



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**October 22, 2015
3:30 p.m.**

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



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future
(Approved by the HCC Board of Trustees, June 22, 2012)

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 Initiatives

- Initiative #1: Increase Student Completion
- Initiative #2: Respond to Business and Industry
- Initiative #3: Develop 21st Century Learners
- Initiative #4: Support Faculty/Staff Professional Development and Student Leadership
- Initiative #5: Support Innovation
- Initiative #6: Support Entrepreneurialism
- Initiative #7: Leverage Partnerships

**NOTICE OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

October 22, 2015

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, the twenty-second (22nd) day of October 2015 at 3:30 p.m., or after, and from day to day as required, at the HCC Administration Building, 2nd Floor Auditorium, 3100 Main, Houston, Texas. 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 discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

Approval of Minutes from the Academic Affairs/Student Services Committee, Audit Committee, Committee of the Whole, and Special meetings on September 10, 2015, Regular meeting on September 17, 2015, and Special meeting on September 17, 2015.

IV. Awards, Presentations, and Recognitions

A. Port of Houston Authority Partnership Agreement Sponsorship.

V. Chairman's Report

A. Trustees District Reports.

VI. Chancellor's Report

A. Student Success Stories.

B. Faculty Senate Report (President of Faculty Senate).

VII. Hearing of Citizens

VIII. Consent Agenda

A. Facilities and Finance

1. Investment Report for the Month of August 2015.

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2. Monthly Financial Statement and Budget Review for the Month of August 2015.
3. Proposed Auxiliary Fund Budget for Fiscal Year 2015-2016.

IX. Topics for Discussion and/or Action

1. Report on International Travel for HCC Honors College Students.
2. Board Expenditure Report for Fiscal Year 2014-2015.
3. De La Cruz, Independencia v. Houston Community College, Cause No. 2013-28123 in the 80th Judicial District Court, Harris County, Texas.
4. Personnel Agenda (Administrator).
5. Personnel Agenda (Faculty).

X. 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. Personnel Agenda (Administrator).
2. Proposed Settlement of De La Cruz, Independencia v. Houston Community College, Cause No. 2013-28123 in the 80th Judicial District Court, Harris County, Texas.
3. 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.

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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.

XI. 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.

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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.

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Dinner

Following the conclusion of all business, the Board of Trustees will meet for dinner in the Chancellor's Conference Room, 12th Floor, Suite 12D15, System Administration Building, 3100 Main, Houston, Texas 77002, where the Board may generally discuss System business, but will not take action on such business.

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CERTIFICATE OF POSTING OR GIVING NOTICE

On this 19th day of October 2015 at or before 3:30 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 HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (*i.e.* between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Melinda Davila, Executive Secretary
Board Services

**MEETING OF THE
ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 10, 2015

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
David B. Wilson, *Committee Member*
Zeph Capo, *Alternate Committee Member*
Carolyn Evans-Shabazz
Robert Glaser

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Ms. Eva Loreda, Committee Chair, called the meeting to order at 3:05 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Loreda, and Wilson).

UPDATE ON STUDENT SUCCESS

Dr. Cesar Maldonado noted this is a monthly report and this month the focus is 2015 Community College Student Survey of Engagement (CCSSE) findings.

(Mr. Glaser stepped out at 3:07 p.m.)

(Mr. Capo stepped out at 3:08 p.m.)

Dr. Kimberly Beatty informed that CCSSE presented an overview of the CCSSE to include:

- CCSSE Overview
- Student Responsibility Profile
- CCSSE Benchmarks

(Mr. Glaser returned at 3:10 p.m.)

- Strategies to Promote Learning that Matters

(Mr. Capo returned at 3:14 p.m.)

Ms. Loreda inquired of the benchmark scores comparison and asked the definition of extra-large colleges. Dr. Beatty estimated that extra-large institutions have thirty-five thousand or more students.

Mr. Wilson inquired about the process to determine the mean as it relates to integrate student support into learning experiences. Dr. Beatty apprised that she will provide the information.

Dr. Evans-Shabazz inquired if a mock student, similar to the secret shopper, experience has been considered. Dr. Maldonado apprised that this past semester two staff members visited campus to which included visiting with counseling and advising. He noted in the process of correcting areas of needing improvement.

Dr. Maldonado informed that in terms of the measurement scale and median, CCSSE measures year-to-year and that a good measure is to compare with the previous year. Dr. Beatty apprised that it is a process improvement tool.

UPDATE ON ATHLETICS PROGRAM

Dr. Maldonado noted that the athletics update will be moved to a quarterly report going forward. He informed that the presentation will provide an overview of the vision for improving student wellness.

Dr. Irene Porcarello apprised that the strategic initiative states to look at student leadership development, expanding opportunities for student learning and engagement, which is the focus of the wellness pilot program. She noted the pilot will view information, data, projected growth and current enrollment in order to determine the need for a wellness program.

Ms. Loredo expressed appreciation for the addition of a wellness program.

UPDATE ON INSTITUTIONAL TRANSFORMATION PLAN

Dr. Maldonado informed that the transformation continues and noted that Dr. Herod would provide an update regarding organizational structure and strategic planning.

- Finance
 - Compensation Study Phase I
 - Procuring Instructional Equipment for Centers of Excellence
- Communications
 - New Brand Standards
 - Informational Programming Videos
- Student Services
 - Customer Service Task Force
- Current Events
 - Centers of Excellence Visioning retreat

Dr. Herod informed that in his tenure at HCC, this transformation is the most comprehensive transformation that he has witnessed. He apprised that it is a testament to the leaders of the institution, the commitment and willingness of faculty and staff to not only accept change, but to embrace it, that has allowed this transformation to be successful.

Dr. Herod noted that it is good to remember that while going through transformation, classes are being offered, teaching and learning is taking place and students' lives are fundamentally being transformed. He informed that the transformation is having an impact on the community.

Mr. Capo informed that roles may change, but the institution carries on and the work and the mission continue.

Ms. Loredo apprised that transformation is not easy; it takes a team. She noted that student success is the business of the college.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:29 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

**MEETING OF THE
AUDIT COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 10, 2015

Minutes

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, September 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Chair*
David Wilson, *Committee Member*
Carolyn Evans-Shabazz
Eva Loreda

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
E. Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Fena Garza, President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Chair, called the meeting to order at 2:34 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Glaser, Evans – Shabazz and Wilson).

PRESENTATION FROM EXTERNAL AUDIT FIRM ON AUDIT APPROACH AND PLAN

Dr. Maldonado noted that Grant Thornton would provide a presentation regarding the external audit approach and plan.

(Trustee Loreda arrived at 2:35 p.m.)

Mrs. Teri Zamora informed that this is the second year that Grant Thornton conducted the external audit and introduced Ms. Angela Dunlap, Engagement Partner and Ms. Karymn Jefferies, Engagement Senior Manager.

Ms. Dunlap provided an overview of the following:

- External Auditor Responsibilities
- Audit Committee and Management Responsibilities

Mr. Wilson referenced the Audit Committee responsibilities regarding informing about fraud or suspected fraud, including its view about fraud risks and apprised it is important to set the tone at the top regarding fraud, compliance with laws and regulations and a good system of internal controls.

Ms. Dunlap continued with the presentation:

- Audit Scope
- Audit Timeline
 - Planning
 - Preliminary risk assessment procedures
 - Interim procedures
 - Final fieldwork and deliverables
 - Status meetings with management

Mr. Wilson inquired if there were any findings during preliminary risk assessment procedures and interim procedures. Ms. Dunlap informed that no issues were identified during the preliminary procedure.

Mr. Wilson inquired how the business risk versus the audit risk is handled. Ms. Dunlap apprised that conversations include occurrences from last year that need to be taken into consideration when designing the audit procedures.

Ms. Dunlap continued the presentation to include:

- Materiality
 - Materiality benchmarks
 - Tolerable error
 - Audit adjustment threshold

Mr. Wilson inquired about the materiality percentages. Ms. Dunlap noted that the materiality percentage is between one and three percent and the tolerable is a range between sixty and seventy-five percent greater than the materiality number. Mr. Wilson inquired about the audit adjustment. Ms. Dunlap informed that the audit adjustment is three to five percent of materiality.

Ms. Dunlap continued the presentation to include:

- Views of the Those Charged with Governance
 - Fraud risks
 - Awareness of fraud

Ms. Dunlap asked the committee to submit any areas, which should be considered relating to risk factors.

(Trustee Capo joined the meeting at 2:48 p.m.)

Mr. Glaser asked the Trustees to submit areas of interest in writing and he would forward to the external auditors.

Ms. Dunlap continued the presentation to include:

- Related Parties

(Mr. Capo stepped out at 2:49 p.m.)

- Use of the Work of Others

Ms. Jefferies presented the following:

- Significant Risks and Other Areas of Focus
 - Fraud inquiries
 - GASB Statement 68, accounting and financial reporting for pensions – an amendment of GASB Statement No. 27
 - Cash
 - Investments
 - Capital investments
 - Debt
 - Tuition revenue, auxiliary enterprises and related receivables/unearned revenue
 - State appropriations
 - Grant revenue
 - Operating expense including employee compensation and related accruals
 - Adequacy of disclosures
 - Compliance with OMB Circular A-133 and State of Texas Single Audit Circular
 - Computer data acquisition analysis

(Trustee Capo returned at 2:55 p.m.)

- Areas of Focus for Single Audit (OMB Circular A-133 and State of Texas)
 - Student financial aid cluster
 - Post 9/11 veteran's assistance – Federal CDFA No. 64.028
 - Adult Education – Federal CFDA No. 84.002
 - Texas Education Opportunity Grant (TEOG) – State
 - Nursing Shortage Under 70 Program – State
- Technology as Part of the Audit Process
- Required Communications

Ms. Dunlap provided an overview of technical and accounting to include GASB Statement 68, accounting and financial reporting for pensions- an amendment of GASB Statement No. 27 GASB Statement 68, accounting and financial reporting for pensions- an amendment of GASB Statement No. 27.

Mr. Wilson noted that he is impressed with the audit procedures presented today and informed that he would like to be kept abreast. Mr. Wilson apprised that he has further questions and would like to meet with Grant Thornton.

Mr. Glaser inquired if there are any outstanding items still pending from last year. Ms. Dunlap noted that management has responded and addressed all items and follow-up conversations will be conducted in October.

Mr. Glaser asked if HCC has proper oversight of bond projects. Ms. Dunlap apprised that the review is to check capital assets as it relates to alignment with bond documents, approvals, check processing, and ensuring it is fiscally properly capitalized.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:04 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

**COMMITTEE OF THE WHOLE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 10, 2015

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, September 10, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz
Sandie Mullins
Neeta Sane
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Lillie Aranda, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Robert Glaser, Vice Chair, called the meeting to order at 5:06 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Evans-Shabazz, Glaser, Mullins, Sane, and Wilson).

AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED AT 288 AND MACGREGOR

Motion – Ms. Mullins moved and Mr. Wilson seconded.

Amended Motion - Dr. Evans-Shabazz motioned to amend as follows: Declare the 9.18 acre tract at the northeast corner of State Highway 288 and North MacGregor Way (also known as Riverside Center) as no longer necessary for the College's immediate needs and authorize the Chancellor to take actions to sell the property at no less than the appraised value at the time the property was acquired in 2013, with the final offer to be brought back to the Board in order to sell.

Ms. Sane informed that she is in support of moving the item to the consent agenda and requested a long-term master plan assessing land use be provided to the Board.

Dr. Maldonado apprised a draft copy of the property book will be forward to the Trustees. He informed that an outside firm will be conducting a short-term analysis, which will lead to an RFQ, for a long-term view of all properties.

Vote on amendment - The amendment passed with a vote of 5-0.

Vote – The motion passed with a vote of 5-0.

Mr. Glaser announced that the remaining items will be moved to the Regular meeting. Mr. Wilson expressed his displeasure with two trustees that are running for election that were not present.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:13 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

**SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 10, 2015

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Thursday, September 10, 2015 at the HCC Administration Building, Second Floor, Seminar Room B, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz
Eva Loreda
Sandie Mullins
Neeta Sane
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Fena Garza, President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Lillie Aranda, President, COPA
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 3:38 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Loredo, Sane, and Wilson).

EFFECTIVE, ROLLBACK AND DEBT SERVICE TAX RATES CALCULATIONS

Motion – Mrs. Sane moved and Ms. Loredo seconded.

Dr. Cesar Maldonado noted the recommendation for the 2015 tax rate is .103366 which is lower than last year's adopted rate. He informed that the recommendation for the Maintenance & Operations (M&O) tax rate is to leave at current rate and to reduce the debt service tax rate by .003524. Dr. Maldonado apprised that difference in tax generated revenue by leaving the M&O rate the same is approximately \$2,560,000.00 which would be used for debt service.

Mrs. Teri Zamora noted the effective rate of .99595 which has been calculated through the Truth and Taxation methods and will provide the same amount of tax revenues as last year.

Mrs. Zamora informed that the proposed rollback rate will provide an eight percent increase over last year's revenues. She apprised that the college must stay below that rate or other provisions kick in allowing the taxpayers to begin rollback procedures.

Mrs. Zamora provided alternative options for ad valorem tax rates. She noted that the estimation to generate \$138,560,000 in M&O tax is if the rate remains the same, which is the recommendation from administration. She informed that the second option is to reduce the rate to collect the \$136 million as that was assumed in the approved budget.

Mr. Glaser referred to the original budget for FY 2015 and noted that the year-end projection for ad valorem tax collections was \$21 million higher than estimated due to increased valuations. He recommended reducing the M&O rate to align with approved budget.

Ms. Loredo inquired of other options to utilize the additional \$2 million other than reducing the debt. Mrs. Zamora informed that it could be allocated as the Board desires.

(Ms. Mullins joined the meeting at 3:47 p.m.)

Mrs. Sane requested administration make a recommendation of the best use for the extra \$2.5 million. Dr. Maldonado informed administration would bring an amended budget to include the recommended allocation for approval.

Mr. Capo inquired if a budget amendment is necessary. Mrs. Zamora apprised that the amended budget needs to be submitted by December 1, 2015.

Mr. Capo confirmed that the difference between option one and two is two tenths of a penny, which is approximately \$3.00 on a home valued at \$200,000.

Ms. Mullins noted that the big picture should be viewed, keeping the rate the same and reducing the debt is great; however, keeping the rate the same continues to bring in more funds. She informed that she is taking into consideration the significant increase in tax valuations and noted that homeowners and taxpayers will carry the burden.

Mr. Wilson informed he is concerned that the budget is approved before the tax rate. He apprised that the institution needs to be fiscally responsible. Mr. Wilson apprised that he believes the best use of the \$2.5 million is to give it back to the taxpayers and present to the public and the bond rating agencies that the Board is fiscally responsible.

Mr. Capo noted that he understands the position to lower the tax rate. He inquired if the better option is to lower the tax rate or pay down debt. Mrs. Zamora informed that paying down debt reduces operating cost for the future.

Dr. Evans-Shabazz apprised that in her district that there is a lot of distressed property, low income and elderly and noted that she is in favor of providing relief to taxpayers. Mrs. Zamora informed that anyone over 65 or is disabled with a property value of \$120,000 or lower is exempt from paying taxes.

Mrs. Sane requested clarification for the recommendation from administration. Dr. Maldonado apprised that the recommendation is fiscally responsible and does not increase operational expenses. He noted that the recommendation provides the opportunity to focus on debt reduction as previously requested by the Board.

Motion to amend – Ms. Mullins motioned to amend to lower the M&O rate (alternative 2) and Mr. Glaser seconded. The amended motion passed with a vote 5-2 with Trustees Capo and Sane opposing.

Vote – The motion passed with a vote of 5-2 with Capo and Sane opposing

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 4:06 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Glaser reconvened the meeting in Open Session at 5:04 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Evans-Shabazz, Glaser, Mullins, Sane and Wilson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:04 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

DRAFT

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 17, 2015

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Tuesday, September 17, 2015 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Adriana Tamez, *Secretary*
Eva Loreda
Sandie Mullins
Neeta Sane
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Kathleen Anzivino for Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer
Carne Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Derrick Mitchell, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Lillie Aranda, President, COPA
John P. Hansen, Trustee Elect, District VI
Jorge Rodriquez, Financial Advisor, Coastal Securities
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 4:07 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Glaser, Loreda, Mullins, Sane, Tamez and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Robert Glaser took a moment of silence for the victims and family of the Houston Independent School District (HISD) bus accident and led the prayer and the pledges.

APPROVAL OF MINUTES

Motion – Mrs. Sane motioned and Dr. Tamez seconded.

Vote - The motion passed with vote of 7-0. The following minutes were approved:

Approval of Minutes from Special meeting on August 10, 2015, meetings of Academic Affairs/Student Services Committee, Audit Committee, Committee of the Whole, and External Relations Committee on August 13, 2015, Chancellor Evaluation Committee and Regular meetings on August 20, 2015, and Special meeting on August 28, 2015

AWARDS, PRESENTATIONS, AND RECOGNITIONS

- **Check Presentation from Wells Fargo**

Mr. Capo announced that Wells Fargo Bank recently made a gift of \$20,000 to the HCC Foundation in support of scholarships and program support for our students. This marks the sixth year of gifts received from Wells Fargo toward this support, totaling \$120,000.

Mr. Capo informed that half of these funds are being used to fund scholarships for HCC's Bank Teller Training Program. These scholarships give much-needed financial assistance to low-income students pursuing their Marketable Skills Award in Teller Training at HCC. The Teller Training program has twice received an "Exemplary" ranking from the Texas Higher Education Coordinating Board, distinguishing it as an outstanding workforce program in the state.

Mr. Capo noted that the remainder of the Well Fargo's gift commitment has been used to establish endowments at each of the six Colleges for the area of greatest need as determined by the Presidents. This year, to align more closely with HCC Transformation goals, an endowment was established for programs within the Centers of Excellence for Manufacturing and Digital and Information Technologies. These contributions benefit students at HCC in perpetuity, securing Well Fargo's strong commitment to education for Houston's future workforce.

Mr. Capo expressed gratitude for this leadership support from such a strong community partner. He invited Ms. Roxanna Smith, District Manager, Mr. Tom Debesse, Area President with Wells Fargo, Dr. Madeline Burillo, Interim President, Southwest and Earl

Smith, who oversees HCC's Bank Teller Training Program, Suewan Johnson, HCC Foundation Treasurer, Ms. Carme Williams, Executive Director, HCC Foundation, and Ms. Bea Emanuel-Sims, Director of Development for Workforce to come forward for the check presentation.

CHAIRMAN'S REPORT:

Mr. Capo opened the floor for Trustee Reports:

- **Trustee District Reports**

District VIII - Ms. Loreda reminded the community of the second start and encouraged the community to attend college.

District VII - Mrs. Sane announced that September 17th is the Asian Scholarship Program (ASPIRE) and thanked the Trustees, Chancellor, HCC Foundation and volunteers, whose support has made the ASPIRE program very successful. She noted that over the past two years \$100,000 has been raised for scholarships.

District III - Dr. Tamez thanked administration, cabinet, faculty and staff for the work that is done every day. She noted that she attended the Gathering of Eagles luncheon on September 16, 2015.

Dr. Tamez thanked Dr. Rudy Soliz and Dr. Irene Porcarello for facilitating the Science, Technology, Engineering and Mathematics (STEM) Symposium along with the Gathering of Eagles. She noted that the Gathering of Eagles is a group of men and women who served their country and are giving back.

Dr. Tamez announced that the HCC Hispanic Scholarship Council held its kick-off reception September 15, 2015 and noted the annual luncheon is scheduled for October 9, 2015.

District V – Mr. Glaser informed that he has visited with several community groups over the past month. He noted that he met with Southwest Houston 2000 and learned of their desires and interest in the Brays Oak project. Mr. Glaser also attended a HCC Foundation Board meeting and the farewell reception for Dr. Fena Garza.

District VI - Ms. Mullins recognized Dr. Hodges for his participation and leadership with the steering committees in Spring Branch and Katy.

Mr. Capo apologized for missing the farewell reception for Dr. Fena Garza and the Hispanic Scholarship Council kick-off; he noted that September 15th was a tough day due to the HISD bus accident.

- **Board Meeting Schedule**

Mr. Capo announced that there will be two Public Hearings regarding the 2015 proposed tax rate; the first hearing will be held on Tuesday, September 22, 2015 at 3:30 p.m. and the second public hearing is scheduled for Thursday, October 1, 2015 at 3:30

p.m. Mr. Capo noted that both meetings will be held at 3100 Main, 2nd Floor, Auditorium.

Mr. Capo informed the next scheduled meeting date for the Committee and Committee of the Whole meetings is Thursday, October 8, 2015 and the Regular Meeting will be on Thursday, October 22, 2015.

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the Chancellor's Report:

- **Hispanic Heritage Month**

Dr. Maldonado announced that from September 15th – October 15th HCC recognizes National Hispanic Heritage Month by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America.

Dr. Maldonado noted that each of the colleges has scheduled various activities and events in observance of this national holiday. He informed that September 15th was chosen as the start of the celebration because it is the Independence Day of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua and in addition, Mexico and Chile celebrate their independence days on September 16th and September 18th respectively.

Dr. Maldonado encouraged support of the Hispanic Scholarship Council's annual Scholarship Fundraising Luncheon.

- **Recognition of Dr. Madeleine Burillo**

Dr. Maldonado welcomed Dr. Madeline Burillo in her new role as Interim President of Southwest College. He noted that Dr. Burillo has held the following positions at HCC, Director of Operations of Extended Learning, Associate Vice Chancellor Contract Training and Continuing Education and her most recent role of Associate Vice Chancellor of Workforce Education. Dr. Maldonado provided Dr. Burillo's educational background as follows, Bachelor of Arts Economics from the University of Puerto Rico, Master of Arts in Organizational Management from University of Phoenix and Doctorate in Educational Leadership from Sam Houston State University. He informed that Dr. Burillo's experience in workforce and distance education along with her leadership experience will be an asset as Interim President Southwest College.

- **Excellence in Financial Reporting Award**

Dr. Maldonado announced that HCC is the recipient of the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR).

Dr. Maldonado apprised that the Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its

attainment represents a significant accomplishment by a government and its management.

Dr. Maldonado congratulated Ms. Teri Zamora, Senior Vice Chancellor of Finance and Administration and members of the team who contributed to this significant achievement.

- **American Association of Community Colleges (AACC)**

Dr. Maldonado announced that the AACC has appointed Dr. Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer, to serve on the Commission of College Readiness. He informed that Dr. Beatty will be a great asset to the Commission in working towards developing models and decision making processes that serve the best interest of colleges, students and their communities.

- **Next Generation of Accountability Standards Committee**

Dr. Maldonado apprised that Dr. Catherine O'Brien, Associate Vice Chancellor, College Readiness, is serving on the Next Generation of Accountability Standards Committee. He noted that this work will coordinate HCC's visit from Donna Bahorich, Chair, State Board of Education and the Chair of the Commission on Next Generation of Accountability Standards on October 27, 2015.

- **Student Success Stories**

Dr. Maldonado noted that HCC recognizes current and former students for their hard work, determination, dedication and leadership on and off campus. He informed that HCC is proud to honor and celebrate their accomplishments; they are the definition of success stories at HCC. The following students were recognized:

- Juan Macias, Central College
- Dawt Tial, Coleman College
- Tracy Mattax, Northeast College
- Mikey Fields, Northwest College
- Berenice Macias, Southeast College
- Melvin Chatman, Southwest College

- **Introduction of College Office Professional Association (COPA) Leadership**

Dr. Maldonado acknowledged Mrs. Jodie Khan, outgoing president of COPA, who while serving as COPA President, was a member of the Chancellor's Transformation Team and the Compensation Committee. He thanked Mrs. Kahn for her leadership.

Dr. Maldonado welcomed incoming COPA President, Ms. Lillie Aranda. He informed that Ms. Aranda brings with her a wealth of executive support experience as having served in the capacity of Executive Secretary for former Vice Chancellors, Campus Presidents and Deans. He congratulated Ms. Aranda.

- **Faculty Senate Report**

Dr. Maldonado introduced the newly elected Faculty Senate President, David White. He informed that Mr. White is a faculty member at the Northeast College, where he was first hired as an adjunct Adult High School Instructor. Dr. Maldonado informed that Mr. White has taught American and Texas History at Northeast and Southwest Colleges, as well as Distance Education.

Dr. Maldonado apprised that Mr. White is a successful graduate of the HCC Faculty Internship Program and has been involved with the Faculty Senate since 2010. Dr. Maldonado noted that Mr. White is a proud Aggie, receiving degrees in History and Political Science from Texas A&M, a Master's degree in History from Indiana University. Dr. Maldonado informed that Mr. White's wife, Lauren, teaches at the Honor Roll School in Sugar Land and they have two children, Rebekah (8) and Benjamin (4).

Mr. White noted that September 17th is Constitution Day. In 1787, delegates from the convention in Philadelphia signed the document that serves as the framework for the federal government.

Mr. White provided an analogy of the transformation; he apprised like the Confederation of old, the college suffered some defects. He continued his analogy informing that like the Constitutional Convention, the transformation plan was shaped by a group of individuals who believed they had the best interests of the stakeholders, which in the beginning was the subject of debate and acrimony.

Mr. White apprised that transformation has accomplished many good things from the faculty perspective such as flexibility to serve students, creating opportunities for professional development, shared governance and a multi-year plan for faculty compensation.

BIRTHDAY RECOGNITION

Mr. Capo recognized Trustee Sandie Mullins who celebrated a birthday on September 15th.

RECOGNITION OF TRUSTEE ELECT

Mr. Capo recognized that Mr. John P. Hansen Trustee Elect, District VI was in attendance.

HEARING OF THE CITIZENS

The following individuals were present to speak:

- Ms. K. Kelly Meine

AUTHORIZE THE DISPOSITION OF PROPERTY LOCATED AT 288 AND MACGREGOR

Motion – Mrs. Sane moved and Dr. Tamez seconded.

Dr. Maldonado informed that the item is a request for the Board to declare the 9.18 acre tract at the northeast corner of State Highway 288 and North MacGregor Way (also known as Riverside Center) as excess to the College's immediate needs and authorize the Chancellor to

negotiate and execute the sale of the property at the appraised value at the time the property was acquired in 2013, with proceeds distributed to the CIP fund balance and projects within the current CIP.

Mrs. Sane inquired about the process to be utilized to ensure that equal opportunity is provided to all entities interested in purchasing the property.

Dr. Maldonado informed that the request today is permission to begin the process to sell the property. He apprised that the first step is for the Board to declare that there is no immediate need for the property. Dr. Maldonado apprised that administration will work with legal counsel to study the various options for selling the property.

Mr. Capo inquired about the priorities for the funds; he recommended that North Forest and Central College be considered first.

Dr. Maldonado noted that administration will bring forward a recommendation for utilizing the proceeds on the North Forest project as well as the completion of the Culinary Arts program. He informed that should there be any additional funds they would be distributed to other project(s).

Mr. Wilson noted that he supports the funds being distributed to the North Forest project.

Mr. Glaser apprised that his responsibility is to oversee the processes and delegate the details. He noted he would like transparency as it relates to transferring funds from one project to another.

Ms. Loreda informed that the original purpose of the land was to create an Early College High School that would specialize in the medical field. She apprised that since HISD opened their school in the area the decision was made to put more focus on Coleman College and not create a high school.

Mrs. Sane inquired if transaction fees were considered in valuing sale price. Dr. Maldonado noted that administration will provide the Board with the process to be utilized to include costs.

Vote – The motion passed with a vote of 7-0.

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado informed that Mr. Charles Smith would provide the monthly CIP update.

Mr. Smith apprised that all the information is on the website and provided an update to include the following:

- Internships and Apprenticeships

Dr. Tamez inquired how the internship/apprenticeships opportunities are promoted. Mr. Smith noted that there is an internship recruitment website. Mr. Capo requested that the website be part of the HCC mobile app.

Mr. Smith continued the presentation:

- Funds Expended to Date
- Hayes Road Construction
- Northline Parking Garage
- Stafford Workforce Center
- West Loop Parking Garage
- Upcoming Events

Mrs. Sane inquired how many of the projects have received building permits. Dr. Maldonado informed that currently the city is issuing conditional permits which allow construction to begin; however, certificates of occupancy will not be provided until payment of impact fees is received. He apprised that currently administration is working with the city through an administrative appeals process to clarify.

Mr. Glaser recognized Mr. Smith for all his efforts on the bond projects.

Mr. Wilson inquired if the college has paid impact fees in the past. Dr. Maldonado noted that in March of 2014 impact fees were paid for the West Loop project. He informed that legal advice notes that HCC should be exempt through state statute.

Mr. Wilson clarified that his request is if the college has paid impact fees prior to the current CIP. Mr. Smith informed that the college has historically paid impact fees.

UPDATE ON NORTH FOREST

Dr. Maldonado requested Dr. Kimberly Beatty to provide an update on the North Forest project.

Dr. Beatty presented the following:

- Goals for the Project
 - Meet educational need
 - Meet community workforce needs
- Construction Timeline
- Next Steps

Ms. Loreda inquired if there is anything the Trustees can do to help progress quicker. Dr. Maldonado noted that any dialogue with elected officials would be helpful.

Mr. Glaser asked if the estimated permit time is based on prior permits. Mr. Smith noted that the cities of Missouri City and Stafford have fairly quick turnarounds; however, the City of Houston wait time is five months on average.

PROPOSED RESTRICTED FUND BUDGET FOR FISCAL YEAR 2015-2016

Motion – Ms. Loredo moved and Dr. Tamez seconded.

Dr. Maldonado informed that this is a request to approve the proposed restricted fund budget for fiscal year 2015-2016 in the amount of \$134,274,043.

Mrs. Teri Zamora apprised that the restricted fund consists of grants and federal and state financial aid budget. She noted that the proposed budget for grants is \$120,171,266, federal is approximately \$9.5 million, state is about \$1.5 million, city and other is \$2.1 million and financial aid is \$107 million.

Mrs. Zamora informed that health insurance and retirement contributions received from the state are recorded in the restricted fund account.

Vote – The motion passed with vote of 7-0.

PROPOSED AUXILIARY FUND BUDGET FOR FISCAL YEAR 2015-2016

The item was pulled by the Board Chair.

INVESTMENT REPORT FOR THE MONTH OF JULY, 2015

Motion – Ms. Mullins moved Dr. Tamez seconded.

Mrs. Teri Zamora apprised that for the month of July investments earned \$243 thousand in interest bringing the total to \$2.3 million for the year. She noted that the weighted average was 45/100 of a percent and informed that all investments are aimed at safety, liquidity, maintenance of public trust and reward commensurate with the risk as per policy.

Vote – The motion passed with vote of 7-0.

MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR JULY, 2015

Motion – Ms. Mullins moved Ms. Loredo seconded.

Mrs. Zamora provided an overview of the revenue and expenditures through July and informed the books would be closed later this month.

Mr. Wilson asked what the projected final budget numbers are. Mrs. Zamora informed that approximately \$15 million.

Vote – The motion passed with vote of 7-0.

ALUMNI & EMPLOYER SURVEYS AND RELATED SERVICES (PROJECT NO. 15-08)

Motion – Ms. Mullins moved and Ms. Loredo seconded.

Dr. Maldonado informed that data is needed to make decisions for the community and one such tool is surveys. He apprised that a RFP was issued for alumni and employer surveys to

capture that data. Dr. Maldonado noted that Dr. Beatty would provide an overview of the instrument.

Dr. Beatty informed that the Cvent, Inc. software provides reporting and analytics. She apprised that the plan is to pilot in Workforce Programs to survey employers to see if students have the technical and soft skills to be prepared for the job. Dr. Beatty noted that former students will also be surveyed in terms of instruction and placement satisfaction.

Ms. Mullins recommended expanding the survey to entities that do not typically hire HCC workforce students and inquire of the reasoning.

Mrs. Sane informed that she likes the concept and inquired if student transfers are factored. She asked how data from existing students is collected. Dr. Beatty apprised that the student engagement survey is utilized for existing students and noted that 92% percent of current students are satisfied with their experience at HCC.

Mr. Wilson referenced the evaluation matrix and inquired about the 40% for pricing and how the points are distributed. Mr. Rogelio Anasagasti noted that the algorithm could be provided and informed that in essence the formula is the bid price divided by the lowest price multiplied by the number of points.

Mr. Capo inquired about the level of flexibility to customize the survey instrument to be used to inform of equipment students are trained on and ask what equipment employers utilize. Dr. Beatty informed that the software is customizable. Dr. Beatty apprised that some of that work is happening now.

Ms. Mullins recommended partnering with companies to train onsite with the equipment utilized by the company.

Dr. Maldonado noted the timing is paramount and is in line with the Centers of Excellence.

Ms. Loreda asked what is the outreach goal, how many businesses should be contacted. Dr. Beatty informed that a goal has not been discussed; the effort is to require as much information as possible.

Vote – The motion passed with vote of 7-0.

HCC INFORMATION TECHNOLOGY ASSESSMENT (PROJECT NO. 15-20)

Motion – Mrs. Sane moved and Mr. Glaser seconded.

Dr. Maldonado apprised that as transformation continues administration is seeking outside guidance to help determine what the internal organizational structure should be and what technologies are needed for the future.

Dr. William Carter noted that the assessment is to take a look at the Information Technology (IT) organization and support systems to align with the technologies available and supporting

the transformation. He informed that benchmarks will be viewed in comparison with best practices for opportunities to improve.

Mr. Glaser referenced the evaluation matrix and inquired why the lowest bid received zero points for small business. Mr. Anasagasti noted that the lowest bid is not necessarily the best option and informed that qualification and experience are also considered. He apprised that price will be negotiated before making final award.

Mrs. Sane asked about the status of centralizing IT. Dr. Maldonado noted that the effort is to centralize IT as a utility, such as with cloud computing and server placement. He informed that the goal is to provide unique systems services to the campus to meet the needs of students and faculty.

Mr. Wilson apprised that The Greentree Group receiving zero points for small business participation appears to have been the determining factor.

Mr. Capo requested more detail in the recommendation to include approach and methodology.

Mr. Anasagasti noted that the lowest bid was ranked in the middle, and informed that a singled out number by category may seem trivial; however, for the type or work, level of assessment, quality and expertise needed, the totality of all categories is considered to determine the best qualified to meet the needs of the institution.

Dr. Maldonado apprised that the search is for someone that will set the tone for the next ten to twelve years as it relates to organizational structure and the IT area. He noted that the annual savings will exceed the cost and that it is important to award someone who has the depth and knowledge in specific tasks such as cloud computing, application and connectivity assessment, internal networks, hardware, software and how it all blends together.

Mr. Capo referenced the ninety day window for completion and inquired when the window begins and ends. He also inquired if the assessment aligned with the existing technology upgrade cycle. Mr. Anasagasti informed that provided Board approval, the vendor would be contacted to begin negotiations and the timeline begins once the contract is signed. He apprised that the scope of services is the detailed list of everything needed.

Dr. Carter noted that the funds approved for the fiscal year 2016 replacement are being utilized on cutting edge technology and informed that improving labs and security need to continue and the information will drive the FY 2017 budget.

Ms. Mullins referenced the upfront costs will be offset in annual savings and inquired how will the savings be measured. Dr. Maldonado informed that the net impact is to keep up with the technology and application needs without any significant increases to the budget.

Mr. Glaser referenced the evaluation criteria and asked if there is a need to adjust the format in a demand for a quote. Dr. Maldonado apprised that the small business participation goal is a directive of the Board.

Mr. Wilson noted if the small business participation points were lowered and the value of pricing was raised in this procurement; a different vendor would be recommended and informed that a hard bid process would always select the lowest bid.

Mr. Wilson informed that the bigger picture is in the procurement with the moving the percentages around and the pick a friend, which can be done to select the preferred vendor, in some situations, that may be the desire. He apprised that if procurements are based on hard bid, it would deter accusations of Trustees selecting their friend or someone else's friend to be awarded the jobs. He noted that the bidder must be qualified and bonded.

Dr. Maldonado informed that the bids are evaluated. The current method allows administration to perform its job. He apprised that some projects price is more important and in others experience and quality are more important and the small business practice is set by the Board.

Mrs. Sane inquired if it is possible to set precedent for the selection criteria and apprised structure is needed. Dr. Maldonado apprised that procurements are evaluated based on the criteria. Mrs. Sane noted that if there is a need for a policy revision, it should be brought forward to the Board.

Vote – The motion passed with vote of 6-1 with Mr. Wilson opposing.

PERSONNEL AGENDA (FACULTY)

Motion – Mrs. Sane moved and Mr. Glaser seconded. The motion passed with vote of 6-0-1 with Mr. Wilson abstaining.

PERSONNEL AGENDA (ADMINISTRATOR)

Motion – Ms. Loreda moved and Mr. Glaser seconded.

Dr. Maldonado informed that the item is to approve the contract for the new Chief of Staff, Dr. Melissa Gonzalez. He apprised that Dr. Gonzalez served as Vice Chancellor, Workforce and Economic Development at Lone Star College.

Vote – The motion passed with vote of 6-1 with Mr. Wilson opposing.

UPDATE ON STRATEGIC PLANNING

Dr. Maldonado informed that Dr. Butch Herod would provide an update on the strategic planning process.

Dr. Herod apprised that the strategic plan is a road map to the future and aligns the budget and objectives. He provided an overview of the following:

- Strategic Plan Timeline
- Strategic Planning Process
- Board of Trustee Participation
- Strategic Planning Advisory Council

Mrs. Sane inquired of the selection criteria for the advisory council. Dr. Herod noted that the effort was to seek individuals that have participated in other strategic planning processes and also those who have previously partnered with HCC.

Mrs. Sane apprised that some of the individuals have served on other committees recently and noted that Fort Bend does not have representatives. Dr. Maldonado informed that once the nucleus has started conversations will begin with the various school districts and charter schools.

Dr. Tamez apprised that input should be captured from all stakeholders to include religious and community leaders, industry and school districts.

Mr. Glaser noted that he did receive an email to solicit individuals for the advisory committee.

Ms. Loredo recommended hosting the meetings throughout the service area.

Dr. Herod continued with the presentation as follows:

- Four Work Groups
- The Process
- Date Compiled

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 6:20 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Mr. Capo stated that any final action, vote or decision on any item discussed in Executive Session would be taken up in Open Session or in a subsequent Public Meeting.

Mr. Capo reconvened the meeting in Open Session at 8:03 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Capo, Glaser, Loredo, Mullins, Tamez and Wilson)

SETTLEMENT AUTHORIZATION FOR PROPERTY LOCATED AT 3700 NAVIGATION, HOUSTON, TX

Motion – Ms. Loredo moved and Mr. Glaser seconded. The motion passed with vote of 5-1 with Ms. Mullins opposing.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:04 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

**SPECIAL MEETING
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

September 22, 2015

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Tuesday, September 22, 2015 at the HCC Administration Building, 2nd Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz
Eva Loreda
Sandie Mullins
Neeta Sane
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Shantay Grays, Chief of Staff
Ashley Smith, Acting General Counsel
Irene Porcarello, Interim Vice Chancellor, Student Services
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Phillip Nicotera, President, Coleman College
Rudy Soliz, Interim President, Southeast College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, citizens and representatives from the news media

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 3:34 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Capo, Evans-Shabazz, Glaser, Loreda, Mullins, Sane, and Wilson).

FIRST PUBLIC HEARING REGARDING TAX REVENUE CALCULATION AND VOTE

Motion – Mrs. Sane moved and Ms. Loredó seconded.

Dr. Cesar Maldonado noted that this is the first public hearing on the proposed 2015 tax rate and for the Board to announce the date, time and place of the second public hearing and the meeting at which the Board will vote on the tax rate. He informed that proposed combined tax rate for Maintenance and Operation (M&O) and Debt Service is \$0.101942 per \$100 of assessed valuation.

Ms. Mullins requested clarification regarding the increased revenues and lower tax rate.

Mrs. Teri Zamora apprised at the time the budget was approved, it was assumed that the tax rate would not change and noted that once the tax roll was received, it was realized that keeping the tax rate the same would generate an additional \$2.5 million dollars. She informed that the Board decided to lower the tax rate to generate the tax revenue assumed in the budget.

Mrs. Zamora apprised that M&O tax rate is being reduced by .001424 per \$100 and noted that it affects a homeowner with a \$50,000 home by \$2.23 and a homeowner with a \$250,000 home by \$11.00.

Mrs. Zamora informed that the effective tax rate is a calculation that is aimed producing the same amount of revenue as the previous year. She apprised that the hearings are required because even though the rate is being lowered, more revenue will be received.

Mr. Wilson inquired which number would appear on the tax statement. Mrs. Zamora noted that the effective tax rate is the number that would generate the exact amount of tax revenue as last year.

Mr. Wilson asked what the tax rate was last year. Mrs. Zamora informed that the combined rate was 1.06890. Mr. Wilson inquired of the proposed tax rate for this year. Mrs. Zamora apprised that the proposed tax rate is 0.101942.

Dr. Maldonado requested Mrs. Zamora to provide an explanation of the rollback rate. Mrs. Zamora noted that the rollback rate is the amount that would produce 8% more tax revenue than the previous year and informed that if the college were to exceed the rollback rate, the taxpayers could begin rollback proceedings.

Mr. Glaser request clarification regarding the rollback number. Mrs. Zamora informed that the rollback provision is a state initiative.

Mr. Capo asked if any citizens present would like to speak regarding the proposed tax rate. No citizens came forward to speak. Mr. Capo announced the dates for the second public hearing and meeting to adopt the tax rate as follows:

- The second public hearing regarding the proposed tax rate will be held on Thursday, October 1, 2015 at 3:30 p.m. at the HCC Administration Building, 3100 Main Street, 2nd Floor Auditorium.
- The Board will vote to adopt the tax rate for 2015 at a Special meeting scheduled for Thursday, October 8, 2015 at 3:00 p.m. at the HCC Administration Building, 3100 Main Street, 2nd Floor Auditorium.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:45 p.m.

Minutes recorded, transcribed & submitted by:
Melinda Davila, Executive Secretary, Board Services

Minutes Approved as Submitted: _____

DRAFT

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

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

RECOMMENDATION

Approve the Investment Report for the month of August 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 \$250,255 and the interest income earned and earnings credit for the fiscal year totaled \$2,600,915. The weighted average interest rate (WAR) at August 31, 2015 is .49%.

The Investment Report attached identifies HCC's investment holdings for the month ending August 31, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 73% 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 GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE SYSTEM
INVESTMENT PORTFOLIO COMPOSITION
As of AUGUST 31, 2015

Beginning Book Value (AUGUST 1, 2015)	\$ 542,470,219
Beginning Market Value (AUGUST 1, 2015)	\$ 542,197,411
Additions/subtractions (Book value - Net)	\$ (30,724,130) *
Change in Market value	\$ (59,381)
Ending Book value (AUGUST 31, 2015)	\$ 511,746,088
Ending Market value (AUGUST 31, 2015)	\$ 511,417,083
Unrealized Gain/(Loss)	\$ (329,006)
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.

Note: This month's Investment does not include \$4,756,288 on deposit with Bank Of America which is earning higher than market yield from earning credits.

* Net amount provided/used for Operations	(20,400,200)
Net amount provided/used for CIP /Others	(10,323,930)
	<u>(30,724,130)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
August 31, 2015

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,974,730	(12,070)
US Agencies	120,269,265	119,952,330	(316,936)
Local government pools	10,129,454	10,129,454	-
Money market funds	153,542,721	153,542,721	-
High yield savings	1,794,567	1,794,567	-
Certificates of deposit	195,250,000	195,250,000	-
Interest bearing checking	11,773,281	11,773,281	-
Total	<u>511,746,088</u>	<u>511,417,083</u>	<u>(329,006)</u>

WAR (weighted average interest rate) 0.49%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of AUGUST 31, 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	51,451	52,763	53,049	(189)	52,860	54,548	1,974	1,688
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	45,288	48,507	51,307	(161)	51,147	48,339	(16)	(2,808)
Federal Farm Credit Bank US Domestic Bond	Bank of America	0.40%	08/03/12	08/03/15	1,000,000	1,000,000	1,000,000	(1,000,000)	-	-	-	-
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	1,926,224	2,000,000	0	2,000,000	1,928,934	2,710	(71,066)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	996,709	1,000,000	0	1,000,000	995,618	(1,091)	(4,382)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,138	1,999,720	0	1,999,720	1,999,878	(260)	158
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.52%	07/10/14	09/12/16	1,080,000	1,078,190	1,078,304	0	1,078,304	1,077,946	(244)	(359)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	-	-	998,598	998,598	998,738	-	141
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	-	-	9,978,667	9,978,667	9,981,700	-	3,033
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	1,028,532	1,080,000	0	1,080,000	1,030,161	1,629	(49,839)
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	1,570,408	1,600,000	0	1,600,000	1,571,339	931	(28,661)
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	2,598,425	2,675,000	0	2,675,000	2,602,251	3,825	(72,749)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	2.00%	04/11/13	04/11/18	10,000,000	9,983,400	10,000,000	0	10,000,000	9,976,300	(7,100)	(23,700)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	06/13/13	06/13/18	10,000,000	9,992,580	10,000,000	0	10,000,000	9,982,670	(9,910)	(17,330)
Federal Home Loan Bank US Domestic Multi-step CPN BND Unsecured series 0001	Bank of America	1.00%	06/30/14	06/26/19	5,000,000	5,009,290	5,000,000	0	5,000,000	5,004,620	(4,670)	4,620
U.S. Treasury Notes US Govt. National	Bank of America	0.80%	07/10/14	06/30/16	4,000,000	4,006,876	4,001,250	0	4,001,250	4,004,220	(2,656)	2,970
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.38%	09/24/14	09/18/17	3,000,000	3,002,928	2,999,670	0	2,999,670	3,001,293	(1,635)	1,623
Unsecured	Bank of America	0.50%	02/02/15	01/26/16	5,000,000	5,001,270	5,000,000	0	5,000,000	5,000,385	(885)	385
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	1.22%	04/01/15	12/26/17	2,000,000	2,001,230	2,000,000	0	2,000,000	2,000,790	(440)	790
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,915	4,998,425	0	4,998,425	4,998,540	(375)	115
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.65%	04/07/15	03/11/16	5,000,000	4,998,915	4,998,425	0	4,998,425	4,998,540	(375)	115
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.25%	04/13/15	04/13/17	2,775,000	2,774,442	2,775,000	0	2,775,000	2,772,874	(1,568)	(2,126)
Freddie Mac Global Unsecured Bond	Bank of America	0.25%	05/21/15	01/27/17	5,000,000	4,992,600	4,994,550	0	4,994,550	4,992,365	(235)	(2,185)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	05/21/15	10/28/16	5,000,000	4,995,345	5,000,000	0	5,000,000	4,993,470	(1,875)	(6,530)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	05/21/15	04/29/16	5,000,000	4,996,045	4,998,850	0	4,998,850	4,995,385	(660)	(3,465)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	03/31/17	5,000,000	4,994,920	4,995,300	0	4,995,300	4,990,170	(4,750)	(5,130)
U.S. Treasury Notes US Govt. National	Bank of America	0.25%	05/21/15	10/31/16	5,000,000	4,995,310	4,996,500	0	4,996,500	4,993,100	(2,210)	(3,400)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	0.50%	05/21/15	03/27/17	5,000,000	4,992,775	4,993,550	0	4,993,550	4,988,700	(4,075)	(4,850)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,991,795	4,993,750	0	4,993,750	4,987,240	(4,555)	(6,510)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	1.22%	05/26/15	05/26/16	5,000,000	4,994,480	4,996,500	0	4,996,500	4,993,245	(1,235)	(3,255)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.50%	05/29/15	08/25/17	10,000,000	9,982,570	10,000,000	0	10,000,000	9,974,890	(7,680)	(25,110)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.25%	05/29/15	05/25/17	5,000,000	5,000,410	5,000,000	0	5,000,000	4,995,590	(4,820)	(4,410)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.70%	06/17/15	05/25/17	5,000,000	4,998,110	5,000,000	0	5,000,000	4,995,675	(2,435)	(4,325)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	06/30/15	06/30/17	5,000,000	5,002,240	5,000,000	0	5,000,000	4,997,545	(4,695)	(2,455)
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	08/01/15			66,495	66,495	7	66,503	66,503	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)
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	08/01/15			438,203	438,203	26,822	465,025	465,025	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	08/01/15			18,945,441	18,945,441	(11,012,287)	7,933,154	7,933,154	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.11%	08/01/15			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.11%	08/01/15			5,614,662	5,614,662	(4,239,028)	1,375,634	1,375,634	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	08/01/15			1,931,108	1,931,108	212	1,931,320	1,931,320	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	08/01/15			1,416	1,416	0	1,416	1,416	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	08/01/15			455,855	455,855	14	455,869	455,869	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	08/01/15			53,237,945	53,237,945	(2,611,697)	50,626,248	50,626,248	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	08/01/15			121,826,515	121,826,515	(19,365,912)	102,460,604	102,460,604	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	08/01/15			3,766,277	3,766,277	(3,499,952)	266,325	266,325	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	08/01/15			1,528,203	1,528,203	39	1,528,242	1,528,242	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%	10/18/14	10/18/15		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.43%	03/22/13	09/22/15		50,000,000	50,000,000	0	50,000,000	50,000,000	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	0.15%	08/01/15			1,598,246	1,598,246	217	1,598,463	1,598,463	0	0
Tex Pool	State Street Bank	0.06%	08/01/15			8,530,472	8,530,472	519	8,530,991	8,530,991	0	0
TOTAL						542,197,411	542,470,219	(30,724,131)	511,746,088	511,417,083	(59,381)	(329,006)

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

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

RECOMMENDATION

Approve the Financial Statement for the month of August 2015.

COMPELLING REASON/RATIONALE

The monthly report advises the Board on the status of the finance 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 GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

**For the Period
September 1, 2014 - August 31, 2015
For the Meeting of the Board of Trustees - October 8, 2015**

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



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For the Period September 1, 2014 - August 31, 2015

Houston Community College System

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**Houston Community College System
Summary of Financial Statements
As of August 31, 2015**

In the Unrestricted Fund as of August 31, 2015, total revenue received is \$310.8 million. This represents 104% of budgeted annual revenues of \$298.7 million. Expenses total \$288.5 million to date; which is 94.1% of the total expense budget of \$306.7 million. Compared with the same time last year, revenue shows a 5.8% increase, and expenses are 2.4% higher than the prior year. Actual net revenue is \$22.3 million to-date. That translates into a like amount increase in fund balance.

Tuition and fee revenue shows a 2.4% increase year-to-date, namely due to increases in enrollment. Tuition and fee revenue for Extended Learning shows a 35.8% increase due partially to an increase in enrollment and also largely to a differential category fee created for out-of-state and international students taking non-credit courses.

Salaries increased 4.1%. This increase is due namely to an across the board salary increases of 2% for full-time employees and an increase in part-time faculty salary rates.

Expenses related to supplies, other departmental expenses, and capital outlays have decreased. Decreases have resulted primarily from greater oversight of expenditures and discontinuation of the practice of allowing current unrestricted fund purchase orders to roll into the next fiscal year.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unaudited Fund Balances and Activities - All Funds
as of August 31, 2015

	Unrestricted	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 9/1/2014, Audited	\$ 100,704,814	\$ 8,760,527	\$ 6,048,536	\$ 509,932	\$ -	\$ (59,601)	\$ 5,418,977	\$ -	\$ 36,581,244	\$ 221,786,019	\$ (5,898,375)	\$ 373,852,073
Revenues	310,786,444	27,226,608	15,125,811	-	107,055,074	-	2,709,464	-	53,926,654	476,469	2,199,059	519,505,583
Expenses												
Salaries	170,515,506	5,882,046	4,769,978	-	2,693,918	-	227,109	-	-	-	-	184,088,557
Employee Benefits	20,406,867	13,877,942	1,038,915	-	-	-	51,499	-	-	-	-	35,375,222
Supplies & General Exp	4,919,853	277,219	1,200,443	-	-	-	2,748	178,869	-	-	-	6,579,132
Travel	1,033,451	195,928	267,087	-	-	-	844	-	-	-	-	1,497,310
Marketing Costs	1,179,213	30,065	17,721	-	-	-	-	-	-	-	-	1,226,999
Rentals & Leases	2,224,505	159,792	57,430	-	-	-	5,304	-	-	-	-	2,447,031
Insurance/Risk Mgmt	6,425,150	8,988	7,380	-	-	-	-	-	-	-	-	6,441,518
Contracted Services	22,991,156	4,055,399	1,819,396	-	-	-	1,296,095	33,134	334,741	-	-	30,529,921
Utilities	8,923,606	-	489,185	-	-	-	-	-	-	-	-	9,412,791
Other Departmental Expenses	1,493,511	105,641	3,136,030	-	-	-	1,229	-	-	-	-	4,736,411
Instructional and Other Materials	8,485,912	476,675	221,943	-	-	-	887,117	6,229	-	-	-	10,077,876
Maintenance and Repair	980,865	479,853	20,681	-	296,863	-	74,392	78,500	-	-	-	1,931,154
Transfers (In)/Out*	34,193,445	8,250,000	71,961	-	(3,351,202)	-	(1,376,579)	(12,250,000)	(23,233,325)	(2,304,299)	-	(0)
Debt	1,459,827	-	219,669	-	-	-	-	-	60,688,096	1,263,134	0	63,630,725
Capital Outlay	3,234,142	1,677,060	1,256	-	-	-	78,623,949	2,075,157	-	-	5,269	85,616,834
Depreciation	-	-	-	-	-	-	-	-	-	20,785,434	-	20,785,434
Scholarship Distribution					107,415,495							107,415,495
Total Expenses	288,467,008	35,476,608	13,339,075	-	107,055,074	-	79,793,707	(9,878,112)	37,789,512	19,744,269	5,269	571,792,410
NET REVENUE/(EXPENSES)	22,319,435	(8,250,000)	1,786,736	-	(0)	-	(77,084,243)	9,878,112	16,137,142	(19,267,800)	2,193,790	(52,286,828)
Fund Balance Entries	685,988	(491)	(7,210)			59,601	75,656,602	(217,602)	(679,377)	45,760,571	570,661	121,828,743
Fund Balance as of 08/31/2015	\$ 123,710,238	\$ 510,035	\$ 7,828,062	\$ 509,932	\$ (0)	\$ -	\$ 3,991,336	\$ 9,660,509	\$ 52,039,009	\$ 248,278,791	\$ (3,133,924)	\$ 443,393,989

*Transfers 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 August 31, 2015
100% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru August 31, 2015	FY2015 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru August 31, 2015	Year-to-Date Actuals Thru August 31, 2014	Increase (Decrease) FY2015 Compared to FY2014	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 69,155,893	\$ 69,202,364	99.9%	\$ 69,155,893	\$ 69,202,364	\$ (46,471)	-0.1%
Ad Valorem Taxes	125,073,172	114,968,081	108.8%	125,073,172	112,881,772	12,191,400	10.8%
Tuition, Net	39,937,754	40,308,204	99.1%	39,937,754	38,739,496	1,198,258	3.1%
Fees	64,312,146	64,784,694	99.3%	64,312,146	63,101,478	1,210,669	1.9%
Other Local Income	2,421,304	2,247,796	107.7%	2,421,304	2,434,268	(12,964)	-0.5%
Tuition & Fee, Net	9,382,627	6,565,665	142.9%	9,382,627	6,910,079	2,472,548	35.8%
-- Extended Learning							
Indirect Cost Revenues, Grant	503,548	619,663	81.3%	503,548	594,493	(90,945)	-15.3%
Total Revenues	310,786,444	298,696,467	104.0%	310,786,444	293,863,950	16,922,494	5.8%
Fund Balance Transfers In	-	8,000,000	0.0%	-	-	-	0.0%
Total Revenues and Fund Balance Transfer	\$ 310,786,444	\$ 306,696,467	101.3%	\$ 310,786,444	\$ 293,863,950	\$ 16,922,494	5.8%
EXPENSES							
Salaries	170,515,506	176,754,585	96.5%	170,515,506	163,822,350	6,693,156	4.1%
Employee Benefits	20,406,867	20,247,290	100.8%	20,406,867	19,026,832	1,380,035	7.3%
Supplies Gen Exp	4,919,853	5,921,123	83.1%	4,919,853	5,371,762	(451,909)	-8.4%
Travel	1,033,451	1,327,479	77.9%	1,033,451	1,018,954	14,497	1.4%
Marketing Costs	1,179,213	1,429,430	82.5%	1,179,213	1,030,478	148,735	14.4%
Rental & Leases	2,224,505	2,397,725	92.8%	2,224,505	2,322,798	(98,293)	-4.2%
Insurance/Risk Mgmt	6,425,150	7,264,650	88.4%	6,425,150	6,430,295	(5,145)	-0.1%
Contract Services	22,991,156	25,898,470	88.8%	22,991,156	23,841,690	(850,535)	-3.6%
Utilities	8,923,606	10,279,217	86.8%	8,923,606	8,474,199	449,408	5.3%
Other Departmental Expenses	1,493,511	2,787,176	53.6%	1,493,511	2,531,325	(1,037,814)	-41.0%
Instructional & Other Materials	8,485,912	9,162,243	92.6%	8,485,912	7,840,510	645,401	8.2%
Maintenance & Repair	980,865	1,412,916	69.4%	980,865	1,629,297	(648,432)	-39.8%
Transfers/Debt	35,653,272	36,810,788	96.9%	35,653,272	29,926,514	5,726,758	19.1%
Contingency	-	896,435	0.0%	-	-	-	0.0%
Capital Outlay	3,234,142	4,106,940	78.7%	3,234,142	8,442,379	(5,208,237)	-61.7%
Total Expenses	\$ 288,467,008	\$ 306,696,467	94.1%	\$ 288,467,008	\$ 281,709,383	6,757,625	2.4%
NET REVENUE/(EXPENSES)	\$ 22,319,436	\$ -	0.0%	\$ 22,319,436	\$ 12,154,567	\$ 10,164,868	83.6%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund as of August 31, 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, 2014									\$ 2,067,478
FY2015									
Revenue	5,631,076	522,838	-	-	2,623,635	-	508,050	-	<u>9,285,599</u>
Salaries	228,622	513,497	103,812			321,744	232,029		1,399,704
Benefits	58,002	115,435	23,941			74,738	56,763		328,879
Supplies Gen Exp	56,232	227,189	30,310				12,716		326,447
Travel		10,139	5,967			22,283			38,389
Marketing Costs		17,721							17,721
Rental & Leases	5,276	37,925					1,934		45,135
Contract Services	1,081,754	402,310	48,158				2,924		1,535,146
Utilities	484,085						5,100		489,185
Departmental Expenses		353,086		2,666,786		22,958			3,042,830
Instructional & Other	762						219,951		220,713
Materials							10,615		20,681
Maintenance & Repair	6,057	4,009							-
Insurance/Risk Mgmt									-
Exemptions and Waivers								390,435	390,435
Transfer/Debt	3,691							71,961	75,652
Capital Outlay									-
Total Expense	<u>1,924,480</u>	<u>1,681,310</u>	<u>212,188</u>	<u>2,666,786</u>	<u>-</u>	<u>441,723</u>	<u>542,033</u>	<u>462,396</u>	<u>7,930,918</u>
Contribution to Fund Balance	<u>3,706,596</u>	<u>(1,158,472)</u>	<u>(212,188)</u>	<u>(2,666,786)</u>	<u>2,623,635</u>	<u>(441,723)</u>	<u>(33,983)</u>	<u>(462,396)</u>	<u>1,354,681</u>
Auxiliary Fund Balance - Uncommitted Portion									<u><u>\$ 3,422,158</u></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 August 31, 2015

Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Qatar	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Fund Balance – September 1, 2014			\$ 1,732,695	\$ -	\$ 293,729	\$ 968,768	\$ 978,657	\$ 2,241,154	\$ 6,041,326
FY2015									
Revenue	69,999	4,120,662	4,190,661	-	129,500	1,094,829	882,342	2,106,670	15,582,931
Salaries	1,800	3,040,614	3,042,414		28,250	77,727	221,884	327,861	4,769,978
Benefits		655,960	655,960			958	53,118	54,076	1,038,915
Supplies Gen Exp	214	1,226	1,441		44,786	666,371	161,398	872,555	1,200,443
Travel	46,595	18,012	64,608		2,151	101,725	60,214	164,090	267,087
Marketing Costs			-					-	17,721
Rental & Leases			-				12,295	12,295	57,430
Contract Services		84,000	84,000		4,650	62,450	133,150	200,250	1,819,396
Utilities			-					-	489,185
Departmental Expenses		30,581	30,581		16,260	9,380	36,977	62,618	3,136,030
Instructional & Other Materials	1,230		1,230					-	221,943
Maintenance & Repair			-					-	20,681
Insurance/Risk Mgmt			-			3,731	3,649	7,380	7,380
Exemptions and Waivers			-		3,000	61,905	1,780	66,685	457,120
Transfer		215,977	215,977					-	291,630
Capital Outlay			-				1,256	1,256	1,256
Total Expense	49,840	4,046,371	4,096,211	-	99,097	984,248	685,721	1,769,066	13,796,195
Contribution to Fund Balance	20,159	74,291	94,450	-	30,403	110,581	196,621	337,605	1,786,736
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,827,145	\$ -	\$ 324,132	\$ 1,079,349	\$ 1,175,278	\$ 2,578,759	\$ 7,828,062

HOUSTON COMMUNITY COLLEGE
FY 2014-15 Adjusted Budget by Colleges
as of August 31, 2015

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	SYSTEM	Grand Total
Salary	\$ 8,115,986	\$ 8,745,246	\$ 6,016,858	\$ 8,891,275	\$ 5,709,226	\$ 11,603,225	\$ 10,209,876	\$ 117,462,893	\$ 176,754,585
Employee Benefits	-	-	-	-	-	-	-	20,247,290	20,247,290
Supplies & Gen	232,600	219,348	202,018	309,641	277,020	257,846	162,664	4,259,986	5,921,123
Travel	34,851	111,433	22,768	46,038	39,218	124,766	56,911	891,494	1,327,479
Marketing Costs	23,645	23,322	53,820	27,763	131,641	12,692	230,863	925,684	1,429,430
Rentals & Leases	-	76,658	923,004	476,191	34,939	437,309	21,458	428,166	2,397,725
Insurance/Risk Mgmt	70	-	-	98	-	-	-	7,264,482	7,264,650
Contracted Services	279,929	237,062	29,456	8,576	64,455	171,675	14,544	25,092,773	25,898,470
Utilities	-	-	4,600	1,826	-	-	-	10,272,791	10,279,217
Other Departmental Expenses	23,860	77,187	22,183	35,703	28,729	82,107	35,589	2,481,818	2,787,176
Instructional And Other Materials	63,043	41,317	1,629	45,724	28,485	302,480	564,089	8,115,476	9,162,243
Maintenance and Repair	117,054	31,447	20,652	31,081	5,007	69,111	121,311	1,017,253	1,412,916
Transfers/Debt	-	864,206	5,640,442	1,250,001	-	-	-	29,056,139	36,810,788
Contingency	471,296	5,431	1,230	673	16,647	989	-	400,169	896,435
Capital Outlay	366,440	451,543	368,669	213,184	120,294	244,295	137,915	2,204,600	4,106,940
Total	\$ 9,728,774	\$ 10,884,200	\$ 13,307,329	\$ 11,337,774	\$ 6,455,661	\$ 13,306,495	\$ 11,555,220	\$ 230,121,014	\$ 306,696,467

Houston Community College
Balance Sheet By Fund
For Month Ended August 31, 2015

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 138,651,745	\$ 25,790,636	\$ 164,442,381
Restricted cash & cash equivalents	4,846,452	-	4,846,452
Short term Investments	-	-	-
Accounts/Other receivable (net)	37,481,198	3,662,062	41,143,260
Deferred charges	3,051,740	-	3,051,740
Prepays	260,906	1,346,598	1,607,503
Total Current Assets	<u>184,292,040</u>	<u>30,799,296</u>	<u>215,091,336</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	213,956,921	213,956,921
Restricted long-term investments	-	121,944,248	121,944,248
Long-term investments	16,982,813	-	16,982,813
Capital Assets, net	-	950,699,702	950,699,702
Total Non-current Assets	<u>16,982,813</u>	<u>1,286,600,871</u>	<u>1,303,583,684</u>
Total Assets	<u><u>\$ 201,274,853</u></u>	<u><u>\$ 1,317,400,168</u></u>	<u><u>\$ 1,518,675,021</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	8,422,221	1,382,078	9,804,299
Accrued liabilities	5,481,608	4,820,628	10,302,235
Compensated absences	2,526,083	-	2,526,083
Funds held for others	641,080	189,209	830,289
Deferred revenue	51,645,594	2,399,333	54,044,927
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Capital lease obligations-current	-	-	-
Total Current Liabilities	<u>68,716,586</u>	<u>42,094,546</u>	<u>110,811,132</u>
Non-current Liabilities:			
Deposits	-	-	-
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	55,734,058	55,734,058
Total Non-current Liabilities	<u>-</u>	<u>961,335,976</u>	<u>961,335,976</u>
Total Liabilities	<u><u>\$ 68,716,586</u></u>	<u><u>\$ 1,003,430,522</u></u>	<u><u>\$ 1,072,147,108</u></u>
Fund Balance-			
August 31, 2014 Audited	115,964,207	263,786,241	379,750,448
Revenues Over Expenditures			
Unrestricted	24,784,950		24,784,950
Restricted	(8,190,890)		(8,190,890)
Net Investment in Plant		50,183,405	50,183,405
Total Fund Balances, Unaudited	<u><u>\$ 132,558,267</u></u>	<u><u>\$ 313,969,646</u></u>	<u><u>\$ 446,527,913</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 201,274,853</u></u>	<u><u>\$ 1,317,400,168</u></u>	<u><u>\$ 1,518,675,021</u></u>

¹ Includes 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 August 31, 2015

Account	FY 2013-14		FY 2014-15
	End of Year Activity	Year-to-Date Activity thru 08/31/2014	Year-to-Date Activity thru 08/31/2015
Tuition			
Budget:			
Adjusted Budget FY 2014-15, Net			\$ 40,308,204
Revenues Received:			
Tuition	45,771,753	45,771,753	46,585,807
Waivers & Exemptions:			
Dual Credit & Early College HS	(4,931,925)	(4,931,925)	(5,045,017)
Other	(2,100,332)	(2,100,332)	(1,603,037)
Total Waivers & Exemptions	(7,032,257)	(7,032,257)	(6,648,054)
Total Tuition Revenue, Net	\$ 38,739,497	\$ 38,739,496	\$ 39,937,754

Tuition - Extended Learning			
Budget:			
Budget FY 2014-15, Net			\$ 6,565,665
Revenues Received:			
Tuition	8,931,465	8,931,465	11,329,490
Waivers & Exemptions:			
Department of Corrections	(2,021,386)	(2,021,386)	(1,946,863)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 6,910,079	\$ 9,382,627

Exemptions & Waivers	FY 2013-14		FY 2014-15		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 08/31/2014	Year-to-Date Activity thru 08/31/2015		
Dept of Corrections	\$ 2,021,386	\$ 2,021,386	\$ 1,946,863		-3.7%
Dual Credit Waiver	2,790,344	2,790,344	3,562,408		27.7%
Early College High School	2,141,581	2,141,581	1,482,609		-30.8%
Other:					
Employee Fee Exemptions	69,909	69,909	61,121		-12.6%
Firemen	26,082	26,082	12,870		-50.7%
Hazelwood	1,416,167	1,416,167	942,773		-33.4%
Deaf & Blind	207,012	207,012	190,174		-8.1%
High Ranking Hi SCH Grad	1,240	1,240	1,805		45.6%
Child of Disabled Vet ETC	285	285	7,264		0.0%
Nonres Teach/Research Asst	6,372	6,372	6,363		-0.1%
Nonres Competitive Scholar	11,346	11,346	8,558		-24.6%
Senior Citizens	15,532	15,532	13,668		-12.0%
Misc Tuition/Fees Waivers	6,576	6,576	-		0.0%
Scholarship Distribution	10,000	10,000	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	-	-	888		0.0%
Refugee Waiver	183	183	-		0.0%
Foster Children-Resident	300,508	300,508	247,117		-17.8%
Undocumented Students	11,383	11,383	5,723		0.0%
TX Tomorrow Waiver	2,912	2,912	6,076		0.0%
Surviving Spouse/Children	2,120	2,120	-		0.0%
Peace Officer Exemption	3,655	3,655	3,868		5.8%
Adopted Student Waiver	-	-	91,719		0.0%
Stipends	3,000	3,000	250		0.0%
Scholars Costs Funded by State	6,050	6,050	-		0.0%
Total Other Exemptions	2,100,332	2,100,332	1,603,037		-23.7%
Grand Total Exemptions & Waivers	\$ 9,053,643	\$ 9,053,643	\$ 8,594,917		-5.1%

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Proposed Auxiliary Fund Budget for Fiscal Year 2015-2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the proposed Auxiliary Fund Budget for Fiscal Year 2015-2016 in the amount of \$11,026,230.

COMPELLING REASON/RATIONALE

As defined by the National Association of College and University Business Officers (NACUBO), Auxiliary Enterprises are defined as programs that "...furnish services directly or indirectly to students, faculty, or staff and charge fees related to, but not necessarily equal to, the cost of services."

DESCRIPTION OR BACKGROUND

Auxiliaries are generally expected to provide quality services to students at rates competitive with the private sector, to maintain adequate but not excessive reserves, to satisfy expectations of ongoing fiscal solvency, and to use a portion of their resources for the broader purposes of the institution.

FISCAL IMPACT

Fiscal Year 2015-2016 in the amount of \$11,026,230.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Proposed Auxiliary Fund Budget for Fiscal Year 2015-2016**
2. Auxiliary Scholarship Plan

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**HOUSTON COMMUNITY COLLEGE
PROPOSED AUXILIARY BUDGET
FISCAL YEAR 2015- 2016**

	Uncommitted Portion								International Portion		Committed Portion			Auxiliary Total
	Scholarships	Main Leasing	Misc Auxiliary*	Foundation	Marketing - Media Purchases	Bookstore Commission	International Student Services	Café Club NEO	Saigon Tech	International Student Travel	Vending Commission**	Student Activity Fee**	Student Recreation Fee**	Total
Revenues	0	5,600,000	628,000	0	0	2,600,000	0	520,000	66,000	0	150,000	1,100,000	950,000	11,614,000
Expenses														
Salaries & Benefits	0	383,116	892,409	122,570	0	0	420,696	321,688	1,800	0	0	45,555	283,180	2,471,014
Supplies/Gen/Other	0	49,875	122,742	30,500	0	0	24,600	224,805	20,100	0	150,000	798,316	550,927	1,971,865
Travel	0	600	34,784	6,000	0	0	15,000	0	13,300	100,000	0	0	0	169,684
Rentals/Leases	0	5,344	38,175	0	0	0	0	3,900	0	0	0	0	0	47,419
Scholarships	1,500,000	0	0	0	0	0	0	0	0	0	0	0	0	1,500,000
Contract Services	0	1,059,994	472,800	50,000	2,200,000	0	0	4,937	0	0	0	0	0	3,787,731
Utilities	0	555,000	0	0	0	0	0	7,558	0	0	0	0	0	562,558
Departmental Expenses	0	2,100	387,799	0	0	0	0	0	0	0	0	0	0	389,899
Other	0	66,366	42,819	0	0	0	1,000	15,875	0	0	0	0	0	126,060
Total Expenses	1,500,000	2,122,395	1,991,528	209,070	2,200,000	0	461,296	578,763	35,200	100,000	150,000	843,871	834,107	11,026,230
Net Revenues - FY2016 Budget	(1,500,000)	3,477,605	(1,363,528)	(209,070)	(2,200,000)	2,600,000	(461,296)	(58,763)	30,800	(100,000)	0	256,129	115,893	587,770
Net Revenues Portion Subtotal								284,948		(69,200)			372,022	587,770
Anticipated Fund Balance 8/31/15								2,900,000		2,000,000			2,500,000	7,400,000
Anticipated Fund Balance 8/31/16								3,184,948		1,930,800			2,872,022	7,987,770

* Expenditures include mailroom, child day care, Minority Male Initiative, Government Relations, Miscellaneous Administrative costs, Mobile Go, etc.

** Funds are committed to specified services related to students

**AUXILIARY SCHOLARSHIP PLAN
FISCAL YEAR 2015-2016**

The \$1,500,000 in Scholarships provided for in the Auxiliary budget are planned to be utilized in the following ways:

Honors Scholarship	\$100,000 Award amounts as needed	Target Group – Honors College students with unmet need Provides consistent, dedicated funding stream for Honors College students
Chancellor’s Scholarship	\$250,000 Award \$300 per semester	Target Group – Students with more than 30 SCH at HCC, with a cumulative 4.0 GPA Encourages high performing students to stay at HCC, continue to perform well and complete
Impact Scholarship	\$1,150,000 Award \$1,000 per semester	Target Group – Students within defined household incomes and Expected Family Contributions, who receive limited or no Pell, and GPA > 2.9 (new students have no initial GPA requirement). This group typically relies on loans and/or progresses very slowly through coursework due to financial constraints. Awards will be made until funds are expended. Encourages low income students without access to the majority of Pell to persist, take more hours, and avoid debt.
Total	\$1,500,000	

REPORT ITEM

Meeting Date: October 22, 2015

Committee: *Academic Affairs/Student Services*

ITEM NO.	ITEM TITLE	PRESENTER
1	Report on International Travel for HCC Honors College Students	Dr. Cesar Maldonado Dr. Kimberly Beatty Professor David Wilcox

DISCUSSION

As part of the HCC Honors College curriculum, students are invited to participate in an international travel experience funded by the college during dates inclusive of Spring Break (March 10-18, 2016) during the spring semester. This year, students will travel to Paris, France.

Two chaperones will accompany the group of 17 Honors College students: Dr. Cheryl Peters, Executive Director of the Honors College, and Professor David Wilcox, Professor of History and Humanities.

DESCRIPTION OR BACKGROUND

In preparing our students to be global leaders, the Honors College has sent students abroad for the past eight years. All students will be enrolled in a three-credit hour course, Hist 2311 (Western Civilization I), that uses world-class cities as cultural and historical learning sites--living museums--to expand their global awareness and understanding as well as to deepen their understanding of history.

In preparation for their travels, Honors College students take two paired fall semester classes--Art History and Western World Literature--to prepare them for the art, architecture, music, philosophy, and literature they will encounter in Paris, one of Europe's richest cultural and historical capitals. Additionally, during their spring semester, they will spend eight weeks in preparation for their travels, focusing on the history of Europe, France, and Paris. From its earliest tribal beginnings through its Roman and medieval history, to its role in the Napoleonic Wars and the great wars of the twentieth century, Paris will be dissected and explored in the classroom.

Once abroad, students will learn the fundamentals of group travel as well as put into practice their past classroom learning with regard to this impressive cultural capital. Museum-rich Paris will host our students at the Louvre, the Muse d'Orsay, the Pompidou Center, the Pantheon, the Palace of Versailles, Sainte Chappelle, Notre Dame Cathedral, and St. Denis Cathedral, to name but a few. A short train trip to the cathedral city of Chartres is also on the itinerary.

The HCC Honors College is a leader among community colleges who offer study-travel opportunities. Lone Star College's new Honors College is emulating our Honors travel program. Study-abroad is standard at most four-year universities, but for so many who cannot afford such schools, HCC is committed to expanding our students' horizons and perspectives by these life-changing opportunities.

FISCAL IMPACT

The Honors College estimates that the inclusive cost to be around \$2500 per participant. The trip will be funded through Auxiliary Funds generated by the Qatar Project.

STRATEGIC INITIATIVES ALIGNMENT

Strategic Initiative: #3: Insure instructional programs provide the knowledge and skills required for 21st century learners. Action 3.2 Create new platforms and methodologies to teach and support students using effective methods of course delivery, teaching practices, and support services.

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

REPORT ITEM

Meeting Date: October 22, 2015

Committee: *Governance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Board Expenditure Report for Fiscal Year 2014-2015	Dr. Cesar Maldonado Board Services

DISCUSSION

Provide Board expenditure reports for Fiscal Year 2014-2015 for the period of September 1, 2014 through August 31, 2015:

1. Board Travel
2. Board Account for Community Affairs ("BACA")

DESCRIPTION OR BACKGROUND

The Board's Compensation and Expense policy specifies that the Board Governance Committee will make a semi-annual report (based on the College's fiscal year) at the Committee of the Whole meeting for travel expenditure indicating the amount, the event/travel and the requesting Trustee.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **1. Board of Trustees Travel Expense Report**
2. Board Account for Community Affairs (BACA) Report

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HCC BOARD OF TRUSTEES
 TRUSTEE TRAVEL EXPENSE SUMMARY
 September 1, 2014 -August 31, 2015

Conference	Date	Total	Comments
Congressional Black Caucus (Washington D.C.)			
Oliver, C.	09/24/2014	\$2,340.92	
	09/27/2014		
Total:		\$2,340.92	
Association of Community College Trustees Annual Leadership Congress (Chicago, IL)			
Capo, Z.	10/22/2014	\$2,144.58	
	10/25/2014		
Loredo, E.	10/21/2014	\$2,856.96	
	10/25/2014		
Oliver, C.	10/21/2014	\$2,902.92	
	10/24/2014		
Sane, N.		\$1,020.00	Travel cancelled by Trustee
Tamez, A.		\$895.00	Travel cancelled by Trustee
Total:		\$9,819.46	
Texas Higher Education Coordinating Board Leadership Conference (Austin, TX)			
Capo, Z.	11/19/2014	\$826.58	
	11/21/2014		
Loredo, E.	11/19/2014	\$1,186.00	
	11/21/2014		
Robinson, C.		\$300.00	Travel cancelled by Trustee
Total:		\$2,312.58	
Joint CCATT/TACC Legislative Conference/Community College Day (Austin, TX)			
Capo, Z.	02/02/15	\$236.49	
	02/03/15		
Total:		\$236.49	
Association of Community College Trustees National Legislative Summit (Washington D.C.)			
Oliver, C.	02/10/2015	\$3,100.13	
	02/12/2015		
Robinson, C.	02/10/2015	\$1,895.79	
	02/12/2015		
Wilson, D.	02/09/2015	\$2,069.28	
	02/11/2015		
Total:		\$7,065.20	
ACCT Diversity Leadership Institute (Miami, FL)			
Capo, Z.	02/26/15	\$3,045.77	Extended stay due to inclement weather (flight cancellations)
	03/02/15		
Total:		3,045.77	

HCC BOARD OF TRUSTEES
 TRUSTEE TRAVEL EXPENSE SUMMARY
 September 1, 2014 -August 31, 2015

Conference	Date	Total	Comments
Texas Legislative Black Caucus (Austin, TX)			
Oliver, C.	03/01/2015 03/02/2015	\$1,288.77	
Robinson, C.		\$204.12	Travel cancelled by Trustee
Total:		\$1,492.89	
Association of Community College Trustees Governance Leadership Institute (New York, NY)			
Glaser, R	03/18/2015 03/21/2015	\$2,554.21	
Loredo, E.	03/18/2015 03/21/2015	\$2,665.70	
Wilson, D.	03/18/2015 03/21/2015	\$2,431.43	
Total:		\$7,651.34	
Board of Trustee Institute (Santa Fe, NM)			
Capo, Z.	03/25/2015 03/29/2015	\$398.50	
Tamez, A.	03/25/2015 03/28/2015	\$455.77	
Total:		\$854.27	
Association of Community Colleges (San Antonio, TX)			
Capo, Z.		\$950.00	Travel cancelled by Trustee
Total:		\$950.00	
Community College Association of Texas Trustees Annual Conference (San Antonio, TX)			
Capo, Z.	06/05/2015 06/07/2015	\$319.48	
Evans-Shabazz, C	06/05/2015 06/07/2015	\$1,207.40	
Sane, N.	06/05/2015 06/06/2015	\$1,153.42	
Total:		\$2,680.30	
National Association of Latino Elected and Appointed Officials (Las Vegas, NV)			
Capo, Z.	06/15/2015 06/20/2015	\$2,213.00	
Loredo, E.	06/16/2015 06/20/2015	\$2,330.69	
Tamez, A.	06/17/2015 06/16/2015	\$2,646.69	Total expenditures pending
Total:		\$7,190.38	
Association of Community College Trustees Governance Leadership Institute (Washington D.C.)			
Evans-Shabazz, C	08/01/2015 08/05/2015	\$2,758.91	
Total:		\$2,758.91	

TRUSTEE COMMUNITY ACTIVITY FUND
September 2014 - August 2015
BALANCES

Trustee	Date	Organization	Function	Cost	Balance
Trustee Zeph Capo					
					\$4,000.00
	4/8/2015	2015 Annual Golf Classic	Sponsorship	\$ 500.00	\$3,500.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$3,000.00
			Total Expense	\$ 1,000.00	
Trustee Eva Loreda					
					\$4,000.00
	1/14/2015	LULAC Council #402	Sponsorship	\$ 500.00	\$3,500.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$3,000.00
	5/29/2015	Gathering of the Eagles	Sponsorship	\$ 450.00	\$2,550.00
			Total Expense	\$ 1,450.00	
Trustee Sandie Mullins					
					\$4,000.00
			Total Expense	\$ -	
Trustee Christopher Oliver					
					\$4,000.00
	9/4/2014	Welcome Reception	Event Expense	\$ 1,051.00	\$2,949.00
	2/20/2015	Black History Gala	Scholarship	\$ 1,500.00	\$1,449.00
			Total Expense	\$ 2,551.00	
Trustee Carroll Robinson					
					\$4,000.00
	9/9/2014	St. Kitts-Nevis Association of Houston	Sponsorship	\$ 120.00	\$3,880.00
	9/10/2014	Texans Together Educational Fund	Donation	\$ 250.00	\$3,630.00
	10/29/2014	The Caribbean American Heritage	Donation	\$ 500.00	\$3,130.00
	10/30/2014	Jamaica Foundation of Houston Luncheon	Event Expense	\$ 700.00	\$2,430.00
	10/30/2014	Top Ladies of Distinction	Sponsorship	\$ 500.00	\$1,930.00
	11/11/2014	Community Dinner	Event Expense	\$ 494.00	\$1,436.00
	1/16/2015	Black History Gala	Sponsorship	\$ 1,000.00	\$436.00
			Total Expense	\$ 3,564.00	
Trustee Adriana Tamez					
					\$4,000.00
	4/8/2015	2015 Annual Golf Classic	Sponsorship	\$ 600.00	\$3,400.00
	4/17/2015	USHLI Student Leadership Series	Sponsorship	\$ 500.00	\$2,900.00
	5/29/2015	Gathering of the Eagles	Sponsorship	\$ 450.00	\$2,450.00
			Total Expense	\$ 1,550.00	

Trustee Neeta Sane					
					\$4,000.00
	9/30/2014	NAACP Missouri City Freedom Fund Banq.	Sponsorship	\$ 500.00	\$3,500.00
	11/5/2014	2015 YMCA Spring Golf Classic	Sponsorship	\$ 1,000.00	\$2,500.00
	3/5/2015	Health Symposium	Event Expense	\$ 155.82	\$2,344.18
	4/5/2015	Vietnamese Civic Center	Event Expense	\$ 150.00	\$2,194.18
	4/7/2015	Health Symposium	Event Expense	\$ 91.94	\$2,102.24
	4/10/2015	Health Symposium	Event Expense	\$ 623.28	\$1,478.96
	8/18/2015	Xi Kappa Lambda Educational Foundation	Sponsorship	\$ 1,478.96	(\$0.00)
			Total Expense	\$ 4,000.00	
Trustee Robert Glaser					
					\$4,000.00
			Total Expense	\$ -	
Trustee David Wilson					
					\$4,000.00
			Total Expense	\$ -	
Trustee Carolyn Evans-Shabazz					
					\$436.00
	8/15/2015	NAACP Houston Branch Education Summit	Sponsorship	\$ 500.00	(\$64.00)
			Total Expense	\$ -	

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Governance*

ITEM NO.	ITEM TITLE	PRESENTER
3	De La Cruz, Independencia v. Houston Community College, Cause No. 2013-28123 in the 80th Judicial District Court, Harris County, Texas.	Dr. Cesar Maldonado Ashley Smith

RECOMMENDATION

Authorize settlement and release of claims agreement between Independencia De La Cruz and Houston Community College.

COMPELLING REASON/RATIONALE

Upon settlement Mrs. De La Cruz will forgo any and all claims against HCC regarding her employment, including current litigation.

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Accountability and Strategic Decision-making.

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

10/16/2015 4:36 PM

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Personnel Agenda (Administrator)	Dr. Cesar Maldonado

RECOMMENDATION

Approve the contract for Edgar Ashley Smith, General Counsel in accordance with Board Policy A.7.1.

COMPELLING REASON/RATIONALE

Full-time contracted Senior Level Administrators are hired under two-year term contracts.

DESCRIPTION OR BACKGROUND

As part of HCCS' Transformation Plan, the position of General Counsel is essential for providing legal advice.

FISCAL IMPACT

Funds for the positions are provided for in the 2016 Unrestricted Budget.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Administrator (October 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Administrator (For Board Approval)

Board Meeting: October 22, 2015

FOR APPROVAL - BOARD ACTION REQUIRED
ADMINISTRATOR (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Salary</u>	<u>Effective Date</u>
1. Smith, Edgar Ashley	HCC F/T Acting General Counsel	to F/T General Counsel	EXEC/50 12 months	\$223,686 yr.	\$230,000 yr.	11-01-15

Credentials & Selection Process -
Administrator (For Board Approval)

Board Meeting: October 22, 2015

FOR APPROVAL - BOARD ACTION REQUIRED

ADMINISTRATOR (REGULAR)

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>		<u>Selection Process</u>	
1. Smith, Edgar Ashley	<i>General Counsel</i> J.D. degree required from an accredited law school. Member, State Bar of Texas required with admission to Federal courts preferred. Minimum of five (5) years directly related experience to include labor relations, labor contract and employment law required. Experience in Education Law, Texas Education code is required.	J.D. in Law	Yrs	Mos.	Job Vacancy Notice-N/A
		Acting General Counsel	1 yr.	1 mos.	-HR Referred-N/A
		Professor-Bus. Law	2 yrs.	11 mos.	-Screening committee evaluated and reviewed-N/A
		EVP & Chief Legal Offcr	5 yrs.	3 mos.	-Hiring authority evaluated and interviewed-N/A
		AVC –Gov'tl Affairs	2 yrs.	11 mos.	-Applicant selected-External
		President & CEO	5 yrs.	10 mos.	HCC F/T Acting to F/T
		Sr. Associate	1 yr.	0 mos.	
		State Rep-District 136	6 yrs.	0 mos.	
		President, Chrmn of Bd	8 yrs.	0 mos.	
		EVP & General Counsel	8 yrs.	9 mos.	
	Total	41 yrs.	9 mos.		
	<u>Additional Experience</u>				
	Sr. Advisor, Gov. of T	1 yr.	0 mos.		
	State Rep-District 136	7 yrs.	0 mos.		

ACTION ITEM

Meeting Date: October 22, 2015

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Personnel Agenda (Faculty)	Dr. Cesar Maldonado

RECOMMENDATION

Approve the personnel action item for October 2015.

COMPELLING REASON/RATIONALE

Full-time contract Faculty is hired under one-year term contracts on an annual basis under Board Policy A.7.1.

DESCRIPTION OR BACKGROUND

The hiring process for full time faculty involves a review of credentials, a screening process, evaluation and interview by the hiring authority.

FISCAL IMPACT

Funds for these faculty positions are provided for in the 2016 Unrestricted Budget.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Personnel Agenda - Faculty (October 2015)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

Personnel Agenda -
Faculty (For Board Approval)

Board Meeting: October 22, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
1. Ayers, Laura	HCCS F/T (Temp) Anthropology Instructor	to F/T Anthropology Instructor	FAC/06 10.5 months	\$ 46,288 yr.	\$ 49,275 yr.	09-08-15
2. Nguyen, Maryann	HCCS F/T Faculty Scholar Intern	to F/T English Instructor	FAC/06 10.5 months	\$ 50,262 yr.	\$ 50,262 yr.	09-16-15

Credentials & Selection Process - **Faculty (For Board Approval)**

Board Meeting: October 22, 2015

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee’s Credentials</u>		<u>Selection Process</u>	
1. Ayers, Laura	<i>Anthropology Instructor</i> Must have completed at least eighteen (18) graduate hours in Anthropology and hold a Master’s degree. Minimum of one (1) year of college level teaching experience or five (5) to ten (10) years of related work experience required.	MA in Anthropology Instructor	3yrs.	0 mos.	Job Vacancy Notice-4839 -HR Referred-26 -Screening committee evaluated and reviewed-5 -Hiring authority evaluated and interviewed-3 -Applicant selected-External HCCS Temp to F/T Regular
		Total	3yrs	0 mos.	
2. Nguyen, Maryann	<i>English Instructor</i> Must have completed at least (18) graduate hours in English and hold a Master’s degree. Minimum of one (1) year college level teaching experience preferred.	MA in English Faculty Scholar Instructor		9 mos. 11mos.	Job Vacancy Notice-N/A -HR Referred-N/A -Screening committee evaluated and reviewed-N/A -Hiring authority evaluated and interviewed-N/A -Applicant selected-External HCCS Intern to F/T
		Total	1 yr.	8 mos.	

APPENDIX A



Strategic Plan 2012-2015

Creating Opportunities for Our Shared Future

Approved by the HCC Board of Trustees, June 2012

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.

Guiding Principles:

Our Guiding Principles direct our interactions with students, the internal and external communities we serve, and each other, giving focus to our primary purpose: devotion to the achievement of student success, defined as timely completion of certificates and degrees that drive real accomplishments in the workplace, at universities, and in society.

- **Freedom with Responsibility**
HCC subscribes to and upholds a doctrine of freedom that follows the principle of responsibility.
- **Commitment to Excellence**
HCC believes that a commitment to doing one's very best without regard to position is the starting point of all expressions of excellence and setting of high standards for quality and performance.
- **Respect for the Person**
HCC holds that a principle of community mindfulness begins with respect for oneself and for others. Respect is the framework of personal integrity and provides the tie that binds us together.
- **Sound Stewardship**
Stewardship is the path to fulfilling HCC's Mission and acknowledges our guardianship of its resources and positive impact on the lives of our students and community at large.

Strategic Initiative #1 - Increase Student Completion

HCC currently leads the state and is fifth in the nation in the number of students who complete associate degrees. While we are proud of this fact, we can do better. We will strengthen our efforts and scale up those strategies that have been proven to increase the rates of students' persistence and completion.

HCC will continue to serve as a national Achieving the Dream (ATD) Leader College and work hand in hand with our high school partners to ensure more students enter our doors college-ready and leave well-prepared for successful transition to jobs, careers, and further education.

- Action 1.1:** Improve student preparation for higher education and transition to careers
- Action 1.2:** Improve academic success of students in their first semester
- Action 1.3:** Revamp developmental education to ensure greater success with more efficient delivery
- Action 1.4:** Improve students' persistence rates from one semester to the next
- Action 1.5:** Ensure students complete their programs of study and transition successfully to jobs/careers or further education

Strategic Initiative #2 – Respond to Business and Industry

As the supplier of skilled workers to business and industry, we have a responsibility to build partnerships and to develop the means to respond quickly with the creation and design of programs and student-learning outcomes that meet their requirements.

The employer is our customer. Our clear responsibility to both employers and to students is to narrow the jobs gap and the skills gap for both of these stakeholders.

- Action 2.1:** Engage industry leaders in dialogue to identify present and future needs
- Action 2.2:** Improve the infrastructure of workforce programs (instruction, curriculum, facilities, and equipment) to meet the business and industry needs
- Action 2.3:** Ensure students have access to information and support services to complete career and technical education programs

Strategic Initiative #3 – Develop 21st Century Learners

HCC must prepare our students to become citizens and workers capable of productive and meaningful participation in the 21st century. Core competencies of critical thinking, effective communications, quantitative reasoning, teamwork, personal responsibility, and social responsibility must be taught in all of our instructional programs.

All classrooms at HCC should meet minimum technology standards, and all faculty must be trained and supported in using effective teaching and learning strategies to promote success for students in their learning today as well as throughout their lifetime.

- Action 3.1:** Ensure adoption and commitment by HCC to 21st century core curriculum skills as defined by the Texas Higher Education Coordinating Board (THECB)
- Action 3.2:** Create new platforms and methodologies to teach and support students using effective methods of course delivery, teaching practices,
- Action 3.3:** Provide an environment conducive to optimal learning that includes consideration of facilities, technology, equipment, materials, accessibility, and concern for students

Strategic Initiative #4 – Support Faculty/Staff Professional Development and Student Leadership Development

HCC has celebrated its 40th year by enrolling and graduating more students than ever before. To ensure we continue to thrive as an essential and relevant institution for the educational development of our students and the economic development of our community, we must prepare students, faculty, and staff for the leadership roles of tomorrow.

We will do this in multiple ways – through the expansion of external resources and support, purposeful mentoring of leadership candidates, infusion of opportunities for leadership development in our instructional programs, student services, extracurricular activities, and human resources.

- Action 4.1:** Develop a system-wide strategy to encourage leadership development for students
- Action 4.2:** Develop a system-wide strategy for ongoing professional and leadership development for faculty

- Action 4.3:** Develop a system-wide strategy for provision of professional and leadership development for HCC personnel at all levels and functions of the organization

Strategic Initiative #5 - Support Innovation

HCC recognizes that in the near term there will be continuing economic turmoil to challenge the funding and stability of the institution. We also recognize that continuous technical challenges will create disruptions and opportunities in the delivery and transfer of knowledge and data.

To counter and overcome these difficulties, we must be an institution where innovation is valued and promoted. However, nothing will be accepted merely on the basis of custom, anecdote, or fad – everything we do must be proven to have long-term value in terms of strengthening our institutional resilience and capacity to serve our students and our community.

- Action 5.1:** Reduce HCC’s reliance on debt to maximize the use of operating dollars for strengthening teaching and learning capabilities
- Action 5.2:** Leverage current and new grant opportunities to improve the institution’s capability to respond to our teaching and learning needs
- Action 5.3:** Expand opportunities for the HCC Foundation to fund capital projects, program excellence, and faculty development
- Action 5.4:** Optimize technology and capital assets through planning for business continuity, disaster recovery, replacements, training, and environmental sustainability

Strategic Initiative #6 – Support Entrepreneurialism

Houston is an entrepreneurial, “opportunity city” where taking a risk, failing, and starting over again are valued. HCC is the “Opportunity College” and is grassroots in its approach to serving its constituents. Therefore, HCC is committed to strategic thinking that not only respects students wherever they are, but also inspires and gives them the tools and confidence to follow their dreams.

HCC will commit to an entrepreneurial culture within the organization to serve as an example of the “spirit of Houston.” For this institution, fostering a culture that encourages inspiration and dreaming helps students actualize their potential.

- Action 6.1:** Encourage an entrepreneurial culture among all members of the HCC family
- Action 6.2:** Develop and implement promising practices that nurture and reward a spirit of entrepreneurialism throughout the institution

Action 6.3: Strengthen HCC assessment and institutional effectiveness (IE) processes and activities

Strategic Initiative #7 – Leverage Partnerships

Houston is a global leader. The diversity of our economic structure and our willingness to embrace and value the partnerships encourage innovation. HCC is a principle partner for educational and economic opportunities, enhancing and advancing the community's quality of life. HCC is a catalyst for creating jobs.

Former U.S. Secretary of Defense Robert M. Gates described foreign language education, study abroad, and the recruitment of foreign students to U.S. campuses as key strategies in promoting America's national security and economic interests. While addressing the audience at the 2012 NAFSA conference in Houston, Gates stated, "Our economic future depends on Americans who can work successfully in an international setting."

According to an American Council on Higher Education Blue Ribbon Panel on Global Engagement (November, 2011), "It is important that college graduates, whatever their location, be not only globally competitive but also globally competent, understanding their roles as citizens and workers in an international context. While identifying common problems, we might also discover common solutions (p.6)."¹

Action 7.1: Identify and secure new local partnerships capable of improving the institution's capacity, performance, and resilience

Action 7.2: Identify and secure new regional and state partnerships capable of improving the institution's capacity, performance, and resilience

Action 7.3: Identify and secure new international partnerships capable of improving the institutions' capacity, performance, and resilience

APPENDIX B

Personnel Report for August 23, 2015

(No Board Action Required)

Personnel Agenda -

Staff (No Board Action Required)

Board Meeting: October 22, 2015

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
NON-FACULTY (REGULAR)

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
1. Cardenas, Jacqueline	HCCS F/T Secretary II	to F/T Secretary III	NE/08 12 months	\$ 35,016 yr.	\$ 38,224 yr.	10-01-15
2. Contreras, Maria Del Rosario	University of Houston	to F/T Secretary II	NE/07 12 months	\$ 43,963 yr.	\$ 45,329 yr.	09-28-15
3. Hamilton, Blaine	HCCS P/T Secretary	to F/T Secretary II	NE/07 12 months	\$ 9,308 yr.	\$ 33,548 yr.	09-14-15
4. Montgomery, Viveca	Lone Star College	to F/T Secretary II	NE/07 12 months	\$ 27,994 yr.	\$ 36,707 yr.	09-28-15
5. Muller, Elizabeth	ITT	to F/T Financial Aid Associate	EX/07 12 months	\$ 45,537 yr.	\$ 45,537 yr.	09-28-15
6. Novotny, Misty	HCCS F/T Secretary II	to F/T Office Manager	NE/08 12 months	\$ 41,832 yr.	\$ 45,715 yr.	10-01-15
7. Olvera, Elena	HCCS P/T CE Support Specialist	to F/T Secretary II	NE/07 12 months	\$ 16,900 yr.	\$ 34,178 yr.	09-14-15

HOUSTON COMMUNITY COLLEGE SYSTEM
 ADMINISTRATOR/SECRETARIAL/CLERICAL/CLASSIFIED STAFF
 October 22, 2015

<u>Name</u>	<u>Previous Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
8. Pham, Tiffany	HCCS F/T Enrollment Services Assistant	to F/T Secretary II	NE/07 12 months	\$ 33,220 yr.	\$ 36,707 yr.	09-16-15
9. Saunders, Patricia	Edgecombe Community College	to F/T College P-16 Director	EX/10 12 months	\$ 56,025 yr.	\$ 61,630 yr.	09-14-15
10. Stafford, Michael	American College	to F/T Executive Director, Library Resources & Services	EXEC/20 12 months	\$ 94,398 yr.	\$ 106,759 yr.	09-14-15
11. Tello, Maria	HCCS P/T Receptionist/Switchboard Operator	to F/T Secretary III	NE/07 12 months	\$ 9,308 yr.	\$ 32,890 yr.	09-14-15
12. Tyler, Jamaah	Everest	to F/T Coordinator, Financial Aid	EX/08 12 months	\$ 70,761 yr.	\$ 45,555 yr.	09-14-15
13. West, Samuel	HCCS F/T Advisor	to F/T College P-16 Director	EX/10 12 months	\$ 40,966 yr.	\$ 54,027 yr.	09-16-15
14. White, Kirk	HCCS F/T Director Healthcare Professions	to F/T Director Continuing Education	EXEC/10 12 months	\$ 101,817 yr.	\$ 106,908 yr.	09-14-15

SEPARATIONS OF EMPLOYMENT

Anguiano, Carlos	Carlos Anguiano, Office Manager, effective September 4, 2015.
Burnett Jr., Leslie	Leslie Burnett Jr., Auto Cad/Audio Visual Supervisor, effective September 8, 2015.
Davis, Marion Chad	Marion Chad Davis, Student Recruiter, effective October 2, 2015.
Gallaher, Edwin	Edwin Gallaher, Secretary II, effective September 23,
Garza, Orfelina	Orfelina Garza, President of Southwest College, effective September 15, 2015.
Grant, Patricia	Patricia Grant, Security Officer, effective September 3, 2015.
Hanks, Bryan	Bryan Hanks, Sr. Web Developer, effective October 6, 2015.,
Smith, Billy	Billy Smith, Ac & Refrigeration/Instructor, effective September 2, 2015.

Supplemental Information

Regular Meeting held on

October 22, 2015



STUDENT SUCCESS STORIES
October 22, 2015



SIOMARA ELLIS
CENTRAL COLLEGE



CHRISTOPHER WILLIAMS

COLEMAN COLLEGE



VINCE KIEL
NORTHEAST COLLEGE



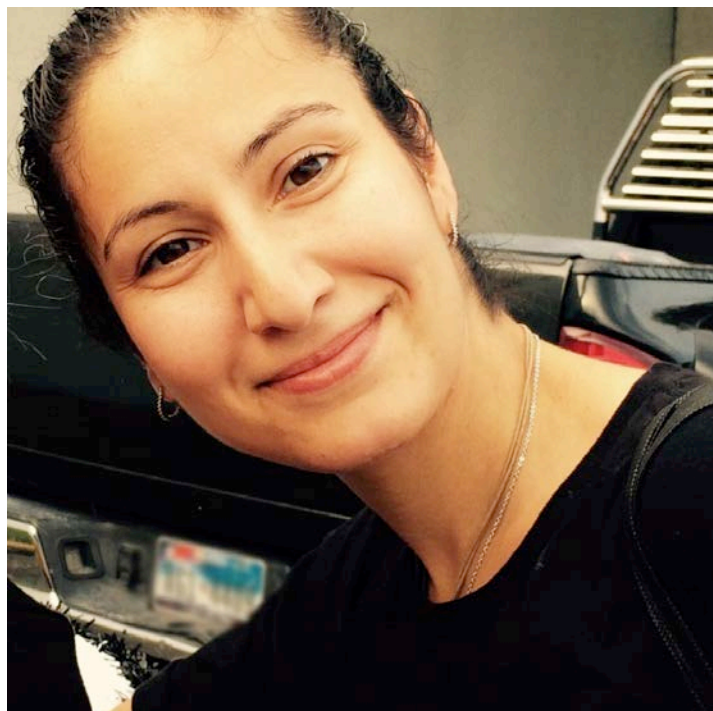
JUN GAO

NORTHWEST COLLEGE



ALEXIS VENCES

SOUTHEAST COLLEGE



DALIA HATEM DE KHATTAR

SOUTHWEST COLLEGE