICT
 SCHEDULE OF TUITION AND FEES
 Effective Fall 2023
 FY 2023 - 2024

Alamo Colleges District Schedule of Special Tuition:

College	Program	Program Tuition Per Semester*	Program Tuition Per Semester Credit Hour
RAC	Aviation Technology	\$295 to \$36,000	\$ -
PAC	Veterinary Technology	\$ 400	\$ 45
PAC	Cosmetology	\$ 300	\$ 31
PAC	Oil and Gas	\$ 300	\$ -
NVC	Personal Fitness Training	\$400 to \$600	\$ -
NVC	NVC Digital Video & Cinema Production	\$60 to \$240	\$ -
NVC	NVC Digital Media	\$60 to \$180	\$ -
SAC	Communication Design	\$ 60	\$ -
SAC/ SPC	SAC/ SPC Nursing – RN	\$ 1,600	\$ 165
SPC	SPC Nursing – PN/LVN	\$ 1,600	\$ 136
SAC	SAC BSN Nursing	\$ 1,200	\$ 250
SAC	SAC Fire Science	\$ 1,100	\$ 41
SAC	SAC Law Enforcement	\$ 250	\$ 13
SAC	SAC Mortuary Science	\$ 175	\$ 23
SPC	Vision Care Technology	\$ 700	\$ 78
SPC	Automotive Technology	\$ 200	\$ 18
SPC	Bio-medical Equipment Technology	\$ 150	\$ 18
SPC	Computer Maintenance Technology	\$ 100	\$ 21
SPC	Aircraft Technology	\$250 to \$1,000	\$ 67
SPC	Diesel Technology	\$325 to \$600	\$ 53
SPC	Air Conditioning	\$ 250	\$ 24
SPC	Plumbing	\$ 125	\$ 17
SPC	Construction Technology	\$ 175	\$ 16
SPC	Electrical	\$ 250	\$ 26
SPC	Welding	\$100 to \$300	\$ 33
SPC	Automotive Collision	\$ 230	\$ 19
SPC	Manufacturing Engineering Technology	\$ 300	\$ 53
SWC	Advanced Manufacturing Technology (AMT)	\$ 400	\$ 48
SPC	Health Information Technology	\$ 500	\$ 66
SPC	Histology	\$ 700	\$ 97
SPC	Medical Laboratory Technician/ Phlebotomy	\$ 700	\$ 150
SPC	Occupational Therapy Assistant	\$ 700	\$ 64
SPC	Physical Therapist Assistant	\$ 700	\$ 78
SPC	Radiography	\$250- \$700	\$ 88
SPC	Respiratory Care	\$ 700	\$ 84
SPC	Surgical Technology	\$ 700	\$ 64
SPC	Sonography	\$ 700	\$ 148
SPC	Invasive Cardio Vascular	\$ 700	\$ 110
SPC	Culinary Arts / Baking and Pastry	\$ 200	\$ 30
All	Music - Two-semester credit hour Private Music Lesson	\$ 150	\$ 75
All	Music - One-semester credit hour Private Music Lesson	\$ 95	\$ 95

Special program tuition is estimated based on a normal progression by a full-time student. This tuition can vary based on the chosen course schedule and length of program. The special program tuition is usually assessed courses that are required in the program or capstone course. At the completion of the program, each student will pay the same amount regardless of when required courses are taken.



ALAMO COLLEGES DISTRICT
 SCHEDULE OF TUITION AND FEES
 Effective Fall 2023
 FY 2023 - 2024

ALAMO COLLEGES DISTRICT SCHEDULE OF REFUNDABLE, CONTINUING EDUCATION TUITION AND FEES		
Auditing Fee	\$ 65	\$ 65
Continuing Education:		
Tuition		
Reimbursable Courses	\$2.90 - \$28/ Instrl. Hr.	\$2.90 - \$28/ Instrl. Hr.
Non-Reimbursable Course	Market Based	Market Based
Apprenticeship Training	\$2.80/ Instrl. Hr.	\$2.80/ Instrl. Hr.
Contract Courses	Market Based	Market Based
Special fees may be charged depending on the course. All continuing education courses should fully recover direct and indirect costs.		
Continuing education classes, which have been advertised or related to existing contracts and grants may not reflect an increase until a future quarter or the expiration of the contract or grant.		
Community Service Program:	\$1.50 - \$3.50/ Instrl. hr.	\$1.50 - \$3.50/ Instrl. hr.



ALAMO COLLEGES DISTRICT
 SCHEDULE OF TUITION AND FEES
 Effective Fall 2023
 FY 2023 - 2024

ALAMO COLLEGES DISTRICT SCHEDULE OF FEES NON-REFUNDABLE FEES			
Examination Fees:			
Advanced Standing Examination Fee: per credit hour	\$	99	\$ 99
CLEP	\$	20	\$ 20
Correspondence Exam	\$	20	\$ 20
Returned Check/ACH Return Fee	\$	35	\$ 35
Library Fines per day/per item (10 days max)	\$	0	\$ 0
Reserved Books: per day/per item (10 days max)	\$	1	\$ 1
College Prep Fee: per credit hour	\$	3	\$ 3
Installment Payment Plan:			
Administrative Set up Fee: per semester	\$	1	\$ -
Late Fee, per each late payment	\$	10	\$ 10
Study Abroad Administrative Fee	\$	200	\$ 200
Foreign Student Application Fee	\$	100	\$ 100
Diploma (Duplicate)	\$	25	\$ 25
Transcripts (1st set free):			
Mailed	\$	10	\$ 10
Electronic	\$	5	\$ 5
Express	\$	10 & \$35	\$ 10 & \$35
ID Card Duplicate/Replacement	\$	10	\$ 10
Parking Fines:			
If paid within 10 days	\$	16	\$ 16
If not paid within 10 days	\$	21	\$ 21
If not paid within 20 days	\$	27	\$ 27
Scobee Admission	Varies		Varies
Student Processing Fee			
Transfer/Transient Evaluation	\$	100	\$ 100
SPC/SAC Internships- Accidental Insurance Coverage		Up to \$50	Up to \$50
Workshop Fees:			

A fee is charged for workshops organized for special groups that may or may not carry semester credit hours. The amount of the fee, which is an addition to the required tuition, is announced at the time of the workshop.



Discussion and Possible Action on Fiscal Year 2023-2024 Operating Budget

Presented to the Board for approval at the Special Board Meeting on July 15, 2023

MINUTE ORDER

"The Alamo Colleges District Board of Trustees hereby approves a Fiscal Year 2023-2024 Educational and General (E&G) Operating Expense Budget of \$480,712,111; Auxiliary Enterprise Budget of \$967,058; Mandatory Transfers for Texas Public Education Grants and Revenue Bond Debt Service of \$15,562,602; Natatorium Major Repair Fund Addition of \$51,000; Non-mandatory Transfers for San Antonio River Authority and State Energy Conservation Office of \$1,257,452; and Capital Expense Budget of \$5,300,000 for Total Operating Expense Budget of \$503,850,223 based on revenues of \$503,850,223."

PURPOSE

Approval of the Fiscal Year 2023-2024 Operating Expense Budget so that Colleges and Departments can begin ramping up operations for the fall 2023 semester. In August 2023, we will submit for approval the Total Budget including: a) Operating Tax Revenue updates upon receipt of the tax rolls (if needed), b) State Appropriations Revenue updates as finalized, c) Restricted and Plant fund budgets and d) fund balance transfer updates as required.

BACKGROUND

The 2023-24 fiscal year budget reflects a balanced budget with an emphasis on two key focal points: *our student learners*, by sustaining excellent instructional services and a full suite of wrap-around support services, and *our employees*, by maintaining competitive compensation and fringe benefits and other services aimed at retaining and supporting our talented workforce.

Key Assumptions for the FY24 budget include:

- Revenues
 - Projected 6.6% increase in budgeted semester credit hours (4% smart growth over FY23 actual enrollment)
 - Increase of \$24.5 million in ad valorem tax revenue – 13.6% taxable assessed valuation growth (TAV) in Bexar County, and a 98% collection rate. Provides sustainable funding for student success strategies and Facilities Maintenance and Operations with no tax rate increase
 - State Appropriations increase \$27.5 million with the 88th Legislatures new Outcomes-based formula funding and weighting model, including \$2.3 million designated for Financial Aid for Swift Transfer (FAST) to enhance Dual Credit program
 - Investment Income increases \$7.3 million due to rising interest rates over the past ten months
- Expenses
 - Core operating expenses, providing essential personnel and services required to serve our students & talent including:
 - Instructional delivery and student support services, including advocacy centers at each college, enrollment coaches, certified advisors, and the accessibility to healthcare centers via on-campus and tele-medicine services
 - \$2.0 million in the Student Success
 - AlamoBOOKS+
 - AlamoPROMISE



- Facilities Maintenance and Operations to sustain and operate our physical plant, including new CIP buildings, supported 100% by ad valorem tax revenues without raising the tax rate
- Preventative Maintenance for our aging facilities with a total allocation of \$19.5M in FY24. College Capital funds for furniture, fixtures and equipment replacement remain the same with a total allocation of \$5.3M
- Innovations & Enhancements: initiatives designed to impact student outcomes and/or support our talent
 - \$13.2M in outcomes-based, student focused initiatives aligned to the new state funding formula
 - \$18.6M in talent strategies, providing market adjustment increases for employees

IMPLICATIONS

Financial:

Fiscal Year 2023-24 Educational and General (E&G) Operating Expense Budget of \$480,712,111, Auxiliary Enterprises of \$967,058, Mandatory Transfers of \$15,562,602, Natatorium Major Repair Fund Addition of \$51,000, Non-mandatory transfers of \$1,257,453 and Capital Expense Budget of \$5,300,000 based on revenues of \$503,850,223.

Strategic Plan:

Objective I, II and III: Student Success, Leadership, and Performance Excellence

Human Resources:

N/A

ATTACHMENTS:

Attachment I – FY24 Three Year Budget Overview

Dr. Diane Snyder

Digitally signed by Dr. Diane Snyder
Date: 2023.07.11 17:25:57 -05'00'

Shayne A. West Date
Associate Vice Chancellor for
Financial Planning & Auxiliary
Services

Diane E. Snyder, CPA, Ph.D. Date
Vice Chancellor for Finance and
Administration

Dr. Mike Flores Date
Chancellor



ALAMO
COLLEGES
DISTRICT



Discussion and Possible Action on Fiscal Year 2023 – 2024 All Funds Budget

Presented to the Board Acting as Committee of the Whole on August 08, 2023 and now presented to the Board for approval on August 15, 2023.

MINUTE ORDER

“The Board of Trustees hereby approves the Fiscal Year 2023-24 total budget with projected revenues of \$764,066,367; restricted and plant fund balance outflow of resources of \$182,806,046; operating fund balance commitment of \$0; and expenses of \$946,872,413 (Exhibit I).”

PURPOSE

Approval of the fiscal year 2023 – 2024 total budget including all restricted accounts and operating budgets for Alamo Colleges District - San Antonio College, St. Philip’s College, Palo Alto College, Northwest Vista College, Northeast Lakeview College and district-wide support operations.

BACKGROUND

The Operating budget was approved by the Board of Trustees on July 15, 2023 to enable planning for the next academic year by the five colleges. This submission is for approval of the Summary Level Total Budget Exhibit 1 including: a) Restricted and Plant fund budgets and b) related fund balance transfers. (NOTE: The commitment of fund balance for construction projects is spread over multiple years.) In December, the Detailed All-Funds Budget Report will be presented for approval once the audited August 31, 2023 financial statements are completed. Exhibit II is the Operating Budget that was approved by the Board of Trustees on July 15, 2023.

IMPLICATIONS

Financial: Fiscal Year 2023-24 Total Budget: Revenues of \$764,066,367, Expenses of \$946,872,413, Restricted and Plant Fund outflow of \$182,806,046, Operating Fund Balance transfer of \$0, resulting in a variance of \$-182,806,046 in fund balance

Strategic Objective: Objective I, II and III: Student Success, Leadership and Performance Excellence

Employee Services: N/A

ATTACHMENTS: All Funds Budget Summary Report (Exhibit I); July 15, 2023 approved
Operating Budget REVISED (Exhibit II)

Shayne A. West Date
Associate Vice Chancellor-Financial Planning
& Auxiliary Services

Dr. Diane Snyder Digitally signed by Dr. Diane Snyder
Date: 2023.08.08 10:45:51 -05'00'

Diane E. Snyder, CPA, Ph.D. Date
Vice Chancellor-Finance & Administration

Dr. Mike Flores Date
Chancellor





EXHIBIT I: FISCAL YEAR 2024 ALL FUNDS BUDGET SUMMARY REPORT

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<i>FY24</i> <u>PRELIMINARY</u>			
Beginning Fund Balance (9/1/23)	\$122.9	\$448.5	\$571.4
Revenue (budget)	\$503.9	\$260.3	\$764.2
Expense (budget)	\$503.9	\$443.1	\$947.0
Ending Fund Balance (8/31/24)	\$122.9	\$265.7	\$388.6

NOTE: Upon completion of the FY 2022-23 financial audit, a detailed All Funds Budget Report will be provided.



ALAMO COLLEGES DISTRICT

Three Year General Operating Budget Comparison: FY22, FY23, & FY24

DESCRIPTION	FY22 APPROVED	FY23 APPROVED*	FY24 APPROVED	INC/(DEC) FY24 vs. FY23	
REVENUES					
STATE APPROPRIATIONS	\$63,938,377	\$63,938,377	\$89,195,872	\$25,257,495	(A)
Financial Aid for Swift Transfer (FAST)	\$0	\$0	\$2,280,400	\$2,280,400	(A)
Veteran's Assistance Center	\$3,855,480	\$3,855,480	\$3,855,480	\$0	
State Paid Benefits	\$20,966,235	\$21,449,664	\$21,449,664	\$0	
<u>TUITION AND FEES:</u>					
Tuition	\$112,945,865	\$103,689,751	\$118,126,007	\$14,436,256	(B)
Plugged Tuition	\$24,955,771	\$22,717,778	\$26,668,743	\$3,950,965	
Exemptions	(\$33,809,714)	(\$30,400,452)	(\$32,822,158)	(\$2,421,706)	
Fees	\$4,066,590	\$4,749,861	\$2,775,271	(\$1,974,590)	(B)
TAXES	\$195,031,684	\$230,923,307	\$255,400,000	\$24,476,693	(C)
CONTRACTS & INDIRECT COSTS	\$645,000	\$5,000,000		(\$5,000,000)	
INVESTMENT INTEREST INCOME	\$500,000	\$750,000	\$8,004,233	\$7,254,233	(D)
OTHER INCOME	\$4,971,332	\$5,574,688	\$5,585,959	\$11,271	
TOTAL EDUCATIONAL & GENERAL REVENUE	\$398,066,620	\$432,248,454	\$500,519,471	\$68,271,017	
AUXILIARY ENTERPRISES	\$4,556,488	\$3,840,595	\$3,330,752	(\$509,843)	
TOTAL GENERAL OPERATING REVENUES	\$402,623,108	\$436,089,049	\$503,850,223	\$67,761,174	
FUND BALANCE COMMITMENTS:					
General Operations	\$7,108,906	\$2,629,227		(\$2,629,227)	
TOTAL FUNDS AVAILABLE	\$409,732,014	\$438,718,276	\$503,850,223	\$65,131,947	
EXPENDITURES					
<u>EDUCATIONAL AND GENERAL</u>					
INSTRUCTION	\$126,132,714	\$131,685,747	\$156,293,972	\$24,608,225	(E), (G), (H)
PUBLIC SERVICE	\$1,613,707	\$2,013,010	\$2,160,780	\$147,770	
ACADEMIC SUPPORT	\$25,800,657	\$41,499,383	\$52,513,450	\$11,014,067	
STUDENT SERVICES	\$55,241,668	\$58,822,502	\$66,870,316	\$8,047,814	
INSTITUTIONAL SUPPORT	\$120,216,179	\$118,970,742	\$129,103,765	\$10,133,023	
OPERATIONS and MAINTENANCE of PLANT	\$53,905,661	\$60,430,530	\$65,965,893	\$5,535,363	
SCHOLARSHIPS/EXEMPTIONS	\$1,983,906	\$1,267,677	\$6,716,806	\$5,449,129	(F)
TOTAL EDUCATIONAL and GENERAL EXPENDITURES	\$384,894,492	414,689,591.00	\$479,624,980	\$64,935,389	(E), (G), (H)
<u>AUXILIARY ENTERPRISE EXPENDITURES</u>	\$2,105,503	\$1,883,503	\$2,054,189	\$170,686	(G)
<u>MANDATORY TRANSFERS FOR:</u>					
REV BOND DEBT SERV	\$10,312,463	\$10,312,463	\$9,420,000	(\$892,463)	
TEXAS PUBLIC EDUCATIONAL GRANT	\$5,811,104	\$5,224,267	\$6,142,602	\$918,335	
CAPITAL BUDGET	\$5,300,000	\$5,300,000	\$5,300,000	\$0	
<u>NON-MANDATORY TRANSFERS FOR:</u>					
NON-MANDATORY TRANSFER - OTHER	\$1,257,452	\$1,257,452	\$1,257,452	\$0	
NATATORIUM MAJOR REPAIR FUND	\$51,000	\$51,000	\$51,000	\$0	
TOTAL UNRESTRICTED CURRENT FUND	\$409,732,014	\$438,718,276	\$503,850,223	\$65,131,947	

* FY23 APPROVED includes increased M&O tax revenue as approved in August 2023
A) State Appropriations increase based on 88th Legislative change in Community Colleges new Outcomes-based formula funding & weighting; includes \$2.3M directed towards Dual Credit/High School Programs
B) Tuition increase due to 1) 6.6% smart growth in Semester Credit Hours, 2) folding AlamoBOOKS+ that was included in Fees for FY23
C) Taxes increase due to 13.55% TAV with exemptions
D) Investment income increase with rising interest rates - FY23 increased from 1% in September to 4.23% in May; FY24 avg rate assumption 3.35%
E) FY24 includes investments for outcomes-based student focused initiatives of \$13.2M
F) FY24 includes additional \$4.3M investment in AlamoPROMISE scholarships and expansion to private, charter & home schools
G) FY24 includes increase in Talent of \$18.6M
H) FY24 proposed budget is pending final Banner load by functional category



Discussion and Possible Action on Setting a Tax Rate for Fiscal Year 2023-2024

Presented at the Public Hearing Special Board Meeting on September 12, 2023.

MINUTE ORDER

"The Board of Trustees hereby approves, orders and adopts a Maintenance and Operations (M&O) tax rate of \$0.107760/\$100 of assessed valuation for FY 2023/24. The Board of Trustees hereby approves, orders and adopts a Debt levy tax rate of \$0.041390/\$100 of assessed valuation for FY 2023/24. These two actions result in a Combined tax rate of \$0.149150/\$100 of assessed valuation for FY 2023/24 which is greater than the No-New-Revenue tax rate of \$0.136491/\$100 of assessed valuation but less than the Voter-Approval tax rate of \$0.156804/\$100 of assessed valuation. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 6.19 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$6.28. The referenced tax rate to be effectively raised by 6.19 percent is the maintenance and operations component of the Combined No-New-Revenue tax rate. The adopted Combined tax rate will exceed the No New Revenue tax rate by 9.27 percent and will raise combined taxes on a \$100,000 home by approximately \$12.66."

PURPOSE

The Alamo Colleges District strives to make higher education readily affordable while making every effort to keep its tax rates as low as possible.

In accordance with the Debt Management Plan approved by the Board in May 2023, there is no recommended change to the property tax rate - the Combined rate will remain at \$0.149150/\$100 of assessed valuation. Because of the increase in taxable assessed value, this proposed Combined tax rate, although constant from last year, is higher than the calculated No-New-Revenue tax rate, and there is a resultant requirement for public notices and a public hearing prior to final approval of the tax rate.

BACKGROUND

For the 2023 tax rate, Alamo Colleges District has developed a stable rate strategy to address the fiscal needs of the college. The District's stable rate strategy results in the following:

- Debt Tax rate: No change to the debt portion of the tax rate because revenues produced are sufficient for required FY24 Debt Service Payments on Capital Improvement Program G.O. Bonds and critical past due facilities renovations and repairs funded by Maintenance Tax Notes.
- Maintenance & Operations Tax rate: No change to the M&O portion for a balanced operating budget funding inflationary cost pressure and strategic student success initiatives (AlamoADVISE enhancements, expanding AlamoPROMISE to additional high schools, 1-time safety enhancements, and continuing AlamoBOOKS+ which funds the costs of instructional materials for students.

The proposed Combined tax rate is \$0.149150/\$100 of assessed valuation. Because of the increase in property values, the calculated No-New-Revenue rate is now lower than current rate, requiring a public notice and hearing. The recommended M&O tax rate of \$0.107660/\$100 of assessed valuation is higher than the current year calculated No-New-Revenue tax rate of \$0.101482/\$100 of assessed valuation, but lower than the Voter-Approval rate of \$0.109600/\$100 of assessed valuation. The Debt rate of \$0.041390/\$100 of assessed valuation will raise the revenue needed for FY 2023/24 debt service payments and other actions per the approved FY 2024 Debt Management Plan. The Combined tax rate of \$0.149150/\$100 is higher than the No-New-Revenue tax rate of \$0.136491/\$100 of assessed valuation, but lower than the Voter-Approval rate of \$0.156804/\$100 of assessed valuation. Public notices and a public hearing are required prior to final approval of the tax rate when the proposed tax rate is greater than either the No-New-Revenue tax rate or the Voter-Approval tax rate (whichever is lower).

The requisite notices have been published, and this Public Hearing was convened as required by the Texas Tax Code.

IMPLICATIONS

Financial: Provide tax revenues required to support Alamo Colleges District operations and fund annual payments on bond debt



Strategic Objective: Goal I Student Success and Goal III Performance Excellence
Attachments Exhibit A: Notice of Calculated Tax Rates
Exhibit B: Language for Motion

Lisa L. Mazure,
MSA CPA

Digitally signed by Lisa L.
Mazure, MSA CPA
Date: 2023.08.24 13:32:30 -05'00'

Lisa L. Mazure, MSA, CPA Date
Associate Vice Chancellor for
Finance and Fiscal Services

Dr. Mike Flores Date
Chancellor



ALAMO
COLLEGES
DISTRICT



Notice About 2023 Tax Rates

Property tax rates in ALAMO COMMUNITY COLLEGE DISTRICT.

This notice concerns the 2023 property tax rates for ALAMO COMMUNITY COLLEGE DISTRICT. This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate	\$0.136491/\$100
This year's voter-approval tax rate	\$0.156804/\$100

Unencumbered Fund Balance

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
I&S	16,492,339

Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues *(or additional sales tax revenues, if applicable)*.

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
Limited Tax Series GO Bonds	38,700,000	22,929,813	0	61,629,813
Maintenance Tax Notes	29,210,000	11,313,000	0	40,523,000
Total required for 2023 debt service			\$102,152,813	
- Amount (if any) paid from funds listed in unencumbered funds			\$0	
- Amount (if any) paid from other resources			\$0	
- Excess collections last year			\$1,315,743	
= Total to be paid from taxes in 2023			\$100,837,070	
+ Amount added in anticipation that the unit will collect only 99.08% of its taxes in 2023			\$936,315	
= Total debt levy			\$101,773,385	

This notice contains a summary of actual no-new-revenue and voter-approval calculations as certified on 7/31/23 by The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCAC



EXHIBIT B TAX PLANNING CALENDAR

DATE	ACTION
Tuesday, August 15	Board votes to proceed with Tax Rate. Requires quorum and roll-call vote. Announce date, time and place of meeting (Public Hearing) at which will vote on Tax Rate.
Tuesday, September 12 (prior to Committee of the Whole Board Meeting)	Public Hearing. Board adopts Tax Rate. Requires a quorum, special language and a roll-call vote. Must take place in a public building inside taxing boundaries.
Saturday, September 30	Deadline to adopt Tax Rate.



NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.149150 per \$100 valuation has been proposed by the governing body of ALAMO COMMUNITY COLLEGE DISTRICT.

PROPOSED TAX RATE	\$0.149150 per \$100
NO-NEW-REVENUE TAX RATE	\$0.136491 per \$100
VOTER-APPROVAL TAX RATE	\$0.156804 per \$100

The no-new-revenue tax rate is the tax rate for the 2023 tax year that will raise the same amount of property tax revenue for ALAMO COMMUNITY COLLEGE DISTRICT from the same properties in both the 2022 tax year and the 2023 tax year.

The voter-approval rate is the highest tax rate that ALAMO COMMUNITY COLLEGE DISTRICT may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that ALAMO COMMUNITY COLLEGE DISTRICT is proposing to increase property taxes for the 2023 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON SEPTEMBER 12, 2023 AT 6:00 P.M. AT THE ALAMO COLLEGES CENTER OF EXCELLENCE FOR STUDENT SUCCESS, BOARD ROOM, 2222 N. ALAMO STREET, SAN ANTONIO TX 78215

The proposed tax rate is not greater than the voter-approval tax rate. As a result, ALAMO COMMUNITY COLLEGE DISTRICT is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the of ALAMO COMMUNITY COLLEGE DISTRICT at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS
FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal:

AGAINST the proposal:

**PRESENT and not
voting:**

ABSENT:

Visit [Texas.gov /PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.



The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by ALAMO COMMUNITY COLLEGE DISTRICT last year to the taxes proposed to be imposed on the average residence homestead by ALAMO COMMUNITY COLLEGE DISTRICT this year.

	2022	2023	Change
Total tax rate (per \$100 of value)	\$0.149150	\$0.149150	increase of 0.000000, or 0.00%
Average homestead taxable value	\$271,411	\$295,184	increase of 23,773, or 8.76%
Tax on average homestead	\$404.81	\$440.27	increase of 35.46, or 8.76%
Total tax levy on all properties	\$293,380,392	\$321,571,092	increase of 28,190,700, or 9.61%

For assistance with tax calculations for ALAMO COMMUNITY COLLEGE DISTRICT please contact:

The Office of the Bexar County Tax Assessor-Collector Albert Uresti, MPA, PCAC

Carlos Gutierrez, PCC

Property Tax Division Director

233 N. Pecos-La Trinidad, San Antonio, TX 78207

210-335-6600

taxoffice@bexar.org

home.bexar.org/tax



Discussion and Possible Action on FY24 Smart Talent Compensation Adjustments

Presented to the Alamo Colleges District Board of Trustees for approval on July 15, 2023.

MINUTE ORDER

“The Alamo Colleges District Board of Trustees hereby approves compensation adjustments effective September 1, 2023, as noted, for full-time regular faculty, adjunct faculty, CE Instructors, full-time and part-time/temporary staff, student workers, work study students and administrators.”

PURPOSE

Compensation adjustments are recommended to support recruiting and retention of the excellent talent our student success mission requires. A careful analysis of the job markets shows market-based adjustments are needed to remain competitive for talent in FY24.

A further set of high-wage/high-demand faculty stipend adjustments are required to recruit and retain faculty for Nursing, Healthcare, Advanced Manufacturing, IT and Cyber Security Engineering programs.

Adjustments are also required for work-study and other student intern/employee positions so that the work-based learning opportunities provided by the College District provide competitive pay to participating students.

Further incremental progress toward achievement of multi-year goals to achieve a 1:1 Faculty Lab Loading rate and complete the final phase of the Staff Equity Pay Project is recommended.

MARKET ADJUSTMENTS

Full-Time and Adjunct/CE Faculty Market Adjustments

FY24 market adjustments of 6.5% are recommended for all full-time faculty, to become effective with Fall FY24 faculty contracts. A 6.5% adjustment is slightly greater than the 6.44% needed to match the third highest paying Texas peer institution reported by TCCTA. For consistency and ability to fund, a 6.5% adjustment for adjunct and CE faculty is also recommended.

Full-Time Faculty Market Assessment

Peers	Rank	MA Minimum	% Below 3rd
Tarrant	1	\$ 57,250	
Austin	2	\$ 56,184	
Dallas	3	\$ 50,782	3rd
Houston	4	\$ 48,014	
Alamo	5	\$ 47,711	6.44%
Lone Star		\$ 45,946	
San Jacinto		\$ 45,282	
El Paso		\$ 43,752	
Average		\$ 48,208	

Adjunct Faculty Market Assessment

Peers	Rank	Pay Per Course	% Below 3rd
Austin	1	\$3,696	
El Paso	2	\$3,203	
Tarrant	3	\$3,188	3rd
Alamo	4	\$2,894	10.16%
Dallas		\$2,784	
Lone Star		\$2,388	
San Jacinto		\$2,304	
Houston		\$2,178	
Average		\$ 2,706	



Non-Faculty Market Adjustments

For consistency with faculty and ability to fund, staff, administrator, student worker and work-study student compensation is also recommended to increase 6.5% on September 1, 2023, or a greater amount at the individual level if required to ensure a full-time employee's gross pay is increased by at least \$2,000/year or the hourly equivalent, \$0.96/hour if employed part-time.

The defined market position for staff and administrators is 100% comp-a-ratio (market midpoint) in ranges developed independently through Hay/Korn Ferry analysis of the Higher Ed and General Industry markets to produce a competitive pay position comparable to faculty as a blended market of Higher Ed and General Industry benchmark jobs for each ACD salary grade.

Market Adjustment Parameters

As in prior years, the full-time faculty and non-faculty new hire rates are recommended to increase 6.5% but will continue to lag the minimum rate paid existing faculty and for staff by 1.76% so as to avoid compression of existing faculty and staff rates.

Also, as in prior years, it is recommended that adjustment amounts may not increase an employee's compensation beyond the new range maximum. If an employee's rate exceeds the range maximum, a one-time 1% adjustment will be awarded instead of a recurring base rate increase.

Minimum Adjustment Assurance and Living Wages

Adjustment Assurance

The forgoing adjustment recommendations ensure all employees and students receive an increase in gross pay of at least \$0.96/hour or \$2,000/year if full-time.

FY24 Alamo Colleges District Living Wage and Student Wage Levels

The recommended minimum rates paid to existing staff will align well to the college district priority to provide a Living Wage:

- The recommended minimum rate for existing full-time and part-time staff is \$18.05.
- The recommended minimum rate offered staff new hires in FY24 will be \$17.52. (1.67% below \$18.05)
- The recommended rate for students (work study and other student workers) will increase from \$14.37 to \$15.33 (\$0.96/hour).

FY24 Market Adjustment Cost

The projected cost for all FY24 Market Adjustments is \$15,658,869. The market adjustment expense by employee classification is:

FY24 Market Adjustment Impact and Cost

Employee Classification	% Increase	Average Increase	Head Count	FY24 Cost
Full-time Regular Faculty	6.5%	\$4,321	803	\$2,402,613
Adjunct Faculty & CE Instructors	6.5%	\$ 845	1,085	\$1,163,869
Staff and Student Workers**; and, Administrators	6.5%	\$3,755	2,520	\$6,595,984



Work Study Students **	6.7%	\$971 or \$0.96/hour	1,200	State/Federal Funding
Total (with benefits)*				\$15,658,869

* 15.805% FT, 8.305% PT Benefit exp.
 ** With min Adj of \$2,000/year or \$0.96/hour

HIGH-WAGE/HIGH-DEMAND FACULTY STIPEND INCREASES

Provision of additional compensation to faculty in the high-wage/high-demand fields of Nursing, IT, Cyber Security Advanced Manufacturing, and Healthcare continues to be necessary to compete for talent. A 6.5% increase of existing high-wage/high-demand stipends is recommended, effective with Fall FY24 faculty contracts, to keep pace with the markets. Because the IT and Cyber Security Engineering markets continue to outpace all other markets, IT and Cyber Security stipends are recommended to increase \$5,000, which is more than 6.5%.

High-Wage/High-Demand Stipend Adjustments



Prorated high-wage/high-demand adjustments are recommended for all adjunct and CE faculty teaching in the high-wage/high-demand disciplines to replicate the FY24 full-time faculty stipend amounts.

FY24 High-Wage/High-Demand Stipend Increase Impact and Cost

HW/HD Faculty	FTEs	Current Annual Stipend	Proposed Annual Stipend Increase/FTE	FY23 Cost Increase
Nursing - BSN	8	\$15,000	\$900	\$7,200
Nursing - MSN	35	\$20,000	\$1,200	\$42,000
Nursing - PhD	9	\$25,000	\$1,500	\$13,500
IT & BAT Cyber Engineering	44	\$20,000 (IT) \$30,000 (Cyber)	\$5,000	\$220,400
Manufacturing & Healthcare (non-Nursing)	136	\$15,000	\$900	\$121,950
Benefit Cost*				\$59,439
Total				\$464,489

*(15.805% FT, 8.305% PT Benefit exp.)



FACULTY LAB LOADING RATE INCREASE

An increase of the faculty lab loading rate, from 0.75:1 to 0.80:1, is recommended to become effective with Fall FY24 faculty contracts. This change will continue ACD progress toward achievement of the original Executive Faculty Council recommendation of 1:1* lab loading made to the Board of Trustees in 2016. The first step toward 1:1 was approved by Board of Trustees in April 2019 for January 2020, moving the rate from 0.67:1 to 0.75:1. The Board committed at that time to make further incremental progress toward a rate of 1:1 in the future as fiscally possible.

The projected cost to move to 0.80:1 in FY24 is \$1,200,000. Additional cost will be incurred to pay additional faculty and/or faculty overloads to assume the lab workload from existing faculty. The colleges are prepared to adjust faculty schedules to accommodate this change for the start of the Fall 2023 semester.

**1:1 means 1 Lab Workload unit equals 1 Lecture Workload Unit in the calculation of faculty workloads.*

COMPLETE STAFF EQUITY PAY ADJUSTMENT PROJECT

Completion of the Staff Pay Equity Project on September 1, 2023, is recommended. Application of the Equity Pay Formula to all employees of all job families that have not already been adjusted in Phase I or II of the Project (in FY22 or FY23) is recommended.

In May 2020 a standardized Offer Equity Formula was adopted district-wide for the determination of pay for every staff hire and promotion. Longstanding staff and HR concerns about the fairness of salary offers for new hires was the genesis for this effort. A consistent, objective, and equitable compensation formula was developed collaboratively by HR and Staff Senates to uniformly recognize and credit each hire/employee's education and experience beyond the minimum requirements for the position. The calculation also factors in the pay of existing staff to avoid new hire offers that exceed the pay of similarly situated staff already onboard.

- The formula was adopted in early 2020 and proved successful after 1 year of use. It was adopted in June 2021 for all staff offers and has been applied consistently by the HR to every staff hire and promotion since.
- In September 2021, the formula was successfully applied, with Board approval, to the 650 existing employees of the ACD Student Success job family as Phase I of a multi-year project to align pay equity across the job family based on years of experience and education.
- In September 2022, the formula was applied in Phase II to the existing DPS/Police, IT and Facility/Trade professions and STEM Tutors job families.

Phase III of this project will finish the effort to align all full-time and part-time staff pay across the college district by applying the Formula to all existing employees in the remaining/unadjusted job families:



FY24 Phase III Offer Equity Adjustment Impact

Phase III Offer Equity Job Families to Align	Employee Count
Academic Support Family	226
Online Learning Support Family	8
Administrative Support Family	173
Communications Family	38
Finance & Audit Family	102
Foundation Family	15
International Services Family	8
IRES/State Reporting Family	15
Other Small Families	172
Support Services Family	77
Workforce Family	7
Total	841

A future recommendation in FY25 or FY26 is anticipated to allow for ongoing application of the Formula once a year to staff who have attained a new qualifying degree, so as to sustain ongoing alignment of the ACD structure of actual staff pay, just as is done for faculty with annual recognition of additional education.

IMPLICATIONS

Financial: **FY24 cost with benefits: \$18,612,170, (all effective 9/1/23)**
Annualized cost with benefits: \$18,612,170

- FY24 market adjustments – \$15,658,255
- FY24 HW/HD faculty stipend increases – \$464,489
- FY24 staff equity pay adjustment project completion – \$1,240,688
- FY24 faculty lab loading rate increase – \$1,200,000
- FY24 minimum market adjustment increases – \$48,737

Strategic Plan: III. Performance Excellence

Talent: Build talent and engage employees with a focus on learning, collaboration, and performance

ATTACHMENTS: none

Linda Boyer-Owens Digitally signed by Linda Boyer-Owens
Date: 2023.07.13 14:07:26 -05'00'

Linda Boyer-Owens, SPHR, SHRM-SCP Date
Associate Vice Chancellor for Talent, Organization,
& Strategic Innovation

Dr. Mike Flores Date
Chancellor





Glossary

The terms included in this glossary are intended to serve as a general and basic reference for the material contained in the budget document. It is not an all-inclusive or a comprehensive glossary.

Academic Support Function – This function includes funds expended primarily to provide support services for the institution's primary mission – instruction, research, and public service. It includes: (1) the retention, preservation, and display of educational materials such as libraries, museums, and galleries; (2) academic administration such as dean's salaries and office expenses; (3) technical support such as computer services and audio-visual information; and (4) separately budgeted support for course and curriculum development and related items.

Accountability – Accountability is the obligation to explain the institution's action, to justify what the institution does, to justify to the citizenry and other interested parties the rationale for raising resources, and an explanation for the expenditure of those resources.

Accounting Period – The accounting period is a time period that is reflected in a set of financial statements.

Accounts Payable – Payables are amounts owed for goods or services actually rendered or provided to the institution, but for which the payment has not yet been made.

Accounts Receivables – Receivables are amounts owed to the institution from private persons or organizations for goods and services furnished.

Accrual Basis – Basis of accounting under which revenues are recognized and recorded when earned, and expenses are recognized and recorded when they become a legal obligation or liability.

Accrued Expenses – An expense incurred during the accounting period but not paid or recorded.

Accrued Interest – Accrued interest is interest earned but not yet paid.

Accrued Liabilities – Accrued liabilities are those amounts owed but not yet paid.

Accrued Revenue – Revenue that has been earned during the fiscal year but not received or recorded.

Accumulated Depreciation – The amount of depreciation expense that has been recognized for capital assets, or a class of assets, to date.

ADA – Americans with Disabilities Act

Ad valorem – In proportion to value - basis for property tax levy.

All Funds Budget Report – Provides detailed information for all revenues and expenditures received and expended by the Alamo Colleges.

All Parts of Term – Reports students data taking hours at any time during the term, including 16-weeks, Flex I and Flex II.

Annual Unduplicated Headcount – Total number of students enrolled with each student counted only once during the entire academic year. For example, a student who enrolled in two or more semesters during the year is counted only once. For district totals, students who enrolled at more than one of the Alamo Colleges and in more than one term are counted once.



Assessed Valuation – Valuation set on real estate or other property as the basis of levying taxes.

Audit – Examination of documents, records, reports, internal control systems, accounting and financial procedures and other evidence and the issuance of a report relating to the examination.

Auxiliary Enterprise – Category of expenses that includes all expenses related to the operation of auxiliary enterprises.

Auxiliary Enterprise Function – An entity that exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services.

Award – Credential granted a student for successful completion of a set curriculum such as a degree or certificate.

Balanced Budget – Revenue budget equals expense budget.

Basic Financial Statements – Includes statement of net assets, statement of revenues, expenses and change in net assets, statement of cash flows and notes to the financial statements.

Bond – A written promise to pay a specific sum of money, called the face value or principal amount, at a specified date (or dates) in the future, called the maturity date, and with periodic interest at a rate specified in the bond. A bond is generally issued for a specific purpose or project, such as construction of a new facility.

Bond and Interest Fund – (also known as Debt Service Fund): The Bond and Interest Funds are used to account for payment of principal, interest, and related charges on any outstanding bonds. Debt service for each bond issue must be accounted for separately using a group of self-balancing accounts within the fund.

Bonded Debt – The portion of an issuer's total debt represented by outstanding tax-supported bonds.

Budget – A financial plan that sets forth the estimated expenses for a financial period and the proposed means to finance them.

Capital Outlay – The purchase or construction of a capital asset that represents an exchange of an asset that may be spent (cash) for an asset that cannot be spent, resulting in a net decrease in current financial resources.

Cash – Includes currency, coin, checks, and money orders, on hand or deposit with a designated agent or official acting as custodian of deposited funds.

CBM001 – (Student Report) This report includes all students enrolled at the reporting institution in courses (for which semester credit hours or quarter credit hours are awarded) as of the official census date, which shall be the 12th class day for the fall and spring semesters (16 week sessions) and the 4th class day for each of the summer terms (6 week sessions).

CBM004 – (Class Report) This report reflects courses offered as of the official census date which is the 12th class day for the fall and spring semesters (16 week session) and the 4th class day for each of the summer terms (6-week session). All higher education institutions may schedule enrollment periods different from the standard periods noted. This report includes classes in Coordinating Board approved courses for resident credit.

CBM008 – (Faculty Report) This report includes all personnel who teach a class that generates credit hours and whose assigned responsibilities are directly related to the teaching function.



Certification/Licensure/Registration – A process sponsored by an agency or association, and designed by educators in cooperation with business, industry, and/or labor, that validates and/or certifies the skills and learning experiences of a candidate and enters the name of the successful candidate on a registry.

CIP – Capital Improvement Project

College of Attendance – Refers to the physical location (College) where a student attends the course.

College of Registration – Refers to the College where a student registers for a course during an academic year.

Contingency – Contingency funds are those appropriations set aside for emergencies or unforeseen expenditures.

Contact Hours – A unit of measure that represents an hour of scheduled instruction given to students of which 50 minutes must be of direct instruction.

Contracts – A negotiated transaction in which both parties to the agreement specify their actions to be performed.

Contractual Services – Monies paid for services rendered by firms and individuals under contract who are not employees of the Alamo Colleges.

Credit Students – Students enrolled in a course that can be applied to a degree, diploma, certificate or other formal award.

Debt Service – Interest and matured principal related to outstand debt obligations – may be either the cash outlay needed or the amount accrued for meeting such payment during any accounting period.

Debt Service Requirements – The amount of the current period's principal and interest related to long-term debt obligations.

Degree – An award conferred by a postsecondary education institution as official recognition for the successful completion of a program of study.

Developmental Education – Developmental education refers to the range of courses and activities designed to prepare students to complete credit bearing college level courses successfully.

Distance Education – Courses in which the majority of instruction occurs when the students and instructor are not in the same physical setting. A distance education course can be delivered synchronously or asynchronously to any single or multiple locations through electronic modes (e.g., the Internet, video conferencing, television, etc.), by correspondence, or by other means.

Duplicated Headcount – Students enrolled at more than one college are counted at each college resulting in “duplicated” headcount.

EEOC – Equal Employment Opportunity Commission

Employed and/or Enrolled – Students who have taken a job after graduation or enrolled in higher education after graduation.

EPA - Environmental Protection Agency



E-Rate – Tuition charged to students who reside out-of-District and are enrolled exclusively in online classes.

Ethnicity – Ethnic origin of students, faculty or staff.

Exempt – Designation that allows a student to pay no tuition. In some cases, some or all fees will be included in the exemption.

Facility Condition Index (FCI) – Current maintenance, repair, and replacement deficiencies of the facility divided by current replacement value of the facility.

Fall to Fall Persistence FT FTIC – The rate at which full-time, first-time-in-college, degree-seeking credit students either persist from the fall term of entry (at census date) to the fall term of the following year (at census date) or earn a degree or certificate before the next fall term.

Fall to Fall Persistence PT FTIC – The rate at which part-time, first-time-in-college, degree-seeking credit students persist from the fall term of entry (at census date) to the fall term of the following year (at census date).

Fall to Spring Persistence FT FTIC – The rate at which full-time, first-time-in-college, degree-seeking credit students persist from fall term of entry (at census date) to the subsequent spring term (at census date) where full-time is defined as a student taking 12 or more semester credit hours.

Fall to Spring Persistence PT FTIC – The rate at which part-time, first-time-in-college, degree-seeking credit students persist from the fall term of entry (at census date) to the subsequent spring term (at census date) where part-time is defined as a student taking less than 12 semester credit hours.

FERPA - Family Educational Rights and Privacy Act

First-Time-in-College Student (FTIC) – An entering student who has never attended any college. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

Financial Aid – Grants, loans, assistantships, scholarships, fellowships, tuition waivers, tuition discounts, veteran's benefits, employer aid (tuition reimbursement) and other monies provided to students to meet expenses. This includes Title IV subsidized and unsubsidized loans made directly to students.

Fiscal Year – The period of time beginning September 1 and ending on the following August 31, both dates inclusive, which coincides with the State of Texas' fiscal year.

Formula Funding – The method used to allocate appropriated sources of funds among institutions of higher education.

FTE – Full time equivalent

FTSE – Full time student equivalent

Full Time Faculty – Tenured, tenure-track, and full-time faculty.

Full-Time Student – Students enrolled for 12 or more credit hours in a semester.

Fund Balance/Equity – Available spendable resources at a given point in time.

Gender – The gender of a student or faculty or staff member. An 'M' denotes Male and an 'F' denotes Female.



Graduation Rate – Percentage of a given college-entering, first-time-in-college cohort of degree-seeking students who graduate in a specific period of time.

Headcount – Number of students in a group by classification.

I&G Operating Budget – The Instruction and General Operating Budget contains all of the revenue and expenditures associated with providing services and programs relating to instruction and general operating activities of the College District.

Institutional Support Function – Expenses for (1) central executive level management and long-range planning of the entire institution; (2) fiscal operations; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storeroom, safety, security, printing and transportation services to the institution; (7) support services for faculty and staff that do not operate as auxiliary enterprises; (8) activities concerned with community and alumni relations, including development and fundraising; and (9) bad debt expense related to tuition and fee revenue.

Instruction Function – Expenses for all activities that are part of an institution's instruction program. This function includes expenses for credit and non-credit courses, for academic, vocational, and technical instruction, for development and tutorial instruction, and for regular, special, and extension session.

Investments – The purchase of a financial product with the expectation of favorable future returns or the purchase of a physical good, such as inventory, with the objective of improving future business.

Levy – To impose taxes, assessments or service charges.

Learning Modality – Describes how (delivery mode) and when (convening method) a class meets. These may include Face-to-Face, Hybrid Asynchronous, Hybrid Synchronous and Fully Online.

Liability – Probable future sacrifices of resources arising from obligations to transfer assets or provide services in the future as a result of a transaction or event.

NLC – Northeast Lakeview College, one of the Alamo Colleges.

NVC – Northwest Vista College, one of the Alamo Colleges.

Non-Credit Students – Students enrolled in a higher education technical course offered for continuing education units and conducted in a competency based format.

Non-Exempt – Population required to pay full tuition and fees.

Non-Formula – Revenues and off-setting expenses generated by activities, fees and non-credit instruction that are outside the formula-funding stream (tuition and fees, state appropriations and ad valorem taxes).

Non-Reimbursable – Approved academic courses which are not allowed to be reported for state funding.

Non-Resident – A person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

Operating Expense – Expenses that are incurred as a direct result of the nature of the activity being reported. These costs are necessary to the maintenance of the institution. An example would be salary and wages.



Operating Revenue – Funds derived from sources related to normal business operation or activity. An example would be tuition and course fees.

OSHA - Occupational Safety and Health Administration

Out-of-District – A community college student who is a legal resident of Texas but who resides outside the taxing district in which the student attends college.

PAC – Palo Alto College, one of the Alamo Colleges.

Part Time Faculty – Faculty employed less than 100% of time, often referred to as adjuncts.

Part-Time Student – Students who are enrolled in fewer than 12 semester credit hours in a given semester.

Public Service Function – Funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

Reimbursable – An academic credit course delivered face-to-face or by distance education whose semester credit hours are submitted for formula funding.

Restricted – Constraints stipulated by an external party to the institution. They may be based either on a specific time or purpose.

Retention Rate Within Term – The rate at which credit students persist within the same term (excludes Fall late flex, includes dual credit).

Revenue by Source – Funds received from tuition, taxes, state appropriations and other sources.

SAC – San Antonio College, one of the Alamo Colleges.

Service Area – The geographical area, or target market, for educational delivery by community/ junior colleges. The District's service area is comprised of Atascosa (50%), Bandera, Comal, Guadalupe (98%), Kendall, Kerr, and Wilson counties.

Semester Credit Hour (SCH) – Semester Credit Hour is a unit of measure representing an hour (50 minutes) of instruction over the weeks in a semester.

SPC – St. Philip's College, one of the Alamo Colleges.

Student Service Fees – Fees charged for the performance of activities related to student activities not related to instruction, research or public service.

Student Services Function – Expenses include resources expended for offices of admissions and the registrar and activities that primarily contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program.

Taxes – Non-exchange transactions levied or imposed by the institution.

Texas Community College System – Refers to all Texas public community colleges.

THEA – Texas Higher Education Assessment

**THECB** – The Texas Higher Education Coordinating Board

THECB Accountability System – Texas Higher Education Coordinating Board Accountability System refers to an electronic, on-line system used to track performance on critical measures that exemplify higher education institutions' missions. Its major focus is on the four target areas of participation, success, excellence and research.

Transfer – A student entering an institution for the first time, but known to have previously attended a postsecondary institution.

Tuition – Fees charged to students for the delivery of instruction per semester credit hour.

Tuition Discount – Tuition not expected to be paid by the student - may be either an internal scholarship/fellowship or grant resources.

Unrestricted – Resources that have no stipulation as to their use.

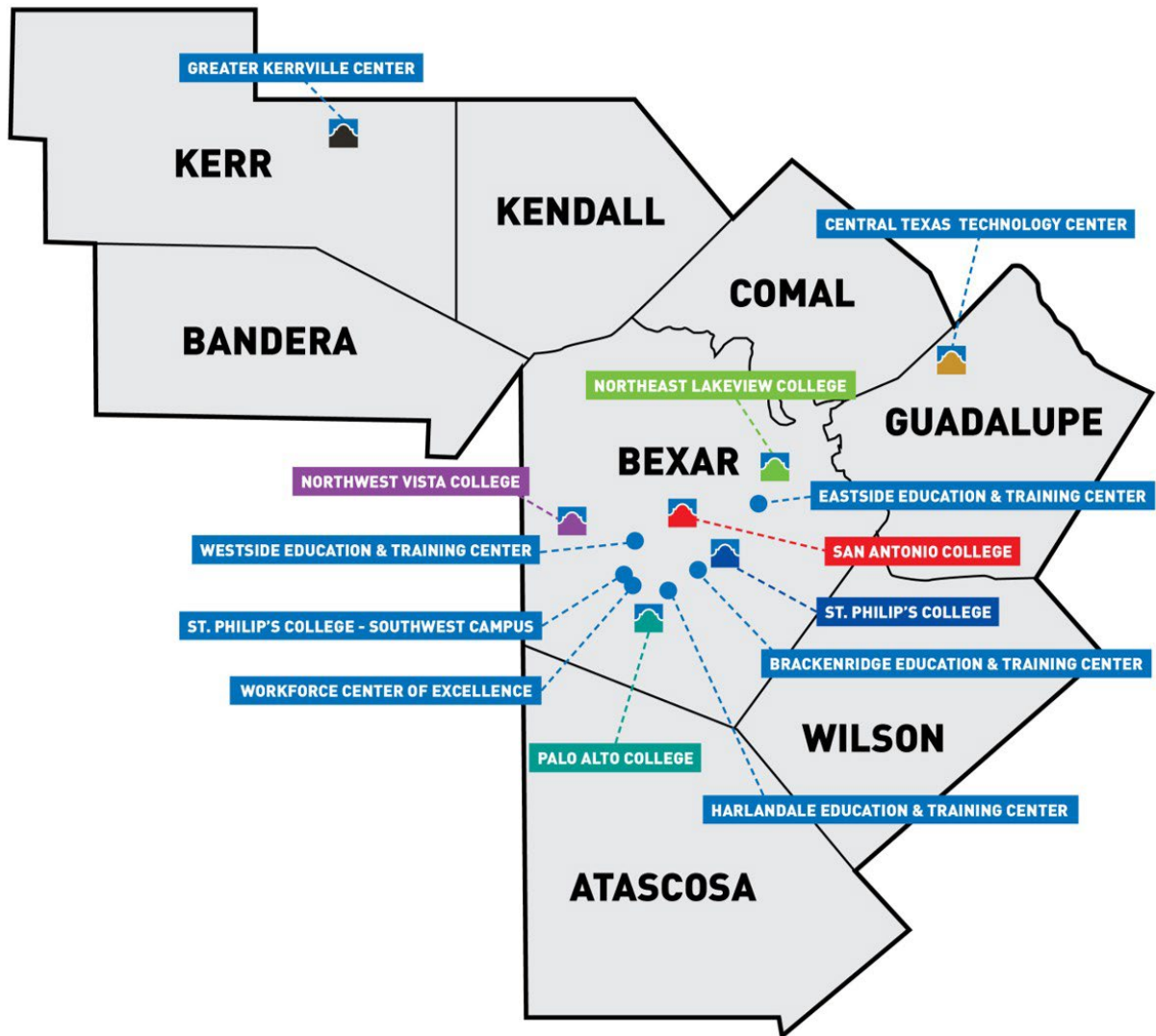
Unduplicated Count – Student enrolled at more than one of the Alamo Colleges counted only once in district-wide totals.

Very Large Community College Group – The very large community college districts are located in major metropolitan areas of Texas. These colleges include: Alamo Community College District, Austin Community College, Collin County Community College District, Dallas County Community College District, El Paso Community College, Houston Community College System, Lone Star Community College District, San Jacinto College District, South Texas College and Tarrant County College District.

Sources: *THECB Accountability System, CCSSE Key Performance Indicators, IPEDS, the THECB Budget Requirements and Annual Financial Reporting Requirements for Texas Community and Junior Colleges Manual and the Institutional Research and Effectiveness Services (IRES) Department-the Alamo Colleges.*



Alamo Colleges District Service Area Map



San Antonio College
 1819 N. Main Ave.
 San Antonio, TX 78212
 (210) 486-0000

SPC - Southwest Campus
 800 Quintana Road
 San Antonio, TX 78251
 (210) 486-7000

Northwest Vista College
 3535 N. Ellison Dr.
 San Antonio, TX 78251
 (210) 486-4000

Palo Alto College
 1400 Villaret Blvd.
 San Antonio, TX 78224
 (210) 486-3000

Northeast Lakeview College
 1201 Kitty Hawk Rd.
 Universal City, TX 78148
 (210) 486-5000

St. Philip's College – Main Campus
 1801 Martin Luther King Dr.
 San Antonio, TX 78203
 (210) 486-2000

ACCESS
 2222 N. Alamo St.
 San Antonio, TX 78215
 (210) 485-0000



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