



February 4, 2019

Dr. Kurt Ewen
Vice Chancellor, Planning
and Institutional Effectiveness
Houston Community College
3100 Main Street
Houston, TX 77002

Dear Dr. Ewen:

Thank you for your letter of November 29, 2018, notifying the Commission of the intent to close the following off-campus instructional site, effective May 2019:

Pinemont Campus
1265 Pinemont Drive
Houston, TX 77018

The campus is located in leased space, and the current lease for the Pinemont property expires August 31, 2019. The decision not to renew the lease for the site was approved by the Board of Trustees on October 3, 2018. As part of the review of the notification, additional information was requested by email. The institution's response has been incorporated into the originally-submitted materials.

Two other Houston Community College (HCC) campuses serving the neighborhoods adjacent to the site—Acres Homes Campus and Northline Campus—are within a ten-minute drive, and most students have chosen to take their classes at these campuses in recent years. Declining student enrollment at the Pinemont site put the classroom utilization below Texas standards as well as HCC targets.

Students will be notified via e-mail, postings on location, the HCC class schedule, and other methods of interaction. All courses offered at the Pinemont campus were general education courses and are generally available on every other HCC campus. No specialized programs were offered only at Pinemont. Currently enrolled students will receive didactic instruction under the curriculum plan that is currently in place, and there will be no additional charges to students when the Pinemont campus is closed and classes are scheduled at other campuses. The Student Services Department will actively assist and facilitate the transfer process for those students enrolled who desire to transfer within the HCC District or a collaborating institution.



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HCC will maintain a sufficient number of faculty members to meet the instructional needs of the students during the teach-out period. The faculty currently teaching at Pinemont will continue their assignments at the Pinemont location and will then be transferred to nearby HCC locations.

All full-time and part-time library personnel will be transferred to other libraries. The book collection and library-owned equipment will be reassigned to the Northeast Campus library. A recommended staff relocation and utilization plan noted relocations for personnel in campus operations, business office, and student services.

All current records will be maintained in a secure manner to prevent loss, destruction, or unauthorized use. All official student records are maintained centrally online by the HCC college district. The HCC Information Technology Department will collaborate throughout the closure process to facilitate the removal of electronic equipment and servers with documentation of equipment movement. The HCC procurement department will identify and communicate current vendor utilization associated with the Pinemont campus to terminate contracts and determine any required arrangements.

We approve the closure of the Pinemont campus, effective May 2019, and request no additional information.

Sincerely,

A handwritten signature in black ink that reads "Kevin W. Sightler".

Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS/MAC:efk

cc: Dr. Cesar Maldonado, P.E., Chancellor
Dr. Patricia L. Donat

