



AGENDA

SPECIAL MEETING OF THE BOARD OF TRUSTEES

**August 10, 2015
10:00 a.m.**

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



Strategic Plan 2012-2015

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

Mission

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

Vision

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

Strategic Initiatives

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

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

August 10, 2015

Notice is hereby given that the Board of Trustees of Houston Community College will hold a Special Meeting on the Monday, tenth (10th) day of August 2015, at 10:00 a.m., or after, and from day to day as required, at HCC Administration Building, 3100 Main, 2nd Floor Auditorium, Houston, Texas, 77002. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session may be discussed in open session and vice versa as permitted by law. The Board may take final action with regard to items listed in this Notice without further action at a Regular Board Meeting.

I. Call to Order

II. Topics for Discussion and/or Action

- A. Proposed Operating Budget (Unrestricted Funds) for Fiscal Year 2015-2016.
- B. Capital & Technology Plan for Fiscal Year 2015-2016.
- C. Approval of Proposed Settlement Agreement Between HCC and Renee Byas.

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

A. Legal Matters

- 1. Proposed Settlement Agreement Between HCC and Renee Byas.
- 2. De La Cruz, Independencia v. Houston Community College
- 3. 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 changes against an officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

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C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority

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

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

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

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

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

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

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

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

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

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

V. Reconvene in Open Meeting

VI. Adjournment

Certificate of Posting or Giving of Notice

On this the 6th day of August 2015, 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; (2) the Harris County's Criminal Justice Center, 1201 Franklin, Houston, Texas 77002; (3) the Fort Bend County Courthouse, 401 Jackson, Richmond, Texas 77469; and (4) the Houston Community College System's website, www.hccs.edu. The Houston Community College's Fort Bend County public meeting notices may be viewed after hours (i.e. between the hours of 5:30 p.m. and 7:30 a.m.) on the kiosk located on the west side of the new Fort Bend County Courthouse (the "William B. Travis Building"), located at 309 South Fourth Street, Richmond, Texas 77469.

Sharon R. Wright, Manager
Board Services

ACTION ITEM

Meeting Date: August 10, 2015

ITEM NO.	ITEM TITLE	PRESENTER
A	Proposed Operating Budget (Unrestricted Funds) for Fiscal Year 2015-2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the proposed Operating Budget (Unrestricted Funds) for Fiscal Year 2015-2016 in the amount of \$324,615,427.

COMPELLING REASON/RATIONALE

To facilitate sound financial management, a balanced budget identified through an orderly process must be developed and approved annually.

DESCRIPTION OR BACKGROUND

In addition to funding the normal operations of the college, the budget process focused on providing funds needed for Centers of Excellence, to enact the recommendations of the compensation study, and to pay down PFC debt.

FISCAL IMPACT

Fiscal Year 2015-2016 in the amount of \$324,615,427. No increase to tuition and fees or the M&O tax rate is included. Current M&O tax rate is \$0.077055; proposed M&O tax rate is \$0.077055.

LEGAL REQUIREMENT

Section 51.0051, Annual Operating Budgets, Texas Education Code, provides that "the governing board of each institution shall approve on or before September 1 of each year an itemized budget covering the operation of the institution for the fiscal year beginning on September 1 of each year."

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

Attachment Title(s): **Proposed Operating Budget (Unrestricted Funds) for FY 2015-2016**

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100

HOUSTON COMMUNITY COLLEGE
FY 2015-2016 Proposed Budget Summary
Current Unrestricted Fund

	Budget FY2015	Change Increase (Decrease)	Proposed Budget FY2016	Increase (Decrease) vs. Prior Yr
REVENUES				
State Appropriations	\$ 69,202,364	\$ 793,063	\$ 69,995,427	1%
Ad Valorem Taxes	114,968,081	\$ 21,031,919	136,000,000	18%
Tuition, Net	40,308,204	\$ 616,796	40,925,000	2%
Fees	64,784,694	\$ 540,306	65,325,000	1%
Tuition & Fee, Net - Extended Learning	6,565,665	\$ 2,934,335	9,500,000	45%
Other Local Income	2,247,796	\$ 2,204	2,250,000	0%
Grant Revenue	619,663	\$ 337	620,000	0%
Total Revenues	\$ 298,696,467	\$ 25,918,960	\$ 324,615,427	9%
Fund Balance Carry-Forwards				
Purchase Order Rolls	-	-	-	0%
Assigned Fund Balance Transfers In	8,000,000	(8,000,000)	-	-100%
Total Available Funding	\$306,696,467	\$17,918,960	\$324,615,427	6%
EXPENSES				
Salaries	180,737,195	10,530,367	191,267,562	6%
Employee Benefits	20,180,691	1,029,484	21,210,175	5%
Supplies, General Expenses, Marketing	7,413,673	(792,239)	6,621,434	-11%
Travel	1,236,748	15,477	1,252,225	1%
Rental & Leases	2,589,915	(220,691)	2,369,224	-9%
Insurance/Risk Mgmt	7,264,192	287,789	7,551,981	4%
Contract Services	24,703,220	(1,423,080)	23,280,140	-6%
Utilities	10,251,629	(4,978)	10,246,651	0%
Other Departmental Expenses	2,352,596	(327,756)	2,024,840	-14%
Instructional & Other Materials	10,806,362	(1,598,555)	9,207,807	-15%
Maintenance & Repair	1,337,211	28,548	1,365,759	2%
Transfers - Debt/Other	32,517,812	8,143,394	40,661,206	25%
Opportunity Funds	3,778,048	57,413	3,835,461	2%
Capital Outlay	1,527,175	2,193,787	3,720,962	144%
Total Expenses	\$ 306,696,467	17,918,960	\$ 324,615,427	6%

ACTION ITEM

Meeting Date: August 10, 2015

ITEM NO.	ITEM TITLE	PRESENTER
B	Capital & Technology Plan for Fiscal Year 2015-2016	Dr. Cesar Maldonado Teri Zamora

RECOMMENDATION

Approve the proposed Capital & Technology Plan for Fiscal Year 2015-2016 in the amount of \$9,000,000.

COMPELLING REASON/RATIONALE

Expendable funds currently exist in the Restricted, Unexpended Plant and Retirement of Debt Funds, with balances as of June 30, 2015 as noted below:

Fund 2 – Restricted	\$4,300,000
Fund 7 – Unexpended Plant	\$552,328
Fund 8 – Retirement of Debt	\$7,756,209

DESCRIPTION OR BACKGROUND

The sources of these funds are:

Fund 2 - Restricted	Funds represent a buildup of savings-to-date from the work of the Budget Task Force in fiscal years 2008 through 2011. These funds have been set aside for future needs.
Fund 7 - Unexpended Plant	Funds represent a portion of the Technology Fee charged to students for replacement and maintenance of technology and instructional equipment. This portion of the fee began in fiscal year 2010. Students are currently charged \$0.50 per semester credit hour, producing approximately \$560,000 per year.
Fund 8 - Retirement of Debt	Funds represent a portion of the Technology Fee charged to students for repayment of debt issued in 2006 to purchase technology equipment. This portion of the fee began in fiscal year 2007, and has accumulated a balance collected in excess of that needed to make the debt payments annually. Students are currently charged \$4.50 per semester credit hour, producing approximately \$2,175,000 per year in excess of funds needed for debt repayment.

The Capital and Technology Plan proposed for Fiscal Year 2015-2016 is to use portions of the funds in the following manner:

Fund 2 - Restricted	\$1,000,000 to fund security upgrades \$3,000,000 to fund upgrade/replacement of IT equipment \$4,000,000
Fund 7 - Unexpended Plant	\$ 500,000 to fund instructional equipment
Fund 8 - Retirement of Debt	\$4,500,000 to fund instructional equipment

FISCAL IMPACT

Fiscal Year 2015-2016 in the amount of \$9,000,000.

LEGAL REQUIREMENT

N/A

STRATEGIC GOAL ALIGNMENT

Strategic Initiative: Support Innovation

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

ACTION ITEM

Meeting Date: August 10, 2015

ITEM NO.	ITEM TITLE	PRESENTER
C	Approval of Proposed Settlement Agreement Between HCC and Renee Byas	Dr. Cesar Maldonado Edgar A. Smith

RECOMMENDATION

Approve Settlement Agreement in Houston Community College v. Renee Byas, Cause No. 2014-55319, in the 55th Judicial District Court of Harris County, Texas.

DESCRIPTION OR BACKGROUND

Upon approval, all parties agree to release all claims in the above-styled lawsuit.

STRATEGIC GOAL ALIGNMENT

Guiding Principle: Sound Stewardship

This item is applicable to the following:

Central Coleman Northeast Northwest Southeast Southwest 3100