



AGENDAS

BOARD OF TRUSTEES COMMITTEE MEETINGS

January 12, 2016

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**



Strategic Plan 2016-2019

Imagine HCC 2019

(Approved by the HCC Board of Trustees, December 18, 2015)

Mission

Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career and economic development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

Vision

HCC will be a leader in providing high quality, innovative education leading to student success and completion of workforce and academic programs. We will be responsive to community needs and drive economic development in the communities we serve.

Strategic Goals

1. Student Success

- A. Improve student preparedness, readiness and alignment
- B. Improve the student experience
- C. Increase student completion
- D. Ensure that instructional programs prepare students for success in current and future working environments

2. Organizational Stewardship

- A. Ensure that the strategic plan serves as the basis for funding
- B. Improve and streamline business transactions and processes
- C. Increase diversity, inclusion and engagement throughout the institution

3. Performance Excellence

- A. Focus on one HCC and consistency of quality experience across the campuses, departments, and facilities
- B. Foster an environment within the institution as a compelling place to work and learn
- C. Employ analytic measures to assess and guide performance excellence

4. Innovation

- A. Build a culture that champions collaboration, creativity, and innovation
- B. Increase innovation in teaching and learning
- C. Expand the use of technology throughout the institution



MEMORANDUM

TO: HCC Board of Trustees
FROM: Board Services
DATE: January 12, 2016
RE: Meetings for January 2016

Dear Trustees:

Please note that the following meetings are scheduled for January 2016 at the HCC Admin. Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002:

Tuesday, January 12, 2016

- **Chancellor Evaluation Committee - 2:00 p.m.**
(Members: Trustee Tamez-Committee Chair, Trustee Capo and Trustee Loredo; Alternate Member-Trustee Evans-Shabazz)
- **Board Governance Committee - 2:30 p.m.**
(Members: Trustee Tamez-Committee Chair, Trustee Glaser and Trustee Hansen; Alternate Member-Trustee Loredo)
- **Academic Affairs/Student Services Committee - 3:00 p.m.**
(Members: Trustee Loredo-Committee Chair, Trustee Tamez and Trustee Wilson; Alternate Member-Trustee Capo)
- **Special Meeting - 3:30 p.m.**
(Quorum of the Full Board Required)
- **Committee of the Whole Meeting - 4:00 p.m.**
(Quorum of the Full Board Required)

Thursday, January 21, 2016

- **Public Facility Corporation - 2:45 p.m.**
(Members: Trustee Capo - Committee Chair, Trustee Sane, and Trustee Glaser; Alternate Member-Trustee Tamez)
- **Swearing- In and Reception - 3:00 p.m.**
- **Regular Board Meeting - 4:00 p.m.**
(Quorum of the Full Board Required)



AGENDA

CHANCELLOR EVALUATION COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Adriana Tamez, Chair

Trustee Zeph Capo

Trustee Eva Loreda

Alternate Member

Trustee Carolyn Evans-Shabazz

January 12, 2016

2:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

**NOTICE OF A MEETING OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

CHANCELLOR EVALUATION COMMITTEE

January 12, 2016

Notice is hereby given that a Meeting of the Chancellor Evaluation Committee of the Board of Trustees of Houston Community College will be held on Tuesday, the twelfth (12th) day of January, 2016 at 2:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016.

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board members, unless the officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

Houston Community College
Chancellor Evaluation Committee – January 12, 2016

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney’s duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 – To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Houston Community College
Chancellor Evaluation Committee – January 12, 2016

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 7th day of January, 2016, at or before 2:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.



Rose Sarzoza-Pena
Manager, Board Services

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Chancellor Evaluation*

ITEM NO.	ITEM TITLE	PRESENTER
A	Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016	Dr. Cesar Maldonado

RECOMMENDATION

Approval of the Chancellor's goals for fiscal year 2016 for Domains 3.2 and 3.3 as specified below:

3.2 Increase revenues during fiscal year 2016 by the amounts listed below:

1. Increase Tuition and Fees Revenues (Net) by 2%, or \$1.5M
2. Increase federal and state grants by 5%, or \$1.1M
3. Clarify naming policy and secure two donors to fund the naming of a program or physical space
4. Increase auxiliary lease revenues by 20%, or \$1.1M

3.3 Achieve operating efficiencies in operations as described below:

1. Decrease hiring timeline by 7 days
2. Increase internal capacity for facilities maintenance and reduce reliance on primary vendor by 10% on an annualized basis
3. Reorganize Information Technology departments to more efficiently serve the needs of the college, in accordance with study underway by Berkley Research Group
4. Transition to participation in SouthEast Texas GigaPop (SETG) for providing internet connectivity and reduce costs by \$250,000 on an annualized basis

COMPELLING REASON/RATIONALE

The Chancellor's Evaluation calls for specific goals in five domains. Domain 3, entitled Fiscal and Facilities, directly impacts the budget and operation of the college. Items 3.2 and 3.3 call for specific measurable goals to be mutually agreed upon by January 15, 2016.

DESCRIPTION OR BACKGROUND

According to Board bylaws, the Board shall evaluate the Chancellor on an annual basis.

FISCAL IMPACT

Impacts of increased revenues and increased efficiencies will affect year-end fund balance and future budgets.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

2.A.3.: Pursue opportunities for revenue generation throughout the institution

2.B.1.: Conduct a system-wide analysis of processes and procedures

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Adriana Tamez, Chair

Trustee Robert Glaser

Trustee John P. Hansen

Alternate Member

Trustee Eva Loreda

January 12, 2016

2:30 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

**NOTICE OF A MEETING OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

BOARD GOVERNANCE COMMITTEE

January 12, 2016

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Tuesday, the twelfth (12th) day of January, 2016 at 2:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Adopt Revisions to Board Bylaws.

B. Proposed Revisions to TASB Policies: Section A & Section B.

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

- C.** Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board members, unless the officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

D. Real Estate Matters

1. Deliberate the purchase, exchange, lease, or value of real property for

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Houston Community College
Board Governance Committee – January 12, 2016

Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

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Houston Community College
Board Governance Committee – January 12, 2016

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

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Rose Sarzoza-Pena
Manager, Board Services

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
A	Adopt Revisions to Board Bylaws	Dr. Adriana Tamez Jarvis Hollingsworth

RECOMMENDATION

Approve revisions to Board bylaws.

COMPELLING REASON/RATIONALE

The HCC Board of Trustees must regularly review and update its bylaws and policies to ensure they conform and comply with applicable law, best practices, and the Board's vision, mission, values, and goals.

DESCRIPTION OR BACKGROUND

The revisions to the Board Bylaws will update the Bylaws in accordance with recent legislative changes, and will provide greater clarity on Board processes and procedures.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

Texas Education Code 51.352(b); 130.082(d)

STRATEGIC ALIGNMENT

2.B.1.: Conduct a system-wide analysis of all processes and procedures.

3.A.1.: Develop unified policy, procedures and operations manual.

Attachment Title(s): **Revised bylaws (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
B	Proposed Revisions to TASB Policies: Section A & Section B	Dr. Cesar Maldonado E. Ashley Smith Jarvis Hollingsworth

DISCUSSION

The HCC Board of Trustees must regularly review and update its policies to ensure they conform and comply with applicable law, best practices, and the Board's vision, mission, values, and goals. Additionally, Board policies establish clear and written guidelines for the administration to follow when carrying out operations.

HCC Board and General Counsel are presenting proposed revisions to the TASB Policies **Section A: Basic District Foundations** and **Section B: Local Governance** for the Board's review, and find the proposed policies (which include model TASB policies and current HCC policies, additions, and/or deletions) are appropriate and necessary to ensure that HCC's policies are current and compliant with the law and best practices. Upon Board review of Section A and Section B TASB policies, the HCC Compliance Officer and Board Counsel will work with TASB to complete the localization and codification of policies for the district and the HCC Compliance Officer will collaborate with policy stakeholders to incorporate policy changes.

DESCRIPTION OR BACKGROUND

In support of HCC's objectives to define a system-wide compliance plan, the Chancellor and Compliance Officer reported to the Board in April 2015, plans to redevelop board policies and supporting procedures in order to implement a centralized compliance program.

The proposed TASB Local Policy Manual, when completed and finalized by Spring 2016, will not only align with the college's transformation goals to increase accountability at all levels of the organization, but also meet the college's commitment to a compliance program to further promote operational efficiency. Specifically, the policy framework will: 1) clearly define board intent or requirements in accordance with the law, 2) reduce potential legal risk by mandating consistent practices across the district, 3) be easily accessible and searchable online via TASB Policy Online, 4) allow for training and enforcement mechanisms, and 5) routinely be updated in response to changes in the law.

FISCAL IMPACT

N/A

STRATEGIC ALIGNMENT

2.B.1: Conduct a system-wide analysis of all processes and procedures.

3.A.1: Develop unified policy, procedures and operations manual.

Attachment Title(s): **Proposed TASB Policies Section A and Section B**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

The following documents represent TASB local policies for Section A: Basic District Foundations and Section B: Local Governance. The documents do not include any related TASB legal policies. Further, all TASB model policies are identified with a grey watermark, and the black text represents TASB's model policy language. The colored text within the TASB model policies represents additions or revisions inserted by Board Counsel or Compliance/General Counsel to be consistent with current HCC policy. If there is no watermark on the file, it is a current HCC policy that has been converted to the TASB format.

COLLEGE DISTRICT NAME AND DEFINITIONS

AB
(LOCAL)

The corporate name of this college, as provided by law, is

Houston Community College System District, herein referred to as
“the College District.”

ADD POLICY

MISSION

The College District is an open-admission public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.

The official title of the governing body of the College District shall be the _____, Board of Trustees of the Houston Community College, herein referred to as "the Board." The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the management of the programs offered by the College. All authority not vested by the laws of the state in the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, the Texas Education Agency, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College through the administration, to promote education for the benefit of the entire community.

TASB MODEL POLICY

BOARD MEMBERS
ELECTIONS

BBB
(LOCAL)

ELECTION DATES

The election of Board members shall be on the uniform election date in November~~[C-election day]~~.

MEMBERSHIP

The Board shall consist of nine~~[C065]~~ members.

METHOD OF
ELECTION

Board members shall be elected by single-member districts~~[C-method of election]~~. The College District is divided into nine geographic districts numbered I through IX. Positions on the Board are designated by the geographic district numbers.

TRUSTEE TERMS

A Trustee shall serve a term of six years.

SCHEDULE OF
ELECTIONS

The terms of three members will expire on the last day of December of each odd-numbered year, as follows:

DISTRICTS
I, II, AND VII

2007, 2013, 2019, and every six years thereafter.

DISTRICTS
III, VI, AND VIII

2009, 2015, 2021, and every six years thereafter.

DISTRICTS
IV, V, AND IX

2011, 2017, 2023, and every six years thereafter..

LEGAL GUIDANCE

The General Counsel of the College District shall provide legal guidance in accordance with the governing laws and shall maintain College District rules regarding the conduct of elections.

TASB MODEL POLICY

The Board recognizes its responsibility to be actively and continuously engaged in developing individual Board member's skills and knowledge by keeping them abreast of new developments in fiduciary, governance, and ethics laws, norms and best practices. The Board shall, therefore, have an orientation and development process in place. Board members may also attend regional, state, or national conventions, conferences, and workshops, and will be reimbursed for reasonable travel expenses for attendance at such as provided in the Board Policy BBG (LOCAL) and the Board Bylaws. On an annual basis, Board Counsel will review all policies that address Board operations and will carry out (with assistance from General Counsel as needed), any necessary training for the Trustees and Staff, as follows:

- (1) General Requirement. Each Trustee shall participate in the HCC Annual Trustee Orientation program, a training session of at least four hours conducted by Board counsel and other independent professionals, as needed. The program will consist of at least one hour of ethics training and one hour of finance training. Board members who do not complete this annual training by March of each year shall be ineligible to serve as a Board officer or as Chair of a committee until the training is completed.
- (2) Mandatory Open Government Training. Each Trustee shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the public information act. This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.
- (3) Mandatory Training with Texas Higher Education Coordinating Board. Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training program established by the Texas Higher Education Coordinating Board pursuant to Section 61.084 of the Texas Education Code. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.

~~(4) Mandatory Financial Training. Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training segment that includes information about best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.~~

~~(3)~~(5) Mandatory Investment Training. Within six months after taking office or assuming duties, each Trustee shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at least one training session relating to the Trustee's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code.

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

BOARD AUTHORITY

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

TRANSACTIONING
BUSINESS

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Each action of the Board supported by the majority is binding on the whole Board.

INDIVIDUAL
AUTHORITY FOR
COMMITTING THE
BOARD

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

REQUESTS FOR
LEGAL ADVICE

Individual Board members shall submit all requests for legal advice to Board Counsel through the Board Chair or designee. If the Board Chair determines that the request is not reasonably related to official trustee issues, he or she shall instruct the requesting Board member to obtain independent legal counsel.

INDIVIDUAL ACCESS
TO INFORMATION

TAB MODEL POLICY
An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GAA]

LIMITATIONS

Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

REQUESTS FOR
RECORDS

~~Individual members shall seek access to records or request copies of records from the [G head of district/college/ESC, initial upper case] Chancellor or other designated custodian of records. When a custodian of records other than the [G head of district/college/ESC, initial upper case] Chancellor provides access to records or copies of records to individual Board members, the provider shall inform the [G head of district/college/ESC, initial upper case] Chancellor of the records provided.~~

The College is committed to assuring open and public access to all records of the college to the extent permitted by law.

	<p><u>Board members seeking access to official College District records will complete the form at BBE (Exhibit) pursuant to the instructions on the form.</u></p> <p><u>The Board Chair will review each request form submitted by a Trustee, and if the Chair determines that the request is not reasonably related to official Trustee issues, he or she shall instruct the Trustee submitting the request to submit an Open Records request in accordance with the provisions of the Texas Public Information Act and any existing HCC Open Records policy. In addition, the Trustee shall be solely responsible for any fees and costs associated with the request. The Board Services office shall notify each Trustee of all Public Information Act requests for documents and all requests for documents from a Trustee and shall make a copy of responsive documents available to all Trustees at their request.</u></p> <p><u>The College District is committed to assuring open and public access to all records of the College District to the extent permitted by law. Board members shall follow the procedure set forth in the Board Bylaws regarding requests for access to College District records.</u></p>
REQUESTS FOR REPORTS	Directives to the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or other College District staff regarding the preparation of reports that will, in the opinion of the Chancellor <u>Chancellor</u> [G head of district/college/ESC, initial upper case] , require excessive staff time or expense shall be authorized by action of the Board.
CONFIDENTIALITY	At the time Board members are provided access to confidential records or to reports compiled from such records, the [G head of district/college/ESC, initial upper case] <u>Chancellor</u> or other College District employee shall advise them of their responsibility to comply with confidentiality requirements.
REFERRING COMPLAINTS	<p>If employees, students, or citizens bring a concern or complaint to an individual Board member, he or she shall refer them to the <u>Chancellor</u> [G head of district/college/ESC, initial upper case] or designee, who shall proceed according to appropriate Board policy <u>and the Board Bylaws</u>. [See DGBA, FLD, and GB]</p> <p>When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.</p>
STAFF AUTHORITY	Except as authorized by these policies <u>or the Board bylaws</u> , no employee or agent shall have the authority to bind the College District contractually.

STATEMENT OF
ETHICS

As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to the following ethical standards:

1. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the ~~Chief Executive Officer~~ Chancellor.
4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, including conduct that constitutes sexual harassment.
5. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
6. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
7. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
8. Communicate to other Board members and the ~~Chief Executive Officer~~ Chancellor expressions of public reaction to Board policies and college programs.
9. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Texas Association of Community Colleges, the American Association of Community Colleges, and the Association of Community College Trustees.
10. Support the employment of those persons best qualified to serve as college staff, and insist on a regular and impartial evaluation of all staff.
11. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

12. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
13. Remember always that my first and greatest concern must be the educational welfare of the students attending the college.

REFERENCE: derived from *National School Boards Association*

CODE OF CONDUCT

The Board of Trustees has adopted the following Code of Conduct for Trustees and Senior Staff:

1. Identify and disclose any actual or potential conflict of interest, and act at all times for the general public good, regardless of personal relationships or business interests. Although Texas law allows the election of a Trustee who has a spousal or other familial relation with an employee of the college, neither a Trustee nor the employee related to him or her may take advantage of the relationship to obtain favorable consideration, to influence operational matters, or to gain access to information not available under the Texas Public Information Act.
2. Keep well-informed on Board-related issues, and attend and participate actively in meetings of the Board and its committees.
3. Encourage and engage in open and honest discussion in making Board decisions, respect differences of opinion, and keep an open mind until each Trustee has had an opportunity to address the Board.
4. Respect the Board's collective decision-making process, and accurately report and explain Board votes and policies.
5. Act on behalf of the Board only with the official authorization of a majority of the total membership of the Board.
6. Respect the authority and responsibilities of college employees and external contractors, empowering them to work without interference.
7. Maintain the confidentiality of privileged information, as outlined in the Texas Public Information Act and the Texas Open Meetings Act.

TASB MODEL POLICY

8. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel, or purchasing decisions, except when the decision is an agenda topic at an official Board meeting. Specifically, Board members may not have any communications about a grievance with any person who has a grievance pending.
9. Resist any attempt at undue influence from political, religious or other external bodies and protect the institution from such influence. Board members must also report attempts of such improper external influence to the appropriate legal counsel.
10. Exercise a "refer" approach to the Chancellor only with respect to communications from potential vendors and subcontractors about college business outside the prohibited communications period.
11. Board members are prohibited from suggesting or recommending subcontractors to vendors at any time, regardless of when the communication occurs.
12. Request only authorized, legitimate reimbursement of college-related expenses.
13. Interact with Trustees, employees, students, and other citizens in a manner that creates and sustains mutual respect.
14. Complete the annual Conflict of Interest Certification.

Senior Staff is defined for the purposes of this provision as :

1. Any member of the Chancellor's Advisory Council;
2. College District employees classified as E-10 and above;
3. All procurement and purchasing personnel;
4. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
5. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

A person who wishes to assert an alleged violation of this policy may do so using the Mechanisms for Enforcement in Policy BBFB (Local).

PROHIBITED
COMMUNICATIONS/
POLITICAL
CONTRIBUTIONS

Except as provided below, the following communications, whether written, oral, electronic, or otherwise, regarding a particular invitation for bids ("IFB"), request for proposals ("RFP"), request for qualifications ("RFQ"), employment application or other solicitation are prohibited:

- a. Between a potential vendor, subcontractor, service provider, bidder, broker, offeror, lobbyist or consultant and any Trustee, Senior Staff, or any member of a selection or evaluation committee;
- b. Between any Trustee or Senior Staff and any member of a selection or evaluation committee;
- c. Between any Trustee and administrator or employee regarding the subject matter of the proposed solicitation or contract; and
- d. Political contributions to a Trustee or candidate during the prohibited period from potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants.

The communications/political contributions prohibition period shall begin on the date that the IFB, RFQ, RFP or other solicitation is issued, published or posted. The HCC Executive Director of Purchasing will email notification of the beginning and ending of the prohibited communications/political contributions period to each Trustee and Senior Staff Member. The communications/political contributions prohibition period shall terminate thirty days after the contract is executed by the Chancellor or his or her designee or when a determination is made that the contract will not be awarded.

~~The Executive Director of Purchasing shall include in the solicitation documents a statement disclosing the requirements of this policy. The statement shall be conspicuously written in a separate section of the solicitation.~~

The communications/political contributions prohibition shall not apply to the following:

- a. Official communications between the potential vendor and appropriate staff or administration at a duly noticed pre-bid or pre-proposal conference.
- b. Communications with Senior Staff, whose official job duties may require communication regarding the specific bid, request for proposal, request for qualifications, employment

- application or solicitation under consideration, including pre-bid or pre-proposal communications.
- c. Any communications allowed by the HCC Procurement Manual.
 - d. Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Each potential vendor, subcontractor, service provider, bidder, broker, officer, lobbyist or consultant responding to a IFB, RFP, RFQ, employment application or other solicitation, shall include a complete list of Contractors in its response to the solicitation. For purposes of this section, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of 10% or more, and any subcontractor listed in a bid or contract.

The Executive Director of Purchasing shall provide the office of Board Services information on the "Contractors" identified within five (5) business days of the date the response to the solicitation is received.

The office of Board Services shall maintain a list of all "Contractors" identified and shall submit a copy of the list to each Trustee and Candidate five (5) business days after receiving the information described in this section from the Executive Director of Purchasing. The list shall include:

- a. The name of the Contractors;
- b. The date of the initial posting of the IFB, RFP, RFQ, employment application or other solicitation; and
- c. The end date of the prohibited period.

Any contribution given or received in violation of this section shall be returned no later than the last day of the reporting period in which the contribution is received.

The Executive Director of Purchasing shall publish to the Board an annual procurement list that shows all annual contracts, contracts that renew or expire during that calendar year, and any anticipated contracts for goods and services and the anticipated month the procurement will be published. This list will be published to the Board no later than February 1st of each calendar year.

~~MECHANISMS FOR
ENFORCEMENT~~

~~The mechanisms for enforcement of Board ethics BBF(LOCAL)
AND BBFB (LOCAL) ethics policies are:~~

- ~~a. Board members must report an alleged ethics policy violation to Board Counsel and Senior Staff must report such alleged violations to the General Counsel.~~
- ~~b. Any person may allege, in writing, noncompliance with ethics policy requirements to the Board Chair (or the Vice-Chair if the Chair is the target of the allegation) or to the Chancellor if it involves a member of the Senior Staff.~~
- ~~c. The Board shall be advised when any allegation of a violation of ethics policy is made.~~
- ~~d. The Chair, Vice-Chair or Chancellor, as appropriate, will undertake a process to resolve the complaint.~~
- ~~e. The Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair shall consult with Board Counsel, then name an independent third party to investigate the complaint within the parameters set by the Board. Further, the Chair shall provide regular updates to the Board through the named investigator.~~
- ~~f. If the Board finds a violation of ethics policy, it can reprimand or censure the Board member, the only sanctions available under Texas law.~~
- ~~g. If the Chancellor finds a violation of Board ethics policy by a member of Senior Staff, the Chancellor shall take appropriate action under the HCC human resources policies.~~
- ~~h. After an evidentiary hearing, a majority vote of the total membership of the Board may disqualify a vendor from participation in any solicitation or contract for up to one (1) year for violating any Board ethics policy.~~

PROHIBITED
BENEFITS

For the protection of the integrity of the College District, Trustees and Senior Staff shall not:

- a. Accept or solicit any gift, favor or service that might tend to influence him/her in the performance of official duties or that might be offered with the intent to influence his/her official conduct.
- b. Accept employment or engage in a business that would require the release or use of information obtained in the performance of official duties.

- c. Trustees and Senior Staff will comply with the HCC Governance policies and Texas law requiring the filing of a Conflicts Disclosure Statement or a conflict of interest affidavit under the appropriate circumstances, and no later than August 31st of each academic year will sign a Conflict of Interest Certification and submit it to the board services office.

POLITICAL
ACTIVITIES

A member of the Board, as well as the Board as a whole, shall not expend or authorize the expenditure of any statutorily restricted funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. However, it is permissible for the Board to use or authorize the use of funds to provide information and education regarding certain matters.

MISUSE OF
OFFICIAL
INFORMATION

A member of the Board shall not use the office of Trustee to obtain or use official information in any unlawful way.

PROHIBITED
CONTRACTS/
PROHIBITED
PURCHASES

The College District shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest.

Further, the College District shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor or independent contractor, a Board Member or a Senior Staff Member.

Further, the College District shall not contract with a business entity that employs an Officer or Director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

~~The Executive Director of Purchasing shall include in the solicitation documents a statement disclosing the requirements of this policy. The statement shall be conspicuously written in a separate section of the solicitation.~~

Absent other legal requirements, all contracts entered into by the College District in violation of this policy shall be voided within 30 days of notice of the violation.

These provisions do not affect Board Members' legal obligations to comply with Chapters 171 (Conflict of Interest Affidavit) and 176 (Conflict Disclosure Statement) of the Texas Local Government Code, Chapter 573 of the Texas Government Code (Nepotism), or any other Texas statutes, except to the extent that these provisions

	are more restrictive. <u>These obligations are addressed in greater detail in the Board bylaws.</u>
DEFINITIONS "BUSINESS ENTITY"	<u>"Business Entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law. Tex. Loc. Gov't Code 171. Business entity" shall not include a corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market. "Business entity" shall not include non-profit corporations or religious, educational, and governmental institutions, except that private, for-profit educational institutions are included in the definition of Business entity.</u>
"DIRECTOR"	<u>"Director" is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company's policy, and as the company's agent, can bind the company with valid contracts. Two individuals are related to each other by affinity if:</u> <u>They are married to each other; or</u> <u>The spouse of one of the individuals is related by consanguinity to the other individual.</u> <u>The ending of a marriage by divorce or the death of a spouse ends relationships by affinity created by that marriage unless a child of that marriage is living, in which case the marriage is considered to continue as long as a child of that marriage lives.</u>
"OFFICER"	"Officer" is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.
"SENIOR STAFF"	"Senior Staff" is defined as: <ol style="list-style-type: none">1. Any member of the Chancellor's Advisory Council;2. HCC employees classified as E-10 and above;3. All procurement and purchasing personnel;4. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and

5. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

“EXCLUDED ENTITIES”

The provisions of this policy shall not apply to contracts with the following entities:

- a. A corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market; and
- b. Non-profit corporations, religious, educational, and governmental institutions.

MECHANISMS FOR ENFORCEMENT

The mechanisms for enforcement of BBF(LOCAL) AND BBFB (LOCAL) policies are:

- a. Board members must report an alleged ethics policy violation to Board Counsel and Senior Staff must report such alleged violations to the General Counsel.
- b. Any person may allege, in writing, noncompliance with ethics policy requirements to the Board Chair (or the Vice-Chair if the Chair is the target of the allegation) or to the Chancellor if it involves a member of the Senior Staff.
- c. The Board shall be advised when any allegation of a violation of ethics policy is made.
- d. The Chair, Vice-Chair or Chancellor, as appropriate, will undertake a process to resolve the complaint.
- e. The Chair may initiate an independent investigation of a written complaint after receiving approval from a majority of the Board. Upon approval, the Chair shall consult with Board Counsel, then name an independent third party to investigate the complaint within the parameters set by the Board. Further, the Chair shall provide regular updates to the Board through the named investigator.
- f. If the Board finds a violation of ethics policy, it can reprimand or censure the Board member, the only sanctions available under Texas law.
- g. If the Chancellor finds a violation of Board ethics policy by a member of Senior Staff, the Chancellor shall take appropriate action under the HCC human resources policies.
- h. After an evidentiary hearing, a majority vote of the total membership of the Board may disqualify a vendor from par-

icipation in any solicitation or contract for up to one (1) year for violating any Board ethics policy.

The Executive Director of Purchasing shall include in the solicitation documents a statement disclosing the requirements of this policy. The statement shall be conspicuously written in a separate section of the solicitation.

BOARD MEMBERS

BBG
(LOCAL)

COMPENSATION AND EXPENSE TRAVEL AND EXPENSE REIMBURSEMENT

BOARD MEMBER TRAVEL

Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board.

An amount for Board member travel expense reimbursement shall be approved in the budget each year.

Board members in good standing shall be permitted to travel at the expense of the College District to those meetings, functions and activities that are for a public purpose and are necessary in the conduct of the College District.

A Board member in good standing is not indebted to, nor owes money to the College District for any reason.

"Public purpose" is defined as an activity that adds value to or benefits the College as a whole by supporting the educational functions and mission of the College District.

EXPENSE REIMBURSEMENT

The following guidelines shall be applied to the reimbursement of travel expenses incurred by Board members:

(a) Board members must obtain prior express Board approval for all travel payment and/or reimbursement in excess of the guidelines listed herein, and for all other travel payment and/or reimbursement for expenses related to activities not included on the approved list (See BBH(Local). If time constraints do not allow for board approval prior to the conference or event, the Board Chair is authorized to approve the Board Members' travel.

(b) Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives of the Board or the College District. All requested reimbursable expenses, including tips, bus, taxi, shuttle or other ground transportation, must be supported by receipts. Where receipts are not available, the Board member shall submit a notarized affidavit verifying expenses.

(c) Only expenses of Board members only may be reimbursed. Travel expenses for spouses and/or other travel companions who accompany Board members to any such meetings and conventions are not subject to reimbursement by the College District. Personal expenses and alcoholic beverages are not reimbursable.

(d) Air Travel - Air travel is to be based on economy fare with advanced booking. If travel is booked in a class more expensive

than the economy fare, the difference in the fare booked and the economy fare is non-payable and/or non-reimbursable by the College District. Air travel paid by a Board member cannot be reimbursed until after travel has been completed. Airline luggage fees are reimbursable based on actual cost for up to two pieces of checked luggage.

(e) Advances - Requests for advances for out-of-town travel will be based on an amount equal to 75% of the per diem allowance rates for meals and must be requested with a Travel Advance Form. The Board chair, or in his or her absence, the Chancellor, must approve and execute the Travel Advance Form. The Board Services office shall not process a requisition for a requested travel advance that has not been approved and executed. Where a travel advance is obtained and the actual travel expense incurred is less than the amount advanced, the difference in the advanced amount and the actual expenses incurred must be paid to the College District within 30 days of the date on which travel concludes. Board members are considered not in good standing and therefore are ineligible for additional advances or disbursements where money owed from a prior advance is outstanding or when the Expense Reimbursement Form is not executed within 30 days of the completion of travel.

(f) Meals – The meal per diem is \$75 or the actual expense, whichever is less.

(g) Registration Fees – Registration fees for local and out-of-town conventions, conferences and workshops are reimbursable and/or payable by the College District.

(h) Lodging – The maximum allowable rate for lodging payment and/or reimbursement is the single room occupancy (plus tax) cost or, if applicable, the published conference rate. Where available, "government rates" should be requested. Upgrades from single room occupancy are at the Trustee's expense, and therefore, are not reimbursable. The Board Services Office may authorize payment for hotel room charges for Trustees only. Other hotel charges for allowable expenses will be reimbursed separately. If a Trustee chooses to stay at a hotel other than the conference hotel and there is availability at the conference hotel, reimbursement will be paid at the single room occupancy rate for the conference hotel.

(i) Airport Parking – Payment and/or reimbursement for airport parking in the city of departure and/or destination city is based on actual cost.

COMPENSATION AND EXPENSES TRAVEL AND EXPENSE REIMBURSEMENT

(j) Ground Transportation in City of Departure – Taxicab, shuttle bus, toll road fares, etc. are payable and/or reimbursable based on actual cost.

(k) Ground Transportation in Destination City – Taxicab, car rental (subject to Item 12 (l) below), shuttle bus, subway, toll road fares, etc. are payable and/or reimbursable based on actual cost. The least expensive of these modes of ground transportation should be used whenever possible.

(l) Car Rental – Payment and/or reimbursement for a full-size car rental is allowed based on actual cost.

(m) Mileage – Payment and/or reimbursement for mileage incurred as a result of use of a personal vehicle will be consistent with the IRS standard and paid at the IRS standard mileage reimbursement rate. See www.irs.gov.

(n) All receipts and requests for reimbursement shall be submitted to the manager of Board Services within 30 days of the completion of the travel. Receipts and requests for reimbursement submitted more than 30 days after the completion of the travel shall not be eligible for reimbursement.

(o) In-District Travel – Expenses for attendance at in-district functions which are of direct benefit to the College District may be reimbursed. No lodging fees shall be paid or reimbursed to Board members for in-district travel; however actual parking fees and transportation costs may be reimbursed for attendance at functions in connection with College-related business.

The Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the committee of the whole meeting indicating the amount, the event/travel and the requesting Trustee for each travel expenditure since the last report. A final report will be made at the end of each fiscal year.

REPORTS ON BOARD TRAVEL

Emergency situations involving Trustees' travel will be handled on a case-by-case basis by the requiring the Trustee to contact the Board Chair or the Chancellor. Emergency travel expenditures will be ratified by the Board at the next regular board meeting.

EMERGENCY SITUTATONS

Reimbursement shall be made by one of the following methods, as determined by the Board:

METHOD OF REIMBURSEMENT

1. Reimbursement for use of personal car at the mileage rate currently approved by the Board, or the actual cost of com-

mercial transportation, plus parking and taxi fares and expenses for lodging, meals, and other incidental expenses. Board members shall file an Expense Reimbursement Form with the Office of Board Services and attach receipts documenting actual expenses for which reimbursement is requested.

2. A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. Board members shall file an Expense Reimbursement Form, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the College District, within 30 days of completed travel, or the Board Member will be considered not in good standing and therefore ineligible for travel at College expense.

TASB MODEL POLICY

Board members may attend regional, state, or national conventions, conferences, and workshops. Reimbursement for reasonable travel expenses for attendance at such conventions, conferences, and workshops shall be made by the College District when attendance is authorized and deemed by the Board to be necessary or desirable in carrying out the educational functions of the College District.

APPROVED
CONVENTIONS,
CONFERENCES,
WORKSHOPS

The Board has approved a list of activities that appear to meet the statutory requirement of being "necessary in the conduct of the College." This list includes conferences, seminars, retreats, workshops, and meetings of or sponsored by the following:

1. American Association of Community Colleges (AACC);

2. Association of Community College Trustees (ACCT);

3. Association of Governing Boards;

4. Board of Trustee Institute;

5. Community College Association of Texas Trustees;

6. Congressional Hispanic Caucus Institute, Inc.;

7. National Association for Community College Entrepreneurship;

78. Texas Community College Trustees and Administrators;

98. Texas Higher Education Coordinating Board;

109. Texas Community College Trustee Association;

110. National Association of Latino Elected and Appointed Officials (NALEO) Foundation;

124. Congressional Black Caucus (CBC) Foundation's Annual Legislative Conference; and

132. National Association of College and University Business Officers (NACUBO).

Attendance by a Board member at any function other than those included on the approved list with the anticipation of reimbursement by the College must have prior Board approval at a regularly scheduled meeting. If time constraints do not allow for board approval prior to the conference or event, the Board Chair is authorized to approve the Board Members' travel.

Board members may receive reimbursement for the cost of travel and for the actual days of the conference plus travel time one day prior to the conference and one day following the conference. Ad-

ditional travel days will be at the Trustee's expense and is not reimbursable.

Administrative and internal control procedures shall be developed by the Board Services Office for the implementation and monitoring of compliance with this policy. The Board shall have the final responsibility for determining compliance with this policy.

TASB MODEL POLICY

Note: For employee, student, and community use of College District technology resources, see CR.

TECHNOLOGY RESOURCES	For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.
AVAILABILITY OF ACCESS	Access to the College District’s technology resources, including the Internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.
LIMITED PERSONAL USE	Limited personal use of the College District’s technology resources shall be permitted if the use: <ol style="list-style-type: none">1. Imposes no tangible cost on the College District; and2. Does not unduly burden the College District’s technology resources.
ACCEPTABLE USE	A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.
MONITORED USE	Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. The [G head of district/college/ESC, initial upper case] Chancellor or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.
DISCLAIMER OF LIABILITY	The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the Internet.
RECORDS RETENTION	A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA]

BOARD OFFICERS AND OFFICIALS

~~DUTIES AND REQUIREMENTS OF BOARD CHAIR~~
ELECTION OF OFFICERS

BCAB
(LOCAL)

Officers of the Board shall be elected by a majority of the total membership of the Board in January, or at any time thereafter, in order to fill a vacancy. Officers are elected for a one-year term and will fulfill the duties set forth for their offices in College District policy and the Board bylaws. Officers may succeed themselves. The Board shall elect the following officers from their members:

1. A Chair;
2. A Vice-Chair; and
- 4-3. A Secretary.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD CHAIR

BCAB
(LOCAL)

The Board Chair shall:

- a. Preside over meetings of the Board pursuant to Robert's Rules of Order.
- b. Appoint all committees, committee chairs and designated alternates.
- c. Serve as ex-officio voting member of all Board committees.
- d. Call special meetings of the Board.
- e. Perform duties and functions prescribed by the Board and authorized by the Texas Education Code.
- f. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year.
- g. Sign all legal documents, including contracts, warrants, vouchers and reports, as required by state or federal law, or a current edition of Board policy.
- h. Decide all questions of order in accordance with Roberts Rules of Order, Newly Revised, as modified by Board policy and/or laws. However, said rules may be suspended by a two-thirds vote of the Board's total membership.
- i. Promote Board unity and share all information with other Board members in a timely fashion.

Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD VICE CHAIR

BCAC
(LOCAL)

The Vice-Chair of the Board shall:

- a. Act in the capacity and perform the duties of the Chair of the Board in the event of the absence, death, resignation, disability, or disqualification, and shall continue to serve in an interim capacity only.
- b. Become Chair only upon being elected to the position.
- c. Perform other duties as prescribed by the Board.
- d. Sign or attest to, all legal documents, in the absence of the Secretary, as required by state or federal law or Board policy.
- e. Promote board unity and share all information with other board members in a timely fashion.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY

BCAD
(LOCAL)

The Secretary of the Board shall:

- 1.Keep records of all important transactions and file budgets, forms, and reports at the proper times and in the proper offices, as required by law.
- 2.Sign, or attest to, all legal documents, as required by state or federal law or Board policy.
- 3.Promote board unity and share all information with other board members in a timely fashion.

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College. See the Board Bylaws for additional information.

Community Advisory Committees are appointed by the Board for the purpose of improving the College District and may be dissolved by Board resolution upon completion of the Committee's task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College District with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these Committees shall be forwarded to the Chancellor for consideration and future action. These Committees shall function as purely advisory bodies and shall not have power to supervise or control public business or policy.

A report of legal advice received shall be presented to the Board when deemed appropriate by the Chancellor or upon request of the Board.

GENERAL COUNSEL

The General Counsel shall provide legal advice to the Chancellor. The General Counsel shall be appointed by the Board upon recommendation of the Chancellor and shall report directly to the Chancellor, with access to the Board. Any employment contract with the General Counsel shall be approved in accordance with Board policy. The General Counsel shall attend all Board and Board committee meetings. Duties of the General Counsel include:

- a. Provide legal advice and counsel to the Chancellor, administration and faculty.
- b. Maintain the College District's policies and recommend amendments, as needed.
- c. Handle routine legal matters for or on behalf of the College District.
- d. Perform other legal services as may be required by the Board or assigned by the Chancellor.

OUTSIDE COUNSEL

Upon recommendation of the General Counsel Chancellor, or on its own motion, the Chancellor Board may employ outside counsel to represent the College District in address legal matters in special situations. Services to be performed and reasonable compensation to be paid to outside counsel shall be set forth in an engagement letter between the College District and the College District's outside attorney or attorneys. The outside counsel shall report directly to the Board, with access to the Chancellor.

BOARD COUNSEL

The Board Counsel shall provide legal advice to the Board. The Board Counsel shall be appointed by the Board, shall report directly to the Board (with access to the Chancellor), and may be dismissed or reassigned by the Board without cause. The Board Counsel shall represent the College District in all assigned legal matters. The Board Counsel shall attend all Board and Board committee meetings. Duties of the Board Counsel include:

- a. Provide advice and counsel to the Board.
- b. Maintain the Board bylaws and certain Board policies and procedures, and recommend amendments, as needed.
- c. Handle assigned legal matters for or on behalf of the College District, such as preparation of legal opinions as requested by the Board or the Chancellor.

d. Render legal services in connection with assigned legal matters.

e. Perform any other legal services as may be required by the Board or requested by the Chancellor.

Upon recommendation of the Chancellor, or on its own motion, the Board may employ other outside counsel to address legal matters in special situations. The outside counsel shall report directly to the Board, with access to the Chancellor.

~~The Board shall retain an attorney or attorneys, as necessary, to serve as the College District's legal counsel and representatives in matters requiring legal services. Services to be performed and reasonable compensation to be paid by the Board shall be set forth in a written contract between the Board and the attorney or attorneys.~~

~~In accordance with the written contract, individual Board members shall channel legal inquiries through the or Board designee, as appropriate, when advice or information from the College District's legal counsel is sought.~~

~~Staff requests for legal advice from the College District's legal counsel shall be submitted through the or designee.~~

~~A report of legal advice received shall be presented to the Board when deemed appropriate by the administration or upon request of the Board.~~

BOARD SELF-
EVALUATION

The Board shall plan and conduct, at least annually, a thorough self-evaluation. This evaluation may be conducted in a regular meeting, a special meeting, or in a workshop setting.

The yearly review shall include an analysis of:

1. Board ~~procedures~~Bylaws.
2. Board member training.
3. Conflict resolution.
4. Working relationships with the ~~College President~~Chancellor.
5. Conduct of Board meetings.
6. Long-range planning and goal setting.
7. Relationship with the community.
8. An assessment of Board expenditures and savings for the year.
9. An estimation of Board budgetary needs for the following year.
10. An evaluation of Board accomplishments in setting policy, uniting the community in and out of the College District, managing debt, and improving the College District.
11. An assessment of Board Governance and Operations.
- 7-12. An assessment of Board Office functions (Board office staff shall be evaluation by the Chancellor).

In the month or months before the discussion, the Board as a whole shall:

- 8-13. Review the Board's goals for the current year to ensure that all Trustees are familiar with Board priorities.
- 9-14. Reaffirm the purposes of the self-evaluation so that all Board members understand the desired outcomes of the exercise.
- 10-15. Review or select an evaluation instrument, and adapt the instrument to ensure that it will yield the desired information on Board performance.
- 11-16. Identify and collect any information or materials the Board might need in conducting its self-evaluation. This material might include documentation on College District goals for the current year, reports of the Board's success and progress in meeting these goals, records of Board meetings and community participation, newspaper clippings, and the like.

- | ~~42.17.~~ Have each Board member complete the evaluation instrument separately, several weeks in advance of the discussion.
- | ~~43.18.~~ Tabulate individual responses to the instrument, and provide a copy of the tabulation to each Board member.

TASB MODEL POLICY

BOARD MEETINGS

BD
(LOCAL)

MEETING PLACE
AND TIME

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

REGULAR
MEETINGS

Regular meetings of the Board shall typically be held on the ~~[C032]~~third Thursday of each month at the HCC Building, 3100 Main Street~~[C033]~~. Such meetings may be recessed from day to day until the completion of business. When determined necessary and for the convenience of Board members, the Board ~~President~~Chair may change the date, time, or location of a regular meeting with proper notice.

SPECIAL OR
EMERGENCY
MEETINGS

The Board ~~President~~Chair shall call a special meeting at the Board ~~President~~Chair's discretion, or by the independent requests of three (3) members of the Board who must call for the meeting in writing, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted on request by ~~[C037]~~ members of the Board.

The Board ~~President~~Chair shall call an emergency meeting when it is determined by the Board ~~President~~Chair, or by the independent requests of three (3)~~[C038]~~ members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. Emergency meetings must be duly posted.

AGENDA

PREPARATION
SUBMISSION OF
TOPICS

~~At the direction of the Board Chair, the Chancellor shall prepare and present an agenda at least seven (7) calendar days prior to the regular Board meeting, having followed the agenda preparation process established by the Board. A Board member may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is [C bd mtg-regular agenda closing] day before regular meetings and [C bd mtg-special agenda closing] day before special meetings.~~

SUBMISSIONS
SUBMISSION OF
TOPICS
PREPARATION

An item shall be added to the agenda by the written request of three (3) Board members submitted to the Chancellor or Board Chair at least seven (7) days prior to the meeting.

Either the Board Chair or the Chancellor, at his or her discretion, may pull any item noticed for discussion and/or action from the agenda without further action by the Board unless that item has been added by the written request of three (3) Board members, in accordance with the procedures outlined above. The [G head of district/college/ESC, initial upper case] shall compile for review by the Board President all topics timely submitted by Board members, topics requested by the Board, and topics suggested by the [G head of district/college/ESC, initial upper case].

The Board President and the [G head of district/college/ESC, initial upper case] shall confer regarding the proposed topics, and the

	<p>Board President shall determine the topics for the official meeting agenda. The Board President shall ensure that any topic the Board or individual Board members have requested be addressed are either on the meeting agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not refuse to assign a topic requested by a Board member to an agenda and, once assigned, shall not have the authority to remove the topic from the agenda without that Board member's specific authorization.</p>
CONSENT AGENDA	<p>When the agenda is prepared, the Board President<u>Chair</u> shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature, <u>as well as committee recommendations</u>, grouped together under one action item.</p> <p>For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.</p>
NOTICE TO MEMBERS	<p>Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.</p>
CLOSED MEETING	<p>Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BDA]</p> <p><u>Trustees, employees, and agents of the College District shall not divulge to any person the substance of matters discussed at any closed meeting, except as otherwise required or allowed by law. Closed meetings shall be held as allowed by law to have discussions and deliberations of College matters that cannot be made public. A further objective would be to protect the attorney-client privilege recognized by law.</u></p>
ORDER OF BUSINESS	<p>The The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members present<u>Chan- cellor and the Board Chair shall decide the order of business for meetings.</u></p>
RULES OF ORDER	<p>The Board shall observe the parliamentary procedures as found in <i>Robert's Rules of Order, Newly Revised</i>, except as otherwise pro-</p>

	<p>vided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present <u>a two-thirds vote of the entire membership of the Board.</u></p>
VOTING	<p>Voting shall be by voice vote or show of hands, as directed by the Board President <u>Chair</u>. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. <u>Each member's vote, or failure to vote, shall be recorded by name. Only members present in person may vote. Absent members may listen to the proceedings by electronic media, but may not vote on the proceedings. No proxy votes shall be allowed. Other than situations in which a two-thirds vote is required, a majority vote of the total membership of the Board will be required in order for the Board to act.</u></p>
MINUTES	<p>Board action shall be carefully recorded by the Board Secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the Board President <u>Chair and the Board Secretary.</u></p> <p>The official minutes of the Board shall be retained on file in the office of the [G head of district/college/ESC, initial upper case] <u>Board Services and shall be available for examination during regular office hours.</u> The Board shall prepare and keep minutes and/or make a tape recording of each open meeting. The minutes and tapes are public records and shall be available for public inspection and copying upon request to the Board office. Any person in attendance can make an audio or video recording of any or all of an open meeting, subject to reasonable rules adopted by the Board to maintain order.</p>
DISCUSSIONS AND LIMITATION	<p>Discussions shall be addressed to the Board President <u>Chair</u> and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President <u>Chair</u> shall halt discussion that does not apply to the business before the Board.</p> <p>The Board President <u>Chair</u> shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board President <u>Chair</u> shall not interfere with debate so long as members wish to address themselves to an item under consideration.</p>

LIMIT ON
PARTICIPATION

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer.

PUBLIC COMMENT

At regular meetings the Board shall allot a portion of the meeting to hear ~~persons~~ citizens who desire to make comments to the Board during the "Hearing of Citizens" portion of the agenda. Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer or designee at least twenty-four hours before the meeting begins, and shall indicate the topic about which they wish to speak. In the alternative, citizens may present written comments for the Board's consideration. Any written comments must be received at least twenty-four hours before the meeting begins. However, no complaint against an employee shall be heard unless complaint or grievance procedures are followed, and the item is properly scheduled on the agenda. All employees must exhaust internal administrative and grievance procedures prior to addressing the Board.

BOARD'S
RESPONSE

No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide take any action regarding any subject that is not included on the agenda posted with notice of the meeting.

COMPLAINTS AND
CONCERNS

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy. If not, the person shall be referred to the appropriate policy (see list below) to seek resolution:

Employee complaints: DGBA

Student complaints: FLD

Public complaints: GB

DISRUPTION

The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

Within the context of current law, the College District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents. All policies shall be consistent with the guidelines set forth by the Association of Community College Trustees and all state and federal laws, including but not limited to the Sarbanes Oxley Act of 2002.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

HARMONY WITH LAW No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

SEVERABILITY If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end the provisions of this policy manual are declared to be severable.

POLICY DEVELOPMENT Policies and policy amendments may be initiated by the ~~[G head of district/college/ESC, initial upper case]Chancellor~~, Board members, College District personnel, students, or community citizens, but generally shall be recommended for the Board's consideration by the ~~[G head of district/college/ESC, initial upper case].Chancellor~~. The General Counsel of the College District is responsible for maintaining and updating the College District's policies, as needed.

ADOPTION The Board shall have the sole right to adopt policies. Proposed local policies or amendments introduced and recommended to the Board at one meeting shall not be adopted until a subsequent meeting. Emergency adoption, however, may occur in one meeting if special circumstances demand an immediate response.

Local policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

OFFICIAL POLICY MANUAL The Board shall designate one copy of the local policy manual as the official policy manual of the College District. The official copy shall be kept in the ~~[G head of district/college/ESC, initial upper case]Chancellor~~'s office, and the ~~[G head of district/college/ESC, initial upper case] Chancellor~~ or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the College District's policy manual.

TASB LOCALIZED
UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the College District. If discrepancies occur between different copies of the manual distributed throughout the College District, the version contained in the official policy manual shall be regarded as authoritative.

NON-COMPLIANCE

Noncompliance with policies may result in termination of employment or dismissal from an academic program, as appropriate.

BYLAWS

The Board Bylaws, which establish the internal management and procedures of the Board, shall be maintained by the Board's Counsel.

TASB MODEL POLICY

CHIEF EXECUTIVE OFFICER
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

DUTIES

The Board employs the Chancellor, who is the chief executive officer of the College District, by a written contract which will govern the terms of employment. The Chancellor shall recommend the organizational plan for the College District.

The Chancellor has the authority to hire all at-will personnel. Employees with a written contract shall be employed upon Board approval.

The Chancellor performs all duties relating to the day to day operations of the College District, including, but not limited to, the following:

1. Developing a qualified administrative organization and providing the College District with academic and fund-raising leadership.
2. Preparing the annual budget and submitting it to the Board for approval;
3. Establishing administrative relationships among members of the College District community.
4. Preparing and approving the curriculum.
5. Appointing campus committees, as needed. The Chancellor will review all appointed committees with the Board prior to establishment, and will provide the Board with a semi-annual report of the membership of each committee.
6. Preparing the agenda for Board meetings in coordination with the Board Chair and making regular reports to the Board regarding the status of the College District.
7. Promoting College District political effectiveness at the state and local levels.
8. Supervising the development and implementation of a system to evaluate faculty and staff.
9. In coordination with Board Counsel and the General Counsel, assisting the Board in policy development, its yearly self-assessment and meeting its own training requirements.
10. Forging a relationship of mutual respect with each Trustee.
11. Understanding each district of the College District and its educational needs.
12. Enforcing fiduciary and academic accountability of the College District to the general public.

CHIEF EXECUTIVE OFFICER
QUALIFICATIONS AND DUTIES

BFA
(LOCAL)

13. Promoting College District unity at all levels, emphasizing equality, diversity, and respect for all individuals.
14. Interpreting the College District to the community.
15. Providing the Trustees with important information before all others and having background information and research compiled on issues of particular importance to the Board, with sufficient time for study by Trustees before a vote.
16. Serving as the official spokesperson for the College District.
17. Maintaining open channels of communication throughout the College District.
18. Handling employee disciplinary issues, including termination when appropriate.
19. In the event of a catastrophe, emergency, or natural disaster affecting the College District, contracting for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff.
20. Enhancing the image and well-being of the College District.

CHIEF EXECUTIVE OFFICER
RETIREMENT OR RESIGNATION

BFD
(LOCAL)

RESIGNATION

The Chancellor may resign at any time mutually agreeable with the Board, subject to the terms of the Chancellor's employment contract.

TASB MODEL POLICY

CHIEF EXECUTIVE OFFICER
EVALUATION

BFE
(LOCAL)

WRITTEN EVALUATION	<p>The Board shall prepare a written evaluation of the [G head of district/college/ESC, initial upper case] <u>Chancellor</u> at annual or more frequent intervals. The written evaluation instrument shall be based on the job description of the [G head of district/college/ESC, initial upper case] <u>Chancellor</u> and performance goals and shall be adopted by the Board.</p> <p>The Board shall furnish the [G head of district/college/ESC, initial upper case] <u>Chancellor</u> with a copy of the completed evaluation and shall discuss the evaluation with the [G head of district/college/ESC, initial upper case] <u>Chancellor</u> in a closed meeting in accordance with the Texas Open Meetings Act.</p>
OBJECTIVES	<p>The Board shall strive to accomplish the following objectives in completing the evaluation of the [G head of district/college/ESC, initial upper case]<u>Chancellor</u>:</p> <ol style="list-style-type: none"><li data-bbox="560 829 1443 903">1. Clarify the [G head of district/college/ESC, initial upper case]<u>Chancellor</u>'s role, as seen by the Board.<li data-bbox="560 924 1443 1018">2. Develop and sustain a harmonious working relationship between the Board and the [G head of district/college/ESC, initial upper case]<u>Chancellor</u>.<li data-bbox="560 1039 1443 1186">3. Ensure excellence in the College District's administrative leadership by establishing appropriate performance objectives and priorities for the [G head of district/college/ESC, initial upper case]<u>Chancellor</u>.
INFORMAL EVALUATION	<p>The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.</p>

The organizational structure of the College District shall encompass a system of cooperating colleges designed to fulfill the College District's mission. The ~~administration~~ Chancellor shall have the authority to amend the structure of the departments within each college as deemed necessary and appropriate.

A department shall be defined as an area of individual or related teaching disciplines and an organizational unit within each college responsible for delivering educational services.

Organizational charts for the ~~various colleges within the~~ College District ~~shall be maintained in administrative regulations~~ are located as follows-:

Exhibit A – College System

Exhibit B – Central College

Exhibit C – Northeast College

Exhibit D – Northwest College

Exhibit E – Southeast College

Exhibit F – Southwest College

Exhibit G – Coleman College

ADMINISTRATIVE ORGANIZATION PLAN
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

In order to provide the most effective operation of the College District and to maintain open communication and decision making opportunities, the Board recognizes the following:

1. The faculty senate, the staff councils, the College Office Personnel Association (COPA), and other employee groups shall have the right to gather for the purpose of discussing issues and concerns of particular importance to the individual groups.
2. The faculty senate and other recognized employee organizations shall have a written constitution and an elected or appointed leader or leaders who will facilitate the work of the component group and serve as the communications link with the administration.

Since the faculty senate represents employee interests, this organization shall have a representative on the Chancellor's executive team. -The Chancellor shall ensure that various employee groups are appropriately represented on committees.

ADMINISTRATIVE RULES AND REGULATIONS

BH
(LOCAL)

DEVELOPMENT	<p>The [G head of district/college/ESC, initial upper case]Chancellor and administrative staff shall be responsible for developing and enforcing procedures for the operation of the College District. These procedures shall constitute the administrative regulations of the College District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures.</p> <p>The [G head of district/college/ESC, initial upper case]Chancellor or designee shall ensure that administrative regulations are kept up to date and are consistent with Board policy. The [G head of district/college/ESC, initial upper case]Chancellor or designee shall resolve any discrepancies among conflicting administrative regulations. In case of conflict between administrative regulations and policy, policy shall prevail.</p>
NO BOARD ACTION	Administrative regulations are subject to Board review but shall not be adopted by the Board.
AVAILABILITY	All administrative regulations shall be made accessible to staff, students, and the public as required by law or Board policy.

TASB MODEL POLICY



AGENDA

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE OF THE BOARD OF TRUSTEES

Committee Members

Trustee Eva Loreda, Chair

Trustee Adriana Tamez

Trustee Dave Wilson

Alternate Member

Trustee Zeph Capo

January 12, 2016

3:00 p.m.

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

**NOTICE OF MEETING
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

January 12, 2016

Notice is hereby given that a Meeting of the Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College will be held on Tuesday, twelfth (12th) day of January 12, 2015 at 3:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

- A. Student Success Update.
- B. Update on Athletics & Recreational Sports.
- C. Update on Institutional Transformation Plan.

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

- 1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

- 1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board

The Houston Community College Board of Trustees (the "Board") will not consider or act upon any item before this committee. This meeting is not a Regular Meeting of the Board but because a quorum of the Board may attend, the meeting of this committee is also being posted as a Meeting of the Board.

Houston Community College
Academic Affairs/Student Services Committee – January 12, 2016

members, unless the officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney’s duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 – To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Houston Community College
Academic Affairs/Student Services Committee – January 12, 2016

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this 7th day of January, 2016, at or before 3:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
A	Student Success Update	Dr. Cesar Maldonado Dr. Phillip Nicotera

DISCUSSION

Update on the six HCC Student Services shared service projects.

DESCRIPTION OR BACKGROUND

At the start of the Fall 2015 semester, each college president was assigned to chair a project related to system-wide student service initiatives. These are all related to improving the student experience at HCC and are as follows:

1. Admission and Registration Processes – Dr. Zachary Hodges
2. New Student Orientation – Dr. William Harmon
3. Career Advising – Dr. Madeline Burillo
4. Learning Support – Dr. Margaret Ford-Fisher
5. Early Alert – Dr. Phillip Nicotera
6. Mapping Discipline Adjacencies – Dr. Irene Porcarello

The results of these projects will be used to inform the restructuring of the Student Services Division.

FISCAL IMPACT

THECB provides funding to colleges based upon a funding model dependent upon factors to include success and completion. Project outcomes will be used to improve student success and completion.

STRATEGIC ALIGNMENT

- 1.B.1.: Develop and implement an exemplary customer service model
- 1.B.2.: Create an effective student orientation program which introduces career exploration and selection
- 1.B.3.: Develop a success model using data to identify student needs

Attachment Title(s): **Student Success Report Presentation**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Student Success January 2016



Student Service Projects

1. Admission and Registration Processes
2. New Student Orientation
3. Career Advising
4. Learning Support
5. Early Alert
6. Mapping Discipline Adjacencies

Student Service Projects

- I. Each project is lead by a President and is composed of a work group representing staff from each college

- II. Committee functions:
 - Solicit input from each college
 - Research current literature and best practices
 - Investigate models at similar institutions
 - Develop recommendations

Admissions and Enrollment Processes

- I. Map out admission processes
- II. Review of Admission/Registration project list
- III. Review of data:
 - Number of applications/Number of new students (yield rates)
 - Number of phone calls, emails, chat sessions

In Process:

- 22 priority projects related to automating and improving Admissions and Registration processes
- Evaluating priority registration

New Student Orientation Project

- I. Face to Face Orientation
- II. Online Orientation, to be used by distance education and international students
- III. Investigate the development of Parent/Family Orientation sessions
- IV. Develop detailed program

Career Advising

- I. Career Advisement must be integrated throughout student's enrollment
 - From “*Recruitment to Employment* “
 - Career Assessment to be required for new students including a career assessment component

- II. Technology Support and Enhancements
 - Integrate a Customer Relations Management system (CRM) to support “high touch” customer service

- III. “HCC Career Planning Compass”
 - “*Career Planning Compass*” at Start
 - i. Alignment of Career Assessment Results with HCC programs and degree plan-Document online: *Career Planning Compass*

- IV. Integration of Career Advisement with COE's Internships
 - Establish a formal Tracking database system – Employers, Students and all Internships/Co-Op placements
 - Career Development and Job Interview Preparation to be provided to all students prior to completion
 - Structured process for Internship coordination that includes close collaboration between Career Developers and Instructional Leaders

- V. Training and Certification
 - Provide system of professional Career Developer training and certification to support model goals
 - Require COE Industry Outlook and COE Program Updates every semester to all advisors and recruiters based on structured COE Info. Sessions
 - Onboarding process training required before start working with students

Learning Support Project

- I. Designed and implemented a strategy to conduct the work
- II. Recommended time frame and budget to implement the plan
- III. Developed a process and instruments to evaluate the plan
- IV. Developed a process to evaluate and make changes for continuous improvement

Early Alert

- I. Develop specific enhancements to the current early alert system
 - Faculty Interface
 - i. Provide more information to advisors
 - Advisor Interface
 - i. Provide quicker feedback to faculty
 - Student interface
 - i. Provide the option for students to communicate to referring faculty or advisor

- II. Implementation January 2016

Mapping Discipline Adjacency (MDA)

- I. **Goal:** to provide students with clustered pathways that interconnect or intersect with their program of study that offers them options and opportunities to attain multiple and/or advanced skill sets in preparation for a competitive workforce

- II. **1st MDA Pilot** (4 programs to be completed by January, 2016) features:
 - Corrosion with the Corporate College Logistics with International Business
 - Marketing with Media Arts Technology
 - Petroleum Engineering Technology with Digital Information Technology
 - Manufacturing Engineering with Machining Technology

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
B	Dual Credit Update	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

A district-wide update on dual credit.

DESCRIPTION OR BACKGROUND

As part of the Transformation plan, the dual credit program has been restructured to better serve our ISD partners, increase HCC enrollment, and improve student success. The new structure, schools served, and historical data will be provided.

FISCAL IMPACT

THECB provides funding to colleges based upon a funding model dependent upon factors to include success and completion.

STRATEGIC ALIGNMENT

- 1.A.1.: Improve student preparedness, readiness, and alignment
- 1.B.2.: Improve the student experience
- 1.C.1.: Increase student completion
- 3.A.2.: Focus on HCC and consistency of quality experience across the departments, campuses, and facilities

Attachment Title(s): **Dual Credit Presentation**

This item is applicable to the following:

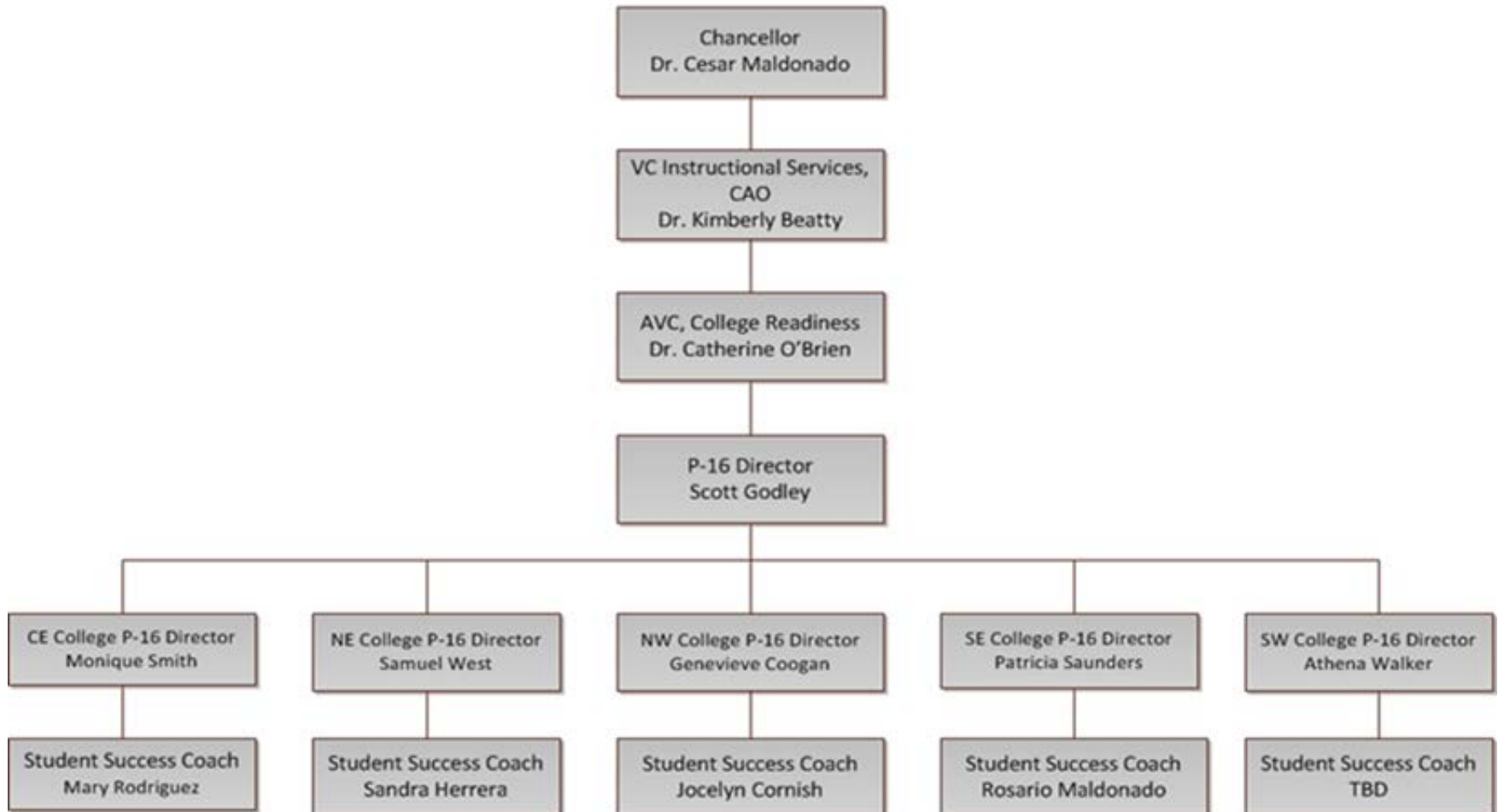
Central Coleman Northeast Northwest Southeast Southwest 3100



Student Success Report Item Dual Credit Program

P-16 Organizational Structure

P-16 Organizational Structure



High Schools in College Service Areas

Central

DeBakey
HSPVA
HAIS ECHS
Jones
Lamar
Madison
South ECHS
Yates

Northeast

Barbara Jordan
Booker T.
Washington
Furr
Houston Heights
Jefferson Davis
JH Reagan
Kashmere
North ECHS
North Forest
Sam Houston
Scarborough

Northwest

Alief ECHS
Alief-Elsik
Alief-Hastings
Alief-Kerr
Alief-Taylor
Capstone Acad.
Cinco Ranch
Harmony Science
Houston Quran
Imam Academy
Katy
Mayde Creek
Memorial
Morton Ranch
Seven Lakes
Stratford
Spring Woods
Taylor
Tompkins
Westside

Southeast

Austin
Chavez
East ECHS
Fraga Middle
College
Genesis Christian
Houston CAN
Houston Gateway
Milby
Mt. Carmel Acad.
Raul Yzaguirre
Sanchez

Southwest

Al-Hadi School for
Accelerated
Learning
Archway Acad.
Bellaire
Challenge ECHS
Elkins
Harmony School of
Ingenuity
Harmony School of
Science
Hightower
Jane Long
Lee
Middle College
Progressive
Sharpstown
Southwest Schools
Stafford
Thurgood Marshall
Westbury

Dual Credit Limitations

DATA

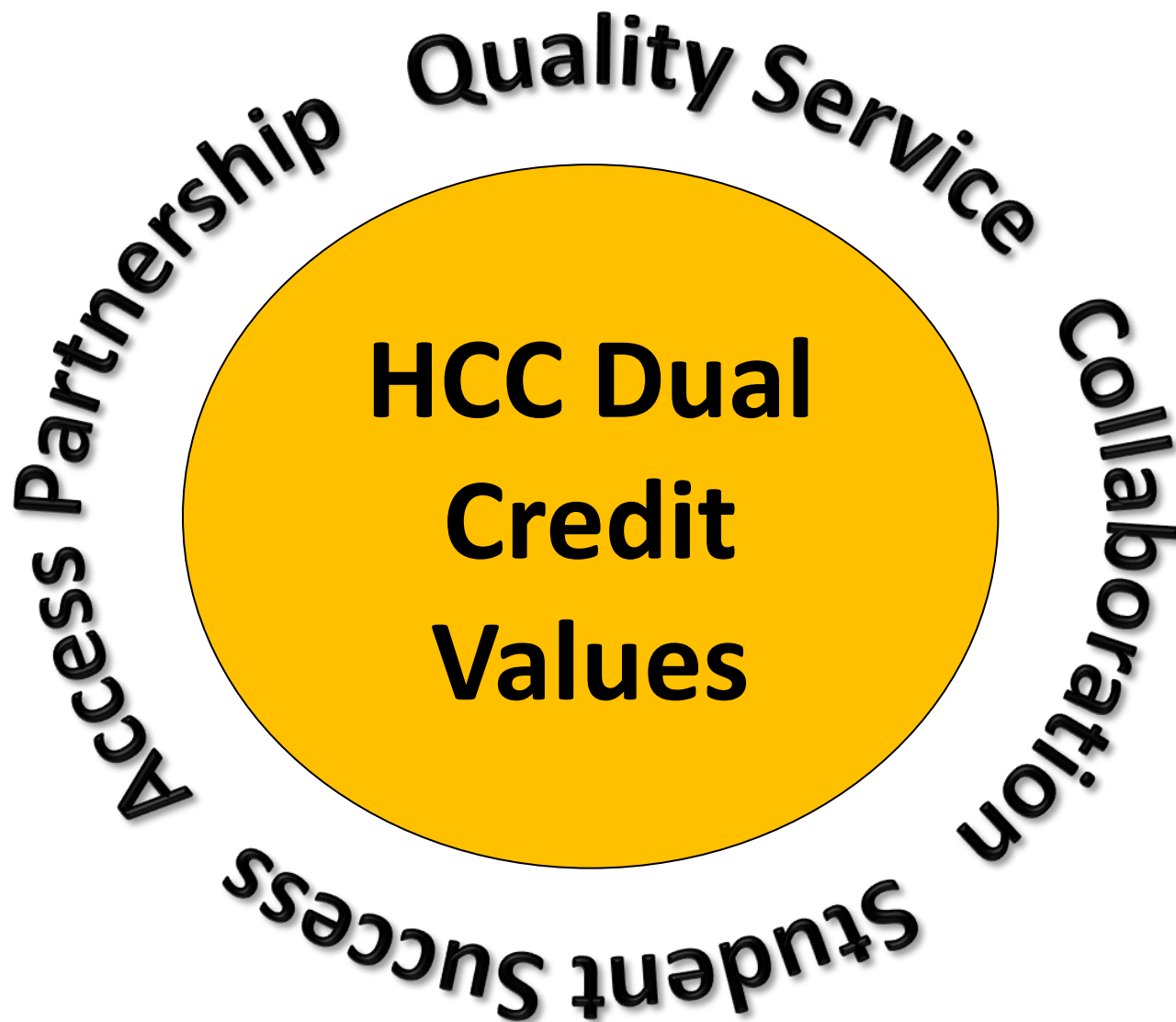
**Independent
Processes**

**Relationship
Building**

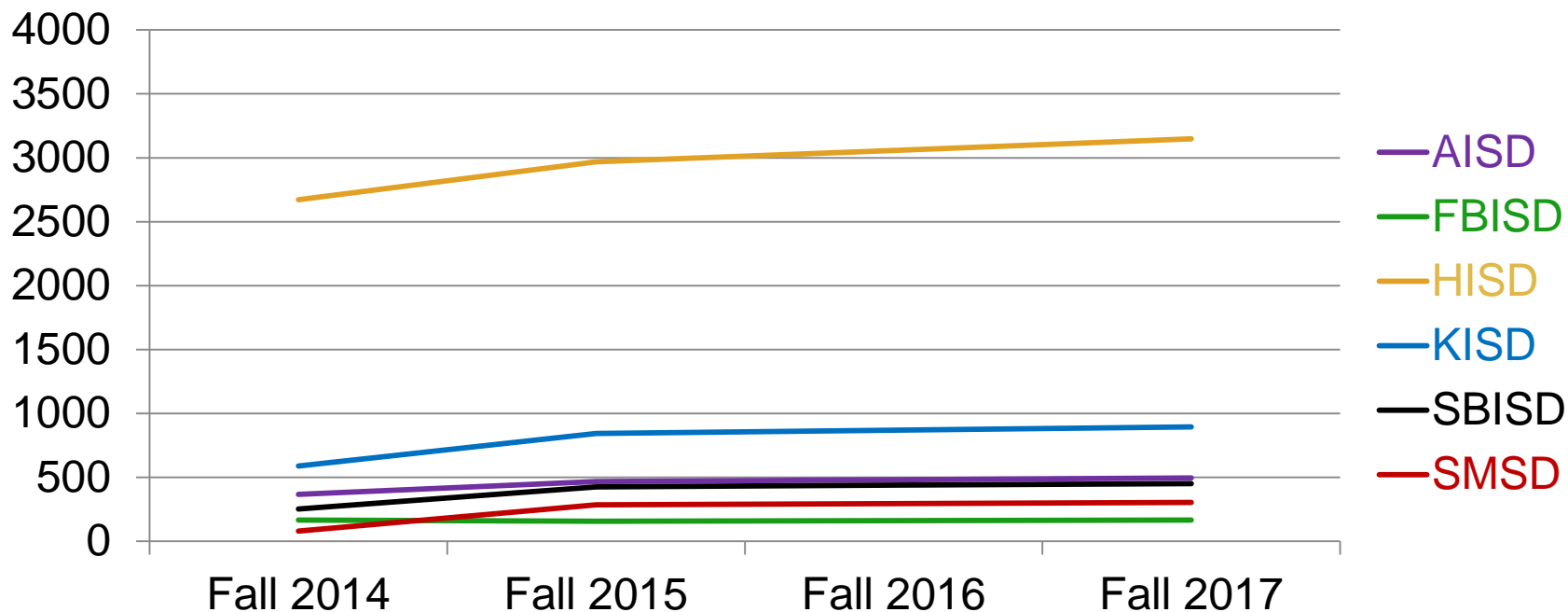
Dual Credit Goals

Goal	Fall 2015	Fall 2016	Fall 2017
Participation	67 Schools	+5 = 72	+3 = 75
Retention	Baseline Data	+5%	+3%
Transfer	Baseline Data	+5%	+3%
Readiness	TSI Academies	15 Academies	25 Academies
Student Success	87.6%	+5% = 92%	+2% = 93.8%
CTE Programs	32	+2/ISD = 44	+1/ISD = 50

HCC Believes In...



Enrollment Targets By District



	AISD	FBISD	HISD	KISD	SBISD	SMSD
Fall 2014	367	166	2671	589	252	78
Fall 2015	467	156	2969	843	425	284
Fall 2016	481	161	3058	868	438	293
Fall 2017	495	166	3149	894	451	302

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
C	Honorary Degree	Dr. Cesar Maldonado Dr. Kimberly Beatty

DISCUSSION

Update on bestowing honorary degrees.

DESCRIPTION OR BACKGROUND

In March 2001, the Board began a policy of awarding honorary degrees. In accordance with the policy, the Board of Trustees will bestow honorary degrees this year. Honorary degree recipients should meet the following criteria:

1. Excellence in the field of public affairs, the sciences, humanities and the arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope of the institution;
2. Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or to humanity at large; and
3. Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

Recommendations for honorary degree recipients should be submitted to the Vice Chancellor for Instructional Services by March 21, 2016.

FISCAL IMPACT

None

STRATEGIC ALIGNMENT

4.A.1.: Build a culture that champions collaboration, creativity, and innovation

Attachment Title(s): **Memorandum to Trustees**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



TO: HCC Board of Trustees
FROM: Dr. Cesar Maldonado, Chancellor
DATE: January 18, 2016
SUBJECT: Request for Nominees to Receive HCC Honorary Degrees

As we approach the date for HCC Graduation, it is time to ensure trustees have an opportunity to submit nominations for the awarding of an Honorary Degree at the Graduation Ceremony scheduled for Saturday, May 14, 2016.

In March 2001, the Board adopted the following policy to guide our processes:

The Board of Trustees will bestow honorary degrees according to the following criteria:

1. Excellence in the fields of Public Affairs, the Sciences, Humanities and the Arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope of the institution;
2. Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or to humanity at large; and
3. Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

Please submit your nominations with supporting evidence to Dr. Kimberly Beatty via email to Kimberly.beatty@hccs.edu no later than March 21, 2016 so that we may assemble the information for consideration by the Board at the Academic Affairs/Student Services Committee meeting in April 2016.

We asked that you please refrain from informing a nominee of selection until the full membership of the Board has discussed and approved the recipients.

Thanks for your service and support.



ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
D	Adoption of the Associate in Arts Degree as the Multidisciplinary Studies Associate Degree	Dr. Cesar Maldonado Dr. Kimberly Beatty

RECOMMENDATION

Approve the adoption of the Associate in Arts in General Studies as the multidisciplinary studies associate degree in compliance with CIP Code 24.0102 and CIP Code Title General Studies as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

COMPELLING REASON/RATIONALE

The Texas Higher Education Coordinating Board (THECB) is requesting that the governing board of each public junior college provide the Classification of Instructional Programs (CIP) Code and CIP Code Title of the institution's multidisciplinary studies associate degree program to the Coordinating Board staff by February 29, 2016. The Associate in Arts degree is intended primarily for students planning to transfer to a senior college or university to receive a baccalaureate degree in multidisciplinary areas, such as communication, business, social sciences, humanities, and fine arts. HCC currently offers the Associate in Arts degree in General Studies and has determined that it meets the multidisciplinary studies associate degree requirement to comply with the THECB requirement.

DESCRIPTION OR BACKGROUND

Senate Bill 1189, passed by the 84th Legislature, Regular Session, requires the governing board of each public junior college to establish a multidisciplinary studies associate degree program. The legislation calls for a multidisciplinary studies associate degree program to require students to:

1. successfully complete the college's core curriculum;
2. meet with an academic advisor prior to the start of the semester or term immediately following the term upon which a student successfully completes a cumulative total of 30 or more semester credit hours; and
3. in consultation with an academic advisor, complete a degree plan that accounts for all remaining credit hours to complete the degree program to transfer to a field of study or major at a university of the student's choice.

The THECB adopted rules specific to multidisciplinary studies associate degree programs at its regular meeting on October 22, 2015. The rules are contained in Texas Administrative Code, Title 19, Part 1, Chapter 9, Subchapter L, § 9.550-9.555.

FISCAL IMPACT

There is no fiscal impact.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

1.C.1.: Increase student completion of degrees, certificates, and other awards.

Attachment Title(s): **1. Associate in Arts Degree**
2. Certification of Multidisciplinary Letter

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Associate in Arts as the Multidisciplinary Studies Associate Degree

Communication	ENGL 1301, 1302, 2331	6
American History	HIST 1301, 1302, 2301, 2328, 2381	6
Government/Political Science	GOVT 2305-2306	6
Mathematics	MATH 1314, 1332 or 1342	3
Life and Physical Sciences ^A		6
Creative Arts ^B		3
Language, Philosophy & Culture ^C		3
Social & Behavioral Sciences ^D		3
Component Area Option ^E	EDUC 1300 (Student Success Course)	6
		<u>42</u>

Transfer Electives	18
Courses that enhance a selected field of study or focus on a specific discipline for transfer to a four year university	

Life and Physical Sciences^A

ANTH 2301, ASTR 1303, ASTR 1304, ASTR 1403, ASTR 1404, BIOL 1308, BIOL 1309, BIOL 1322, BIOL 1406, BIOL 1407, CHEM 1305, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 1413, ENVR 1301, ENVR 1401, GEOG 1301, GEOL 1345, GEOL 1347, GEOL 1403, GEOL 1404, PHYS 1305, GEOL 1405, PHYS 1401, PHYS 1402, PHYS 2325, PHYS 2326

Creative Arts^B

ARTS 1301, ARTS 1303, ARTS 1304, DANC 2303, DRAM 1310, DRAM 2361, DRAM 2366, ENGL 2307, ENGL 2308, HUMA 1301, MUSI 1301, MUSI 1306, MUSI 1310

Language, Philosophy & Culture^C

ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2351, HIST 2311, HIST 2312, HUMA 2319, PHIL 1301, PHIL 1304, PHIL 2306, PHIL 2307, PHIL 2316, PHIL 2317

First Semester

EDUC 1300	3
ENGL 1301	3
American History I	3
MATH 1314, 1332 or 1342	3
Language, Philosophy & Culture	3
	<u>15</u>

Second Semester

ENGL 1302 or 2311	3
American History II	3
Social & Behavioral Science	3
Life and Physical Science	3
Creative Arts	3
	<u>15</u>

Third Semester

GOVT 2305	3
Life & Physical Sciences	3
Component Area Option	3
Transfer Elective	3
Transfer Elective	3
	<u>15</u>

Fourth Semester

GOVT 2304	3
Transfer Elective	3
Transfer Elective	3
Transfer Elective	3
Transfer Elective	3
	<u>15</u>

Social & Behavioral Sciences^D

ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1302, GEOG 1303, PSYC 2301, SOCI 1301, SOCI 1306, SOCI 2336

Component Area Option^E

Any of the courses listed in the four component areas listed may be used to satisfy the six hour limit for the Component Area Option, as well as any six hours from the courses listed below:
 ANTH 2101, ANTH 2302, ARAB 1411, ARAB 1412, CHIN 1411, CHIN 1412, COMM 1307, COSC 1436, DRAM 1351, FREN 1411, FREN 1412, GERM 1411, GERM 1412, JAPN 1411, JAPN 1412, KORE 1411, KORE 1412, MATH 2414, MATH 2415, PHED 1304, PHED 1306, PHIL 2303, PHYS 2125, PHYS 2126, SPAN 1411, SPAN 1412, SPCH 1315, SPCH 1318, VIET 1411, VIET 1412



HOUSTON COMMUNITY COLLEGE
DIVISION OF INSTRUCTIONAL SERVICES

January 18, 2016

Rex C. Peebles
Assistant Commissioner
Academic Quality and Workforce
Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711

Dear Dr. Peebles:

I certify, as chair of the governing board of *Houston Community College*, that the board adopted CIP Code 24.0102 and CIP Code Title General Studies as the multidisciplinary studies associate degree program as required by Senate Bill 1189, passed by the 84th Legislature, Regular Session.

HCC Governing Board Chair or Designee

Date





AGENDA

COMMITTEE OF THE WHOLE OF THE BOARD OF TRUSTEES

**January 12, 2016
4:00 p.m.**

**HCC Administration Building
3100 Main, 2nd Floor Auditorium
Houston, Texas 77002**

**NOTICE OF MEETING
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

MEETING AS A COMMITTEE OF THE WHOLE

January 12, 2016

Notice is hereby given that the Board of Trustees of Houston Community College will meet as a Committee of the Whole on Tuesday, the twelfth (12th) day of January, 2016 at 4:00 p.m., or after, and from day to day as required, at the HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law. Action Items approved by the Committee of the Whole will be listed on the Consent Agenda at a Regular Board Meeting.

I. Call to Order

II. Topics for Discussion and/or Action:

A. Facilities

1. Update on Bond Capital Improvement Plan (CIP) Related Matters.

B. Finance

2. Report on Interlocal & Cooperative Contracts Awarded.
3. Authorize Extension of Lease at Pinemont Center.
4. Sale of 33 Acres in Missouri City.
5. Authorize Additional Funding to Complete the San Jacinto Memorial Green and Austin Street Improvement Projects.
6. Waiver of Out of District Tuition and Fees for Dual Credit Students.
7. Investment Report for the Month of November 2015.
8. Monthly Financial Statement and Budget Review for November 2015.

III. Reports from Appointed and Ad Hoc Committee(s):

A. Academic Affairs/Student Services

1. Student Success Update.
2. Dual Credit Update.
3. Honorary Degree.
4. Adoption of the Associate in Arts Degree as the Multidisciplinary Studies Associate Degree.

B. Board Governance

5. Adopt Revisions to Board Bylaws.
6. Proposed Revisions to TASB Polices: Section A & Section B.

C. Chancellor Evaluation

7. Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016.

IV. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

1. Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

B. Personnel Matters

1. Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, or to hear complaints or charges against the chancellor, employees or board members, unless the officer, employee, or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

1. Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on

Houston Community College
Committee of the Whole – January 12, 2016

the position of the System in negotiations with a third person.

V. Additional Closed or Executive Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney’s duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 – To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 – For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

Houston Community College
Committee of the Whole – January 12, 2016

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

VI. Reconvene in Open Meeting

VII. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this 7th day of January, 2016, at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the Administration Building of the Houston Community College System, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.



Rose Sarzoza-Pena
Manager, Board Services

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Update on Bond Capital Improvement Plan (CIP) Related Matters	Dr. Cesar Maldonado Charles Smith

DISCUSSION

Provide an update on the Bond Capital Improvement Plan (CIP) related matters.

DESCRIPTION OR BACKGROUND

Monthly updates to the CIP Bond program are provided to keep the Board of Trustees apprised of the expenditures and project status.

FISCAL IMPACT

As budgeted and financed from the 2013 bond issuance.

STRATEGIC ALIGNMENT

3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s): **CIP Update Report (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Report on Interlocal & Cooperative Contracts Awarded	Dr. Cesar Maldonado Teri Zamora Rogelio Anasagasti

DISCUSSION

Provide an update on interlocal and cooperative contract awards completed administratively.

DESCRIPTION OR BACKGROUND

The Board of Trustees authorized the Chancellor to negotiate and execute interlocal and cooperative contracts that are budgeted (not to exceed \$500,000) during the August 20, 2015 Regular Meeting.

As allowed by Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code, the use of interlocal and cooperative contracts is a national best practice and an important procurement tool that allows HCC to leverage its buying power across the aggregated volume of participating agencies while ensuring a best value award. In addition, HCC seeks best value award under available cooperative contracts by requesting proposals and negotiating better cooperative pricing terms and conditions.

This method of procurement enables HCC to be most competitive in our acquisition strategy, reduce cost and create value through collaborative and shared efforts and adoption of best practices.

The attached report includes those interlocal and cooperative contract awards completed administratively during the first quarter of Fiscal Year 2016.

FISCAL IMPACT

All purchases completed under an Interlocal or Cooperative contract will be funded through the current budget and/or grant funded when applicable. Any award under an interlocal or cooperative contract shall not exceed \$500,000 without Board approval.

The cost for each item is noted in the attached.

STRATEGIC ALIGNMENT

2.B.3.: Create and sustain viable communication and feedback loops for stakeholders

Attachment Title(s): **Interlocal & Cooperative Contracts Awarded (September 1, 2015 through November 30, 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**Interlocal & Cooperative Contracts Awarded
September 1, 2015 through November 30, 2015**

Vendor Name	PO Number	PO Date	Description	Cooperative Contract Name/Number	PO Amount
Oracle America, Inc.	107121	September 17, 2015	Oracle Hardware Technical Support	Texas Dept. of Information Resources Contract # DIR-TSO-2539	\$ 129,862.39
Dell Marketing LP	107165	September 18, 2015	QualysGuard Vulnerability Software License Renewal	Texas Dept. of Information Resources Contract # DIR-SDD-1951	\$ 96,885.69
Higher One Payments, Inc.	107202	September 23, 2015	Annual Renewal Higher One Cashiering System	Texas Dept. of Information Resources Contract # DIR-SDD-1728	\$ 118,649.24
Horizon International Group, LLC	107304	September 25, 2015	HCC Spring Branch Compound Water Meter Project	Harris County Department of Education, Choice Partners # 13/017CG-05	\$ 105,493.00
Tyco Fire and Security Management, Inc.	107467	October 5, 2015	Surveillint Server with NS SQL Standard Edition	Texas Multiple Awards Schedule (TxMAS) Contract # 6-840130	\$ 254,875.56
Tyco Fire and Security Management, Inc.	107485	October 5, 2015	Annual Proximex Surveillint Software Support agreement	Texas Multiple Awards Schedule (TxMAS) Contract # 6-840130	\$ 84,335.04
Microsoft Corporation	107583	October 9, 2015	Microsoft Corporation Premier Support Annual Maintenance	Texas Dept. of Information Resources Contract # DIR-SDD-1927	\$ 109,450.00
Lexmark Enterprise Software, LLC	107862	October 23, 2015	ImageNow Client Concurrent License Renewal	Texas Dept. of Information Resources Contract # DIR-SDD-1753	\$ 93,777.04
Baker and Taylor Company	107919	October 27, 2015	Order for Budget Year 2016 for Houston Community College Libraries	Texas Multiple Awards Schedule (TxMAS) Contract # 715-M2	\$ 100,000.00
Horizon International Group, LLC	108134	November 6, 2015	Upgrade Emergency Power Panels & Wiring for new build-out at Hayes Road	Harris County Department of Education, Choice Partners # 13/013CG-05	\$ 133,055.00
Apple Computer	108339	November 1, 2015	Northwest Hayes CIP Hardware purchase	Texas Dept. of Information Resources Contract # DIR-SDD-2068, Contract # 53840	\$ 191,519.04
Technical Laboratory Systems, Inc.	108385	November 20, 2015	Basic Hydraulics Learning System	Harris County Department of Education, Choice Partners # 14/031MP-31	\$ 97,840.00
Hampden Engineering Corporation	108464	November 30, 2015	Hampden Model H-RPT-1 - Residential Piping Trainer	Texas Multiple Awards Schedule (TxMAS) Contract # 3-1874070	\$ 79,356.00

Note: This list represents administrative awards between \$75K and \$500K in accordance with the August 20, 2015 Cooperative & Interlocal Contract Approvals FY2016 (Action Item No. 4) as approved by the Board of Trustees.

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Authorize Extension of Lease at Pinemont Center	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Authorize the Chancellor to extend the current lease of the Pinemont Center for two additional years at an annual cost of \$745,808.

COMPELLING REASON/RATIONALE

The current Pinemont lease expires on August 31, 2016. Extension of the lease allows for continuation of instruction at that location.

DESCRIPTION OR BACKGROUND

HCC has leased a portion of the shopping center at the corner of Ella Boulevard and Pinemont Drive since 1998. The location is 4.5 miles west of the Northline Campus and 4.0 miles south of the Acres Homes facility currently under construction.

There is a two-year renewal term built into the current lease at \$14.50 PSF for 51,435 SF (\$745,808/year). This represents a 5.8% increase over the current lease rate of \$13.70 PSF. Typically, the Pinemont Center supports about 1,300 unduplicated students per semester.

FISCAL IMPACT

This lease will be paid from Operating Funds.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Sale of 33 Acres in Missouri City	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Approve the sale of approximately 33 acre tract of unimproved property located in Missouri City to Johnson Development Corporation.

COMPELLING REASON/RATIONALE

The Board of Trustees declared this property surplus during a Special Meeting in February 2015. The College did not want to sell it prior to completion of a related property sale to Fort Bend County which approved the purchase at the December 8, 2015 meeting of the County Commissioners Court. The completion of both transactions will allow continuation of the previously approved relocation of the existing Missouri City campus to Texas Parkway.

The new location will provide an enhanced presence for HCCS in a larger, more efficient building. The budget for the new site requires the sale of the existing real property on Sienna Springs Way. This transaction is one of several fiscally responsible activities previously described to the Board of Trustees that is required to complete the relocation.

DESCRIPTION OR BACKGROUND

This property was originally purchased from Johnson Development Corporation in two parcels in 2002 and 2004. The approximately 33 acre unimproved parcel has deed restrictions for use as an HCC community college campus only, plus a Right of First Opportunity repurchase option at a stipulated price retained by the original seller. This action authorizes that sale at the contract price.

HCC issued an Invitation for Bids and public newspaper advertisement for the sale of the 33.07 acres of unimproved Sienna land. Completion of the Request for Bids process is subject to Johnson Development's publicly recorded Right of First Opportunity Agreement. In the event Johnson Development does not formally exercise its right by January 4, 2016, HCC may proceed with sale of the property to a third party who submits a timely response to the Invitation for Bids.

Project Summary

HCC purchased in 2002	30.0 acres
HCC purchased in 2004	19.3 acres
	<hr/>
	49.3 acres
Conveyed to Fort Bend County for development of joint use library	-4.5 acres
Current HCC Missouri City Campus (Sienna Plantation)	44.8 acres

Negotiated sale to Fort Bend County	<u>-11.7 acres</u>
Right of first opportunity sale to Johnson Development under 2002 & 2004 "right of first opportunity" clause.	33.1 acres

FISCAL IMPACT

Receipt of revenue from sales proceeds and other third party sources will ultimately result in a zero net cash outlay by HCCS for the relocation of the Missouri City Campus to real property located on Texas Parkway.

LEGAL REQUIREMENT

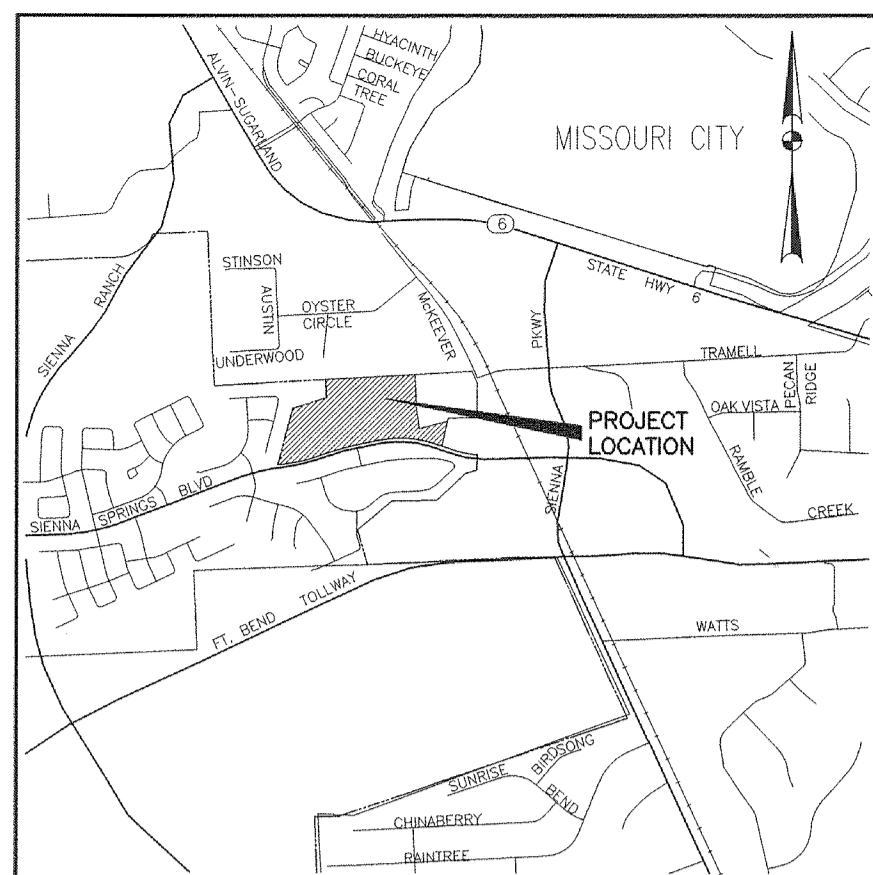
This transaction meets the requirements of Article III, Section 52 of the Texas Constitution and Texas Government Code Section 272.001.

STRATEGIC ALIGNMENT

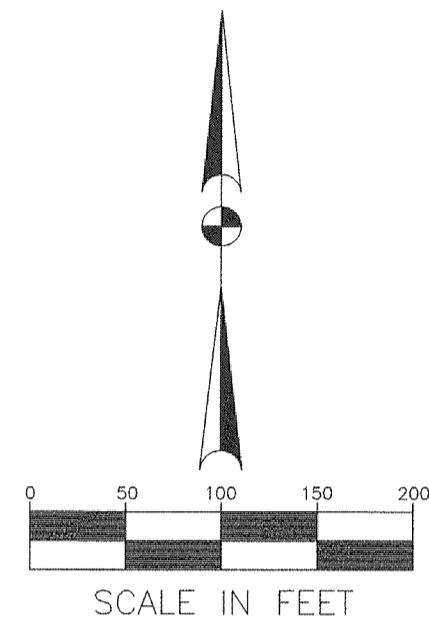
3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s): **1. Plot of Tract**
2. Metes and Bounds

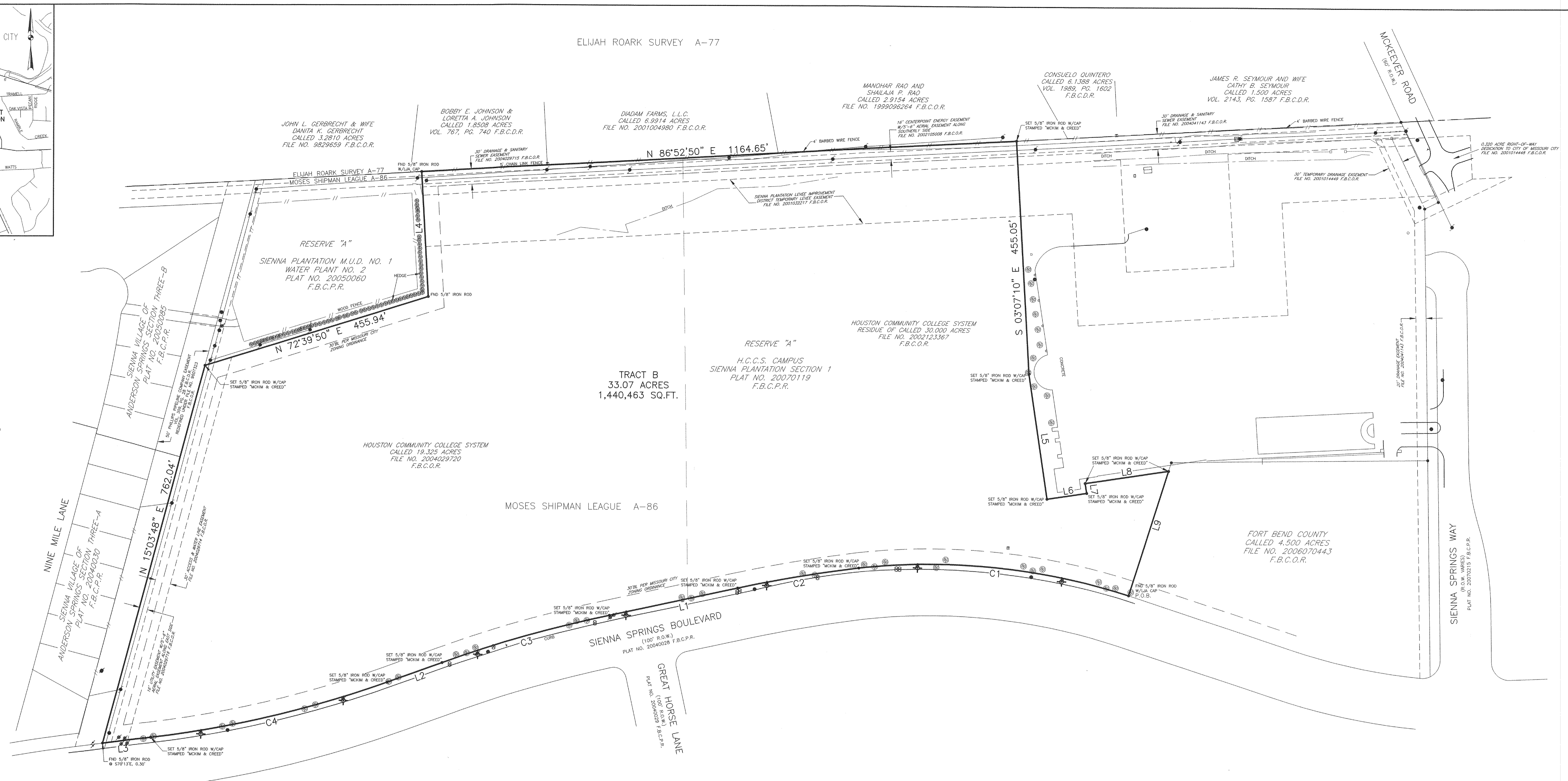
This item is applicable to the following:						
<input type="checkbox"/> Central	<input type="checkbox"/> Coleman	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southeast	<input checked="" type="checkbox"/> Southwest	<input type="checkbox"/> 3100



VICINITY MAP
1"=APPROX. 2500'



ELIJAH ROARK SURVEY A-77



NO.	ARC	DELTA	RADIUS	CHORD BRG.	CHORD DIST.
C1	533.39'	24°26'56"	1250.00'	N84°26'18"W	529.35'
C2	240.23'	05°23'52"	2550.00'	S80°38'20"W	240.14'
C3	339.96'	07°38'19"	2550.00'	S74°07'15"W	339.71'
C4	474.58'	12°38'50"	2150.00'	S76°37'30"W	473.62'

NO.	BEARING	DISTANCE
L1	S77°56'24"W	256.28'
L2	S70°18'05"W	113.99'
L3	S82°56'55"W	94.50'
L4	N03°07'10"W	243.37'
L5	S08°23'30"E	244.99'
L6	N81°36'30"E	78.25'
L7	N08°46'23"W	19.25'
L8	N81°36'30"E	164.50'
L9	S17°47'12"W	254.12'

	LIGHT STANDARD
	MANHOLE
	TELEPHONE PEDESTAL
	WATER VALVE
	FIRE HYDRANT
	IRRIGATION VALVE
	SIGN
	POWER POLE
	GUY WIRE
	ELECTRIC BOX
	MARKER
	TREE

- NOTES:
- ALL BEARINGS ARE REFERENCED TO THE NORTHERLY LINE OF THE PLAT OF H.C.C.S. CAMPUS SIENNA PLANTATION SECTION 1, CALLED AS NORTH 86° 52' 50" EAST.
 - THE SURVEYOR WAS NOT FURNISHED WITH A CURRENT TITLE REPORT OR COMMITMENT ON THE SUBJECT PROPERTY, THEREFORE ALL EASEMENTS OR ENCUMBRANCES OF RECORD MAY NOT BE SHOWN HEREON. MCKIM AND CREED HAS PERFORMED NO ADDITIONAL RESEARCH OF THE FORT BEND COUNTY CLERK'S RECORDS.
 - ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NO. 48157C0295 L, LAST REVISED APRIL 2, 2014, THE SUBJECT PROPERTY LIES WITHIN "ZONE X" (SHADED), DEFINED AS: AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH DEPTHS OF LESS THAN 1 FOOT OR DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD. THIS INFORMATION IS AS PUBLISHED BY FEMA AND MCKIM AND CREED MAKES NO WARRANTY AS TO ITS ACCURACY OR COMPLETENESS.
 - THIS SURVEY DID NOT ATTEMPT TO LOCATE ANY WETLANDS, FAULT LINES, OR ANY OTHER ENVIRONMENTAL FEATURES SHOULD THEY EXIST.
 - THE SUBJECT PROPERTY IS SUBJECT TO THE ORDINANCES AND ZONING REGULATIONS OF THE CITY OF MISSOURI CITY, TEXAS.
 - THE SURVEYOR BELIEVES THAT THE TEMPORARY LEVEE EASEMENT SHOWN ON THE DRAWING MAY NO LONGER BE IN EFFECT, HOWEVER NO DOCUMENTS HAVE BEEN LOCATED TO INDICATE THAT THE EASEMENT HAS BEEN RELEASED.
 - NO IMPROVEMENTS WERE LOCATED ON THE SUBJECT PROPERTY OTHER THAN AS SHOWN.
 - THIS SURVEY IS ACCOMPANIED BY A SEPARATE METES AND BOUNDS DESCRIPTION DATED FEBRUARY 10, 2015.
 - THE FIELD WORK WAS COMPLETED ON NOVEMBER 7, 2014.
 - F.B.C.D.R. INDICATES FORT BEND COUNTY DEED RECORDS.
 - F.B.C.P.R. INDICATES FORT BEND COUNTY PLAT RECORDS.
 - F.B.C.O.R. INDICATES FORT BEND COUNTY OFFICIAL RECORDS.
 - UE INDICATES UTILITY EASEMENT.
 - BL INDICATES BUILDING LINE.

TO: HOUSTON COMMUNITY COLLEGE SYSTEM
 I HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION AND COMPLETED ON NOVEMBER 7, 2014, AND THAT THIS DRAWING ACCURATELY REPRESENTS THE FACTS FOUND AT THE TIME OF SURVEY AND THAT THIS PROFESSIONAL SERVICE SUBSTANTIALLY CONFORMS TO THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS STANDARDS AND SPECIFICATIONS FOR A CATEGORY 1B, CONDITION 11 SURVEY.

Robert W. Terry 2-10-15
 ROBERT W. TERRY
 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4420



BOUNDARY SURVEY
 33.07 ACRES (1,440,463 SQ.FT.)
 MOSES SHIPMAN LEAGUE, A-86
 FORT BEND COUNTY, TEXAS

MCKIM & CREED ENGINEERS, SURVEYORS, PLANNERS	
9960 West Sam Houston Parkway South, Suite 200 Houston, TX 77099 713.659.0021 www.mckimcreed.com TBPLS Firm Registration No. 101776-00	
SCALE: 1" = 100'	JOB NO. 06555-0013
DATE: 02-10-15	F.B. NO. HOU N
DRN: BT	CHK: WJM PROJECT: SIENNA PLANTATION

Tract "B"
Metes and Bounds Description
33.07 Acres (1,440,463 Square Feet)
Moses Shipman League, Abstract No. 86
Fort Bend County, Texas

Description of an 33.07 acre (1,440,463 square feet) tract of land which is out of Reserve "A" of the plat of H.C.C.S. Campus Sienna Plantation Section 1 as recorded at Plat No. 20070119 of the Fort Bend County Plat Records (F.B.C.P.R.) and also being out of a called 30.000 acre tract described in a deed to Houston Community College System as recorded under File No. 2002123367 of the Fort Bend County Official Records (F.B.C.O.R.) and out of a called 19.325 acre tract described in a deed to Houston Community College System as recorded under File No. 2004029720 of said F.B.C.O.R., in the Moses Shipman League, Abstract No. 86, in Fort Bend County, Texas, said 33.07 acre tract being more particularly described as follows (with bearings referenced to the northerly line of said Reserve "A", called as North 86° 52' 50" East):

BEGINNING at a 5/8-inch iron rod with "LJA" cap found on the northerly right-of-way line of Sienna Springs Boulevard (100 feet wide) as recorded at Plat No. 20040028 of said F.B.C.P.R., said point marks the southernmost southeasterly corner of said Reserve "A" and the southwesterly corner of a called 4.500 acre tract described in a deed to Fort Bend County as recorded under File No. 2006070443 of said F.B.C.O.R., and being on the arc of a non-tangent curve to the left;

THENCE, in a westerly direction along said northerly right-of-way line and along the southerly line of said Reserve "A" as follows:

northwesterly, 533.39 feet along the arc of said curve to the left (central angle = 24° 26' 56"; radius = 1,250.00 feet; chord bearing and distance = North 84° 26' 16" West, 529.35 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of compound curvature;

southwesterly, 240.23 feet along the arc of said curve to the left (central angle = 05° 23' 52"; radius = 2,550.00 feet; chord bearing and distance = South 80° 38' 20" West, 240.14 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 77° 56' 24" West, a distance of 256.28 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the beginning of a tangent curve to the left;

southwesterly, 339.96 feet, along the arc of said curve to the left (central angle = 07° 38' 19"; radius = 2,550.00 feet; chord bearing and distance = South 74° 07' 15" West, 339.71 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 70° 18' 05" West, a distance of 113.99 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the beginning of a tangent curve to the right;

southwesterly, 474.58 feet along the arc of said curve to the right (central angle = 12° 38' 50"; radius = 2,150.00 feet; chord bearing and distance = South 76° 37' 30" West, 473.62 feet) to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for a point of tangency;

South 82° 56' 55" West, a distance of 94.50 feet to a point for the southwesterly corner of said Reserve "A" and said 19.325 acre tract, and the southeasterly corner of the plat of Sienna Village of Anderson Springs Section Three-A as recorded at Plat No. 20040030 of said F.B.C.P.R., from which a found 5/8-inch iron rod bears South 70° 13' East, 0.30 foot;

THENCE, North 15° 03' 48" East, departing said northerly right-of-way line, along the westerly line of said Reserve "A" and said 19.325 acre tract, a distance of 762.04 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the westernmost northwesterly corner of said Reserve "A" and said 19.325 acre tract and the southwesterly corner of the plat of Sienna Plantation M.U.D. No. 1 Water Plant No. 2 as recorded at Plat No. 20050060 of said F.B.C.P.R.;

THENCE, North 72° 39' 50" East, along the southerly line of said Water Plant No. 2 and a northerly line of said Reserve "A", a distance of 455.94 feet to a 5/8-inch iron rod found for the southeasterly corner of said Water Plant No. 2;

THENCE, North 03° 07' 10" West, along the easterly line of said Water Plant No. 2 and a westerly line of said Reserve "A", a distance of 243.37 feet to a 5/8-inch iron rod with "LJA" cap found for the northeasterly corner of said Water Plant No. 2 and the northernmost northwesterly corner of said Reserve "A";

THENCE, North 86° 52' 50" East, along the northerly line of said Reserve "A", a distance of 1,164.65 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for the northernmost northeasterly corner of this herein described tract;

THENCE, South 03° 07' 10" East, along an easterly line of this tract, a distance of 455.05 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an angle point;

THENCE, South 08° 23' 30" East, continuing along said easterly line, a distance of 244.99 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an interior corner;

THENCE, North 81° 36' 30" East, along a northerly line of this tract, a distance of 78.25 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for corner;

THENCE, North 08° 46' 23" West, a distance of 19.25 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for an interior corner;

THENCE, North 81° 36' 30" East, continuing along a northerly line of this tract, a distance of 164.50 feet to a 5/8-inch iron rod with cap stamped "McKim & Creed" set for corner in the westerly line of said 4.500 acre tract and an easterly line of said Reserve "A";

THENCE, South 17° 47' 12" West, along the westerly line of said 4.500 acre and an easterly line of said Reserve "A", a distance of 254.12 feet to the POINT OF BEGINNING and containing a computed area of 33.07 acres (1,440,463 square feet) of land.

This description is accompanied by a separate survey drawing dated February 10, 2015.

Compiled By:
McKim & Creed, Inc.
9960 West Sam Houston Parkway South, Suite 200
Houston, Texas 77099
Phone: 713-659-0021
TBPLS Firm Registration No. 101776-00
Date: February 10, 2015
Job No.: 06555-0013



Robert W. Terry
2-10-15

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Authorize Additional Funding to Complete the San Jacinto Memorial Green and Austin Street Improvement Projects	Dr. Cesar Maldonado Teri Zamora Charles Smith

RECOMMENDATION

Authorize the Chancellor to expend up to \$440,000 additional for the completion of the San Jacinto Memorial Green and improvements to Austin Street.

COMPELLING REASON/RATIONALE

The funds remaining in the original expenditure authorization are insufficient for the completion of work due to circumstances arising during execution of the project. Authorization of the additional funds will allow the completion of this signature project in a substantial and workmanlike manner.

DESCRIPTION OR BACKGROUND

The Board of Trustees approved the expenditure of \$4,639,800 on May 15, 2014 for the construction of Austin Street improvements and the San Jacinto Memorial Green at Central College. That work was delayed at the beginning due to finalization of the La Branch Street improvements and the potential need to use the Memorial Green space to support the anticipated Presidential/Vice Presidential debate. Direction was given to restrict the scope of work to items that were underground. This was intended to prevent the waste of HCC funds by constructing Memorial Green improvements that would need to be removed to support the proposed debate footprint.

Upon the Board's decision to rescind the February Debate authorization, a request to update the project bid to return to the original scope of work was submitted to the Architect and General Contractor. The combined cost of returning to the original scope is estimated to be slightly over \$431,000. Increases in cost are related to: extended project duration (\$66,000), changes in landscape costs during the preceding year (\$251,000), and the need to re-bid carpentry services due to unavailability of the original sub-contractor (\$114,000).

Project Summary

Design Completed	September 2012
Contract Awarded	July 2014
Design Revision to Support Debate	March 2015
Restoration of Original Vision	August 2015
Revised Pricing Received	November 2015

FISCAL IMPACT

This project was originally funded using a combination of 2010 Maintenance Tax Notes and 2004 CIP Residual Funds. A portion of the remaining balance in those funds will be used to cover the proposed increase in cost.

LEGAL REQUIREMENT

This action satisfies the requirements of Texas Local Government Code Section 271.060 and 2269.363.

STRATEGIC ALIGNMENT

3.B.2.: Ensure the campus environment maximizes opportunities for learning and engagement

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

1/10/2016 11:53 AM

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	Waiver of Out-of-District Tuition and Fees for Dual Credit Students	Dr. Cesar Maldonado Teri Zamora Dr. Kimberly Beatty

RECOMMENDATION

Approve the waiver of Out-of-District Tuition and Fees for dual credit students effective Fall 2016.

COMPELLING REASON/RATIONALE

With the exception of the Out-of-District portion of tuition and fees, all tuition and fees are waived for all dual credit students in area high schools, including public, private and home schools. An out-of-district student pays approximately \$216 for each three hour course, which has begun to limit the college's ability to compete in those portions of our service delivery area (SDA) located outside of the taxing district – specifically Katy ISD, Spring Branch ISD and Fort Bend ISD.

Additionally, under Senate Bill 1004, competition for dual credit students has increased, but at the same time, the college is now able to service additional school districts that are located outside of our SDA within Harris County.

Waiving the Out-of-District portion of tuition and fees for Out-of-District students is expected to positively impact the following:

1. Dual Credit enrollment
2. Future enrollment due to early engagement, as students graduate from high school and continue with HCC
3. Increased numbers of graduates

DESCRIPTION OR BACKGROUND

In concert with the THECB's new Education Strategic Plan 60X30TX, the college's success and completion goals include recruiting, retaining and graduating more students. Dual credit serves as a primary recruitment tool for HCC. Students who have participated in HCC's dual credit courses continue coursework with the college at a rate of 37% upon graduation from high school.

Per information posted on their websites, two of the largest community colleges in the local area make the following provisions for Out-of-District students:

1. Waive all tuition but charge all fees, resulting in a net charge of approximately \$60 per 3-hour course
2. Waive 70% of all tuition and fees, resulting in a net charge of approximately \$101 per 3-hour course

FISCAL IMPACT

Dual Credit currently generates revenues through formula funding and Out-of-District Tuition and Fees. The proposal would confine revenues from Dual Credit to only that generated from Formula Funding. The

impact on the college's finances would be the elimination of approximately \$580,000 of revenues. Dual Credit operates at approximately a breakeven point, given the revenues below. The absence of the Out-of-District Fees would create a deficit position in the operation of Dual Credit, with such deficit considered as a marketing and recruitment expense.

	2012-2013	2013-2014	2014-2015
Formula Funding Generated	\$3,512,086	\$3,545,544	\$3,626,845
Out of District Tuition/Fees	\$728,444	\$589,293	\$577,507
Total Revenue Generated	\$4,240,530	\$4,134,837	\$4,204,352

LEGAL REQUIREMENT

Under Section 130.008 of the Texas Education Code, a community college may waive all or part of the tuition and fees of a high school student enrolled in a course for which the student may receive dual credit.

STRATEGIC ALIGNMENT

2.A.1.: Adopt a future-oriented perspective towards budgeting, program development, and college operations

Attachment Title(s):

This item is applicable to the following:						
<input type="checkbox"/> Central	<input type="checkbox"/> Coleman	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southwest	<input checked="" type="checkbox"/> 3100

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Investment Report for the Month of November 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Investment Report for the month of November 2015.

COMPELLING REASON/RATIONALE

The monthly report advises the Board on the status of the investment portfolio and complies with the relevant statute.

DESCRIPTION OR BACKGROUND

This report provides information related to the various investments of the college, including book values and market values.

FISCAL IMPACT

The interest income earned and earnings credit for the month totaled \$224,473 and the interest income earned and earnings credit for the fiscal year totaled \$668,580. The weighted average interest rate (WAR) at November 30, 2015 is .45%.

The Investment Report attached identifies HCC's investment holdings for the month ending November, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 68% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

LEGAL REQUIREMENT

This report is required by the Public Funds Investment Act (Texas Government Code 2256.023) to be submitted to the governing body of Houston Community College no less than quarterly.

STRATEGIC ALIGNMENT

2.A.3.: Pursue opportunities for revenue generation throughout the institution

Attachment Title(s): **Investment Report - November 2015**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

1/10/2016 11:54 AM

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of November 30, 2015

Beginning Book Value (November 1, 2015)	\$	485,068,977
Beginning Market Value (November 1, 2015)	\$	484,931,283
Additions/subtractions (Book value - Net)	\$	(13,863,774) *
Change in Market value	\$	(139,715)
Ending Book value (November 30, 2015)	\$	471,205,204
Ending Market value (November 30, 2015)	\$	470,920,905
Unrealized Gain/(Loss)	\$	(284,299)
WAM (73% of Portfolio's weighted average maturity - All Funds)		1

This report is in compliance with the investment strategies approved in Houston Community College System investment policy and is in accordance with the Public Funds Investment Act of 1999.

* Net amount provided for Operations	(5,985,254)
* Net amount provided for CIP/Others	(7,878,520)
	<u>(13,863,774)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
November 30, 2015

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,945,393	(41,407)
US Agencies	134,154,768	133,911,876	(242,892)
Local government pools	10,132,273	10,132,273	-
Money market funds	154,608,601	154,608,601	-
High yield savings	1,742,517	1,742,517	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	6,330,245	6,330,245	-
Total	<u>471,205,204</u>	<u>470,920,905</u>	<u>(284,299)</u>

WAR (weighted average interest rate)	<u>0.45%</u>
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INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of November 30, 2015

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	2.48%	02/22/05	05/01/33	50,882	53,977	52,481	(190)	52,291	53,717	(65)	1,426
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	44,786	47,941	50,835	(191)	50,645	47,296	(465)	(3,348)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	1.50%	07/30/12	07/30/27	2,000,000	1,941,528	2,000,000	0	2,000,000	1,931,910	(9,618)	(68,090)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,001,037	1,000,000	0	1,000,000	998,178	(2,859)	(1,822)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,008	1,999,720	0	1,999,720	2,000,036	28	316
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,627	998,598	0	998,598	999,539	(88)	942
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,991,030	9,978,667	0	9,978,667	9,987,860	(3,170)	9,193
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	1,080,000	1,037,492	1,080,000	0	1,080,000	1,032,508	(4,984)	(47,492)
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	08/27/12	11/27/24	1,600,000	1,601,042	1,600,000	0	1,600,000	1,603,267	2,226	3,267
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	2,675,000	2,627,800	2,675,000	0	2,675,000	2,612,820	(14,980)	(62,180)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	2.00%	04/11/13	04/11/18	10,000,000	10,000,400	10,000,000	0	10,000,000	10,001,030	630	1,030
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	06/13/13	06/13/18	10,000,000	9,981,510	10,000,000	0	10,000,000	9,963,040	(18,470)	(36,960)
U.S. Treasury Notes US Govt. National Unsecured	Bank of America	0.80%	07/10/14	06/30/16	4,000,000	4,003,436	4,001,250	0	4,001,250	4,000,468	(2,968)	(782)
U.S. Treasury Notes US Govt. National Unsecured	Bank of America	0.50%	02/02/15	01/26/16	5,000,000	5,001,020	5,000,000	0	5,000,000	4,999,935	(1,085)	(65)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,997,525	4,998,425	0	4,998,425	4,998,065	540	(360)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	#REF!	04/07/15	03/11/16	5,000,000	4,997,525	4,998,425	0	4,998,425	4,998,065	540	(360)
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.25%	04/13/15	04/13/17	2,775,000	2,778,377	2,775,000	0	2,775,000	2,776,415	(1,962)	1,415
Freddie Mac Global Unsecured Bond	Bank of America	0.25%	05/21/15	01/27/17	5,000,000	4,995,380	4,994,550	0	4,994,550	4,983,730	(11,650)	(10,820)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/217	5,000,000	-	-	4,992,500	4,992,500	4,986,900	-	(5,600)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	05/21/15	04/29/16	5,000,000	4,997,770	4,998,850	0	4,998,850	4,995,945	(1,825)	(2,905)
U.S. Treasury Notes US Govt. National	Bank of America	0.75%	05/21/15	03/31/17	5,000,000	4,994,465	4,995,300	0	4,995,300	4,980,665	(13,800)	(14,635)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	10/31/16	5,000,000	4,996,030	4,996,500	0	4,996,500	4,986,525	(9,505)	(9,975)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	0.50%	05/21/15	03/27/17	5,000,000	4,992,825	4,993,550	0	4,993,550	4,984,185	(8,640)	(9,365)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,990,950	4,993,750	0	4,993,750	4,977,735	(13,215)	(16,015)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.22%	05/26/15	05/26/16	5,000,000	4,994,770	4,996,500	0	4,996,500	4,993,045	(1,725)	(3,455)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	05/29/15	08/25/17	10,000,000	10,002,100	10,000,000	0	10,000,000	9,982,860	(19,240)	(17,140)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.25%	05/29/15	05/25/17	5,000,000	5,001,295	5,000,000	(5,000,000)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	06/17/15	11/28/16	5,000,000	5,000,820	5,000,000	0	5,000,000	5,001,830	1,010	1,830
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	10/28/15	04/29/16	5,000,000	4,995,275	4,994,889	0	4,994,889	4,993,540	(1,735)	(1,349)
Federal Home Loan Dicount note US Domestic	Bank of America	0.60%	09/25/15	02/12/16	10,000,000	9,996,600	9,992,222	0	9,992,222	9,995,940	(660)	3,718
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	10/01/15	02/25/16	10,000,000	9,996,170	9,992,854	0	9,992,854	9,995,220	(950)	2,366
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	10/02/15	02/29/16	10,000,000	9,996,030	9,992,083	0	9,992,083	9,995,000	(1,030)	2,917
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	11/01/15			66,518	66,518	6	66,524	66,524	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	11/01/15			465,068	465,068	15	465,083	465,083	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	11/01/15			6,382,547	6,382,547	(6,014,354)	368,193	368,193	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	11/01/15			229	229	0	229	229	0	0

Description	Held At	Coupon Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Purchased (Redeemed)	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.11%	11/01/15			2,361,760	2,361,760	1,135,140	3,496,900	3,496,900	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	11/01/15			1,931,726	1,931,726	174	1,931,900	1,931,900	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	11/01/15			1,416	1,416	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	11/01/15			455,921	455,921	25	455,946	455,946	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	11/01/15			80,257,483	80,257,483	(9,006,074)	71,251,409	71,251,409	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	11/01/15			82,873,260	82,873,260	27,986	82,901,246	82,901,246	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	11/01/15			214,155	214,155	5	214,160	214,160	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	11/01/15			1,528,317	1,528,317	39	1,528,356	1,528,356	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.20%	11/01/15			1,598,944	1,598,944	267	1,599,211	1,599,211	0	0
Tex Pool	State Street Bank	0.12%	11/01/15			8,532,183	8,532,183	879	8,533,062	8,533,062	0	0
TOTAL						484,931,283	485,068,977	(13,863,774)	471,205,204	470,920,905	(139,715)	(284,299)

ACTION ITEM

Meeting Date: January 12, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	Monthly Financial Statement and Budget Review for November 2015	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the Financial Statement for the month of November 2015.

COMPELLING REASON/RATIONALE

The monthly report advises the Board on the status of the finances of the college.

DESCRIPTION OR BACKGROUND

This report provides information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.

FISCAL IMPACT

Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, as needed.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

2.C.3.: Create opportunities for engagement and networking throughout the college

Attachment Title(s): **Financial Statement - November 2015**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

For the Period
September 1, 2015 - November 30, 2015
For the Meeting of the Board of Trustees - January 12, 2016

for
Houston Community College System
&
Houston Community College Public Facility Corporation

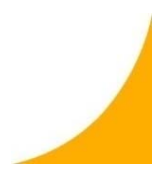


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For the Period September 1, 2015 - November 30, 2015

Houston Community College System

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Houston Community College System
Summary of Financial Statements
As of November 30, 2015

In the Unrestricted Fund as of November 30, 2015, total revenue received is \$87.2 million. This represents 26.9% of budgeted annual revenues of \$324.6 million. Expenses total \$82.6 million to date; which is 25.4% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 0.8% decrease, and expenses are 13.4% higher than the prior year. Actual net revenue is \$4.6 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 5.7%. This increase is due namely to the compensation study alignment and an across the board salary increase of 2% for full-time employees.

The expenses in Transfers & Debt show an increase of \$8.4 million namely due to the redemption of the PFC Westgate Bonds Series 2005A in the amount of \$8.1 million.

Total revenue and expenses are expected to fall within budget plan at year end.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of November 30, 2015

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
Revenues	87,170,107	9,605,986	2,843,714	-	43,309,847	-	888,113	-	3,021,469	-	54	146,839,290
Expenses												
Salaries	50,050,262	1,411,764	470,005	-	496,611	-	69,282	-	-	-	-	52,497,923
Employee Benefits	5,999,435	3,398,163	122,162	-	-	-	16,018	-	-	-	-	9,535,779
Supplies & General Exp	759,476	32,179	206,701	-	-	-	142	8,398	-	-	-	1,006,896
Travel	150,218	29,524	12,421	-	-	-	434	-	-	-	-	192,597
Marketing Costs	56,892	2,259	75,298	-	-	-	-	-	-	-	-	134,449
Rentals & Leases	438,855	59,248	15,175	-	-	-	-	-	-	-	-	513,278
Insurance/Risk Mgmt	4,465,345	2,324	1,677	-	-	-	-	-	-	-	-	4,469,345
Contracted Services	3,284,237	851,274	607,875	-	-	-	255	26,125	35,983	-	-	4,805,749
Utilities	1,459,402	-	122,743	-	-	-	-	-	-	-	-	1,582,146
Other Departmental Expenses	436,753	18,489	657,776	-	-	-	-	-	-	-	-	1,113,017
Instructional and Other Materials	2,788,841	51,453	60,429	-	-	-	134,438	-	-	-	-	3,035,160
Maintenance and Repair	96,354	86,378	2,721	-	57,563	-	-	48,229	-	-	-	291,245
Transfers (In)/Out ²	12,179,315	4,000,000	-	-	(1,692,556)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	27,392	-	-	-	-	-	-	-	10,596,016	-	338,553	10,961,961
Capital Outlay	365,897	191,303	1,896	-	-	-	10,468,458	440,428	-	-	-	11,467,981
Depreciation	-	-	-	-	-	-	-	-	-	5,446,552	-	5,446,552
Scholarship Distribution	-	-	-	-	44,366,193	-	-	-	-	-	-	44,366,193
Total Expenses	82,558,674	10,134,356	2,356,878	-	43,227,810	-	11,189,026	(8,476,820)	4,645,240	5,446,552	338,553	151,420,271
NET REVENUE/(EXPENSES)	4,611,433	(528,370)	486,835	-	82,037	-	(10,300,913)	8,476,820	(1,623,771)	(5,446,552)	(338,500)	(4,580,981)
Fund Balance Entries	-	-	-	-	-	-	9,407,212	390,344	-	8,505,718	(79,327)	18,223,946
Fund Balance as of 11/30/2015	\$ 49,742,087	\$ 4,011,867	\$ 8,186,018	\$ 509,932	\$ 52,232	\$ -	\$ (866,369)	\$ 14,527,673	\$ 50,415,238	\$ 254,601,543	\$ (3,118,835)	\$ 378,061,387

¹The significant change in the unrestricted fund balance is attributable to the implementation of GASB 68, *Accounting and Reporting for Financial Pension*.

²Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of November 30, 2015
25% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals			Actuals as a % of Budget	Year-to-Date Actuals Thru November 30, 2015	Year-to-Date Actuals Thru November 30, 2014	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
	Thru November 30, 2015	FY2016 Budget						
REVENUES								
State Appropriations	\$ 23,448,466	\$ 69,995,427	33.5%	\$ 23,448,466	\$ 23,164,892	\$ 283,574	1.2%	
Ad Valorem Taxes	107,410	136,000,000	0.1%	107,410	1,977,073	(1,869,662)	-94.6%	
Tuition, Net	25,938,837	40,925,000	63.4%	25,938,837	22,731,330	3,207,507	14.1%	
Fees	33,507,323	65,325,000	51.3%	33,507,323	35,999,988	(2,492,665)	-6.9%	
Other Local Income	732,134	2,250,000	32.5%	732,134	544,789	187,345	34.4%	
Tuition & Fee, Net	3,307,881	9,500,000	34.8%	3,307,881	3,295,341	12,540	0.4%	
-- Extended Learning								
Indirect Cost Revenues, Grant	128,057	620,000	20.7%	128,057	179,048	(50,991)	-28.5%	
Total Revenues	87,170,107	324,615,427	26.9%	87,170,107	87,892,460	(722,353)	-0.8%	
EXPENSES								
Salaries	50,050,262	191,026,038	26.2%	50,050,262	47,367,128	2,683,134	5.7%	
Employee Benefits	5,999,435	21,210,175	28.3%	5,999,435	4,823,907	1,175,528	24.4%	
Supplies Gen Exp	759,476	5,459,309	13.9%	759,476	932,099	(172,623)	-18.5%	
Travel	150,218	1,915,216	7.8%	150,218	169,458	(19,240)	-11.4%	
Marketing Costs	56,892	1,002,006	5.7%	56,892	170,023	(113,131)	-66.5%	
Rental & Leases	438,855	2,512,723	17.5%	438,855	445,238	(6,383)	-1.4%	
Insurance/Risk Mgmt	4,465,345	5,551,431	80.4%	4,465,345	6,376,167	(1,910,822)	-30.0%	
Contract Services	3,284,237	24,010,905	13.7%	3,284,237	3,309,628	(25,391)	-0.8%	
Utilities	1,459,402	10,246,651	14.2%	1,459,402	1,791,167	(331,764)	-18.5%	
Other Departmental Expenses	436,753	2,473,118	17.7%	436,753	365,083	71,669	19.6%	
Instructional & Other Materials	2,788,841	9,704,973	28.7%	2,788,841	2,801,984	(13,143)	-0.5%	
Maintenance & Repair	96,354	1,358,447	7.1%	96,354	116,976	(20,622)	-17.6%	
Transfers/Debt	12,206,707	40,713,014	30.0%	12,206,707	3,757,066	8,449,640	224.9%	
Contingency	-	4,116,540	0.0%	-	-	-	0.0%	
Capital Outlay	365,897	3,314,880	11.0%	365,897	395,851	(29,954)	-7.6%	
Total Expenses	\$ 82,558,674	\$ 324,615,427	25.4%	\$ 82,558,674	\$ 72,821,776	9,736,898	13.4%	
NET REVENUE/(EXPENSES)	\$ 4,611,433	\$ 0	0.0%	\$ 4,611,433	\$ 15,070,684	\$ (10,459,251)	-69.4%	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of November 30, 2015

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Fund Balance – September 1, 2015 (Audited)									\$ 3,391,564
FY2016									
Revenue	1,415,301	217,190	-	-	413,643	-	124,544	-	<u>2,170,678</u>
Salaries	66,369	128,630	27,374	-	-	74,084	60,890	-	357,347
Benefits	16,670	49,644	6,380	-	-	18,351	15,260	-	106,305
Supplies Gen Exp	14,785	8,200	17	-	-	-	1,831	-	24,833
Travel	-	1,793	2,072	-	-	-	-	-	3,865
Marketing Costs	-	374	-	74,924	-	-	-	-	75,298
Rental & Leases	-	12,700	-	-	-	-	-	-	12,700
Contract Services	555,261	-	5,940	-	-	-	263	-	561,463
Utilities	122,743	-	-	-	-	-	-	-	122,743
Departmental Expenses	300	93,640	-	548,111	-	1,034	-	-	643,086
Instructional & Other Materials	600	1,946	-	-	-	-	57,707	-	60,253
Maintenance & Repair	-	-	-	-	-	-	2,721	-	2,721
Insurance/Risk Mgmt	-	-	-	-	-	-	-	-	-
Exemptions and Waivers	-	-	-	-	-	-	-	456,037	456,037
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expense	<u>776,728</u>	<u>296,927</u>	<u>41,782</u>	<u>623,035</u>	<u>-</u>	<u>93,469</u>	<u>138,672</u>	<u>456,037</u>	<u>2,426,651</u>
Contribution to Fund Balance	<u>638,573</u>	<u>(79,737)</u>	<u>(41,782)</u>	<u>(623,035)</u>	<u>413,643</u>	<u>(93,469)</u>	<u>(14,128)</u>	<u>(456,037)</u>	<u>(255,973)</u>
Auxiliary Fund Balance - Uncommitted Portion									<u>\$ 3,135,591</u>

* Expenditures in this category include mailroom, child day care, Minority Male Initiative, Govt. Relation, Mobile Go, etc.

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund

as of November 30, 2015

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233	\$ 7,699,183
Revenue	23,333	-	23,333	5,502	31,500	614,010	456,210	1,107,222	3,301,233
Salaries	-	26,986	26,986	-	-	23,898	61,774	85,672	470,005
Benefits	-	-	-	-	-	1,341	14,517	15,858	122,162
Supplies Gen Exp	48	-	48	-	9,375	134,028	38,417	181,820	206,701
Travel	516	-	516	-	-	3,236	4,804	8,040	12,421
Marketing Costs	-	-	-	-	-	-	-	-	75,298
Rental & Leases	-	-	-	-	-	-	2,475	2,475	15,175
Contract Services	-	-	-	-	-	15,880	30,532	46,412	607,875
Utilities	-	-	-	-	-	-	-	-	122,743
Departmental Expenses	-	-	-	-	500	4,243	9,947	14,690	657,776
Instructional & Other Materials	-	-	-	-	-	-	176	176	60,429
Maintenance & Repair	-	-	-	-	-	-	-	-	2,721
Insurance/Risk Mgmt	-	-	-	-	-	112	1,565	1,677	1,677
Exemptions and Waivers	-	-	-	-	-	1,482	-	1,482	457,519
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	1,896
Total Expense	564	26,986	27,550	-	9,875	186,115	164,206	360,196	2,814,398
Contribution to Fund Balance	22,769	(26,986)	(4,217)	5,502	21,625	427,895	292,004	747,026	486,835
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,814,169	\$ 5,502	\$ 345,757	\$ 1,433,583	\$ 1,451,418	\$ 3,236,259	\$ 8,186,018

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of November 30, 2015

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,989,970	\$ 9,266,664	\$ 12,152,266	\$ 11,081,425	\$ 6,049,768	\$ 12,956,579	\$ 11,722,980	\$ 52,904,275
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	239,339	228,736	218,588	292,284	230,750	283,491	187,744	308,887
Travel	39,000	70,576	28,401	43,636	48,945	128,297	85,414	155,013
Marketing Costs	13,645	39,207	56,019	26,182	97,666	12,500	286,057	8,356
Rentals & Leases	5,270	57,971	935,099	484,749	77,305	499,343	26,718	24,510
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	287,161	236,662	68,719	13,108	74,602	210,464	143,102	398,978
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	40,111	68,486	29,944	30,316	66,095	99,713	55,116	68,874
Instructional And Other Materials	296,307	56,932	125,383	113,283	68,376	253,029	860,880	1,234,736
Maintenance and Repair	138,855	38,204	126,520	22,061	10,926	69,168	121,311	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	490,951	629,703	422,163	412,831	179,466	501,377	237,500	-
Capital Outlay	443,772	69,974	46,352	209,074	67,496	102,285	128,968	333,695
Total	\$ 11,989,506	\$ 10,763,115	\$ 14,215,239	\$ 12,730,775	\$ 6,971,395	\$ 15,116,372	\$ 13,855,790	\$ 55,479,201

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of November 30, 2015

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,211,038	\$ 29,210,725	\$ 3,321,287	\$ 16,849,773	\$ 5,367,988	\$ 3,941,300	\$ 191,026,038
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	634,977	952,428	156,499	265,610	159,976	1,300,000	5,459,309
Travel	176,675	247,351	73,480	773,428	45,000	-	1,915,216
Marketing Costs	266,000	189,739	6,635	-	-	-	1,002,006
Rentals & Leases	87,100	244,510	61,429	3,319	5,400	-	2,512,723
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,028,875	15,623,905	84,619	111,585	1,203,072	2,526,053	24,010,905
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	817,300	503,481	102,329	538,132	53,221	-	2,473,118
Instructional And Other Materials	57,000	5,670,119	51,013	592,597	325,318	-	9,704,973
Maintenance and Repair	5,200	778,775	4,688	444	929	-	1,358,447
Transfers/Debt	200,000	43,591	-	-	-	40,468,237	40,713,014
Contingency	150,000	246,064	269,101	111,600	233,500	232,284	4,116,540
Capital Outlay	118,700	1,689,893	87,330	2,786	14,556	-	3,314,880
Total	\$ 17,302,865	\$ 57,152,808	\$ 4,218,410	\$ 19,250,162	\$ 7,408,960	\$ 78,160,828	\$ 324,615,427

Houston Community College
Balance Sheet By Fund
For Month Ended November 30, 2015

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 106,621,048	\$ 28,425,727	\$ 135,046,775
Restricted cash & cash equivalents	3,356,478	-	3,356,478
Short term Investments	-	-	-
Accounts/Other receivable (net)	24,297,671	3,166,919	27,464,590
Deferred charges	5,273	-	5,273
Prepays	<u>1,970,221</u>	<u>1,346,598</u>	<u>3,316,818</u>
Total Current Assets	136,250,690	32,939,244	169,189,934
Non-current Assets:			
Restricted cash & cash equivalents	-	184,530,159	184,530,159
Restricted long-term investments	-	136,939,749	136,939,749
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Long-term investments	15,917,514	-	15,917,514
Capital Assets, net	<u>9,895</u>	<u>954,956,340</u>	<u>954,966,235</u>
Total Non-current Assets	27,226,424	1,276,426,249	1,303,652,673
Total Assets	<u><u>\$ 163,477,115</u></u>	<u><u>\$ 1,309,365,493</u></u>	<u><u>\$ 1,472,842,607</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	8,339,683	1,378,233	9,717,916
Accrued liabilities	559,933	2,136,409	2,696,342
Compensated absences	2,526,083	-	2,526,083
Funds held for others	649,597	189,209	838,806
Deferred revenue	844,772	229,281	1,074,054
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	<u>24,520,000</u>	<u>24,520,000</u>
Total Current Liabilities	12,920,068	37,236,431	50,156,499
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	<u>47,849,058</u>	<u>47,849,058</u>
Total Non-current Liabilities	88,054,911	953,450,976	1,041,505,887
Total Liabilities	<u><u>\$ 100,974,979</u></u>	<u><u>\$ 990,687,407</u></u>	<u><u>\$ 1,091,662,386</u></u>
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	5,098,268		5,098,268
Restricted	(446,333)		(446,333)
Net Investment in Plant		9,408,857	9,408,857
Total Fund Balances	<u><u>\$ 62,502,136</u></u>	<u><u>\$ 318,678,085</u></u>	<u><u>\$ 381,180,221</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 163,477,115</u></u>	<u><u>\$ 1,309,365,492</u></u>	<u><u>\$ 1,472,842,607</u></u>

¹ In cludes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

Houston Community College

Exemptions & Waivers

Through November 30, 2015

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 11/30/2014	Year-to-Date Activity thru 11/30/2015	
Tuition				
Budget:				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
Revenues Received:				
Tuition	45,771,753	26,555,181		29,437,178
Waivers & Exemptions:				
Dual Credit & Early College HS	(5,045,017)	(2,913,507)		(2,808,960)
Other	(1,603,037)	(910,344)		(689,381)
Total Waivers & Exemptions	(6,648,054)	(3,823,851)		(3,498,341)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 22,731,330	\$	25,938,837
Tuition - Extended Learning				
Budget:				
Budget FY 2015-16, Net			\$	6,565,665
Revenues Received:				
Tuition	8,931,465	3,898,482		3,750,263
Waivers & Exemptions:				
Department of Corrections	(2,021,386)	(603,141)		(442,382)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 3,295,341	\$	3,307,881

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 11/30/2014	Year-to-Date Activity thru 11/30/2015		
Dept of Corrections	\$ 1,946,863	\$ 603,141	\$ 442,382		-26.7%
Dual Credit & Early College HS Waiver	5,045,017	2,913,507	2,808,960		-3.6%
Other:					
Employee Fee Exemptions	61,121	27,450	30,247		10.2%
Firemen	12,870	6,591	2,354		-64.3%
Hazelwood	942,773	555,015	342,794		-38.2%
Deaf & Blind	190,174	108,448	120,835		11.4%
High Ranking Hi SCH Grad	1,805	1,235	775		-37.2%
Child of Disabled Vet ETC	7,264	5,086	1,444		-71.6%
Nonres Teach/Research Asst	6,363	3,717	80		-97.8%
Nonres Competitive Scholar	8,558	7,222	2,744		-62.0%
Senior Citizens	13,668	7,940	6,865		-13.5%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	151,544	89,752		-40.8%
Undocumented Students	5,723	2,909	1,062		-63.5%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	1,680		0.0%
Peace Officer Exemption	3,868	186	615		230.6%
Adopted Student Waiver	91,719	29,325	83,542		184.9%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	910,344	689,381		-24.3%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 4,426,992	\$ 3,940,723		-11.0%