



AGENDA

BOARD OF TRUSTEES REGULAR BOARD MEETING

**February 25, 2016
4:00 p.m.**

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



Strategic Plan 2016-2019

Imagine HCC 2019

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

Mission

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

Vision

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

Strategic Goal

Strategic Objective

1. Student Success

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

2. Organizational Stewardship

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

3. Performance Excellence

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

4. Innovation

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

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

HOUSTON COMMUNITY COLLEGE

February 25, 2016

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-fifth (25th) day of February, 2016 at 4:00 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, Strategic Planning Committee, Public Facility Corporation Board of Directors Meeting, and Committee of the Whole on December 10, 2015, and Chancellor Evaluation Committee and Regular Meeting on December 17, 2015.

Approval of Minutes from the Academic Affairs/Student Services Committee, Board Governance Committee, Chancellor Evaluation Committee, Special Meeting, and Committee of the Whole on January 12, 2016, and Regular Meeting on January 21, 2016.

IV. Awards, Presentations, and Recognitions

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

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VIII. Consent Agenda

A. Board Governance

1. Adopt Revisions to HCC Policy: Board Approval and Signature Authority.
2. Adopt Revisions to HCC Naming Opportunity Policy.
3. Adopt Revisions to Board Bylaws.

B. Facilities and Finance

4. Approval of the Official HCC Schedule of Tuition and Fees.
5. Approval of Amendment to Ground Lease between HCC and TMC.
6. Adoption of Resolution for TexPool Participation.
7. Stafford Workforce Campus Manufacturing Center of Excellence Equipment Purchase (Cooperative Purchase).
8. HAAS CNC Lathes, Mills and Simulators-Stafford Campus (Project No. 16-14).
9. Bridgeport Series 1 Milling Machines-HCC Stafford Campus (Project No. 16-12).
10. Standard Modern Lathes for Stafford and South Campuses.
11. Bookstore and Related Services (Project No. 16-23).
12. Reroofing at HCC's Katy Campus (Project No. 16-04).
13. HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05).
14. Physical Therapy Anatomage Table for Coleman College.
15. Investment Report for the Month of December 2015.
16. Monthly Financial Statement and Budget Review for December 2015.
17. Approval of Lease Agreement for 5505 West Loop South Houston, Texas.

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IX. Topics for Discussion and/or Action

A. Board Governance

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

C. Real Estate Matters

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

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

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

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

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

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

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

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

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

- 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

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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.

CERTIFICATE OF POSTING OR GIVING NOTICE

On this 25th day of February 2016 at or before 4:00 p.m., this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002; and (2) the Houston Community College website, www.hccs.edu.

Rose Sarzoza-Pena
Manager, Board Services

December Minutes

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

December 10, 2015

Minutes

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

MEMBERS PRESENT

Dave B. Wilson, *Committee Member*
Zeph Capo, *Alternate Committee Member*
Adriana Tamez, *Committee Member*
Robert Glaser
Neeta Sane

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Debra McGaughey for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southwest College

OTHERS PRESENT

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

CALL TO ORDER

Mr. Capo, Board Chair, called the meeting to order at 2:55p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice. (Mr. Capo represented Ms. Loreda as Committee Chair for this meeting).

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

(Mr. Glaser stepped out at 2:56 p.m.)

STUDENT SUCCESS UPDATE

Dr. Maldonado stated the update reflects a snap shot on how we are going to align our strategies from each department with achieving the goals of each of the five domains as well as the strategic plan.

Dr. Beatty provided an update on the HCC Student Experience Plan and its alignment with the Chancellor's goals. She presented the following:

Aligning the HCC Student Experience Model with HCC

- HCC Student Experience Milestones
- Performance Domains
- Creating Alignment

(Mr. Glaser returned at 2:59 pm)

(Dr. Evans-Shabazz arrived at 3:05 p.m.)

Mr. Wilson inquired as to when the weekend college will begin and how many students will it take to make it a feasible program.

Dr. Beatty responded that the weekend college is still in the development phase and it will begin in the Fall 2016. It is starting with a business degree, a GED program, and a workforce degree. More information will be provided in a future report.

UPDATE ON ATHLETICS & RECREATIONAL SPORTS

Dr. Nicotera provided an update on the Fall 2015 Recreational Sports programming for the District. He presented the following:

Recreational Sports Update Fall Semester 2015

- Club Sports Activities
- Club Sports Activities By College: Fall 2015
- Recreational Activities By College: Fall 2015
- Recreational Sports/Club Sports Participation By College
- Available Funds Vs Utilization By College
- Operating Expenditures By College
- Transformation of Recreational Sports Program

Mr. Capo noted that there is a discrepancy between the available funds and the utilized amounts. He inquired regarding the latitude in utilizing ATH funds. He apprised since not all students are engaged into individual team sports could the funds be used district wide into health and well-being in order to help students feel like a unit.

Dr. Maldonado informed that we are starting to approach the wellness issue by providing wellness facilities. A wellness center with equipment will be placed at Woodridge. We are partnering with Missouri City and Southeast local YMCA.

Mr. Capo inquired if the marketing plan will be funded through these funds.

Dr. Maldonado explained that we are currently researching technology for marketing. He anticipated the funds would be used for equipment and staffing. The marketing will be included in other areas of the college.

(Ms. Mullins arrived at 3:12 pm)

Ms. Sane inquired if we have any educational programs related to sports training.

Dr. Nicotera stated there is no educational sports training program at this time.

Mr. Capo noted that Ms. Loreda would like to move plans forward.

UPDATE ON INSTITUTIONAL TRANSFORMATION PLAN

Dr. Maldonado mentioned a change will be coming in the Spring. He noted to the Board, it will be enhanced as it relates to what is being done in order to meet the goals of the community and strategic plan. He introduced Dr. Herod to provide a brief update on Transformation.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:19 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena
Manager, Board Services

Minutes Approved as Submitted: _____

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

December 10, 2015

Minutes

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

MEMBERS PRESENT

Robert Glaser, *Committee Chair*
Dave Wilson, *Committee Member*
Adriana Tamez, *Alternate Committee Member*
Carolyn Evans-Shabazz
Zeph Capo

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College

OTHERS PRESENT

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

CALL TO ORDER

Mr. Glaser, Committee Chair, called the meeting to order at 2:16 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 present: Capo, Evans-Shabazz, Tamez, Glaser, and Wilson).

ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2015

Motion – Mr. Wilson moved and Dr. Tamez seconded.

Dr. Maldonado stated Grant Thornton has conducted an external audit, met with administration and staff, and provided their charge in conducting the audit.

Ms. Zamora introduced Grant Thornton to present on the review of the audit.

The External Audit Team consists of Angela Dunlap, Karmyn Jeffries and Erica Brown. They presented the following:

- Audit Scope and Results
- Quality of Accounting Practices
- Technical Updates
- Accounting Updates

(Mr. Capo stepped out at 2:19 p.m.)

Mr. Wilson inquired if a monetary figure could be provided to the Board.

Ms. Dunlap stated that there are no potential monetary figures associated with the audit and no question costs reported.

Mr. Glaser inquired as to when the committee anticipated getting any prior year openings and endings completed.

Ms. Jefferies responded with by the end of this week or no later than next week.

(Mr. Capo returned at 2:31 p.m.)

Mr. Wilson inquired as to the method used for the amortization.

Ms. Dunlap noted the effective interest rate method is used.

Mr. Glaser inquired if there are any remaining items for 2015.

Ms. Dunlap apprised that a clean letter would be issued by the next Board meeting on December 17, 2015.

(Dr. Evans-Shabazz stepped out at 2:40 p.m.)

(Ms. Sane arrived at 2:53 p.m.)

(Dr. Evans-Shabazz returned at 2:54 p.m.)

Vote – The motion passed with a vote of 3-0.

Houston Community College
Audit Committee Meeting – December 10, 2015 - Page 3

ADJOURNMENT

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

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

**MEETING OF THE
STRATEGIC PLANNING COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

DECEMBER 10, 2015

Minutes

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

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Neeta Sane
Carolyn Evans-Shabazz
Adriana Tamez, *Secretary*
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Margaret Ford Fisher, President, Northeast College
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 1:11 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: Sane, Capo, Evans-Shabazz, Tamez, and Glaser)

(Mr. Wilson stepped in at 1:14 pm)

HCC STRATEGIC PLAN 2016-2019

Dr. Cesar Maldonado welcomed Dr. Stephen Klineberg from Rice University's Kinder Institute for Urban Research to assist with the presentation of the Strategic Plan.

Dr. Klineberg presented on the following "Changing Face of Houston: Two Revolutions."

(Dr. Evans-Shabazz stepped out at 1:32 pm)

(Dr. Evans-Shabazz returned 1:33 pm)

Dr. Herod presented Achieving the Vision: Strategic Plan:

- Achieving The Vision
 - Strategic Pathway called IMAGINE 2019
 - Plan describing the Board - approved Vision
- IMAGINE 2019- An Aligned Institution Focused on Student Success
 - Strategic Plan – Vision and 4 Strategy Pillars
 - Transformation
 - HCC Way- Values and Behaviors
- Foundation for the Vision
 - On-line Surveys
 - In-Person Interviews
 - Internal Workgroups
 - Community Outreach Efforts
 - College Listening Tours
 - Executive Team Meetings
- Excellence Driven Inside and Out
 - Ad Hoc Committee of the Board of Trustees
 - External Stakeholders
 - HCC Faculty Senate
 - HCC United Student Council
 - HCC Chancellor's Cabinet
- Strategic Planning Advisory Council and Internal Work Groups
 - External Meetings (471)
 - Transcribed Tape Hours (22)
 - Internal Survey Responses (850)
 - External Survey Responses (including students) (906)
 - Open Comments from Survey (1,667 comments)
 - Chancellor Listening Tours (6 colleges, 350 attendees, 180 comment cards)
- Key Findings Supporting The Vision (Internal Survey Responses)
 - Ensure Quality Instructional Programs and Courses
 - Increase Student Retention and Persistence Rates
 - Create Opportunities to Gain Knowledge, Skills, & Credentials in High Demand Fields
 - Improve the Student Experience
 - Improve the Effectiveness of our Administrative Services

- Strategic Planning Components
 - Mission
 - Vision
 - Core Values
 - Behavioral Competencies
- Our Mission
- Vision Adopted December 11, 2014
- Our Cultural Core – The HCC Way
 - Our Core Values
 - Core Behaviors
 - Leadership Behaviors
- Defining the Strategic Pillars
 - **Student Success**
 - Improve student preparedness, readiness and alignment
 - Improve the student experience
 - Increase student completion
 - Ensure instructional programs prepare students for success in current and future working environments
 - **Organizational Stewardship**
 - Ensure the strategic plan serves as the basis for funding
 - Improve and streamline business transactions and processes
 - Increase diversity, inclusion and engagement throughout the institution
 - **Performance Excellence**
 - Focus on one HCC & consistency of quality experience across the campuses, departments, and facilities
 - Foster an environment within the institution as a compelling place to work and learn
 - Employ analytic measures to assess and guide performance excellence
 - **Innovation**
 - Build a culture that champions collaboration, creativity and innovation
 - Increase innovation in teaching and learning
 - Expand the use of technology throughout the institution
- Imagine 2019
 - **Vision**
 - Student Success
 - Organizational Stewardship
 - Performance Excellence
 - Innovation
 - Behavioral Competencies
 - Core Values
 - Mission
- Performance Goals Alignment
 - **Performance Goals**
 - Participation
 - Success

- Fiscal & Facilities
- External Relations
- Governance & Board Relations

Dr. Tamez inquired about Dr. Klineberg's role in the committee and how many served on the committee.

Dr. Herod apprised Dr. Klineberg is a member of the Strategic Planning Advisory Council and that he presented to the council. Dr. Herod noted there are 25-30 council members.

Dr. Evans-Shabazz inquired on how is the HCC culture promoted and strengthened in regards to academic standards, the collaboration of faculty, staff and student success in determining whether you have full or part time positions.

Dr. Maldonado apprised part of the strategy being used is to improve the onboarding process for adjuncts. He noted that from a budget stand point, we must have a balancing point where we can afford the faculty that we need. Our goal will be to have a preponderance of fulltime faculty. We have invited them to attend convocation and events we hold for fulltime faculty.

Dr. Beatty explained we are striving for a goal of 50% to 50% ratio, 50% part-time and 50% full time. She noted Susan Goll, former Faculty Senate President is creating a formula and we are working to develop a proposal that will help us get that 50% ratio.

Mr. Wilson noted a correction on page 4, and that only 8 trustees had input regarding the strategic plan. He inquired how the Centers of Excellence fit in the strategic plan. He requested more concrete examples of how it affects the operations of units.

Mr. Capo apprised the purpose of the strategic planning committee is to look forward into how we ensure it is integrated, and what we are doing to move forward.

Ms. Sane inquired as to how the plan aligns with Texas Education Coordinating Board 60/30 plan. She requested assistance with identifying how the plan fits into the Texas Education Coordinating Board's plan.

Dr. Maldonado mentioned that over the next quarter you will begin to see what is needed to reach the goals of the 60/30 plan.

Motion – Ms. Sane moved to approve the HCC Strategic Plan 2016-2019 presented by administration and Mr. Glaser seconded.

Vote on Motion – The motion passed with a vote of 3-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 11:38 a.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

DRAFT

**MEETING OF THE
BOARD OF DIRECTORS
HOUSTON COMMUNITY COLLEGE
PUBLIC FACILITY CORPORATION**

December 10, 2015

Minutes

The Board of Directors of the Houston Community College Public Facility Corporation held a meeting on Thursday, December 17, 2015, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Zeph Capo,
Robert Glaser
Sandie Mullins
Neeta Sane
Dave Wilson
Adriana Tamez
Carolyn Evans-Shabazz

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College

OTHERS PRESENT

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

CALL TO ORDER

Mr. Capo, called the meeting to order at 3:20 p.m. and declared the Board of Directors convened to consider matters pertaining to Houston Community College Public Facility Corporation as listed on the duly posted Meeting Notice.

(The following Directors present: Capo, Evans-Shabazz, Tamez, Glaser, Sane, Mullins and Wilson).

RESOLUTION APPOINTING OFFICERS OF THE PUBLIC FACILITY CORPORATION

Motion – Trustee Mullins moved and Tamez seconded.

Dr. Maldonado stated that it is required by the by-laws of the Public Facility Corporation to appoint officers.

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

RESOLUTION AUTHORIZING THE CONVEYANCE OF PUBLIC FACILITIES TO HOUSTON COMMUNITY COLLEGE SYSTEM

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

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

ADJOURNMENT

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

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

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

December 10, 2015

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Thursday, December 10, 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*
Carolyn Evans-Shabazz
Sandie Mullins
Neeta Sane
David Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
David White, President, Faculty Senate
Lillie Aranda, President, COPA
Melissa Mihalick, Board Counsel, Bracewell & Giuliani, and other administrators

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 3:29 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

SALE OF 11.75 ACRES IN MISSOURI CITY

Motion – Ms. Sane moved Ms. Mullins seconded.

Dr. Maldonado apprised as part of the transactions dealing with the Missouri City Campus relocation, and one of the transactions is the sale of 11.75 acres and building to Fort Bend County.

Mr. Wilson inquired if the other piece of property was to Johnson's Development.

Dr. Maldonado apprised the Board authorized the sale a few months ago, but it is to be brought back for final approval. He noted we should have something by the end of the year. He also noted that the buyer is interested, and will move forward with the purchase.

Dr. Maldonado explained the transaction on the other partial adjoining to this one will either be an existing contract or for sale. He noted the Board has already authorized administration to proceed with the sale, and if the deal does not go through it would go for public sale.

Mr. Glaser inquired when will we close on the property and if we will continue the use of the facility once the property is sold.

Dr. Maldonado clarified that the intention is to continue use of the facility and that we are currently in the process of negotiation with the county.

Mr. Glaser asked if we are not able to come to an agreement will classes be moved to other locations.

Dr. Maldonado responded the Stafford campus or leasing other properties are options.

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

CONSTRUCTION AUDIT STATUS REPORT

Dr. Maldonado stated that as part of the overall CIP project, R.L. Townsend and Associates have been engaged to perform a review of contracts and buildings. In addition, they are to audit the 2013 CIP construction projects.

Mr. Chuck Smith introduced Debbie Townsend, R.L. Townsend and Associates, Construction Auditor.

Ms. Townsend provided a Construction Audit Update on the following:

Houston Community College
Committee of the Whole December 10, 2015 - Page 3

- Best Practices – Construction
- Audit Areas of Focus
- Bidding of Subcontractors
- Payment Applications
- Resolution of Questions

(Dr. Tamez stepped out at 3:40 p.m.)

(Ms. Sane stepped out at 3:41 p.m.)

(Ms. Sane returned at 3:52 p.m.)

Mr. Capo inquired if there are any type of audits done onsite in order to ensure work is done properly in the buildings.

Ms. Townsend explained the issue of concern is work order changes and general conditions. She noted they review payroll to make sure they know who are the employees, and a review is done to ensure people who are on payroll.

Mr. Smith apprised that it has to do with financial or performance audit. He noted part of the strategy is for project, program managers, and HCC personnel to walk the buildings daily and take note of things that need to be corrected before it becomes an issue.

Mr. Capo stated he will have an evaluation form created for final check off regarding the things that were completed for each of the HCC properties.

CONSENT AGENDA

Motion – Mr. Capo moved items to the consent agenda.

- Resolution Authorizing the Acceptance of Public Facilities from the Houston Community College System Public Corporation
- Investment Report for the Month of October 2015
- Authorize Procurement Method for Parking Lot Maintenance and Report on Condition
- Online Learning Management System
- Authorize Execution of Texas Cooperative Purchasing Network Contract with TDIndustries
- Proposed Settlement Between Lorenzo Walker and HCC.
- Monthly Financial Statement and Budget Review for October 2015.

Vote – The motion passed with a vote of 6-0.

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 4:53 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open

Houston Community College
Committee of the Whole December 10, 2015 - Page 4

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 5:13 p.m. and entertained any motions on pending matters.

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

AUTHORIZE PURCHASE OF PALMETTO CUL-DE-SAC RIGHT OF WAY AT EASTSIDE CAMPUS

Motion – Dr. Evans-Shabazz moved and Ms. Mullins seconded.

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

APPROVAL OF MARTINEZ PARTNERS, LPP LEGAL INVOICE

Motion – Mr. Glaser moved and Dr. Evans-Shabazz seconded.

Vote – The motion failed with a vote of 4-1. Mr. Wilson opposed.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:14 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

**MEETING OF THE
CHANCELLOR EVALUATION COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

December 17, 2015

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Thursday, December 17, 2015, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Zeph Capo, *Committee Member*
Eva Loredo, *Committee Member*
Robert Glaser
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
William Carter, Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Madeline Burillo, Interim President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

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

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:00 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

CHANCELLOR'S EVALUATION TIMELINE FOR 2015 – 16

Motion – Ms. Loredo moved and Mr. Capo seconded.

Vote – The motion passed with a vote of 3-0.

CHANCELLOR'S EVALUATION FOR 2014 – 15 AND ANY OTHER RELATED MATTERS, AS NECESSARY

(Dr. Evans-Shabazz arrived at 3:01 p.m.)

Mr. Hollingsworth apprised the item would be discussed in closed session.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 3:03 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. Dr. Tamez 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.

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

Dr. Tamez reconvened the meeting in Open Session at 4:00 p.m. and entertained any motions on pending matters.

Motion – Ms. Loredo moved item II.A (*Chancellor's Evaluation for 2014-15 and Any Other Related Matters, As Necessary*) under the Chancellor Evaluation Committee approve a one-time compensation of 3.5% for Chancellor Maldonado for his goals and accomplishments for 2014-2015 year. Mr. Capo seconded.

Vote – The motion passed with a vote of 3-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:01 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: _____

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

**December 17, 2015
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, December 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*
Carolyn Evans-Shabazz
Eva Loreda
Sandie Mullins
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Valerie Simpson for Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Associate Vice Chancellor, Information Technology
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
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
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Mr. Zeph Capo, Chair, called the meeting to order at 4:01 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, Mullins, Sane, Tamez, Loredo and Wilson)

A special recognition reception was held in honor of Ms. Sandie Mullins.

(Oliver arrived at 4:26 p.m.)

PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Mullins led the prayer and the pledges.

APPROVAL OF MINUTES

Motion – Mr. Oliver moved and Ms. Loredo seconded.

Dr. Evans-Shabazz noted the inconsistency in the minutes regarding her name. She requested that Dr. Evans-Shabazz is used in the minutes. She noted that the minutes indicated she “stated” but should be noted she “asked” if the City was judgement proof. She also noted that she was not listed as a present for the Chancellor Evaluation Committee meeting.

Vote – The motion passed with necessary corrections with a vote of 9-0.

Approval of Minutes from the Academic Affairs/Student Services Committee, Audit Committee, Board Governance Committee, Chancellor Evaluation Committee, and Committee of the Whole on November 12, 2015, and Chancellor Evaluation Committee and Regular Meeting on November 19, 2015.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

Mr. Capo acknowledged the gift from the Houston Livestock Show and Rodeo of \$146,000. He presented Mr. Joe Cowley, Houston Livestock President and CEO and Mr. Jack Lyons, Chair of the Board for the check presentation.

CHAIRMAN’S REPORT:

Mr. Capo opened the floor for Trustee Reports:

- **Trustee District Reports**

District III – Dr. Tamez thanked everyone for great things happening at HCC and wished Happy Holidays.

District IV – Dr. Evans-Shabazz informed she attended the SE college event, and expressed her holiday wish to everyone.

District V – Mr. Glaser thanked all the community groups and groups through the college, and understands what is taking place.

District VI – Ms. Mullins wished everyone Happy Holidays and a prosperous 2016.

District VII – Ms. Sane thanked both Dr. Maldonado, Dr. Burillo and Mr. Chuck Smith for hosting the town hall meeting

District VIII – Ms. Loredo informed that the community is thriving and everyone is excited about the Fraga Campus.

District IX – Mr. Oliver thanked Dr. Harmon and his colleagues for the job well done.

District I – Ms. Capo thanked Dr. Ford Fisher for inviting him to the Northline Community Campus Holiday party. He also thanked Juliet Stipeche for her 5 years of services at HISD. He wished everyone holiday wishes.

- **Board Meeting Schedule**

Mr. Capo announced the next scheduled meeting dates for Committee and COTW meetings is Tuesday, January 12, 2016 and the Regular meeting on Thursday, January 21, 2016.

Birthday Recognitions

Recognized Trustees Wilson and Oliver for their upcoming birthdays.

- **Board Chair End of the Year Message**

This is the last Regular meeting for the year for the Board of Trustees at Houston Community College. We, the governing board for Houston Community College take this opportunity to thank the Administration, staff, faculty, students, community, business leaders, and stakeholders for their contribution to HCC and for another successful year. I would also like to take this moment to say thank you to my colleagues for their dedication and commitment throughout the year. To each of you, thank you. Your steadfastness as a governing board of the institution is greatly appreciated. As we come to the close of another year, we would like to wish everyone a joyous and safe holiday.

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the Chancellor's Reports on the following:

- Community College Week ranked HCC in the top five among 1,200 two-year institutions.
- HCC is number one in awarding associate degrees to all minorities
- Number two in awarding associate degrees to African American students
- Number two in awarding associate degrees to Hispanic students
- Number four in granting associate degrees in all disciplines
- And number five in awarding associate degrees to Asian American students

- The HCC Diversity and Inclusion Council has been recognized on a national scale as a recipient of the 2015 Higher Education Excellence in Diversity or HEED Award. The honor recognizes U.S. colleges and universities that demonstrate an outstanding commitment to diversity and inclusion. In addition to receiving the award, HCC was featured in the November issue of INSIGHT Into Diversity Magazine.
- HCC and the Foundation, we recently received a \$63,000 gift from the Consulate of Mexico in Houston. This donation is the largest ever given from the Mexican Consulate to an educational institution.
- A 4, 000 scholarship was awarded by Golden Bank through the HCC Foundation to four students and HCC Foundation and Board member Alice Chen was instrumental in making this possible.
- The Robert Garner Firefighter Foundation gave HCC Foundation a generous \$7.5 million educate and train future firefighters. In turn HCC renamed the Fire Academy to the Robert Garner Firefighter Academy. Annually the gift will provide scholarships of full tuition for the majority of cadets in the Firefighter Academy. With this the legacy of Robert Garner, the Houston Firefighter who died in 2013, will live on.
- The US Department of Labor awarded HCC \$4.2 million to fund registered apprenticeship and pre-apprenticeship programs in Healthcare and IT industries as well as upgrade programs to support plumbing occupations. HCC is the only college in the state to receive this American Apprenticeship Grant, which will help train students to work as pharmacy techs at CVS and computer information techs at JP Morgan.
- HCC is the proud recipient of a prestigious award for Excellence in Financial Reporting. Under the leadership of Teri Zamora, Senior Vice Chancellor of Finance and Administration, HCC was awarded this certificate from the Government Finance Officers Association of the United States and Canada in the area of governmental accounting and financial reporting.
- Moody's Investors Service revised the outlook on the HCC system from negative to stable and upgraded the Junior Lien debt from Aa3 to Aa2. This reflects the strong management of our operational performance, the projection of continued strong operating health and the rapid growth of our tax base.
- This year, HCC was recertified as an Achieving the Dream Leader College, by demonstrating a commitment to student success through dedicated leadership, improving programs and services, broad engagement and institutional improvement throughout the HCC system.
- HCC is partnering with leaders from public and private sectors for the White House initiative on Educational Excellence for Hispanics. HCC's role is to develop a program to offer seamless student transfers from HCC to the University of Houston.

Universities Partnerships

- A transfer agreement with Loyola University New Orleans will allow students to complete their core courses at HCC then transfer seamlessly to the four-year university. HCC is the first community college in Texas to have this type of articulation agreement.
- Co-enrollment program with Texas A and M University that addresses the growing need for engineers. The Texas A&M-Chevron Engineering Academy is already underway. HCC engineering students are taking their core classes here and will earn their bachelor's degrees at the Texas A&M Dwight Look College of Engineering in College Station.

COE Presentations

- Dr. Williams Harmon presented Center of Excellence at Central College

Student Recognitions

- Dr. Philip Nicotera presented the Student Success Stories. The following students were recognized:
 - Robert Ridley, Central College
 - John Davis, Coleman College
 - Raymond McCoy III, Northeast College
 - Amanda Hernandez, Northwest College
 - Arturo Velazquez, Southeast College
 - Shanell Foster, Southwest College

Faculty Senate Report

Dr. Maldonado presented Mr. David White, President, Faculty Senate.

Mr. White invited the Board of Trustees to the annual Faculty Conference on Saturday, February 6, 2016 at the Doubletree Downtown.

(Mr. Oliver stepped out at 5:54 p.m.)

(Dr. Evans-Shabazz stepped out at 5:55 p.m.)

(Dr. Evans-Shabazz returned at 5:56 p.m.)

(Mr. Oliver returned at 5:57 p.m.)

CONSENT AGENDA

Motion – Ms. Loreda moved and Ms. Sane seconded to approve the consent agenda with the excluding items C.3, C.8 & D.12. The following items were approved:

- HCC Strategic Plan 2016-2019.
- Annual Financial Report For The Fiscal Year Ended August 31, 2015.
- Investment Report For The Month Of October 2015.
- Monthly Financial Statement and Budget Review For October 2015.
- Authorize Procurement Method For Parking Lot Maintenance And Report On Condition.

- Online Learning Management System.
- Authorize Purchase of Palmetto Cul-De-Sac Right Of Way AT Eastside Campus.
- Authorize Executive Of Texas Cooperative Purchasing Network Contract With TDIndustries.
- Proposed Settlement Between Lorenzo Walker and HCC.
- Chancellor's Evaluation Timeline For 2015-16.

Vote – The motion passed with a vote of 9-0.

RESOLUTION AUTHORIZING THE ACCEPTANCE OF PUBLIC FACILITIES FROM THE HOUSTON COMMUNITY COLLEGE SYSTEM PUBLIC FACILITY CORPORATION

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

Vote – The motion passed with a vote of 9-0.

(Dr. Evans-Shabazz stepped out at 6:10 p.m.)

(Dr. Evans-Shabazz returned at 6:11 p.m.)

SALE OF 11.75 ACRES IN MISSOURI CITY

(Dr. Evans-Shabazz stepped out at 6:12 p.m.)

Motion – Ms. Sane moved and Mr. Oliver seconded.

Vote – The motion passed with a vote of 7-1. Mr. Wilson opposed.

(Dr. Evans-Shabazz returned at 6:16 p.m.)

TOPICS FOR DISCUSSION AND/OR ACTION

- Personnel Agenda (FACULTY)

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

Vote – The motion passed with a vote of 8-0.

STRATEGIC REAL ESTATE STUDY

Dr. Maldonado welcomed Mr. Jeffery Bricker from Page Southerland Page to assist with the presentation of the strategic real estate study.

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado introduced Charles Smith to present the current update on CIP.

Mr. Chuck Smith presented on the following and noted the information is on the HCC website:

- Internships
- October Budget Report
- Town Hall Meetings
- Upcoming Events
- Permit & Construction Schedule
- IRS Projections

(Mr. Oliver stepped out at 6:53 p.m.)

(Ms. Loredo stepped out at 6:55 p.m.)

(Mr. Oliver returned at 6:56 p.m.)

(Ms. Loredo returned at 7:37 p.m.)

ADJOURNED TO CLOSED SESSION

Mr. Capo adjourned the meeting to Executive Session at 6:56 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 7:37 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Wilson, Sane, Capo, Evans-Shabazz, Loredo, Mullins, Tamez and Oliver)

CHANCELLOR'S EVALUATION FOR 2014-2015 AND ANY OTHER RELATED MATTERS, AS NECESSARY.

Motion – Ms. Sane moved and Mr. Oliver seconded.

Vote – The motion passed with a vote of 7-1. Mr. Wilson opposed.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:38 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena
Manager, Board Services

Minutes Approved as Submitted: _____

January Minutes

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

January 12, 2016

Minutes

The Academic Affairs/Student Services Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, January 12, 2016, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, *Committee Chair*
Dave B. Wilson, *Committee Member*
Adriana Tamez, *Committee Member*
Carolyn Evans-Shabazz
John P. Hansen

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Debra McGaughey for William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southwest College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators, and citizens

CALL TO ORDER

Ms. Loreda, Committee Chair, called the meeting to order at 4:32 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: Wilson, Tamez, Hansen, Loreda, and Evans-Shabazz).

STUDENT SUCCESS UPDATE

Dr. Maldonado stated the college has been working on six system wide projects chaired by the college presidents. He presented Dr. Phillip Nicotera who provided an update on the student success initiatives projects.

(Mr. Glaser and Ms. Sane arrived at 4:34 p.m.)

Dr. Nicotera presented the following:

Student Service Projects

- Admission and Registration Processes
- New Student Orientation
- Career Advising
- Learning Support
- Early Alert
- Mapping Discipline Adjacencies

DUAL CREDIT UPDATE

Dr. Maldonado explained that the Dual Credit program at HCC is a very critical part of student success. He noted a new structure was implemented with the hiring of a new Associate Vice Chancellor for Student Success. He presented Dr. Kimberly Beatty, who gave an update on the programs and initiatives.

Dr. Beatty presented on the following:

Student Success Report Item

- P-16 Organizational Structure
- High Schools in College Service Areas

Dr. Beatty presented Dr. Catherine O'Brien, who provided an update on Dual Credit goals.

Dr. O'Brien presented the following:

Dual Credit Program

- Dual Credit Limitations
- Dual Credit Goals
- HCC Dual Credit Values
- Enrollment Targets By District

(Mr. Oliver arrived at 4:19 p.m.)

(Mr. Capo arrived at 4:51 p.m.)

(Mr. Oliver stepped out at 4:55 p.m.)

(Mr. Oliver returned at 4:57 p.m.)

HONORARY DEGREE

Dr. Maldonado apprised of the request for honorary degree recipients. He noted it is a practice the Board follows and there is no specific policy. He will present a recommendation to the Board for a policy and formal adoption. He presented Dr. Kimberly Beatty, who provided information regarding the timeline and graduation date.

Dr. Beatty advised that the honorary recipient names are due at Board Services by March 21, 2016. She noted that honorary recipient names will be presented at the April meeting for approval and the graduation ceremony is scheduled for Saturday, May 14, 2016. She recommend each trustee might present two names.

Dr. Maldonado commented that the practice the Board adopted in 2015 is limited to three names.

Mr. Oliver noted there should not be a limit on the number of honorary degree recipients as long as the criteria is met.

Ms. Loreda asked the Board to meet the March 21, 2016 deadline and that nominations would be closed on that day.

ADOPTION OF THE ASSOCIATE IN ARTS DEGREE AS THE MULTIDISCIPLINARY STUDIES ASSOCIATE DEGREE

Motion – Dr. Tamez moved and Mr. Wilson seconded.

Dr. Maldonado articulated that the adoption of the Associate in Arts in General Studies as the multidisciplinary studies associated degree is to bring the college into compliance with the request of the Texas Higher Education Coordinating Board. Dr. Kimberly Beatty presented on the request.

Dr. Beatty clarified that as part of the State's completion agenda, the Coordinating Board has established a requirement that all colleges have a multidisciplinary studies Associates degree. She requested the approval for the adoption of the current Associates of Arts in General Studies degree as the Multidisciplinary Studies Associate degree to comply with the Senate Bill 1189.

(Mr. Oliver stepped out at 5:06 p.m.)

Vote – The motion passed with a vote of 3-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:08 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: _____

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

January 12, 2016

Minutes

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, January 12, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Committee Chair*
John P. Hansen, *Committee Member*
Robert Glaser, *Committee Member*
Eva Loreda, *Alternate Committee Member*
Zeph Capo
Carolyn Evans-Shabazz
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
William Harmon, President, Central College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Remmele Young, Associate Vice Chancellor, Governmental and External Relations

OTHERS PRESENT

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

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 3:16 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Motion – Mr. Glaser moved and Dr. Hansen seconded.

ADOPT REVISIONS TO BOARD BYLAWS

Mr. Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani presented revisions to the Board Bylaws. He presented a new board policy and provided an update on existing policies. The following policies was presented:

New Board Bylaw Policy

- Article H:8 Requests for Legal Advice

Suggested Revisions to Board Bylaw Policy

- Article A:9 Campaign Finance Reports
- Article A: Code of Ethics Complaint Form
- Article E:2 Appointing Campus Committees

(Mr. Oliver stepped in at 3:33 p.m.)

(Ms. Sane and Mr. Capo stepped out 3:35 p.m.)

- Article H:4 Public Statements And The Media
- Article H:5 Training

(Ms. Sane returned at 3:43 p.m.)

- Article H:9 Board Member Complaints

(Mr. Capo returned at 3:45 p.m.)

Dr. Hansen requested the bylaws be amended to reflect votes be required in open meetings.

Dr. Tamez requested Board Counsel revise the bylaws, include comments received from the committee, and forward a draft to the Board prior to the next meeting.

Dr. Tamez motion on the bylaws revision and changes presented to the committee by Board Counsel.

Vote – The motion passed with a vote of 3-0.

PROPOSED REVISIONS TO TASB POLICIES: SECTION A & SECTION B

Mr. Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani presented proposed revisions to the TASB Polices. Mr. Hollingsworth noted a full implementation of the TASB Polices would occur in Spring 2016. The following sections were presented:

(Dr. Evans Shabazz stepped out at 3:50 p.m.)

(Mr. Oliver stepped out at 3:53 p.m.)

- Section A: Basic District Foundation
- Section B: Local Governance

Mr. Hansen requested the definition of Senior Staff be defined once in the policies.

Mr. Hollingsworth stated that there are two different provisions the definition covers in two separate subjects. He will revise to eliminate redundancy.

Dr. Maldonado added BBE, Request for Legal Advice, be referenced and that it is in the bylaws, as well as in the TASB policy.

Mr. Hollingsworth noted the same would be for the bylaws in reference to the TASB polices.

(Dr. Evans Shabazz returned at 4:01 p.m.)

(Mr. Capo stepped out at 4:03 p.m.)

(Mr. Oliver returned at 4:04 pm)

(Mr. Capo returned at 4:04 p.m.)

Dr. Hansen suggested revising BBG, C & O to eliminate redundancy and BBH (Conventions, Conferences, and Workshop) to include Texas Association of School Boards.

Dr. Hansen suggested revising BCAB, to reflect, *“Officers of the Board shall be elected by a majority of the total membership of the Board in January, or at any time thereafter”*.

Dr. Hansen noted a grammatical error in BCG, 12; *“evaluation”* should be *“evaluated”*.

(Ms. Loreda stepped out at 4:10 p.m.)

(Ms. Loreda returned at 4:12 p.m.)

Dr. Hansen suggested to eliminate Sarbanes Oxley Act in BE, and revise the sentence to reflect *“All polices shall be consistent with the guidelines set forth by the Association of Community College Trustees and all state and federal laws”*.

Houston Community College
Board Governance Committee Meeting – January 12, 2016 - Page 4

Mr. Hollingsworth will provide general requirements of Sarbanes Oxley Act to the Board in a future meeting to the Board Governance Committee.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:19 p.m.

Minutes recorded, transcribed & submitted by:
Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

**MEETING OF THE
CHANCELLOR EVALUATION COMMITTEE
OF THE BOARD OF TRUSTEES
HOUSTON COMMUNITY COLLEGE**

January 12, 2016

Minutes

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, January 12, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Zeph Capo, *Committee Member*
Eva Loreda, *Committee Member*
Carolyn Evans-Shabazz, *Alternate Committee Member*
Robert Glaser
John P. Hansen
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, 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, President, Southeast College
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
William Harmon, President, Central College
Madeline Burillo, Interim Acting President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Janet May, Chief Human Resources Officer

OTHERS PRESENT

Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani
Other administrators and citizens

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:14 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Houston Community College
Chancellor Evaluation Committee Meeting – January 12, 2016 - Page 2

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

APPROVAL OF CHANCELLOR'S GOALS FOR DOMAN 3.2 AND 3.3 FOR FISCAL YEAR 2016

Motion – Mr. Capo moved and Ms. Sane seconded.

Dr. Tamez apprised that Dr. Maldonado will provide clarification to the memorandum presented to him by the Committee and Board Chairs.

Dr. Maldonado addressed the following:

3.2 Increase revenues during fiscal year 2016 by the amounts

- Item #1 – Increase Tuition and Fees Revenues (Net) by 2%, or \$1.5M

Dr. Hansen suggested the item be revised to “Increase Revenues from Tuition and Fees” (Net) by 2%, or \$1.5M”.

- Item #2 – Increase federal and state grants by 5%, or \$1.1M
- Item #3 – Clarify naming policy and secure two donors to fund the naming of a program or physical space

Dr. Maldonado explained that administration is working on a facilities naming policy to recommend to the Board. He noted the policy would allow for a strategic plan and a discussion with the donor regarding the different thresholds they must meet.

Mr. Glaser inquired as when the policy would be presented to the Board.

Dr. Maldonado apprised the policy should be presented in February to the Board.

- Item #4 – Increase auxiliary lease revenues by 20%, or \$1.1M

Dr. Maldonado stated the largest portion of the college lease income comes from 3100 Main, approximately \$5.6 million, which includes two tenants. He noted Pros lease expires September 2016 and St. Luke's in December 2017. He noted there is other short-term income from the Auditorium and other facilities leases within the district. Dr. Maldonado stated that the plan is to increase total revenue from leases including new leases at Woodridge, and Southwest Campus. He stated this would increase revenue at \$1.1 million and long-term leases would be brought to the Board for approval.

Mr. Wilson inquired if the new leases would impact the amount of lease money the college can collect on the 5% of the total bond package, as the letter received from Andrew and Kurth implied.

Dr. Maldonado explained that there are some restrictions, but it does not unilateral apply. He noted there are restrictions from a time standpoint based on the funding mechanism and method of acquisition. He noted it would be reviewed by legal counsel before bringing to the Board for approval.

Ms. Loreda inquired if the community would be charged rental fees. Dr. Maldonado stated if the community request to use HCC facilities there would be a charge applied.

Ms. Sane asked if the financial goals in 3.2 are in line with the approved 2015 budget.

Dr. Maldonado expressed that the goal does not have any budget implications on 2015 budget. He noted that it is in alignment with the strategic vision and the desires of the Board.

Dr. Tamez conveyed the timeline would be posted in the Board Conference Room.

3.3 Achieve operating efficiencies in operations

- Item #1 – Decrease hiring timeline by 7 days

Dr. Tamez requested that Board Services provide Dr. Hansen with a Chancellor Evaluation packet for his review.

Dr. Maldonado noted he would provide target numbers on item #1 to the Board when he provides an update on current performance. He stated that the schedule report on each domain is due on February 28, 2016.

Dr. Tamez requested, the Chancellor provide target numbers so the Board may support him and the system. She noted the Board should be comfortable with the numbers presented and that it is part of the evaluation instrument. The committee would meet in intervals to discuss percentages. She noted the Board and Chancellor should work as a team.

- Item #2 – Increase internal capacity for facilities maintenance and reduce reliance on primary vendor by 10% on an annualized basis

Dr. Maldonado advised HCC has a contractor that maintains our facilities. He proposed we use outside contractors for large maintenance, and internal and small business enterprises groups for small maintenance. This is in an effort to save cost in performing maintenance.

- Item #3 – Reorganize Information Technology departments to more efficiently serve the needs of the college, in accordance with study underway by Berkley Research Group

Dr. Maldonado apprised reorganization is underway for the Information Technology department. He noted the Berkley Research Group was hired to determine if HCC was operating efficiently and effectively through looking at the restructuring of the IT department and provide a structure that will fit the needs of our vision and transformation. In addition, the

Houston Community College
Chancellor Evaluation Committee Meeting – January 12, 2016 - Page 4

group will restructure the Information Technology department. He noted that we are moving from centers of delivery to Centers of Excellence, creating systems of support for the colleges and shared services. Entire IT structure will change with shared services and be responsive to the college's operation.

- Item #4 – Transition to participation in SouthEast Texas GigaPop (SETG) for providing internet connectivity and reduce costs by \$250,000 on an annualized basis

Dr. Maldonado advised that in order to exercise the membership with Texas GigaPop, cable must be put in place to connect to the main data line. He noted a fiber cable would be laid from Hayes Rd. and the System locations to the main trunk line. In addition, there will be upgrades at West Loop, Spring Branch and Katy Campuses. This will allow the college to receive a savings of \$250,000 a year on internet cost.

Vote – The motion passed with a vote of 3-0.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:18 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: _____

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

January 12, 2016

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Tuesday, January 12, 2016, at the HCC Administration Building, 3100 Main, 2nd floor, Auditorium, Houston, Texas.

MEMBERS PRESENT

Zeph Capo, *Chair*
Robert Glaser, *Vice Chair*
Adriana Tamez, *Secretary*
Carolyn Evans-Shabazz
John P. Hansen
Eva Loreda
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Margaret Ford Fisher, President, Northeast College
Madeline Burillo, Interim President, Southwest College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carme Williams, Executive Director, HCC Foundation

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. Capo, Chair, called the meeting to order at 5:30 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, Loredo, Hansen, Oliver, Sane, Tamez, Evans-Shabazz and Wilson)

Mr. Capo announced that the Board would hold election of officers for 2016 and opened nominations for Chair.

ELECTION OF BOARD OFFICERS FOR 2016

CHAIR

- Mr. Oliver nominated Dr. Tamez.
- Dr. Hansen nominated Mr. Glaser.

Mr. Oliver moved to close nominations.

The Board considered the following nominations for Chair.

- Dr. Tamez
- Mr. Glaser

Vote on Dr. Tamez for Chair – Trustees Loredo, Tamez, Capo, Oliver, Evans-Shabazz

Dr. Tamez was elected Chair with five votes.

VICE CHAIR

- Ms. Sane nominated Mr. Glaser.
- Ms. Capo nominated Ms. Loredo.

Mr. Oliver moved to close nominations.

The Board considered the following nominations for Vice Chair.

- Mr. Glaser
- Ms. Loredo

Vote on Mr. Glaser for Vice Chair – Trustees Wilson, Sane, Oliver, Evans-Shabazz, Glaser

Mr. Glaser was elected Vice Chair with five votes.

SECRETARY

- Ms. Sane nominated Dr. Evans-Shabazz.

Dr. Hansen moved to close nominations.

Vote – Dr. Evans-Shabazz was elected Secretary by acclamation.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:33 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena

Manager, Board Services

Minutes Approved as Submitted: _____

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

January 12, 2016

Minutes

The Board of Trustees of Houston Community College met as a Committee of the Whole on Tuesday, January 12, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, *Secretary*
Zeph Capo
John P. Hansen
Eva Loredó
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
Teri Zamora, Senior Vice Chancellor, Finance and Administration
Madeline Burillo, Interim President, Southwest College
Margaret Ford Fisher, President, Northeast College
Zachary Hodges, President, Northwest College
Phillip Nicotera, President, Coleman College
Irene Porcarello, 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 members of the press

CALL TO ORDER

Dr. Tamez, Chair, called the meeting to order at 5:35 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

Houston Community College
Committee of the Whole January 12, 2016 - Page 2

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

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

AUTHORIZE EXTENSION OF LEASE AT PINEMONT CENTER

Motion – Mr. Oliver moved and Mr. Capo seconded.

Mr. Capo stated, as trustee of District I, he speaks in favor of approving the lease. He stated there is work being done in the community and the college is located in an area of three HISD High Schools. He noted the two additional years would give them time to continue to determine a permanent solution and to make sure the college is where it needs to be.

Dr. Maldonado announced the Acres Home project is scheduled for completion in December 2016, and Northline in May 2017. He noted that during the 2-year lease extension, the college would be looking at how the project fits into the master plan.

Vote – The motion passed with a vote of 9-0.

SALE OF 33 ACRES IN MISSOURI CITY

Motion – Mr. Oliver moved and Mr. Capo seconded.

Mr. Hansen inquired if the property would sell at the acquisition cost.

Dr. Maldonado informed the property would sell at the acquisition cost. He noted the item is in the final element of the transaction allowing the college to move the campus at Sienna Plantation to Texas Parkway. He noted the closing with Fort Bend County is still pending, and the transaction will be added at closing when all transactions are finalized.

Dr. Maldonado introduced Ms. Michelle Morris of Rogers, Morris & Grover, who briefed the Board regarding fees associated with the sale.

Ms. Morris stated HCC would be acquiring funds from Johnson Development Company to purchase the land back, based on the closing documents of 2004, when the property was acquired. Ms. Morris noted there is no real estate fees associated, and closing is scheduled between February and June.

(Mr. Oliver stepped out at 5:49 p.m.)

Motion to postpone item 4 to closed session. Mr. Capo moved and Dr. Hansen seconded.

Vote – The motion passed with a vote of 8-0.

AUTHORIZE ADDITIONAL FUNDING TO COMPLETE THE SAN JACINTO MEMORIAL GREEN AND AUSTIN STREET IMPROVEMENT PROJECTS

Ms. Loredo inquired if there were other monies from the City available or other resources to obtain monies other than HCC.

Dr. Maldonado stated that in the original 2010 maintenance tax notes, there is a balance of approximately \$630,000 to fund the project. He noted the college expects to fund the change with funds set aside for maintenance tax notes.

Dr. Tamez requested the expected date of completion be included in the item.

Dr. Maldonado asked Mr. Chuck Smith to provide clarity regarding the completion of the project.

Mr. Smith expressed they are trying to complete the project by the end of March 2016.

(Mr. Oliver returned at 5:56 p.m.)

(Mr. Wilson stepped out at 5:57 p.m.)

(Mr. Wilson returned at 5:58 p.m.)

(Ms. Sane stepped out at 5:59 p.m.)

(Ms. Sane returned at 6:00 p.m.)

Vote – The motion passed with a vote of 8-1 with Mr. Glaser opposing.

WAIVER OF OUT-OF-DISTRICT TUITION AND FEES FOR DUAL CREDIT STUDENTS

Motion – Mr. Oliver moved and Dr. Evans- Shabazz seconded.

Dr. Maldonado stated dual credit is an important component of education at HCC. He referred to Ms. Teri Zamora for questions and answers concerning the item.

Ms. Zamora provided information regarding out of district tuition and fees for dual credit students at HCC.

Mr. Glaser expressed due to the new legislator's policy, the college should work with other entities and at the next session in Austin, TX provide numbers to indicate waiver of out of district tuition and fees for dual credit students failed.

Vote – The motion passed with a vote of 9-0.

INVESTMENT REPORT FOR THE MONTH OF NOVEMBER 2015 AND MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR NOVEMBER 2015

Motion – Mr. Oliver moved and Ms. Sane seconded.

Ms. Zamora provided an overview on investments as of November 30, 2015. Ms. Zamora presented an update on revenues and expenditures for November 2015. She informed 26.9% of revenues and 25.4% of expenses have been recorded. She noted expenses are up by \$9 million than last year due to an \$8 million debt payoff in October and the balance is due to salary increases given to employees.

Mr. Wilson inquired if the \$8 million was paid out of operating budget. Ms. Zamora confirmed that the funds were taken from 2016 operating budget.

Dr. Hansen inquired if the \$471 million represents the funds of the district. Ms. Zamora explained it is an investment balance. It is cash that has been invested in investment products. It includes the proceeds of the bond.

Vote – The motion passed with a vote of 9-0.

UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS

Dr. Maldonado invited Mr. Chuck Smith to provide a status of the bond projects.

Mr. Smith provided an updated on the following:

- Interns & Apprenticeships
- October Budget Report
- Small Business Enterprise
- Alief Hayes Road
- West Loop Parking Garage
- Stafford Work Force
- Brays Oaks
- Eastside Workforce Building
- Eastside Student Center
- Felix Fraga STEM
- Central South
- Acres Homes
- West Houston Institute
- Northline Central Plant
- Coleman Health Tower
- Permit & Construction Schedule
- IRS Spending Requirements
- IRS Projections

Dr. Tamez requested a date regarding a community meeting with Central Campus constituents regarding the culinary program. Dr. Tamez agreed to go out into the community to provide a report.

Ms. Loreda requested the Board be notified regarding Bond CIP meetings in the communities.

REPORT ON INTERLOCAL & COOPERATIVE CONTRACTS AWARDED

Dr. Maldonado stated the Board authorized him to negotiate interlocal and cooperative contracts that are budgeted and not to exceed \$500,000. He noted the report is contracted for under the approval amount.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 6:31 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.

Dr. Tamez reconvened the meeting in Open Session at 7:21 p.m. and entertained any motions on pending matters.

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

Motion – Dr. Hansen moved and Ms. Loreda seconded.

Mr. Glaser requested the administration to explain the sale of 3 acres in Missouri City in a simple format for taxpayers, media, and others in a way that they may be able to follow along with the college action. He expressed he wants the confidence of the public and for their involvement in what is going on with the sale.

Mr. Capo requested informational pieces regarding average cost per acres development value in Missouri City and average taxing rate value in Sienna Plantation.

Mr. Wilson requested the college avoid these types of transactions in the future.

Dr. Maldonado clarified the Board approved an action on January 22, 2015. He noted the approved action as follows: *“Contingent on the approval of transactions related to the purchase of the existing Missouri City campus by other parties resulting in zero net cash outlay by HCC, authorize the Chancellor to purchase and execute all necessary documents related to real property located on Texas Parkway in Missouri City”*. He noted that in Feb. 2015, the contingency was removed from what the Board approved. He stated the grant application to George Foundation, to achieve a net zero cash outlay, was a critical component and properly represented to the Board.

Vote – The motion passed with a vote of 5-2-1. Mr. Wilson and Dr. Hansen opposed and Ms. Loreda abstained.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 7:27 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena, Manager, Board Services

Minutes Approved as Submitted: _____

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

**January 21, 2016
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, January 21, 2016 at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, *Chair*
Robert Glaser, *Vice Chair*
Carolyn Evans-Shabazz, *Secretary*
Zeph Capo
John P. Hansen
Eva Loredo
Christopher W. Oliver
Neeta Sane
Dave Wilson

ADMINISTRATION

Cesar Maldonado, Chancellor
Melissa Gonzalez, Chief of Staff
Valerie Simpson for Ashley Smith, General Counsel
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer
William Carter, Associate Vice Chancellor, Information Technology
Michael Edwards for Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics
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
Zachary Hodges, President, Northwest College
Irene Porcarello, President, Southeast College
Janet May, Chief Human Resources Officer
Carne Williams, Executive Director, HCC Foundation
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

OTHERS PRESENT

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

CALL TO ORDER

Dr. Tamez, Chair, called the meeting to order at 4:53 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: Wilson, Capo, Oliver, Glaser, Tamez, Evans-Shabazz, Sane, Loredo and Hansen)

PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Capo led the prayer and pledges.

RECOGNITION OF PAST CHAIR

Dr. Tamez thanked Mr. Capo for his leadership as Board Chair in 2015. Dr. Tamez presented Mr. Capo with a gavel set and eagle in recognition of an outstanding job and for his leadership.

(Mr. Oliver stepped out at 5:01 p.m.)

(Mr. Oliver returned at 5:02 p.m.)

APPROVAL OF MINUTES

Motion – Mr. Oliver moved and Ms. Loredo seconded. The following corrections were noted for December 17, 2015 meeting minutes:

- Page 6 – Dr. Evans-Shabazz returned at 6:16 p.m.
- Page 7 – The motion passed with a vote of 7-1
- Page 8 – Chancellor Evaluation For 2015-2016
- Page 9 – The motion passed with a vote of 7-1

Dr. Tamez deferred consideration of approval of minutes until next meeting.

CHAIRMAN'S REPORT:

Dr. Tamez provided the following report:

- Birthday Recognition

Ms. Eva Loredo celebrated her birthday on January 17th.

- Trustee District Reports

District IX – Mr. Oliver requested a newsletter be sent to his constituents in order to get the HCC message out to the community.

District VIII – Ms. Loredo met with students in various areas and they are returning back to the campus. Senior citizens are requesting computer classes. The community is very involved in Houston Community College.

District VI – Dr. Hansen stated that Hayes Road campus is up 11.5% in enrollment for spring semester. He noted that the 3rd & 4th floors of the campus are complete.

CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the Chancellor's Reports on the following:

Dr. Cesar Maldonado welcomed everyone back for the New Year, congratulated the newly elected officers of the Board, and thanked the outgoing officers for their services over the past year.

- Dr. Maldonado stated that the Board's role as a member of the governing body will be instrumental in the implementation stage of the Imagine 2019 Strategic Plan and continuation of Phase 2 of Transformation.
- The Transformation Leadership Team will meet again on Friday, January 29th. Dr. Maldonado stated that this group consists of faculty, staff and students. He apprised that the group has been expanded from 65 members to 100 with the goal of gaining more insight into future processes.

Ms. Addie Heyliger Recognition

- Dr. Maldonado recognized Ms. Addie Heyliger, HCC Adjunct faculty who was recently elected to FBISD Board of Trustees. Ms. Heyliger has an extensive track record for dedication and community leadership. In addition to being a FBISD Board of Trustees, she currently serves on the Fort Bend YMCA Board and is actively involved with United Way Young Leader, Alpha Kappa Alpha Sorority, LINKS and the Missouri City Baptist Church.

Black History Gala Announcement

- Dr. Maldonado announced the HCC Black History Scholarship Gala will take place Saturday, February 13th at Hotel ZaZa. He noted this year marks the 10th anniversary of the HCC Black History Scholarship Gala, which features nationally recognized individuals as keynote speakers. Dr. Maldonado presented Dr. William Harmon, Chair of the Black History Committee, to provide more details related to the event.

COE Presentations

- Dr. Ford Fisher presented on the Center of Excellence at Northeast College.

Student Recognitions

- Ms. Shantay Grays presented, on behalf of Dr. Philip Nicotera, the Student Success Stories. The following students were recognized:
 - Samira Ben Salka , Central College
 - Erica Reeder, Coleman College
 - Levonte Lewis, Northeast College
 - Roxana Arcos, Northwest College
 - Martha Salazar, Southeast College

- Martin Obosu, Southwest College

Faculty Senate Report

Dr. Maldonado presented Mr. David White, President, Faculty Senate.

Mr. David White, Faculty Senate President extended an invitation to the Board to attend the Annual Faculty Conference on Saturday, February 6, 2016 at the Doubletree Hotel.

Mr. White noted HCC Faculty Senate will produce a resolution for HCC to remain a gun-free institution, similar to what University of Houston Faculty Senate did.

Mr. White stated a proposal is being crafted regarding year two of the multi-year pay adjustment.

CONSENT AGENDA

Motion – Dr. Hansen moved and Mr. Capo seconded to approve the consent agenda. The motion passed with a vote of 9-0. The following items were approved:

- Approval of Chancellor's Goals for Domain 3.2 and 3.3 for Fiscal Year 2016
- Authorize Extension of Lease at Pinemont Center
- Authorize Additional Funding to Complete the San Jacinto Memorial Green and Austin Street Improvement Projects
- Investment Report for the Month of November 2015
- Monthly Financial Statement and Budget Review for November 2015

TOPICS FOR DISCUSSION AND/OR ACTION:

ADOPT REVISIONS TO BOARD BYLAWS

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

Dr. Hansen requested to amend *Article H: 4. Public Statements And The Media*. He proposed to delete the blue line.

Motion – Mr. Capo moved and Mr. Wilson seconded discussion on the amendment.

Vote on the amendment – The motion failed with a vote of 3-6.

Dr. Hansen requested *Article H: 7. Requests For Documents* to be deferred consideration. He proposed, as a form of due process, to include the following sentence *"If the Board disagrees with the Chair ruling, the Board member may appeal to the Board as a whole and a major of the Board can overrule the decision of Chair"*.

Dr. Hansen motioned to move to recommit *Article H: 7.* to the Governance Committee with the instructions to add the sentence as requested.

Vote on the amendment – The motion failed with a vote of 3-6.

Vote – The motion passed with a vote of 6-3.

ADOPTION OF THE ASSOCIATE OF ARTS DEGREE AS THE MULTIDISCIPLINARY STUDIES ASSOCIATE DEGREE

Motion – Mr. Capo moved and Ms. Loredo seconded.

Dr. Maldonado stated that the request for adoption of the Multidisciplinary Studies Associates Degree will allow HCC to be in compliance with the Texas Higher Education Coordinating Board regarding classification in multidisciplinary areas that will facilitate the transfer of students at HCC to a university.

Vote – The motion passed with a vote of 9-0.

SALE OF THE 33 ACRES IN MISSOURI CITY

Motion – Mr. Capo and Mr. Oliver seconded.

Dr. Maldonado informed the Board they would receive in their Weekly Administrative Briefing a table showing cash, book and economic transactions regarding the sale of 33 acres in Missouri City. He noted that it would also be on HCC website under Capital Improvement Plan.

Vote – The motion passed with a vote of 7-2. Mr. Wilson opposed and Mr. Hansen abstained.

WAIVER OF OUT-OF-DISTRICT TUITION AND FEES FOR DUAL CREDIT STUDENTS

Motion - Dr. Hansen moved and Mr. Capo seconded.

Mr. Glaser asked the Chancellor explain the reason for a need to waive out-of- district tuition.

Dr. Maldonado explained the wavier is being considered by administration as a recruiting tool for students to enroll at HCC, as opposed to other colleges. He noted this would allow administration to facilitate enrollment of dual credit students' once they have graduated. The goal is college success for students.

Vote – The motion passed with a vote 9-0.

ADJOURNED TO CLOSED SESSION

Dr. Tamez adjourned the meeting to Executive Session at 7:17 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. Dr. Tamez 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.

(The following Trustees were present: Wilson, Capo, Glaser, Tamez, Loredo, Hansen, Evans-Shabazz)

Dr. Tamez reconvened the meeting in Open Session at 8:11 p.m. and entertained any motions on pending matters.

TOPICS FOR DISCUSSION AND/OR ACTION

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

- Personnel Agenda (FACULTY)

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

Dr. Tamez stated that “the fallen Marines are in our thoughts and prayers”.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:12 p.m.

Minutes recorded, transcribed & submitted by:

Rose Sarzoza-Pena
Manager, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
1	Adopt Revisions to HCC Policy: Board Approval and Signature Authority	Dr. Cesar Maldonado Jarvis Hollingsworth

RECOMMENDATION

Approve proposed revisions to current HCC Board Policies B.1.7.8 Board Approval and B.1.5.4 Signature Authority.

COMPELLING REASON/RATIONALE

The purposes for the revisions are to clarify the contracts subject to Board approval and amend the Chancellor's signature authority.

DESCRIPTION OR BACKGROUND

As a fiduciary body, the Board has a legal responsibility for fiscal management of HCC funds, to the extent this responsibility and authority has not been delegated to the Chancellor by policy. Under current HCC Policy B.1.5.4 Signature Authority, the Board granted the Chancellor authority to initiate and execute contracts valued up to \$75,000 and College Presidents the authority to initiate and execute contracts valued up to \$25,000. However, the Board retained authority for approving certain types of contracts, notwithstanding the \$75,000 threshold delegated to the Chancellor, under separate policy.

The amended Signature Authority policy (B.1.5.4) will increase the Chancellor's authority to initiate and execute contracts valued up to \$100,000. Similarly, the amended threshold amount to \$100,000 is reflected in the revisions to B.1.7.8 Board Approval, which enumerates the types of contracts requiring board approval. As a fiduciary for HCC, the Board shall maintain approval authority for specific contracts as defined in the revised Board Approval policy. The revisions to B.1.7.8 Board Approval do not revoke or disturb the authority previously granted to the Chancellor under B.1.5.4 Signature Authority, but are solely intended to further define the types of contracts that require board approval and promote consistency within the policies.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

Texas Education Code 51.352(e); Texas Government Code 2269.403

STRATEGIC ALIGNMENT

- 2.B.1.: Conduct a system-wide analysis of all processes and procedures.
- 3.A.1.: Develop unified policy, procedures and operations manual.

Attachment Title(s): **1. Revisions to HCC Policy B.1.7.8 Board Approval**
2. Revisions to HCC Policy B.1.5.4

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/18/2016 4:31 PM

**B:1.5 Finance and Operations
 Accounting, Reporting and Payroll**

Responsible Department: Accounting

| Date Approved/Amended: ~~December 2, 2010~~

B:1.5.4 Signature Authority

The Board grants the Chancellor authority to initiate and execute contracts valued at up to ~~\$50,000.00~~ \$100,000. ~~College presidents are authorized to initiate and execute contracts valued up to \$25,000.~~ All contracts shall be executed in accordance with HCC policy and procedures.

B:1.7 Finance and Operations Purchasing and Acquisition

Responsible Department: Procurement

Date Approved/Amended: ~~December 2, 2010~~

B:1.7.8 Board Approval

The following types of contracts require the approval of the Board:

1. Employment contracts;
2. Purchases or sales of real property;
3. ~~Contracts, excluding legal services, and leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000~~75,000 or more over the contract term; Leases with a term exceeding one year (including options to renew) that have a cumulative expenditure of \$100,000 or more over the contract term;
4. Revenue leases and revenue rental agreements exceeding a term of five years (including options to renew); and
45. Contracts involving the sale of intellectual property or technology transfer;:-
6. Purchase contracts to include any expenditure made by the valued at \$75,000
\$100,000 and above, excluding legal services; and
7. Cooperative, interlocal, and job order contracts valued at \$500,000 and above.

Any contract requiring approval of the Board may be required to be reviewed and approved in advance by Board Counsel, as determined by the Board Chair in consultation with the Board.

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
2	Adopt Revisions to HCC Naming Opportunity Policy	Dr. Cesar Maldonado

RECOMMENDATION

Approve proposed revisions to current HCC Board Policy B.2.10 Naming Opportunity.

COMPELLING REASON/RATIONALE

New resources would be attracted to the College with clearer guidelines in the policy. With the opportunity for major naming donations increasing at this time, there is need for more clarity to guide the naming opportunity process.

DESCRIPTION OR BACKGROUND

The charge for the Houston Community College Foundation is to build and nurture relationships in the community to inspire donations and partnership contributions in support of HCC and its mission. Significant donations in support of HCC offer an opportunity to name an HCC item (i.e. facility, building, room, program) in recognition of the donation or donor. HCC seeks to continue recognizing outstanding donors by naming an HCC item in the donor's honor under a more definitive standard and policy. All recognitions will be balanced with the College's need to attract external funding.

FISCAL IMPACT

The revised Naming Opportunity policy will continue to enable Houston Community College and the Houston Community College Foundation to solicit opportunities which will continue to enhance college resources and connect HCC more closely to the communities served.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

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

Attachment Title(s): **Revised B.2.10 Naming Opportunity Policy (Will be provided under separate cover)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Board Governance*

ITEM NO.	ITEM TITLE	PRESENTER
3	Adopt Revisions to Board Bylaws	Jarvis Hollingsworth

RECOMMENDATION

Approve revisions to Board Bylaws.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

The revisions to the Board Bylaws will provide greater clarity on Board processes and procedures, including (1) notice to other Board members when one member communicates with the news media, and (2) the approval required for the Board's retention of legal counsel.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

- 2.B.1: Conduct a system-wide analysis of all processes and procedures.
- 3.A.1.: Develop unified policy, procedures and operations manual.

Attachment Title(s): **Revised Bylaws**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

BYLAWS OF THE BOARD OF TRUSTEES OF THE HOUSTON COMMUNITY COLLEGE

Adopted January 1, 2010

Amended June 29, 2010

Amended September 23, 2010

Amended December 2, 2010

Amended November 17, 2011

Amended December 15, 2011

Amended June 21, 2012

Amended June 24, 2014

Amended November 18, 2014

Amended February 27, 2015

Amended April 16, 2015

Amended January 21, 2016

Amended February 25, 2016

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- Sec. 9. Board Member Complaints** (*Amended January 21, 2016*)

1. EXTERNAL AUDITOR AND INTERNAL AUDITOR.

External Auditor. The External Auditor shall be an independent and objective party to provide advice to the Board. The External Auditor shall be ~~appointed~~ approved by the Board, and shall report directly to the Board, with access to the Chancellor. The Board will periodically evaluate the performance of the External Auditor and may dismiss or assign a new External Auditor at any time with or without cause. All engagement letters with the External Auditor shall be signed by the Board Chair. The Board shall select an auditing firm for a designated period, not to exceed five (5) years, and shall rotate External Auditors every five (5) years.

- a. An auditing firm selected by the Board as External Auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as External Auditor. The selected External Auditor may not serve simultaneously as the Internal Auditor.
- b. The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The External Auditor shall evaluate all financial operations of the College and prepare reports to the Board. Among the duties of the External Auditor are:
 - 1) to perform audit activities necessary to assure that College resources are being properly managed and accounted for, that the College has effective and adequate internal controls, and that internal operating colleges are reliable.
 - 2) to assure that the College is complying with approved policies and statutory requirements.
 - 3) to develop an annual audit plan for the College's financial audit which shall be presented to the Chancellor and the Audit Committee of the Board.
 - 4) to meet with the Board as requested and to report the results of the audit to the Board.

The External Auditor is prohibited from providing non-audit services to HCC.

Internal Auditor. The Internal Auditor shall report administratively to the Chancellor, and shall report functionally to the Board Audit Committee. The Internal Auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three (3) names to the Board as the finalists, each with a minimum of 10 years of experience as a full-time Auditor. The Internal Auditor shall be evaluated by the Chancellor after consultation with the Audit Committee and may only be dismissed by the Chancellor after obtaining approval of the Board. Duties of the Internal Auditor are to:

- a. Coordinate audit efforts with those of the External Auditor.
- b. Perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.
- c. Meet regularly with the Board and the Audit Committee to review audits performed, audits in progress, and future audits.
- d. Conduct independent, protective and constructive audits so as to review effectiveness of controls, financial records, and operations.
- e. Analyze data obtained for evidence of deficiencies in controls, duplication of effort, or lack of compliance with College policies and procedures.
- f. Prepare reports and make recommendations on findings to the Chancellor and the Board.
- g. Provide audit education and Internal Control training.
- h. Offer advisory services, Control Self-Assessment (CSA) services, and workshops.

2. BOARD COUNSEL AND GENERAL COUNSEL.

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

- a. Provide advice and counsel to the Board.
- b. Maintain the Board bylaws and certain Board policies and procedures, and recommend amendments, as needed.
- c. Handle assigned legal matters for or on behalf of the College, such as preparation of legal opinions as requested by the Board or the Chancellor.
- d. Render legal services in connection with assigned legal matters.
- e. Perform any other legal services as may be required by the Board or requested by the Chancellor.

Upon recommendation of the Chancellor, or on its own motion, the Board may employ other outside counsel to address legal matters in special situations. The outside counsel shall report directly to the Board, with access to the Chancellor. All Board retention of counsel shall be subject to approval of the Board. If the Board Chair is required to

retain legal services prior to obtaining approval of the Board, such retention must be approved by the Board at the next meeting.

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

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

3. FINANCIAL ADVISOR. The Financial Advisor shall be ~~appointed~~ approved by the Board, shall report directly to the Board, with access to the Chancellor, and may be dismissed or reassigned by the Board without cause. The Financial Advisor shall offer guidance to the Board in all financial matters. Duties of the Financial Advisor include:

- a. Evaluating College indebtedness.
- b. Recommending asset allocation.
- c. Evaluating investment strategies.
- d. Evaluating acquisition strategies.
- e. Evaluating long and short term financial planning.

The Board shall select the Financial Advisor for a designated period, not to exceed five (5) years, and shall rotate Financial Advisors every five (5) years.

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
4	Approval of the Official HCC Schedule of Tuition and Fees	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve HCC's official Schedule of Tuition and Fees and eliminate the Diploma Fee and English 1301 Course Material Fee, hold steady the Technology Fee, and change the naming convention for Out-of-District and Out-of-State tuition and fees as noted on the schedule.

COMPELLING REASON/RATIONALE

The Diploma Fee of \$10 often presents a final stumbling block to students as they document their achievements, transfer to other institutions for further education, and move into the workforce. Removal of this fee will facilitate the student graduation process.

A course material fee of \$40 has been charged for ENGL 1301 courses taught at Northwest College only. Open source materials are now available at no charge, rendering that fee unnecessary.

The Student Technology Fee was increased in 2009, along with a prescribed series of annual increases through fiscal year 2017. The approved increase for fiscal year 2017 was predetermined to be \$0.10 per semester credit hour. It is recommended that this increase not be enacted, and the fee should remain at its current fiscal year 2016 level of \$10 per semester credit hour.

The method of billing students for the Out-of-District Tuition and General Fee and the Out-of-State Tuition and General Fee have been more complicated than needed, resulting in confusion, questions, and unnecessarily complex student billing statements.

The Out-of-District student is currently billed for In-District Tuition (\$31) plus an Out-of-District Tuition add-on (\$64). The proposal is to simply bill \$95 per semester credit hour for Out-of-District Tuition. Similarly the General Fee has been billed in two portions – In-District (\$25.50) plus an Out-of-District add-on (\$8.00). The proposal is to simply bill \$33.50 per semester credit hour for the Out-of-District General Fee.

The Out-of-State student is currently billed for In-District Tuition (\$31) plus the Out-of-State Tuition add-on (\$64). The proposal is to simply bill \$95 per semester credit hour for Out-of-State Tuition. Similarly the General Fee has been billed in two portions – In-District (\$25.50) plus the Out-of-State portion (\$24.50). The proposal is to simply bill \$50.00 per semester credit hour for Out-of-State General Fee.

HCC's last general tuition and fee increase was enacted in 2011. In alignment with the college's desire to keep education affordable for students, it is recommended that all other tuition and fee rates remain the same as those charged in fiscal year 2016.

DESCRIPTION OR BACKGROUND

HCC has periodically presented various changes to the Board of Trustees for tuition and fees, but has not annually presented the entire schedule for review and approval. This is a best practice, ensures timely

review, and increases transparency. Administration will begin bringing the Schedule of Tuition and Fees for review and approval by the Board of Trustees annually.

FISCAL IMPACT

Elimination of the Diploma Fee will decrease revenues annually by approximately \$52,000. Elimination of the Course Material Fee for ENGL 1301 will have no impact. The fees were used to purchase course materials. Free materials available online will be used instead.

LEGAL REQUIREMENT

Texas Education Code 130.084(b)

STRATEGIC ALIGNMENT

1.B.1.: Develop and implement an exemplary customer service model

- Attachment Title(s): **1. HCC Tuition and Fee Schedule**
2. Community Colleges Tuition and Fee Chart

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

Schedule of Tuition and Fees
Effective Fall 2016

Semester Credit Tuition

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
In District				
Tuition	\$31.00 per hour (\$50.00 minimum)	\$31.00 per hour (\$50.00 minimum)	0	
General Fee	\$25.50 per hour	\$25.50 per hour	0	
Out-of-District				
Tuition	\$31.00 per hour	\$95.00 per hour	0	Combined for simplification
Additional Out-of-District Tuition	\$64.00 per hour			
General Fee	\$25.50 per hour	\$33.50 per hour	0	Combined for simplification
Additional Out-of-District General Fee	\$8.00 per hour			
Out-of-State				
Tuition	\$31.00 per hour	\$95.00 per hour	0	Combined for simplification
Additional Out-of-State Tuition	\$64.00 per hour			
General Fee	\$25.50 per hour	\$50.00 per hour	0	Combined for simplification
Additional Out-of-State General Fee	\$24.50 per hour			

General Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Technology Fee	\$10.00 per hour	\$10.00 per hour	0	Hold at current level
Student Activity Fee	\$1.00 per hour (\$12.00 maximum)	\$1.00 per hour (\$12.00 maximum)	0	
Recreation/Athletics Fee	\$6.00 per semester	\$6.00 per semester	0	

Other Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Distance Education Fee	\$32.00 per DE course	\$32.00 per DE course	0	
Reinstatement Fee	\$75.00	\$75.00	0	
Repeater Fee	\$50.00 per hour	\$50.00 per hour	0	
International Student Application Fee	\$75.00	\$75.00	0	
International Student Orientation Fee	\$50.00	\$50.00	0	
Deferment/Reproduction Fee	\$50.00	\$50.00	0	
International Insurance Fee	based on Insurance Vendor pricing	based on Insurance Vendor pricing	0	
Installment Plan Enrollment Fee	\$30.00	\$30.00	0	
Installment Plan Late Fee	\$10.00	\$10.00	0	
Drop/Add Fee	\$15.00	\$15.00	0	
Returned Check Payment Fee	\$25.00	\$25.00	0	
Schedule Change Fee	\$15.00	\$15.00		
Stop Payment Fee	\$25.00	\$25.00	0	
Diploma/Certificate Fee	\$10.00	\$0.00	(\$10.00)	Eliminate fee 09/01/2016
Back-dated Diploma Fee	\$15.00	\$15.00	0	
Transcript Fee	\$5.00	\$5.00	0	
Transcript Fee through Service Provider	based on Service Provider price	based on Service Provider price	0	
Transcript Fee (Overnight Express or Fax)	\$15.00	\$15.00	0	
Advance Standing Examination for College Credit Fee	\$25.00 per course	\$25.00 per course	0	
Advance Standing Credit Evaluation	\$25.00 per evaluation	\$25.00 per evaluation	0	

Lab Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
A+ Lab Fee-CEU	\$12.00	\$12.00	0	

AC Lab Fee – CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
AutoCAD Lab Fee-CEU	\$12.00	\$12.00	0
Certified Nurse Aid Lab Fee-CEU	\$11.00	\$11.00	0
Certified Nurse Aid Mat & Supplies	\$20.00	\$20.00	0
Cisco CWNA Lab Fee-CEU	\$12.00	\$12.00	0
Computer Trng Lab Fee-CEU	\$12.00	\$12.00	0
Grant & Contract Lab Fee CEC/NCR	\$32.00	\$32.00	0
Health Info Sp Lab Fee-CEU	\$24.00	\$24.00	0
Lab Fee-AERM-SCH	Varies from \$6.00 to \$357.00	Varies from \$6.00 to \$357.00	0
MCSE MCSA Lab Fee-CEU	\$12.00	\$12.00	0
Misc. Trades Lab Fee-CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
Motorcycle Lab Fee NCR/CEC	\$50.00	\$50.00	0
Network Security Lab Fee-CEU	\$12.00	\$12.00	0
Office Tech Lab Fee-CEU	\$12.00	\$12.00	0
Phlebotomy Lab Fee-CEU	\$5.00/\$12.00	\$5.00/\$12.00	0
PipEqDes Lab Fee-CEU	\$12.00	\$12.00	0
Residential Wiring Lab Fee-CEU	\$6.00/\$12.00	\$6.00/\$12.00	0
SAP Lab Fee-CEU	\$12.00	\$12.00	0
Welding Lab Fee	\$6.00/\$12.00	\$6.00/\$12.00	0

Testing Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
TSI Assessment	\$29.00 - All sections \$10.00 - Re-test per section	\$29.00 - All sections \$10.00 - Re-test per section	0	
COMPAS ESL	\$29.00 - All sections \$10.00 - Re-test per section	\$29.00 - All sections \$10.00 - Re-test per section	0	
CLEP Test-Administrative Fee	\$12.00	\$12.00	0	
TEAS Test	\$86.00	\$86.00	0	
HESI	\$45.00	\$45.00	0	

Course Specific Fees

Description	Spring 2016	Proposed Fall 2016	Change	Remarks
Adult High School Materials Fee	\$10.00/\$20.00 (Art, BCIS, & BIM)	\$10.00/\$20.00 (Art, BCIS, & BIM)	0	
Alternative Teacher Certification Application Fee	\$975.00	\$975.00	0	
Alternative Teacher Cert. Clearing Acct CEC/NCR	\$12.00	\$12.00	0	
Cert Nursing Aid Liability Fee	\$24.00 - \$75.00	\$24.00 - \$75.00	0	
Computer Science Program Fee	\$75.00	\$75.00	0	
Commercial Music Fee	\$225.00 - \$350.00	\$225.00 - \$350.00	0	
Commercial Truck Clearing Acct.	\$ 2.00 (CPR)	\$ 2.00 (CPR)	0	
EMS AHA Card Fee	\$12.00 (Advanced)	\$12.00 (Advanced)	0	
EMS OR Fee	\$25.00 (Basic Students)	\$25.00 (Basic Students)	0	
EMS Testing Fee	\$40.00 (Adv. students)	\$40.00 (Adv. students)	0	
EMT Testing Fee	\$29.00 - \$209.00	\$29.00 - \$209.00	0	
ENGL 1301-Course Material Fee	\$40.00 (Northwest College only)	\$0.00	(\$40.00)	Eliminate fee 09/01/2016
HS-Film Badge Fee	\$10.00 - \$25.00	\$10.00 - \$25.00	0	
HS-Liability Insurance Fee	\$10.00 - \$34.00	\$10.00 - \$34.00	0	
Massage Therapy Mat. And Supplies			0	
Medical Assistant Exam. Fee	\$125.00	\$125.00	0	
Music Fee	\$145.00	\$145.00	0	
NCLEX –RN Prep. Fee	\$23.00 - \$45.00	\$23.00 - \$45.00	0	
Phlebotomy Liability Fee	\$12.00	\$12.00	0	
Phlebotomy Materials and Supplies	\$10.00 - \$60.00	\$10.00 - \$60.00	0	
Police in Service Mat/Test Fee	\$50.00	\$50.00	0	
Registration Fee Literacy NCR	\$20.00	\$20.00	0	
Registration Fee Math & Reading	\$60.00	\$60.00	0	
Software Access Fee	\$60.00	\$60.00	0	
State Fire Exam. Fee	\$85.00	\$85.00	0	
Surgical Tech Exam. Fee	\$190.00	\$190.00	0	
VAST Office Mat/Supply NCR/CEC	\$5.00 - \$15.00	\$5.00 - \$15.00	0	

**Spring 2016 Tuition and Fees
Texas Public Community Colleges**

Texas Community Colleges

Tuition and Fee Totals calculated for a student enrolled for 12 semester credit hours

Sorted by relative cost per hour for In-District Residents

College District	In-District Resident				Out-of-District				Non-Resident			
	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH	Tuition	Fees	Total	Total/ SCH
Collin	384	86	470	39	852	86	938	78	1,572	86	1,658	138
Dallas	708		708	59	1,332		1,332	111	2,088		2,088	174
Tarrant	708		708	59	1,272		1,272	106	2,460		2,460	205
San Jacinto	564	170	734	61	1,068	170	1,238	103	1,788	170	1,958	163
College of the Mainland	540	207	747	62	1,020	207	1,227	102	1,380	207	1,587	132
Kilgore	408	348	756	63	408	1,200	1,608	134	1,008	1,200	2,208	184
Alvin	540	227	767	64	1,080	227	1,307	109	1,680	227	1,907	159
Paris	600	174	774	65	1,032	174	1,206	101	1,596	174	1,770	148
Galveston	444	335	779	65	444	527	971	81	1,200	527	1,727	144
Lone Star	504	302	806	67	504	1,142	1,646	137	504	1,322	1,826	152
Houston	372	444	816	68	1,140	540	1,680	140	1,140	738	1,878	157
Lee	600	236	836	70	1,008	236	1,244	104	1,524	236	1,760	147
North Central Texas	600	240	840	70	1,104	312	1,416	118	2,088	312	2,400	200
Panola	300	576	876	73	300	1,152	1,452	121	300	1,524	1,824	152
Angelina	768	120	888	74	1,272	120	1,392	116	1,824	120	1,944	162
Navarro	480	413	893	74	540	893	1,433	119	1,140	893	2,033	169
Alamo	873	37	910	76	2,327	37	2,364	197	4,507	37	4,544	379
Central Texas	912		912	76	1,176		1,176	98	2,568		2,568	214
Grayson	588	336	924	77	1,044	336	1,380	115	1,596	336	1,932	161
Western Texas	624	324	948	79	1,044	360	1,404	117	1,488	360	1,848	154
Weatherford	960		960	80	1,488		1,488	124	2,112		2,112	176
Hill	804	157	961	80	804	457	1,261	105	1,004	457	1,461	122
Texarkana	576	400	976	81	576	988	1,564	130	576	1,552	2,128	177
Midland	696	288	984	82	1,296	288	1,584	132	1,776	288	2,064	172
Trinity Valley	432	552	984	82	432	1,296	1,728	144	1,416	552	1,968	164
Brazosport	744	258	1,002	84	1,152	258	1,410	118	1,800	258	2,058	172
Amarillo	528	477	1,005	84	528	993	1,521	127	1,296	993	2,289	191
Northeast Texas	432	575	1,007	84	1,140	575	1,715	143	1,709	575	2,284	190
Austin	804	216	1,020	85	804	2,880	3,684	307	4,320	216	4,536	378
Odessa	768	264	1,032	86	1,296	264	1,560	130	1,830	264	2,094	175
Ranger	600	455	1,055	88	1,116	455	1,571	131	1,560	455	2,015	168
Vernon	576	480	1,056	88	1,140	480	1,620	135	1,920	480	2,400	200
Victoria	552	504	1,056	88	552	1,068	1,620	135	1,356	504	1,860	155
Wharton	384	672	1,056	88	384	1,284	1,668	139	768	1,284	2,052	171
Coastal Bend	840	228	1,068	89	840	972	1,812	151	840	1,152	1,992	166
Temple	804	264	1,068	89	1,644	264	1,908	159	2,604	264	2,868	239
Howard	954	116	1,070	89	1,452	116	1,568	131	2,108	116	2,224	185
Tyler	360	718	1,078	90	360	1,318	1,678	140	636	1,318	1,954	163
Southwest Texas	684	411	1,095	91	684	1,143	1,827	152	1,860	411	2,271	189
South Plains	348	772	1,120	93	816	772	1,588	132	1,008	772	1,780	148
Blinn	576	552	1,128	94	1,404	552	1,956	163	2,400	552	2,952	246
Cisco	480	696	1,176	98	480	996	1,476	123	912	996	1,908	159
Del Mar	672	509	1,181	98	672	1,109	1,781	148	1,116	1,109	2,225	185
El Paso	1,008	180	1,188	99	1,008	180	1,188	99	1,836	180	2,016	168
Clarendon	564	648	1,212	101	564	924	1,488	124	936	924	1,860	155
Frank Phillips	516	719	1,235	103	816	719	1,535	128	912	719	1,631	136
South Texas	804	558	1,362	114	913	558	1,471	123	1,200	558	1,758	147
McLennan	1,272	108	1,380	115	1,488	108	1,596	133	2,172	108	2,280	190
Texas Southmost	600	999	1,599	133	1,200	999	2,199	183	1,800	999	2,799	233
Laredo	600	1,050	1,650	138	1,200	1,050	2,250	188	1,824	1,050	2,874	240

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
5	Approval of Amendment to Ground Lease between HCC and TMC	Dr. Cesar Maldonado Charles Smith Rogers, Morris & Grover, L.L.P.

RECOMMENDATION

Authorize Chancellor to negotiate and execute an amendment to the Ground Lease between Houston Community College and Texas Medical Center for the Coleman College expansion site.

COMPELLING REASON/RATIONALE

An amendment to the original Ground Lease is necessary to incorporate the final survey of the leased area, and to add certain easements necessary to accommodate construction of the Coleman College expansion project.

DESCRIPTION OR BACKGROUND

On November 1, 2013, HCC and TMC entered into a 99-year Ground Lease for \$1.00 per year, allowing HCC to lease approximately 1.25 acres across Pressler Street from the existing Coleman College campus in order to construct the Coleman expansion project. Since the date of the original lease, HCC and TMC have determined that an amendment to the Ground Lease is necessary to accomplish the following objectives:

1. update the legal description of the lease area to incorporate the final survey of the new campus site, incorporating changes requested by the Houston Fire Department;
2. provide a temporary construction workspace and access easement within the parking area adjacent the project site during the construction phase; and
3. memorialize TMC's approval for a stairway access encroachment to the adjacent TMC property (UT Brown Foundation Institute of Molecular Medicine).

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

This action was reviewed by outside counsel and properly allows the College to bind the parties to necessary amendments to the original Ground Lease.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **Drawing of Leased Area**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



HDR Architecture, Inc.
 1801 West Loop South, Suite 1000, Houston, Texas 77056
AUTOARCH
 ARCHITECTS

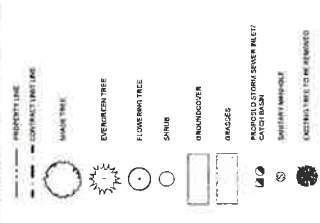
HOUSTON COMMUNITY COLLEGE
 Coleman College for Health Sciences, Building Expansion Project
 1800 Pressler St
 Houston, TX 77030



PLANTING NOTES

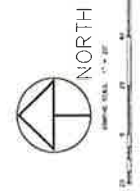
1. THE FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE AS SHOWN ON THE PLAN. THE CONTRACTOR SHALL VERIFY THE LOCATION OF EXISTING AND PROPOSED UTILITIES PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO THE START OF CONSTRUCTION.
2. SEE SPECIFICATIONS FOR ADDITIONAL PLANTING REQUIREMENTS.
3. FOR PLANT LIST SEE SHEET FOR PLANTING DETAILS.
4. THE CONTRACTOR SHALL VERIFY THE LOCATION OF EXISTING AND PROPOSED UTILITIES PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UTILITIES PRIOR TO THE START OF CONSTRUCTION.
5. PROVIDE 3" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.
6. PROVIDE 1/2" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.
7. PROVIDE 1/2" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.
8. PROVIDE 1/2" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.
9. PROVIDE 1/2" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.
10. PROVIDE 1/2" RIBBED COMPOSITE HANDBOOK BARK AROUND INDIVIDUAL PLANTS.

LEGEND



NO.	DATE	DESCRIPTION
1	08/14/2018	ISSUED FOR PERMIT
2	08/14/2018	ISSUED FOR PERMIT
3	08/14/2018	ISSUED FOR PERMIT
4	08/14/2018	ISSUED FOR PERMIT
5	08/14/2018	ISSUED FOR PERMIT
6	08/14/2018	ISSUED FOR PERMIT
7	08/14/2018	ISSUED FOR PERMIT
8	08/14/2018	ISSUED FOR PERMIT
9	08/14/2018	ISSUED FOR PERMIT
10	08/14/2018	ISSUED FOR PERMIT

DESIGNED BY: [Name]
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: 08/14/2018

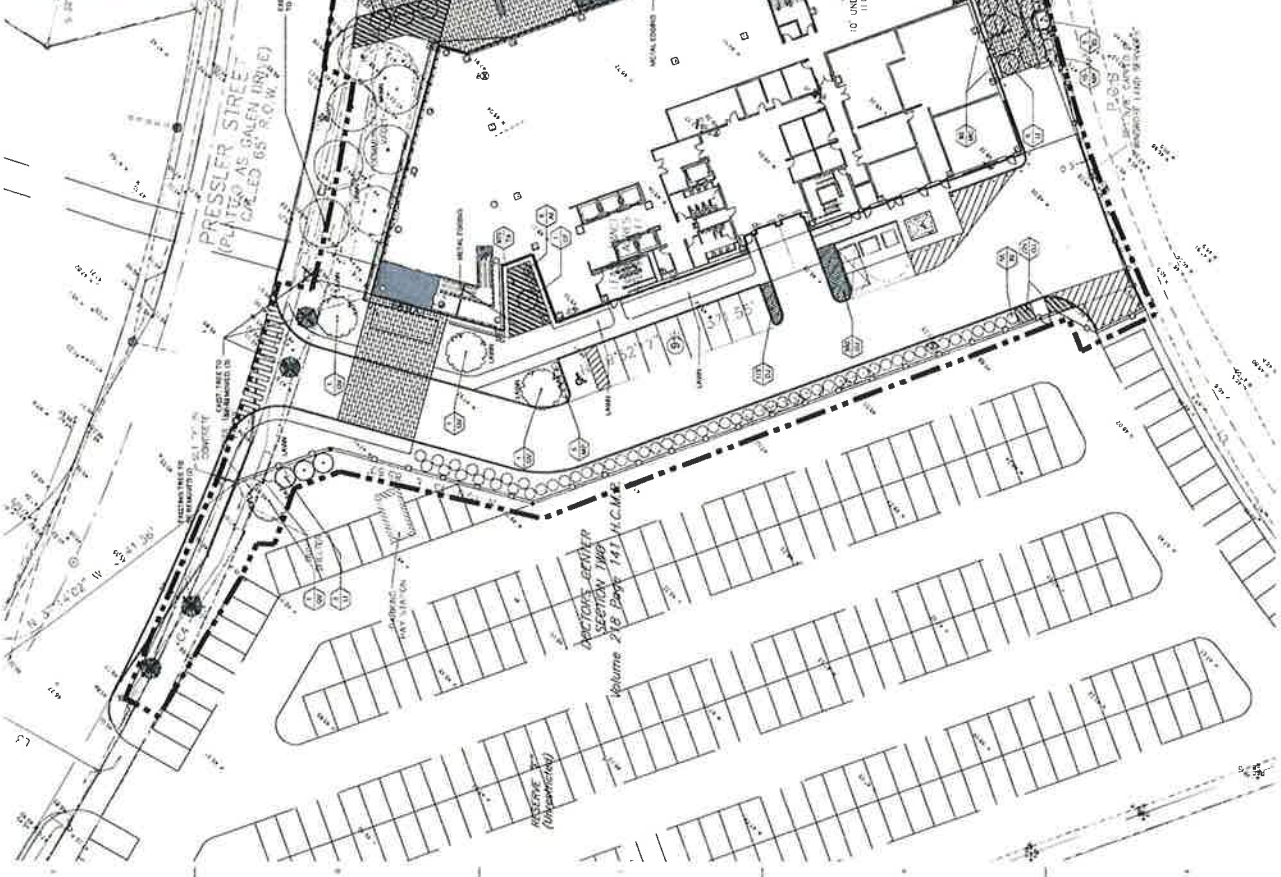


LANDSCAPE PLAN

LP-1001

75% Construction Documents

NO.	DESCRIPTION	QUANTITY	UNIT	REMARKS
1	Planting	100	SQ FT	See Schedule
2	Planting	200	SQ FT	See Schedule
3	Planting	300	SQ FT	See Schedule
4	Planting	400	SQ FT	See Schedule
5	Planting	500	SQ FT	See Schedule
6	Planting	600	SQ FT	See Schedule
7	Planting	700	SQ FT	See Schedule
8	Planting	800	SQ FT	See Schedule
9	Planting	900	SQ FT	See Schedule
10	Planting	1000	SQ FT	See Schedule



ENCROACHMENT

RESERVE 7' (Unrestricted)

ACTION CENTER
 SCENIC DR
 Volume 218 Page 141 V.C.M.E.

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
6	Adoption of Resolution for TexPool Participation	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve a resolution authorizing participation in the Texas Local Government Investment Pool (TexPool) and TexPool Prime and designating authorized representatives.

COMPELLING REASON/RATIONALE

HCC currently has an account with TexPool, and would like to add a TexPool Prime account. This account typically produces a higher yield. In January 2016, TexPool Prime was offering interest rates 15 basis points higher than the traditional TexPool program.

DESCRIPTION OR BACKGROUND

The college's ability to invest in local government investment pools is stated in Section 7.1.3 of HCC's Investment Policy. Additionally, Section 6.1 of the same policy delegates the authority to invest HCC funds to the Sr. Vice Chancellor of Finance and Administration and the Treasurer as Primary Investment Officers, and to the Deputy Treasurer as a Secondary Investment Officer to serve in the absence of the Treasurer.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

The TexPool Participation Agreement requires a board resolution to add a TexPool Prime account.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives**
2. TexPool Investment Pools Participation Agreement

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, Houston Community College System

("Participant") is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools ("**TexPool/TexPool Prime**"), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in **TexPool/TexPool Prime**, for the purpose of transmitting local funds for investment in **TexPool/TexPool Prime**.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in **TexPool/TexPool Prime** and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.			
	Signature		Telephone Number
	Ronald E. Defalco		
	Printed Name		Fax Number
	Treasurer		
	Title		Email
2.			
	Signature		Telephone Number
	Brian Malone		
	Printed Name		Fax Number
	Deputy Treasurer		
	Title		Email
3.			
	Signature		Telephone Number
	Teri Zamora		
	Printed Name		Fax Number
	Sr. Vice Chancellor, Finance & Administration		
	Title		Email
4.			
	Signature		Telephone Number
	Printed Name		Fax Number
	Title		Email

Authorized Representatives of the Participant (continued)

5.
Signature

Printed Name

Title

Telephone Number

Fax Number

Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, one additional authorized representative can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.
Printed Name

Title

Telephone Number

Fax Number

- C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until **TexPool/TexPool Prime** receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the ___ Day of _____, 20___.

Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant

SIGNED:

Signature

Printed Name

Title

ATTEST:

Signature

Printed Name

Title



TexPool Investment Pools Participation Agreement

Preamble

This participation agreement (the "Agreement") is made and entered into by and between the Comptroller of Public Accounts (the "Comptroller"), acting through the Texas Treasury Safekeeping Trust Company (the "Trust Company"), Trustee of the Texas Local Government Investment Pool (TexPool) and TexPool Prime, (collectively the "TexPool Investment Pools"), and Houston Community College System (the "Participant").

WHEREAS, the Interlocal Cooperation Act, TEX GOV'T CODE ANN, ch. 791 and the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256 (the "Acts") provide for the creation of a public funds investment pool to which any local government or state agency may delegate, by contract, the authority to hold legal title as custodian and to make investments purchased with local funds;

WHEREAS, the Trust Company is a special purpose trust company authorized pursuant to TEX. GOV'T CODE ANN. § 404.103 to receive, transfer and disburse money and securities belonging to state agencies and local political subdivisions of the state and for which the Comptroller is the sole officer, director and shareholder;

WHEREAS, TexPool and TexPool Prime are public funds investment pools, which funds are invested in certain eligible investments as more fully described hereafter;

WHEREAS, the Participant has determined that it is authorized to invest in a public funds investment pool created under the Acts and to enter into this Agreement;

WHEREAS, the Participant acknowledges that the Trust Company is not responsible for independently verifying the Participant's authority to invest under the Acts or to enter this Agreement;

WHEREAS, the Participant acknowledges that the performance of TexPool Investment Pools is not guaranteed by the State of Texas, the Comptroller, or the Trust Company and that there is no secondary source of payment for the TexPool Investment Pools; and

WHEREAS, in an effort to ensure the continued availability of an investment pool as a vehicle for investment of local government funds and simultaneously provide for enhancement in services and potential decreases in management and administrative fees, Participant and Trust Company desire to provide in this Agreement that the Trust Company may obtain private professional investment management and related services.

NOW THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

Article I: Definitions

"Account" shall mean any account or accounts, established by the Participant in TexPool Investment Pools in accordance with this Agreement and the Operating Procedures (as defined herein), which Account represents an undivided beneficial ownership in TexPool Investment Pools.

"Authorized Investments" shall mean those investments which are authorized by the Investment Act (as herein defined) for investment of public funds.

"Authorized Representative(s) of the Participant" shall mean any individual who is authorized to execute documents and take such other necessary actions under this Agreement as evidenced by the duly enacted Resolution of the Participant.

"Authorized Representative(s) of the Trust Company" shall mean any employee of the Comptroller or Trust Company who is designated in writing by the Comptroller or the Trust Company's Chief Executive Officer to act as the authorized Trust Company representative for purposes of this Agreement and shall include employees of any private entity performing the obligations of the Comptroller under this Agreement.

"Board" shall mean the advisory board provided for in the Investment Act (as defined below).

"Investment Act" shall mean the Public Funds Investment Act, TEX. GOV'T CODE ANN. ch. 2256, as amended from time to time.

"Investment Policy" shall mean the written TexPool Investment Pools Investment Policies, as amended from time to time, relating to the investment and management of funds in TexPool Investment Pools as established by the Trust Company consistent with the Investment Act.

"Letter of Instruction" shall mean a written authorization and direction to the Trust Company signed by an Authorized Representative of the Participant.

"Operating Procedures" shall mean the written procedures established by the Trust Company describing the management and operation of TexPool Investment Pools, and providing for the establishment of, deposits to and withdrawals from the Accounts, as amended from time to time.

"Participant" shall mean any entity authorized by the Acts to participate in a public funds investment pool that has executed this Agreement pursuant to a Resolution.

"Resolution" shall mean the resolution adopted by the governing body of a local governmental entity authorizing the entity's participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant.

Article II: General Administration

Section 2.01. TexPool Investment Pools Defined.

- (a) TexPool Investment Pools are public funds investment pools created pursuant to the Acts.
- (b) Subject to Section 6.10, the Trust Company agrees to manage the Participant's Account(s) in accordance with the Investment Act and the Investment Policy.

Section 2.02. Board.

- (a) The Board is composed of members appointed pursuant to the requirements of the Investment Act.
- (b) The Board shall advise the Trust Company on the Investment Policy and on various other matters affecting TexPool Investment Pools, and shall approve fee increases.

Section 2.03. General Administration.

- (a) The Trust Company shall establish and maintain the Investment Policy specifically identifying the Authorized Investments consistent with the Investment Act and the general policy and investment goals for TexPool Investment Pools.
- (b) The Trust Company shall establish and maintain the Operating Procedures, describing the management and operation of TexPool Investment Pools and providing for procedures to be followed for the establishment of, deposits to, and withdrawals from the Accounts and such other matters as are necessary to carry out the intent of this Agreement.
- (c) The Trust Company shall have the power to take any action necessary to carry out the purposes of this Agreement, subject to applicable law and the terms of this Agreement.

Section 2.04. Ownership Interest. Each Participant shall own an undivided beneficial interest in the assets of TexPool Investment Pools in an amount proportional to the total amount of such Participant's Accounts relative to the total amount of all Participants' Accounts in TexPool Investment Pools, computed on a daily basis.

Section 2.05. Independent Audit. TexPool Investment Pools are subject to annual review by an independent auditor consistent with Ch. 2256, TEX GOV'T CODE ANN. In addition, reviews of TexPool Investment Pools may be conducted by the State Auditor's Office and the Comptroller's office. The Trust Company may obtain such legal, accounting, financial or other professional services as it deems necessary or appropriate to assist TexPool Investment Pools in meeting its goals and objectives.

Section 2.06. Liability. Any liability of the Comptroller, the Comptroller's office, the Trust Company, representatives or agents of the Trust Company, any Comptroller employee, Trust Company or any member of the Board for any loss, damage or claim, including losses from investments and transfers, to the Participant shall be limited to the full extent allowed by applicable laws. The Trust Company's responsibilities hereunder are limited to the management and investment of TexPool Investment Pools and the providing of reports and information herein required.

Article III: Participant Requirement

Section 3.01. The Participation Agreement. The Participant must execute this Agreement and provide a Resolution authorizing participation in TexPool Investment Pools and designating persons to serve as Authorized Representatives of the Participant and any other documents as are required under, and substantially in the form prescribed by, the Operating Procedures before depositing any funds into TexPool Investment Pools. The Participant must provide an updated Resolution designating Authorized Representatives within 5 business days of the departure of any Authorized Representative of the Participant.

Section 3.02. Operating Procedures

- (a) The Participant acknowledges receipt of a copy of the Operating Procedures. The Operating Procedures describe in detail the procedures required for the establishment of accounts, deposits to and withdrawals from TexPool Investment Pools, and related information.
- (b) The Operating Procedures may be modified by the Trust Company as appropriate to remain consistent with established banking practices and capabilities and when such modification is deemed necessary to improve the operation of TexPool Investment Pools.
- (c) The Participant hereby concurs with and agrees to abide by the Operating Procedures.

Article IV: Investments

Section 4.01. Investments. All monies held in TexPool Investment Pools shall be invested and reinvested by the Trust Company or Authorized Representatives of the Trust Company only in Authorized Investments in accordance with the Agreement, the Investment Policy and the Investment Act. Participant hereby concurs with any such investment so made by the Trust Company. Available funds of TexPool Investment Pools that are uninvested may be held at the Trust Company's account at the Federal Reserve Bank of Dallas, or any designated custodian account, or with a custodian selected by the Trust Company. All investment assets and collateral will be in the possession of the Trust Company and held in its book-entry safekeeping account at the Federal Reserve Bank, any designated custodian account, or with a custodian selected by the Trust Company.

Section 4.02. Failed Investment Transaction. In the extraordinary event that a purchase of securities results in a failed settlement, any resulting uninvested funds shall remain in the Trust Company's Federal Bank of Dallas account, any designated custodian account or with a custodian selected by the Trust Company. If an alternative investment can be secured after the failure of the trade to settle, TexPool Investment Pools will receive all the income earnings, including but not limited to, any compensation from the purchaser failing in the trade and the interest income from the alternative investment.

Section 4.03. Investment Earnings and Losses Allocation. All interest earnings in TexPool Investment Pools will be valued daily and credited to the Participant's Accounts monthly, on a pro rata allocation basis. All losses, if any, resulting from the investment of monies in TexPool shall also be allocated on a pro rata allocation basis. All earnings and losses will be allocated to the Participant's Accounts in accordance with generally accepted accounting procedures.

Section 4.04. Commingling of Accounts. Participant agrees that monies deposited in TexPool and TexPool Prime, may be commingled with all other monies held in TexPool and TexPool Prime, respectively for purposes of common investment and operational efficiency. However, each Participant will have separate Accounts on the books and records of TexPool Investment Pools, as further provided for in the Operating Procedures.

Article V: Fees, Expenses and Reports

Section 5.01. Fees and Expenses. The Participant agrees to pay the amount set forth in the fee schedule. Participant agrees that all fees shall be directly and automatically assessed and charged against the Participant's Accounts. The basic service fee shall be calculated as a reduction in the daily income earned, thus only the net income shall be credited to the Participant's Account. Fees for special services shall be charged to each Participant's account as they are incurred or performed. A schedule of fees shall be provided to the Participant annually. Each Participant will be notified thirty (30) days prior to the effective date of any change in the fee schedule.

Section 5.02. Reports. A monthly statement will be mailed to the Participant within the first five (5) business days of the succeeding month. The monthly statement shall include a detailed listing of the balance in the Participant's Accounts as of the date of the statement; all account activity, including deposits and withdrawals; the daily and monthly yield information; and any special fees and expenses charged. Additionally, copies of the Participant's reports in physical or computer form will be maintained for a minimum of three prior fiscal years. All records shall be available for inspection at all reasonable hours of the business day and under reasonable conditions.

Section 5.03. Confidentiality. The Trust Company and any private entity acting on behalf of the Trust Company for purposes of this Agreement will maintain the confidentiality of the Participant's Accounts, subject to the Public Information Act, TEX GOV'T CODE ANN. ch. 552, as amended.

Article VI: Miscellaneous

Section 6.01. Notices. Any notices, Letters of Instructions or other information required or permitted to be given hereunder shall be submitted in writing and shall be deemed duly given when deposited in the U.S. mail postage prepaid or successfully transmitted via facsimile addressed to the parties as follows:

To the **Participant**:

Houston Community College System
Participant
3100 Main
Address
Houston, TX 77002
City, State, Zip
Telephone
Fax

To **Trust Company** with respect to contractual matters or disputes under this Agreement:

Texas Treasury Safekeeping Trust Company
 Attn: TexPool Investment Pools
 Rusk State Office Building
 208 East 10th Street
 Austin, TX 78701
 Telephone: (512) 463-3716
 FAX No.: (512) 463-0823

To **TexPool Investment Pools** with respect to operational matters, including enrollment documents; changes to Authorized Representatives; Bank Information Sheets; initiation of deposits or withdrawals of funds; changes to addresses; audit confirmation requests; and account inquiry:

TexPool Participant Services
 C/O Federated Investors Inc.
 1001 Texas Ave., Suite 1400
 Houston, TX 77002
 Telephone: 1-866-839-7665 (1-866-TEX-POOL)
 FAX No.: 1-866-839-3291 (1-866-TEX-FAX1)

The Participant and the Trust Company agree to notify the other of any change affecting this information and agree that unless and until so notified, the other party shall be entitled to rely on the last information provided.

Section 6.02. Taxpayer Identification Number. The Participant's taxpayer identification number assigned by the Internal Revenue Service is: _____ . The Participant hereby agrees to notify the Trust Company of any change affecting this Taxpayer Identification number and agrees that unless and until so notifies, the Trust Company shall be entitled to rely on same in providing any and all reports or other information necessary or required by the Federal tax laws as amended from time to time.

Section 6.03. Severability. If any provision of this Agreement shall be held or deemed to be in fact illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.

Section 6.04. Execution of Counterparts. This Agreement may be simultaneously executed in several separate counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6.05. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any dispute under this Agreement shall be in Travis County, Texas.

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
7	Stafford Workforce Campus Manufacturing Center of Excellence Equipment Purchase (Cooperative Purchase)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract award with Technical Laboratories Inc., to purchase various robotics and control devices, under cooperative contract, to be used at the new HCC Stafford Campus Workforce facility.

COMPELLING REASON/RATIONALE

In preparation for the new Stafford Campus Workforce facility, HCC was able to negotiate a group buy for instructional equipment available under the HCDE Cooperative Contract 14/034MP-14.

The purpose of purchasing the recommended Amatrol Allen Bradley Mechatronics and LR Mate 6-axis Robots is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, this equipment has been established as an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

Based on price negotiations and delivery lead times as aligned with the anticipated project completion, orders in the amount of \$483,439 have been placed for various 3D printers and FANUC Robodrill.

Given the \$500,000 delegated authority limit for cooperative purchases (Action Item No. 4, Board approved August 20, 2015); Board approval is now required to place the final order with the recommended vendor for the Stafford Campus Workforce facility.

The required equipment pending purchase includes: eight (8) Amatrol Mechatronics/Modules and three (3) F.A.S.T. Program 6-axis Robots.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$310,492.50.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(a) of the Texas Education Code and Chapter 791 of the Government Code.

STRATEGIC ALIGNMENT

- 1.A.1.: Integrate 21st century skillsets as content across curriculum
- 1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

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

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
8	HAAS CNC Lathes, Mills and Simulators-Stafford Campus (Project No. 16-14)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Champions Machine Tool Sales, Inc., to purchase HAAS CNC Lathes, Mills and Simulators at HCC Stafford Campus in accordance with RFP 16-14.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals for the purchase of six (6) HAAS Toolroom Lathe TL-1 and six (6) HAAS Toolroom Mill TM-1P to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing HAAS machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the HAAS machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-14) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to nineteen (19) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. One (1) proposal was received by the solicitation due date of December 15, 2015 at 2:00 p.m., the proposal was evaluated in accordance with RFP 16-14.

FISCAL IMPACT

The total proposed cost for the purchase of equipment is \$391,202. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-14 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s): **1. Summary of Procurement**
2. Summary Composite Score Sheet

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

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: HAAS CNC Lathes, Mills and Simulators-Stafford Campus

PROJECT NO.: 16-14

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Paul Quinn, Senior Project Manager

NAME OF BUYER: Marilyn Vega, Buyer

PURPOSE: Houston Community College issued a request for proposals for the purchase of six (6) Haas Toolroom Lathe TL-1 and six (6) Haas Toolroom Mill TM-1P to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing HAAS machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the HAAS machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

This recommendation to the Board of Trustees is in accordance with RFP 16-14 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Champions Machine Tool Sales, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-14 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION

INFORMATION:

In performing the work under RFP 16-14, the recommended vendor will be working from their local Houston office.

PROJECTED VALUE:

The total proposed cost is \$391,202; which will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

CONTRACT TERM:

This is a one-time purchase for the equipment with one year warranty coverage.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 15 & 22, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to following on November 17, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-14) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to nineteen (19) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. One (1) proposal was received by the solicitation due date of December 15, 2015 at 2:00 p.m., the proposal was evaluated in accordance with RFP 16-14.

COMPETITIVE:

Yes

PROPOSAL

EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter

understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualification and experience	5
Demonstrated qualifications of personnel and team	5
Proposed approach & methodology	5
Past performance & references	5
Price proposal	75
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE**

QUALIFICATIONS:

Evaluator 1 – represents the Facilities and Construction Department and is the business owner who will lead the work effort following contract award.

Evaluator 2 – represents the Facilities and Construction Department with understanding of the commodity.

Evaluator 3 – represents college operations with understanding of program needs and commodity.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a best effort – Small Business participation goal. The recommended firm will initially self-perform the work.

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RFP 16-14 HAAS CNC Lathes, Mills and Simulators-Stafford Campus

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Qualification and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	Small Business Practices	
	5	5	5	5	75	5	100
Champion Machines	4.00	3.33	3.33	3.83	75.00	0.00	89.49

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
9	Bridgeport Series 1 Milling Machine - HCC Stafford Campus (Project No. 16-12)	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Rex Supply Company to purchase Bridgeport Series 1 Milling Machines to be used at the new HCC Stafford Campus in accordance with RFP 16-12.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals for the purchase of six (6) Bridgeport Series 1 Milling Machines to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing Bridgeport machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the Bridgeport machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-12) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to fifty-one (51) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Five (5) proposals were received by the solicitation due date of December 8, 2015 at 2:00 p.m., only two (2) proposals were deemed responsive in meeting the instructional programs equipment requirements.

FISCAL IMPACT

The total proposed cost for the purchase of equipment is \$105,282. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-12 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s): **1. Summary of Procurement**
2. Summary Composite Score Sheet

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bridgeport Series 1 Milling Machine – HCC Stafford Campus

PROJECT NO.: 16-12

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Paul Quinn, Senior Project Manager

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals for the purchase of six (6) Bridgeport Series 1 Milling Machines to be used for instructional purposes in support of the existing programs being delivered to students which will soon be expanded into the new Stafford Campus Workforce facility.

The purpose of purchasing Bridgeport machines is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, the Bridgeport machines are an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

This recommendation to the Board of Trustees is in accordance with RFP 16-12 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Rex Supply Company

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-12 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION

INFORMATION:

In performing the work under RFP 16-12, the recommended vendor will be working from their local Houston office.

PROJECTED VALUE:

The total proposed cost is \$105,282. The proposed cost will be negotiated prior to final contract award.

Funding is under the current Capital Improvement Bond.

CONTRACT TERM:

This is a one-time purchase for the equipment with two years warranty coverage.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 15 & 22, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to following on November 17, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-12) was issued on November 17, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to fifty-one (51) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. Five (5) proposals were received by the solicitation due date of December 8, 2015 at 2:00 p.m., only two (2) proposals were deemed responsive in meeting the instructional programs equipment requirements.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualification and experience	5
Demonstrated qualifications of personnel and team	5
Proposed approach & methodology	5
Past performance & references	5
Price proposal	75
<u>Small business practices</u>	<u>5</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – represents the Facilities and Construction Department and is the business owner who will lead the work effort following contract award.

Evaluator 2 – represents the Facilities and Construction Department with understanding of the commodity.

Evaluator 3 – represents college operations with understanding of program needs and commodity.

Evaluator 4 – represents the Center of Excellence with understanding of the commodity and industry.

Evaluator 5 – represents the Faculty for the Manufacturing Process program with understanding of the commodity and industry.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a best effort – Small Business participation goal. The recommended firm will initially self-perform the work.

RFP 16-12 Bridgeport Series 1 Milling Machine - HCC Stafford Campus

Summary Composite Score Sheet

Firm	Evaluation Criteria						Total
	Firm's Qualification and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	Small Business Practices	
	5	5	5	5	75	5	100
Available Points							
Rex Supply Company	3.90	2.80	3.90	2.80	73.38	0.00	86.78
MSC Industrial Supply	2.60	2.50	2.60	2.60	75.00	0.00	85.30

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
10	Standard Modern Lathes for Stafford and South Campuses	Dr. Cesar Maldonado Dr. Kimberly Beatty Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Racer Machinery International to purchase 16 Standard Modern engine lathes and related equipment, to be used at the new HCC Stafford and South Campus Workforce facilities.

COMPELLING REASON/RATIONALE

In preparation for the new Stafford and South Campus Workforce facilities, HCC has standardized on the Standard Modern engine lathes and was able to negotiate a group buy for the required instructional equipment.

Racer Machinery International is the single supplier of the required equipment within the State of Texas.

The purpose of purchasing the recommended Standard Modern engine lathes is to ensure the continued quality of training programs as part of the national endeavor to build and maintain a globally competitive workforce while providing career opportunities to students. In addition, this equipment has been established as an HCC standard and an essential part of HCC students National Institute for Metalworking Skills (NIMS) certification. The NIMS model is a rigorous and highly disciplined developer of American National Standards for the nation's metalworking industry which HCC has subscribed to.

The proposed equipment is in alignment with existing instructional standards and is relevant equipment currently used in industry.

DESCRIPTION OR BACKGROUND

Working together with the Construction and Instructional groups within HCC, the Standard Modern engines lathes were chosen as an instructional standard based on industry demand and considering the existing program instruction materials and equipment.

It is anticipated that the related manufacturing equipment will be rolled into a maintenance program (to be completed as a separate solicitation) that will allow HCC to leverage its buying power with regards to the ongoing maintenance and support beyond the standard 2-year warranty that Racer is providing with this purchase.

Racer Machinery International was confirmed to be the sole distributor for such equipment within the State of Texas.

Through collaborative vendor negotiations a cost reduction of 8% was realized in addition to the vendor agreeing to waive all shipping and handling cost for a total negotiated cost reduction of \$38,584.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$386,162.57.

Funding is under the current Capital Improvement Bond.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(j) of the Texas Education Code which allows a school district to purchase an item that is available from only one source when competition is precluded because of the existence of a patent or copyright.

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

This item is applicable to the following:

- Central Coleman Northeast Northwest Southeast Southwest 3100

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
11	Bookstore and Related Services (Project No. 16-23)	Dr. Cesar Maldonado Dr. Stephen Levey Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Barnes & Noble College Booksellers, LLC, to provide bookstore and related services in accordance with RFP 16-23.

COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposals to obtain proposals from qualified firms interested in providing bookstore services for the college, with a focus on effective strategies to reduce the cost of textbooks and course materials for HCC students. Included in the RFP, were several strategies currently being used that HCC would like to expand on and/or innovate from to continue to improve the service offering and price points that students pay for textbooks.

The goal is to offer a combination of textbook related solutions including new, used, rental, digital, course packets and other innovative ways of delivering course materials and programs utilizing emerging technologies and creative solutions. The proposals would demonstrate which firm provides the best full scale bookstore retail services.

DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-23) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to twenty-seven (27) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-23, a pre-proposal conference was held on January 12, 2016 and a question and answer period was allowed through January 15, 2016. Four (4) proposals were received by the solicitation due date of February 3, 2016 at 2:00 p.m., four (4) proposals received were evaluated in accordance with RFP 16-23.

FISCAL IMPACT

The total projected five year revenue is \$14.2 million with guaranteed first year revenue of \$3 million. The proposed offer will be negotiated prior to final contract award.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-23 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement

2/19/2016 9:40 AM

process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

STRATEGIC ALIGNMENT

1.B.1.: Develop and implement an exemplary customer service model

1.C.3.: Provide greater resource and access to supplemental learning

Attachment Title(s): **1. Summary of Procurement**
2. Summary Composite Score Sheet

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/19/2016 9:40 AM

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Bookstore and Related Services

PROJECT NO.: 16-23

PROCUREMENT METHOD: Request for Proposals (Overall Best Value)

PROJECT MANAGER: Stephen Levey, Associate Vice Chancellor of Academic Instruction

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals to obtain proposals from qualified firms interested in working with HCC to create and implement effective strategies to reduce the cost of textbooks and course materials for HCC students.

Included in the RFP, were several strategies currently being used that HCC would like to expand on and or innovate from to continue to improve the service offering and price points that students pay for textbooks.

By offering a combination of textbook related solutions including new, used, rental, digital, course packets and other innovative ways of delivering course materials and programs utilizing emerging technologies and creative solutions. The proposals would demonstrate which firm provides the best full scale bookstore retail services.

This recommendation to the Board of Trustees is in accordance with RFP 16-23 and Chapter 44.031(a) of the Texas Education Code.

RECOMMENDED VENDOR: Barnes & Noble College Booksellers, LLC

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.

Pursuant to the published RFP 16-23 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification on the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district. Following the competitive procurement

process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION

INFORMATION:

In performing the work under RFP 16-23, the recommended vendor will be working locally, the corporate offices are located in Basking Ridge, New Jersey.

PROJECTED VALUE:

The total projected 5 year revenue is \$14.2 million with guaranteed year 1 revenue of \$3 million. The proposed offer will be negotiated prior to final contract award.

CONTRACT TERM:

The term will be for five (5) years.

ADVERTISEMENT:

This procurement was advertised in the following newspapers:

- The Houston Chronicle: December 21 & 27, 2015
- African American: Week of December 21 & 27, 2015
- La Informacion: Week of December 21 & 27, 2015
- Voice of Asia: Week of December 21 & 27, 2015

PROCUREMENT

NOTICE:

A notice of the procurement was distributed to following on December 18, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

SOLICITATION

INFORMATION:

The Request for Proposal (RFP 16-23) was issued on December 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to twenty-seven (27) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-23, a pre-proposal conference was held on January 12, 2016 and a question and answer period was allowed through January 15, 2016. Four (4) proposals were received by the solicitation due date of February 3, 2016 at 2:00 p.m., four (4) proposals received were evaluated in accordance with RFP 16-23.

COMPETITIVE:

Yes

PROPOSAL

EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter

understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualifications and experience	15
Demonstrated qualifications of personnel and team	15
Proposed approach & methodology	15
Past performance & references	15
<u>Price proposal</u>	<u>40</u>
Total 100	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents Instructional Services and has in-depth understanding of the commodity and service requirements; is partial business owner who will lead the work effort following contract award.

Evaluator 2 – Represents Innovation Planning and Institutional Analytics and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents Construction and Facilities Services and has in-depth understanding of the commodity and service requirements; is partial business owner who will lead the work effort following contract award.

Evaluator 4 – Represents the Faculty Senate and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Faculty Senate and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised Best Effort Good Faith Effort – Small Business participation goal. The recommended firm will be self-performing the work.

RFP 16-23 Bookstore & Related Services

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualifications and Experience	Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance and References	Price Proposal	
	15	15	15	15	40	100
Barnes & Noble College Booksellers	13.80	12.90	12.90	12.30	40.00	91.90
Follett Higher Education Group	12.90	12.60	11.70	12.00	38.95	88.15
eCampus.com/Virtual Bookstore Program	6.60	6.30	8.40	7.20	7.43	35.93
Nebraska Book Company	7.50	7.50	7.20	6.00	0.00	28.20

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
12	Reroofing at HCC's Katy Campus (Project No. 16-04)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to execute a contract with CS Advantage USAA, Inc., the lowest responsible bidder meeting specifications to provide reroofing at the Katy Campus in accordance with IFB 16-04.

COMPELLING REASON/RATIONALE

Following a roofing survey that was completed to assess the existing roofing conditions at the Katy Campus, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at the Katy Campus.

DESCRIPTION OR BACKGROUND

Invitation for Bid (IFB 16-04) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to six hundred twenty-six (626) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-04, a pre-bid conference was held on December 3, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. and one bid was withdrawn by the bidder. The remaining three (3) bids were evaluated in accordance with IFB 16-04.

FISCAL IMPACT

The total bid price for the lowest responsible bid received is \$469,000.

The funding source is HCC Maintenance Budget.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-04 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Summary of Procurement**
2. Bid Tally - Invitation for Bid 16-04

This item is applicable to the following:

- Central Coleman Northeast Northwest Southeast Southwest 3100

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: Reroofing at HCC's Katy Campus Services

PROJECT NO.: IFB16-04

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT MANAGER: Cecil Martin, Manager Area Facilities, Maintenance

NAME OF BUYER: Jennifer Chiu, Senior Buyer

PURPOSE: Following a roofing survey that was completed to assess the existing roofing conditions at the Katy Campus, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at the Katy Campus.

This recommendation to the Board of Trustees is in accordance with IFB 16-04 and Chapter 2269.101 of the Texas Government Code.

RECOMMENDED VENDOR: CS Advantage USAA, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-04 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

PROJECTED VALUE: The total bid price for the lowest responsible bid received is \$469,000.

The funding source is HCC Maintenance Budget.

CONTRACT TERM: The contract term will be through the successful project completion, including individual project close-out and warranty period.

ADVERTISEMENT: This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 22 & 29, 2015

- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed to following on November 18, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

**SOLICITATION
INFORMATION:**

Invitation for Bid (IFB 16-04) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to six hundred twenty-six (626) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-04, a pre-bid conference was held on December 3, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. and one bid was withdrawn by the bidder. The remaining three (3) bids were evaluated in accordance with IFB 16-04.

COMPETITIVE:

Yes

BID EVALUATION:

The lowest priced bid was reviewed for responsiveness by the Facilities Department who confirmed the bid as meeting the specifications of IFB 16-04.

**PRIOR HCC
EXPERIENCE:**

No

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% – Good Faith Effort – Small Business participation goal. The recommended firm provided written notice to 15 certified firms but was unable to secure any small business commitment and will self-perform the work. The vendor has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

IFB 16-04 Reroofing at HCC's Katy Campus

Bid Tally

Firm	Bid Response	
	Total Proposed Price	Project Duration (in calendar days)
CS Advantage USAA, Inc.	\$ 469,000.00	100
Atlas Universal, Inc.	\$ 538,834.00	90
PRC Roofing Co., Inc.	\$ 591,200.00	120

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
13	HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to execute a contract with CS Advantage USAA, Inc., the lowest responsible bidder meeting specifications to provide eyebrow reroofing at 3100 Main in accordance with IFB 16-05.

COMPELLING REASON/RATIONALE

Following a roofing survey that was completed to assess the existing roofing conditions at 3100 Main, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the eyebrow reroofing at 3100 Main.

DESCRIPTION OR BACKGROUND

Invitation for Bid (IFB 16-05) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to five hundred & ninety-three (593) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-05, a pre-bid conference was held on December 2, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. All bids received were evaluated in accordance with IFB 16-05.

FISCAL IMPACT

The total bid price for the lowest responsible bid received is \$1,795,000.

The funding source is HCC Maintenance Budget.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-05 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

STRATEGIC ALIGNMENT

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

Attachment Title(s): **1. Summary of Procurement**
2. Bid Tally - Invitation for Bid 16-05

This item is applicable to the following:

<input type="checkbox"/> Central	<input type="checkbox"/> Coleman	<input type="checkbox"/> Northeast	<input type="checkbox"/> Northwest	<input type="checkbox"/> Southeast	<input type="checkbox"/> Southwest	<input checked="" type="checkbox"/> 3100
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**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: HCC Administration Building Eyebrow Reroofing at 3100 Main

PROJECT NO.: IFB 16-05

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT MANAGER: John Robertson, Manager Area Facilities, Maintenance

NAME OF BUYER: Arturo Lopez, Senior Buyer

PURPOSE: Following a roofing survey that was completed to assess the existing roofing conditions at 3100 Main, it was determined that HCC was best served by developing a new scope of work and issuing an Invitation for Bid for the reroofing project.

The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, supervision and management for the reroofing at 3100 Main.

This recommendation to the Board of Trustees is in accordance with IFB 16-05 and Chapter 2269.101 of the Texas Government Code.

RECOMMENDED VENDOR: CS Advantage USAA, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the lowest responsible bidder in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

Pursuant to the published IFB 16-05 document and in accordance with Chapter 2269.101 of the Texas Government Code, the lowest responsible bidder is being recommended for award.

PROJECTED VALUE: The total bid price for the lowest responsible bid received is \$1,795,000.

The funding source is HCC Maintenance Budget.

CONTRACT TERM: The contract term will be through the successful project completion, including individual project close-out and warranty period.

ADVERTISEMENT: This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 22 & 29, 2015
- African American: Week of November 16 & 23, 2015
- La Informacion: Week of November 16 & 23, 2015
- Voice of Asia: Week of November 16 & 23, 2015

**PROCUREMENT
NOTICE:**

A notice of the procurement was distributed to following on November 18, 2015

- Notice to HCC Board of Trustees
- Houston Minority Business Council
- Texas State Procurement Website
- HCC Procurement Operations Website

**SOLICITATION
INFORMATION:**

Invitation for Bid (IFB 16-05) was issued on November 18, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to five hundred & ninety-three (593) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with IFB 16-05, a pre-bid conference was held on December 2, 2015 and a question and answer period was allowed through December 5, 2015. Four (4) bids were received by the solicitation due date of December 15, 2015 at 2:00 p.m. All bids received were evaluated in accordance with IFB 16-05.

COMPETITIVE: Yes

BID EVALUATION: The lowest priced bid was reviewed for responsiveness by the Facilities Department who confirmed the bid as meeting the specifications of IFB 16-05.

**PRIOR HCC
EXPERIENCE:** No

REFERENCES: Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 35% – Good Faith Effort – Small Business participation goal. The recommended firm provided written notice to 11 certified firms but was unable to secure any small business commitment and will self-perform the work. The vendor has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

IFB 16-05 Eyebrow Reroofing at 3100 Main

Bid Tally

Firm	Bid Response	
	Total Proposed Price	Project Duration (in calendar days)
CS Advantage USAA, Inc.	\$ 1,795,000.00	365
Diversified Roofing	\$ 1,884,000.00	270
PRC Roofing Co., Inc.	\$ 2,592,000.00	365
Atlas Universal, Inc.	\$ 2,687,882.00	365

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
14	Physical Therapy Anatomage Table for Coleman College	Dr. Cesar Maldonado Dr. Phillip Nicotera Rogelio Anasagasti

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Anatomage, Inc., for the turnkey purchase of a digital 3D imaging table, to be used for instructional purpose at Coleman College.

COMPELLING REASON/RATIONALE

Anatomage is the manufacturer and exclusive distributor of the required equipment within the United States.

The Anatomage table is an advanced instructional educational tool that combines powerful hardware and software to offer health science students unprecedented technology for medical education. The full size table allows for a laboratory type setting where students can view and work on high resolution human anatomy instruction thus increasing student's ability to understand and see the pathology of a human body in real time.

This tool will become a cornerstone for Coleman health science students, aiding them to achieve clinical skills competencies. It also offers a multipurpose education platform where other health sciences students in programs like Nursing, Radiography and Computed Tomography can benefit.

DESCRIPTION OR BACKGROUND

Working together with the Instructional group and vendor, a turnkey solution was developed to include the physical Anatomage Table and the InVivo5 3D imaging software that includes hundreds of lessons and clinical scenarios. Onsite installation and training of HCC staff in addition to a 3-year extended warranty on the hardware and software maintenance and support is also included for the duration of the contract term.

Anatomage was confirmed to be the manufacturer and exclusive distributor of the required equipment within the United States.

FISCAL IMPACT

The total negotiated cost for the purchase of equipment is \$84,450.

Funding is under a Carl Perkins Grant.

LEGAL REQUIRMENTS

This recommendation to the Board of Trustees is in accordance with Chapter 44.031(j) of the Texas Education Code which allows a school district to purchase an item that is available from only one source when competition is precluded because of the existence of a patent or copyright.

STRATEGIC ALIGNMENT

1.A.1.: Integrate 21st century skillsets as content across curriculum

1.D.2.: Align COEs with business and industry needs

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/19/2016 9:30 AM

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

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

RECOMMENDATION

Approve the Investment Report for the month of December 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 \$206,506 and the interest income earned and earnings credit for the fiscal year totaled \$875,086. The weighted average interest rate (WAR) at December 31, 2015 is .48%.

The Investment Report attached identifies HCC's investment holdings for the month ending December, 2015. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 64% of the assets invested in local government pools, money markets funds, short-term certificates of deposit and interest bearing checking accounts. All pools and money market funds are rated at the highest level. Certificates of deposit, high yield savings and other bank deposits are secured with U.S. Treasuries/agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings. Interest rates have remained historically low.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

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

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/19/2016 9:31 AM

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

Beginning Book Value (December 1, 2015)	\$	471,205,205
Beginning Market Value (December 1, 2015)	\$	470,920,906
Additions/subtractions (Book value - Net)	\$	(19,651,585) *
Change in Market value	\$	(134,228)
Ending Book value (December 31, 2015)	\$	451,553,619
Ending Market value (December 31, 2015)	\$	451,139,430
Unrealized Gain/(Loss)	\$	(414,189)
WAM (73% of Portfolio's weighted average maturity - All Funds)		1

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

* Net amount provided/used for Operations	(6,443,101)
* Net amount provided/used for CIP /Others	(13,208,484)
	<u>(19,651,585)</u>

EXECUTIVE SUMMARY
INVENTORY HOLDINGS REPORT
December 31, 2015

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,934,614	(52,186)
US Agencies	144,140,072	143,778,069	(362,003)
Local government pools	10,133,996	10,133,996	-
Money market funds	126,628,177	126,628,177	-
High yield savings	742,512	742,512	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	5,672,062	5,672,062	-
Total	<u>451,553,619</u>	<u>451,139,430</u>	<u>(414,189)</u>

WAR (weighted average interest rate) 0.48%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
As of December 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	50,697	53,717	52,291	(185)	52,106	53,407	(120)	1,301
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	44,643	47,296	50,645	(143)	50,502	47,022	(140)	(3,479)
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	1,931,910	2,000,000	0	2,000,000	1,924,696	(7,214)	(75,304)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	998,178	1,000,000	0	1,000,000	996,278	(1,900)	(3,722)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,036	1,999,720	0	1,999,720	2,000,116	80	396
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,539	998,598	0	998,598	999,660	121	1,063
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,987,860	9,978,667	0	9,978,667	9,989,600	1,740	10,933
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	-	-	623,102	623,102	623,351	-	249
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	-	-	4,369,655	4,369,655	4,371,235	-	1,580
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	-	-	4,992,875	4,992,875	4,995,380	-	2,505
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	1,032,508	1,080,000	0	1,080,000	1,028,461	(4,047)	(51,539)
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	1,603,267	1,600,000	0	1,600,000	1,586,520	(16,747)	(13,480)
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	2,612,820	2,675,000	0	2,675,000	2,602,328	(10,491)	(72,672)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	10,001,030	10,000,000	0	10,000,000	9,923,650	(77,380)	(76,350)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,963,040	10,000,000	0	10,000,000	9,983,520	20,480	(16,480)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,468	4,001,250	0	4,001,250	3,999,064	(1,404)	(2,186)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	02/02/15	01/26/16	5,000,000	4,999,935	5,000,000	0	5,000,000	5,000,335	400	335
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,065	4,998,425	0	4,998,425	4,999,350	1,285	925
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,998,065	4,998,425	0	4,998,425	4,999,350	1,285	925
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,415	2,775,000	0	2,775,000	2,775,369	(1,046)	369
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,983,730	4,994,550	0	4,994,550	4,979,880	(3,850)	(14,670)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/217	5,000,000	4,986,900	4,992,500	0	4,992,500	4,972,850	(14,050)	(19,650)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,995,945	4,998,850	0	4,998,850	4,996,945	1,000	(1,905)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,980,665	4,995,300	0	4,995,300	4,977,150	(3,515)	(18,150)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,986,525	4,996,500	0	4,996,500	4,984,570	(1,955)	(11,930)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,984,185	4,993,550	0	4,993,550	4,979,760	(4,425)	(13,790)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,977,735	4,993,750	0	4,993,750	4,973,830	(3,905)	(19,920)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,993,045	4,996,500	0	4,996,500	4,995,295	2,250	(1,205)
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	9,982,860	10,000,000	0	10,000,000	9,969,080	(13,780)	(30,920)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,001,830	5,000,000	0	5,000,000	5,000,480	(1,350)	480
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,993,540	4,994,889	0	4,994,889	4,994,360	820	(529)

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)
Federal Home Loan Discount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,995,940	9,992,222	0	9,992,222	9,997,290	1,350	5,068
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,995,220	9,992,854	0	9,992,854	9,996,390	1,170	3,536
Federal Home Loan Discount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,995,000	9,992,083	0	9,992,083	9,996,110	1,110	4,027
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	12/01/15			66,524	66,524	10	66,534	66,534	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	12/01/15			465,083	465,083	45	465,128	465,128	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	12/01/15			368,193	368,193	(7,606)	360,587	360,587	0	0
Checking Account-10010-7306-2006 Jr. lien	Bank Of America	0.11%	12/01/15			229	229	0	229	229	0	0
LTD2013 Tax Bond Grnral Checking A/C (10090)	Bank Of America	0.11%	12/01/15			3,496,900	3,496,900	(650,931)	2,845,969	2,845,969	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.11%	12/01/15			1,931,900	1,931,900	298	1,932,198	1,932,198	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	12/01/15			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.04%	12/01/15			455,946	455,946	70	456,016	456,016	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	12/01/15			71,251,409	71,251,409	(12,557,756)	58,693,653	58,693,653	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	12/01/15			82,901,246	82,901,246	(15,422,737)	67,478,509	67,478,509	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.03%	12/01/15			214,160	214,160	5	214,166	214,166	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.03%	12/01/15			1,528,356	1,528,356	(1,000,010)	528,346	528,346	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.09%	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	0.40%	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	0.33%	12/01/15			1,599,211	1,599,211	373	1,599,584	1,599,584	0	0
Tex Pool	State Street Bank	0.23%	12/01/15			8,533,062	8,533,062	1,350	8,534,412	8,534,412	0	0
TOTAL						470,920,906	471,205,205	(19,651,585)	451,553,619	451,139,430	(134,228)	(414,189)

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

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

RECOMMENDATION

Approve the Financial Statement for the month of December 2015.

COMPELLING REASON/RATIONALE

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

DESCRIPTION OR BACKGROUND

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

FISCAL IMPACT

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

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

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

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

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100



Summary Operating Statements

**For the Period
September 1, 2015 - December 31, 2015
For the Meeting of the Board of Trustees - February 16, 2016**

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



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For the Period September 1, 2015 - December 31, 2015

Houston Community College System

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Budgets	Adjusted Budgets by Divisions	6
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**Houston Community College System
Summary of Financial Statements
As of December 31, 2015**

In the Unrestricted Fund as of December 31, 2015, total revenue received is \$124.1 million. This represents 38.2% of budgeted annual revenues of \$324.6 million. Expenses total \$104.6 million to date; which is 32.2% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 7.5% decrease, and expenses are 11.6% higher than the prior year. Actual net revenue is \$19.5 million to-date. That translates into a like amount increase in fund balance.

Property tax revenues decreased by \$11 million as of December 31. Several large mortgage companies that remitted property taxes in December 2014 had not yet done so by December 31, 2015. Property tax collections are expected to meet budgeted projections.

Salaries increased 4.7%. This increase is due namely to the compensation study alignment and an across the board salary increase of 2% for full-time employees.

The expenses in Transfers & Debt show an increase of \$8.3 million namely due to the redemption of the PFC Westgate Bonds Series 2005A in the amount of \$8.1 million.

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

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

	Unrestricted ¹	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Revenues												
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
	124,108,456	11,747,727	3,626,701	-	44,062,629	-	988,918	-	9,365,606	-	54	193,900,091
Expenses												
Salaries	64,097,718	1,717,149	583,948	-	645,928	-	92,872	-	-	-	-	67,137,615
Employee Benefits	7,966,697	4,495,752	177,837	-	-	-	21,398	-	-	-	-	12,661,684
Supplies & General Exp	1,173,527	51,230	311,125	-	-	-	142	6,366	-	-	-	1,542,391
Travel	206,224	36,352	51,522	-	-	-	434	-	-	-	-	294,531
Marketing Costs	126,150	4,891	90,106	-	-	-	-	-	-	-	-	221,147
Rentals & Leases	692,571	64,477	21,745	-	-	-	2,577	-	-	-	-	781,371
Insurance/Risk Mgmt	4,520,865	2,758	1,677	-	-	-	-	-	-	-	-	4,525,299
Contracted Services	6,314,919	1,339,379	732,105	-	-	-	255	26,125	124,806	-	-	8,537,590
Utilities	2,262,001	-	182,425	-	-	-	-	-	-	-	-	2,444,426
Other Departmental Expenses	574,914	18,489	872,274	-	-	-	-	-	-	-	-	1,465,677
Instructional and Other Materials	3,625,022	58,793	75,029	-	-	-	134,438	-	-	-	-	3,893,282
Maintenance and Repair	180,662	121,351	2,721	-	65,116	-	-	51,875	-	-	-	421,726
Transfers (In)/Out ²	12,198,727	4,000,000	-	-	(1,711,969)	-	500,000	(9,000,000)	(5,986,759)	-	-	(0)
Debt	30,240	-	-	-	-	-	-	-	10,596,016	-	338,553	10,964,809
Capital Outlay	591,807	295,864	29,359	-	-	-	22,905,066	483,869	-	7,266,107	109,395	24,415,359
Depreciation	-	-	-	-	-	-	-	-	-	-	-	7,266,107
Scholarship Distribution	-	-	-	-	45,042,034	-	-	-	-	-	-	45,042,034
Total Expenses	104,562,045	12,206,485	3,131,873	-	44,041,109	-	23,657,182	(8,431,765)	4,734,064	7,266,107	447,948	191,615,047
NET REVENUE/(EXPENSES)	19,546,411	(458,758)	494,828	-	21,520	-	(22,668,264)	8,431,765	4,631,542	(7,266,107)	(447,894)	2,285,044
Fund Balance Entries	(9,895)	-	-	-	-	-	22,619,713	445,287	-	8,846,958	(79,327)	31,822,735
Fund Balance as of 12/31/2015	\$ 64,667,170	\$ 4,081,479	\$ 8,194,011	\$ 509,932	\$ (8,286)	\$ -	\$ (21,219)	\$ 14,537,562	\$ 56,670,552	\$ 253,123,229	\$ (3,228,229)	\$ 398,526,200

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

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

HOUSTON COMMUNITY COLLEGE SYSTEM
Comparison to Budget and Comparison to Previous Fiscal Year
as of December 31, 2015
33.3% of Year Expended

HCCS CURRENT UNRESTRICTED

	Year-to-Date Actuals Thru December 31, 2015	FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2014	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
REVENUES						
State Appropriations	\$ 30,121,860	\$ 69,995,427	43.0%	\$ 29,734,041	\$ 387,819	1.3%
Ad Valorem Taxes	16,609,240	136,000,000	12.2%	27,634,794	(11,025,554)	-39.9%
Tuition, Net	28,909,142	40,925,000	70.6%	27,963,931	945,211	3.4%
Fees	43,576,007	65,325,000	66.7%	43,683,416	(107,410)	-0.2%
Other Local Income	834,198	2,250,000	37.1%	756,476	77,722	10.3%
Tuition & Fee, Net	3,890,260	9,500,000	41.0%	4,102,884	(212,623)	-5.2%
-- Extended Learning						
Indirect Cost Revenues, Grant	167,749	620,000	27.1%	226,640	(58,891)	-26.0%
Total Revenues	124,108,456	324,615,427	38.2%	134,102,181	(9,993,726)	-7.5%

	Year-to-Date Actuals Thru December 31, 2015	FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2014	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)
EXPENSES						
Salaries	64,097,718	190,409,639	33.7%	61,213,252	2,884,466	4.7%
Employee Benefits	7,966,697	21,210,175	37.6%	6,216,245	1,750,453	28.2%
Supplies Gen Exp	1,173,527	5,538,709	21.2%	1,205,532	(32,005)	-2.7%
Travel	206,224	1,913,059	10.8%	201,008	5,216	2.6%
Marketing Costs	126,150	1,052,750	12.0%	278,266	(152,117)	-54.7%
Rental & Leases	692,571	2,531,434	27.4%	681,981	10,591	1.6%
Insurance/Risk Mgmt	4,520,865	5,551,431	81.4%	6,376,119	(1,855,254)	-29.1%
Contract Services	6,314,919	24,303,119	26.0%	6,270,477	44,442	0.7%
Utilities	2,262,001	10,246,651	22.1%	2,287,771	(25,770)	-1.1%
Other Departmental Expenses	574,914	2,391,597	24.0%	395,671	179,243	45.3%
Instructional & Other Materials	3,625,022	9,687,055	37.4%	3,699,791	(74,769)	-2.0%
Maintenance & Repair	180,662	1,358,518	13.3%	157,544	23,119	14.7%
Transfers/Debt	12,228,967	40,713,014	30.0%	3,963,834	8,265,134	208.5%
Contingency	-	4,139,168	0.0%	-	-	0.0%
Capital Outlay	591,807	3,569,107	16.6%	775,828	(184,021)	-23.7%
Total Expenses	\$ 104,562,045	\$ 324,615,427	32.2%	\$ 93,723,319	10,838,726	11.6%
NET REVENUE/(EXPENSES)	\$ 19,546,411	\$ 0	0.0%	\$ 40,378,862	\$ (20,832,452)	-51.6%

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Budget By Fund
as of December 31, 2015

Auxiliary Funds - Uncommitted Portion

Fund Balance –
September 1, 2015 (Audited)

FY2016

	Main Leasing	Misc. Auxiliary	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Revenue	1,884,270	283,077			413,643		151,962		2,732,952
Salaries	87,525	171,642	36,498			100,252	81,533		477,451
Benefits	22,111	81,615	8,506			24,656	19,790		156,678
Supplies Gen Exp	20,180	15,327	2,190				2,122		39,819
Travel	-	1,896	2,370						4,265
Marketing Costs	-	374		89,732					90,106
Rental & Leases	1,595	15,875							17,470
Contract Services	618,497	26,000	9,175				1,051		654,723
Utilities	182,425								182,425
Departmental Expenses	300	122,709		728,745		5,830			857,584
Instructional & Other Materials	600	2,177					72,077		74,854
Maintenance & Repair	-						2,721		2,721
Insurance/Risk Mgmt	-								-
Exemptions and Waivers	-							457,919	457,919
Transfer/Debt	-								-
Capital Outlay	27,463								27,463
Total Expense	960,696	437,614	58,739	818,476	130,738	179,294	457,919	3,043,477	3,043,477
Contribution to Fund Balance	923,573	(154,537)	(58,739)	(818,476)	413,643	(27,332)	(457,919)	(310,525)	(310,525)
Auxiliary Fund Balance - Uncommitted Portion									\$ 3,391,564
									\$ 3,081,039

* 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 December 31, 2015

Auxiliary Funds - International and Committed Portions

	International			Committed				Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed
Fund Balance – September 1, 2015 (Audited) FY2016			\$ 1,818,386	\$ -	\$ 324,132	\$ 1,005,688	\$ 1,159,414	\$ 2,489,233
Revenue	23,333	-	23,333	5,504	31,500	744,076	550,187	1,331,267
Salaries	-	-	-	-	-	28,514	77,983	106,498
Benefits	-	-	-	-	-	2,367	18,792	21,159
Supplies Gen Exp	204	-	204	-	21,570	198,294	51,239	271,103
Travel	572	26,004	26,576	-	-	3,236	17,444	20,680
Marketing Costs	-	-	-	-	-	-	-	-
Rental & Leases	-	-	-	-	-	-	4,275	4,275
Contract Services	-	-	-	-	-	29,619	47,763	77,382
Utilities	-	-	-	-	-	-	-	-
Departmental Expenses	-	-	-	-	500	4,243	9,947	14,690
Instructional & Other Materials	-	-	-	-	-	-	176	176
Maintenance & Repair	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt	-	-	-	-	-	112	1,565	1,677
Exemptions and Waivers	-	-	-	-	-	2,932	-	2,932
Transfer	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896
Total Expense	776	26,004	26,780	-	22,070	271,213	229,185	522,468
Contribution to Fund Balance	22,557	(26,004)	(3,447)	5,504	9,430	472,863	321,003	808,799
Auxiliary Fund Balance - Intl, Committed, Total			\$ 1,814,939	\$ 5,504	\$ 333,562	\$ 1,478,551	\$ 1,480,416	\$ 3,298,033
								\$ 8,194,011

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of December 31, 2015

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,813,842	\$ 9,344,227	\$ 12,027,149	\$ 10,857,104	\$ 6,104,119	\$ 12,810,126	\$ 11,681,090	\$ 53,088,589
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	237,731	232,917	222,333	313,978	227,210	302,336	184,702	305,354
Travel	38,542	76,104	28,341	40,020	48,388	128,380	85,414	153,513
Marketing Costs	13,645	39,207	56,019	26,182	93,045	12,500	286,057	6,356
Rentals & Leases	5,270	57,971	934,619	484,749	77,305	517,054	26,718	24,510
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	287,161	238,998	68,719	12,936	74,602	233,764	141,102	398,978
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	50,111	71,747	29,644	29,220	46,834	99,713	54,714	68,874
Instructional And Other Materials	296,307	56,253	125,383	107,268	68,376	253,029	860,680	1,226,536
Maintenance and Repair	138,855	38,966	125,124	11,815	10,926	69,918	121,311	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	479,432	554,296	410,268	371,822	160,076	496,627	237,500	-
Capital Outlay	444,822	149,693	46,352	209,074	96,955	102,285	128,968	331,795
Total	\$ 11,810,844	\$ 10,860,379	\$ 14,079,736	\$ 12,465,994	\$ 7,007,836	\$ 15,025,858	\$ 13,808,256	\$ 55,646,382

HOUSTON COMMUNITY COLLEGE
FY 2015-16 Adjusted Budget by Divisions
as of December 31, 2015

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,178,687	\$ 28,904,543	\$ 3,205,790	\$ 17,755,924	\$ 5,057,151	\$ 3,581,297	\$ 190,409,639
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	668,351	954,605	149,888	274,138	165,166	1,300,000	5,538,709
Travel	178,675	245,465	66,263	776,928	47,026	-	1,913,059
Marketing Costs	254,000	258,739	5,000	2,000	-	-	1,052,750
Rentals & Leases	87,100	244,990	61,429	4,319	5,400	-	2,531,434
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,029,547	15,721,963	82,525	112,085	1,374,686	2,526,053	24,303,119
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,396	406,573	97,829	538,132	99,810	-	2,391,597
Instructional And Other Materials	63,015	5,659,470	51,013	593,797	325,928	-	9,687,055
Maintenance and Repair	15,446	778,775	4,688	444	884	-	1,358,518
Transfers/Debt	200,000	43,591	-	-	-	40,468,237	40,713,014
Contingency	150,000	246,064	269,101	89,500	47,000	627,482	4,139,168
Capital Outlay	120,700	1,707,165	188,790	24,786	17,723	-	3,569,107
Total	\$ 17,293,917	\$ 56,924,171	\$ 4,182,316	\$ 20,172,941	\$ 7,140,774	\$ 78,196,023	\$ 324,615,427

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

	<u>CURRENT & LOAN FUNDS¹</u>	<u>PLANT & BOND FUNDS²</u>	<u>Total All Funds</u>
ASSETS			
Current Assets:			
Cash & cash equivalents	\$ 104,754,523	\$ 33,966,823	\$ 138,721,346
Restricted cash & cash equivalents	-	-	-
Short term Investments	-	-	-
Accounts/Other receivable (net)	32,279,815	3,320,688	35,600,503
Deferred charges	5,273	-	5,273
Prepays	1,955,288	1,346,598	3,301,885
Total Current Assets	<u>138,994,899</u>	<u>38,634,108</u>	<u>177,629,007</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	171,972,591	171,972,591
Restricted long-term investments	-	136,812,368	136,812,368
Long-term Investments	25,900,315	-	25,900,315
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	-	966,745,470	966,745,470
Total Non-current Assets	<u>37,199,330</u>	<u>1,275,530,430</u>	<u>1,312,729,759</u>
Total Assets	<u><u>\$ 176,194,228</u></u>	<u><u>\$ 1,314,164,538</u></u>	<u><u>\$ 1,490,358,766</u></u>
LIABILITIES			
Current Liabilities:			
Accounts payable	6,352,135	1,376,138	7,728,274
Accrued liabilities	38,822	1,305,511	1,344,333
Compensated absences	2,526,083	-	2,526,083
Funds held for others	657,852	189,209	847,061
Deferred revenue	1,120,119	229,281	1,349,400
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Total Current Liabilities	<u>10,695,011</u>	<u>36,403,439</u>	<u>47,098,450</u>
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Notes payable	-	152,671,388	152,671,388
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	48,522,357	48,522,357
Total Non-current Liabilities	<u>88,054,911</u>	<u>953,450,976</u>	<u>1,041,505,887</u>
Total Liabilities	<u><u>\$ 98,749,922</u></u>	<u><u>\$ 989,854,415</u></u>	<u><u>\$ 1,088,604,336</u></u>
Fund Balance-			
August 31, 2015 Audited	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	20,031,345	-	20,031,345
Restricted	(437,237)	-	(437,237)
Net Investment in Plant	-	15,040,895	15,040,895
Total Fund Balances	<u><u>\$ 77,444,309</u></u>	<u><u>\$ 324,310,123</u></u>	<u><u>\$ 401,754,432</u></u>
Total Liabilities & Fund Balances	<u><u>\$ 176,194,231</u></u>	<u><u>\$ 1,314,164,538</u></u>	<u><u>\$ 1,490,358,766</u></u>

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

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

Houston Community College

Exemptions & Waivers Through December 31, 2015

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 12/31/2014	Year-to-Date Activity thru 12/31/2015	
Tuition				
Budget:				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
Revenues Received:				
Tuition	45,771,753	32,490,664		33,083,656
Waivers & Exemptions:				
Dual Credit & Early College HS	(5,045,017)	(3,487,812)		(3,303,464)
Other	(1,603,037)	(1,038,921)		(871,050)
Total Waivers & Exemptions	(6,648,054)	(4,526,733)		(4,174,514)
Total Tuition Revenue, Net	\$ 39,123,700	\$ 27,963,931	\$	28,909,142
Tuition - Extended Learning				
Budget:				
Budget FY 2015-16, Net			\$	9,500,000
Revenues Received:				
Tuition	8,931,465	4,740,675		4,408,242
Waivers & Exemptions:				
Department of Corrections	(2,021,386)	(637,791)		(517,982)
Total EL Tuition Revenue, Net	\$ 6,910,079	\$ 4,102,884	\$	3,890,260

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 12/31/2014	Year-to-Date Activity thru 12/31/2015		
Dept of Corrections	\$ 1,946,863	\$ 637,791	\$ 517,982		-18.8%
Dual Credit & Early College HS Waiver	5,045,017	3,487,812	3,303,464		-5.3%
Other:					
Employee Fee Exemptions	61,121	33,957	36,355		7.1%
Firemen	12,870	7,080	2,447		-65.4%
Hazelwood	942,773	624,972	449,098		-28.1%
Deaf & Blind	190,174	127,329	141,436		11.1%
High Ranking Hi SCH Grad	1,805	1,235	1,147		-7.1%
Child of Disabled Vet ETC	7,264	5,086	3,295		-35.2%
Emp of State Coll & Univ	-	-	2,027		0.0%
Nonres Teach/Research Asst	6,363	4,956	80		-98.4%
Nonres Competitive Scholar	8,558	6,248	16,629		166.1%
Senior Citizens	13,668	9,317	7,725		-17.1%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	168,777	104,744		-37.9%
Undocumented Students	5,723	3,971	1,062		-73.3%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	3,360		0.0%
Peace Officer Exemption	3,868	471	615		30.6%
Adopted Student Waiver	91,719	41,846	96,438		130.5%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,038,921	871,050		-16.2%
Grand Total Exemptions & Waivers	\$ 8,594,917	\$ 5,164,524	\$ 4,692,496		-9.1%

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Facilities and Finance*

ITEM NO.	ITEM TITLE	PRESENTER
17	Approval of Lease Agreement for 5505 West Loop South Houston, Texas	Dr. Cesar Maldonado Charles Smith

RECOMMENDATION

Authorize the Chancellor to execute a lease agreement for the building at 5505 West Loop South on the West Loop campus.

COMPELLING REASON/RATIONALE

The leased space will be used as a business location for service to the general public.

DESCRIPTION OR BACKGROUND

This building was erected for investment purposes in 1999. It was leased by Conn's Appliances through September of 2014 and acquired by the College in March of 2015 through an amicable Purchase Sale Agreement. Leasing of the building is intended to defray the long term cost of acquisition.

FISCAL IMPACT

Income from the lease will defray the cost of acquisition, providing a long term benefit to the taxpayer.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

1.D.1.: Expand partnerships with business, industry, and other higher education institutions

Attachment Title(s):

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/19/2016 9:37 AM

ACTION ITEM

Meeting Date: February 25, 2016

Committee: *Board Governance*

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

RECOMMENDATION

Approve the personnel action item for February 2016.

COMPELLING REASON/RATIONALE

Full-time contract Faculty are 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 ALIGNMENT

3.A.2.: Review position, descriptions and staffing allocations to enhance institutional effectiveness

Attachment Title(s): **Personnel Agenda - Faculty (February 2016)**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

2/19/2016 12:56 PM

***Personnel Agenda -
Faculty (For Board Approval)***

Board Meeting: February 25, 2016

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. Grissom, Charles	HCCS P/T EMS Instructor	to F/T EMS Instructor	FAC/04 12 months	\$ 33,280 yr.	\$ 59,145 yr.	01-25-16
2. Robertson-Shirdon, Diana	HCCS F/T (Temp) Medical Assistant Instructor	to F/T Medical Assistant Instructor	FAC/08 10.5 months	\$ 46,531 yr.	\$ 60,917 yr.	01-11-16

Credentials & Selection Process -
Faculty (For Board Approval)

Board Meeting: February 25, 2016

FACULTY (REGULAR) – FOR BOARD APPROVAL

<u>Name</u>	<u>Job Title/Requirements</u>	<u>Nominee's Credentials</u>	<u>Selection Process</u>
1. Grissom, Charles	<i>EMS Instructor</i> Associate's degree is required. Five (5) years field experience as a Paramedic with a fire-based program and/or a 911 EMS system is required.	AAS in Emergency Medical Services EMS Instructor 10 yrs. Captain – Paramedic 29 yrs. Paramedic 1 yr. Total 40 yrs.	Job Vac. Notice-4996 -HR Referred-1 -Screening committee evaluated and reviewed-1 -Hiring authority evaluated and interviewed-1 -Applicant selected-External HCCS P/T to F/T
2. Robertson-Shirdon, Diana	<i>Medical Assistant Instructor</i> Associate's degree or higher in Nursing, Health, Education, or a Technology related field. Minimum of three (3) years current clinical work experience in a health care setting.	AAS in Medical Assistant Technology Medical Asst. Instructor 2 yrs. School Nurse 2 yrs. Supply Staff – Nursing 1 yr. Total 6 yrs.	Job Vacancy Notice-4799 -HR Referred-31 -Screening committee evaluated and reviewed-3 -Hiring authority evaluated and interviewed-2 -Applicant selected-External HCCS F/T Temp to F/T

APPENDIX

Personnel Report for February 25, 2016

(No Board Action Required)

Personnel Agenda -
Staff (No Board Action Required)

Board Meeting: February 25, 2016

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. Carson, Randolph	US Security Associates	to F/T Security Officer	NE/04 12 months	\$ 22,360 yr.	\$ 32,000 yr.	01-25-16
2. Chau, Liza	HCCS F/T Financial Aid Officer	to F/T Financial Aid Regional Manager-East	EX/10 12 months	\$ 60,845 yr.	\$ 69,971 yr.	01-16-16
3. Evans, Brehon	Prairie View A&M University	to F/T Director Records Management	EX/11 12 months	\$ 46,395 yr.	\$ 76,500 yr.	01-25-16
4. Fulton, Sandra	Reynolds Community College	to F/T Manager Instructional Assessment	EX/11 12 months	\$ 69,700 yr.	\$ 74,273 yr.	01-11-16
5. Furman, Kathleen	Gilbane Building Company	to F/T Secretary II	NE/07 12 months	\$ 38,000 yr.	\$ 37,587 yr.	01-25-16
6. Gonzalez, Ricardo	Security Reconnaissance Team	to F/T Security Officer	NE/04 12 months	\$ 23,920 yr.	\$ 27,000 yr.	01-25-16
7. Holmes, Jennifer	HCCS F/T Director Entrepreneurial Initiatives Community Relations	to F/T Director Corporate Training	EXEC/10 12 months	\$ 88,782 yr.	\$ 102,099 yr.	01-16-16

HOUSTON COMMUNITY COLLEGE SYSTEM
 ADMINISTRATOR/SECRETARIAL/CLERICAL/CLASSIFIED STAFF
 February 25, 2016

<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. Jonkins, DeRodrick	HCCS F/T Financial Aid Officer	to F/T Financial Aid Regional Manager-West	EX/10 12 months	\$ 54,121 yr.	\$ 65,000 yr.	01-16-16
9. Martinez, Miroslava	HCCS P/T Instructional Support Specialist	to F/T Secretary II	NE/07 12 months	\$ 29,702 yr.	\$ 37,584 yr.	01-25-16
10. McCleskey, Joel	Fort Bend ISD	to F/T Sr. Network Architect	EX/12 12 months	\$ 100,000 yr.	\$ 100,695 yr.	01-25-16
11. Nguyen, Khoa	Canrig Drilling Technology	to F/T IT Security Specialist	EX/09 12 months	\$ 72,100 yr.	\$ 62,338 yr.	01-25-16
12. Perez, Monica	HCCS F/T Secretary III	to F/T Executive Secretary	NE/09 12 months	\$ 49,641 yr.	\$ 54,335 yr.	01-16-16
13. Poindexter, Brianna	Walmart	to F/T Telecommunicator Cadet	NE/05 12 months	\$ 9,724 yr.	\$ 28,116 yr.	01-25-16
14. Rooker, Shavaun	HCCS F/T Financial Aid Associate	to F/T Financial Aid Regional Manager-CE/CO /Online	EX/10 12 months	\$ 42,265 yr.	\$ 60,000 yr.	01-16-16
15. Simoni, Nagin	HCCS F/T (Temp) Advisor	to F/T Advisor	EX/07 12 months	\$ 36,500 yr.	\$ 36,500 yr.	01-16-16

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

<u>Name</u>	<u>Proposed Organization</u>	<u>Proposed Title/Organization</u>	<u>FLSA/Grade</u>	<u>Previous Salary</u>	<u>Current Salary</u>	<u>Effective Date</u>
16. Singleton, Jasmine	ParkWest Staffing	to F/T Secretary II	NE/07 12 months	\$ 33,000 yr.	\$ 35,875 yr.	01-25-16
17. Tiggs, Alden	HCCS F/T AutoCAD Specialist	to F/T AutoCAD/Audio Visual Supervisor	EX/09 12 months	\$ 55,060 yr.	\$ 62,338 yr.	01-16-16
18. Vork, Amanda	HCCS F/T Director Learning Emporium	to F/T Director Instructional Support	EX/11 12 months	\$ 74,394 yr.	\$ 80,000 yr.	01-04-16

SEPARATIONS OF EMPLOYMENT

Collazo, Joe Joe Collazo, Internal Auditor, effective January 29, 2016.
 Dye, Leslie Leslie Dye, Transcript Evaluator, effective January 15, 2016.
 Ebrahimi, Angela Angela Ebrahimi, Designated School Official/International Advisor, effective January 26, 2016.
 Holden, Titanshia Titanshia Holden, Office Manager, effective January 29, 2016.
 Johnson, Jacqueline Jacqueline Johnson, Secretary II, effective January 05, 2016.
 Johnson, Nicole Nicole Johnson, Coordinator Workforce Training Grant Programs, effective January 22, 2016.
 Jubilee, Pandora Pandora Jubilee, Sr. Budget Analyst, effective January 08, 2016.
 Khan, Frank Frank Khan, Internal Auditor, effective January 15, 2016.
 Rhoades, Patti Patti Rhoades, Sr. Telecommunications Operator, effective January 28, 2016.
 Sigers, Yolande Yolande Sigers, Graphic Designer, effective January 30, 2016.
 Spivey, Sharon Sharon Spivey, VA Assistant, effective January 15, 2016.
 Taylor, Sharlene Sharlene Taylor, Administrative Assistant, effective January 29, 2016.

