



## **AGENDA**

### **BOARD OF TRUSTEES REGULAR MEETING**

**April 21, 2016  
4:00 PM**

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

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

**April 21, 2016**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Thursday, April 21, 2016 at 4:00 PM, 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**

- A. Approve Board Minutes for February 2016

**IV. Awards, Presentations, and Recognitions**

- A. Houston Texans Check Presentation

**V. Chairman's Report**

- A. Recognition of Student Leaders

**VI. Chancellor's Report**

- A. Centers of Excellence
- B. Student Recognition
- C. Faculty Senate Report

**VII. Hearing of Citizens**

**VIII. Consent Agenda**

A. **Academic Affairs / Student Services**

- 1. HCC Honorary Degrees for 2016
- 2. Tuition and Fees for Non-Credit Classes

B. **Board Governance**

- 3. Proposed Revisions to Board Bylaws

C. **Facilities**

- 4. Authorization to Negotiate and Execute Settlements with Woodridge Plaza

## Tenants

### D. **Finance**

5. Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2016-2017
6. Body Interact Table Medical Simulator
7. Internet Service Provider and SIP Trunking Services (Project No. 16-27)
8. Real Estate Broker & Consulting Services (Project No. 16-19)
9. Investment Report for the Month of January 2016
10. Investment Report for the Month of February 2016
11. Monthly Financial Statement and Budget Review for January 2016
12. Monthly Financial Statement and Budget Review for February 2016

### IX. **Topics for Discussion and/or Action**

#### A. **Board Governance**

1. Personnel Agenda - Faculty
2. Personnel Agenda (Administrator)
3. Personnel Agenda (Administrator)

### 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**

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**

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

#### C. **Real Estate Matters**

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

### XI. **Additional Closed or Executive Session Authority:**

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held

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

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

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

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

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member 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**

**XIV. Appendix - No Action Required**

**XV. Dinner**

**CERTIFICATE OF POSTING OR GIVING NOTICE**

On this **18th day of April**, 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's website: [www.hccs.edu](http://www.hccs.edu).

Posted By:

---

Sharon R. Wright  
Director, Board Services

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
A.	Approve Board Minutes for February 2016	Dr. Cesar Maldonado

## RECOMMENDATION

Approved meeting minutes for February 2016.

## COMPELLING REASON/RATIONALE

In accordance to the Board bylaws, the Board shall prepare and keep minutes and/or make a tape recording of each open meeting.

## DESCRIPTION OR BACKGROUND

The following Board meetings were held in February 2016:

- Academic Affairs/Student Services Committee on February 16, 2016
- Audit Committee on February 16, 2016
- Board Governance Committee on February 16, 2016
- Chancellor Evaluation Committee on February 16, 2016
- Committee of the Whole on February 16, 2016
- Special Meeting on February 16, 2016
- Regular Meeting on February 21, 2016

## STRATEGIC ALIGNMENT

### 2. ORGANIZATIONAL STEWARDSHIP

*B. Improve and streamline business transactions and process*

## ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes for February 2016	4/16/2016	Attachment

This item is applicable to the following: District

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

February 16, 2016

**Minutes**

The Academic Affairs/Student Success Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

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

**ADMINISTRATION**

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

**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**

Ms. Eva Loreda, Committee Chair, called the meeting to order at 1:00 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: Loredo, Wilson, and Tamez).*

### **STUDENT SUCCESS IN COURSES**

Dr. Maldonado apprised Dr. Kimberly Beatty, Vice Chancellor for Academics would provide a report on Student Success in courses.

*(Dr. Hansen and Dr. Evans-Shabazz joined the meeting at 1:02 pm)*

Dr. Beatty reported on the following:

- Assumptions (Success defined by students who passed courses with a “C” or higher)
- Percent of Success by COE for Fall 2015
- Fall 2014 Compared to Fall 2015
- Using Data for Decision Making

Mr. Wilson commented how he appreciated the data showing the fall comparisons.

Dr. Tamez asked for examples of how best practices and pedagogy would apply to student success. Dr. Beatty provided the following examples: career specific advising, career coaches in health sciences and supplemental instruction in peer-to-peer group facilitation discussions.

Ms. Loredo commented on the importance of helping students who struggle with the readiness classes, especially math, and noted she would like to see the career coaches focus more on those areas.

Dr. Hansen requested if there is data showing how much time students spend in readiness classes before they enroll in college level classes. Dr. Beatty explained that effective in the fall, there will be “pair up” courses allowing students to sign up for a short-term brush up class, along with the credit course in the same field. This will allow less time in remediation.

Ms. Loredo stated there is comparison data made available on the struggle of remediation of students through “Achieving the Dream.”

Dr. Evans-Shabazz asked what is the accountability placed on public schools for graduating students who are not prepared due to alternative graduation requirements and what options exist for these students. Dr. Beatty stated HCC has TSI academies in place and dual credit coaches to support these students.

Dr. Maldonado mentioned TEA is moving towards accountability for the school districts to set their strategies with graduation. He commented Alief Early HS has an HCC advisor working with high school counselors to better prepare the students’ transition to HCC. The TSI academy is a way to support the student’s basic academic skills.

### **GRADUATION UPDATE**

Dr. Beatty presented the graduation report to include:

- Commencement ceremony location
- One ceremony (not separating workforce and academics)
- Graduation website created and chat area
- Informative videos for students, staff and faculty
- Using “Marching Order” software
- Pre-ceremony slide show to upload pictures for streaming prior to ceremony
- Separate ceremony for GED scheduled for (May 12<sup>th</sup> at Central College)
- At least 2500 participants in graduation ceremony

Dr. Hansen expressed his concern about the amount of time for the ceremony.

Dr. Tamez stated it is important to understand the experience of the student, and the elements that lead them to this important event and major milestone.

Ms. Loreda mentioned the importance of the split screen for family members to watch their student walk and asked who has used the “Marching Order” software. Dr. Beatty mentioned Tarrant County College and other universities have used the software.

Dr. Maldonado stated a graduation rehearsal would take place to make it a memorable event for the graduates and family.

Dr. Beatty continued with the presentation:

- High School/College Graduates Recognition
- Degrees and Certificated Awarded for 2013, 2014 & 2015
- Estimated Number of Awards – approximately 14,200
- Registration/Participation Campaign
  - § Buttons
  - § Graduation Tables
  - § Faculty Letter

*(Mr. Glaser joined the meeting at 1:33 pm)*

Dr. Tamez requested the actual number of degrees awarded. Dr. Beatty provided the figure available in October.

## **ENROLLMENT UPDATE**

Dr. Beatty presented on the following as part of the enrollment update:

### **Institutional Enrollment**

- Overview and Purposes
- Official Institution Enrollment Reporting Dates
  - § Academic Year (last day of the summer term)
  - § Fall (last day of the fall term)
  - § Spring (last day of the spring term)
- Reporting Guidelines for Board

Fall enrollment (February)

Spring enrollment (July)

Annual reports for previous year (September)

- Data Included- SCH; CEU, NCR and AHS
- Unduplicated Enrollment by Enrollment Category
- Unduplicated Fall to Fall Comparison by Enrollment Category
- Unduplicated Enrollment Trend by Enrollment Category ( Fall – End of Term)
- Local Area Unemployment Statistics

Dr. Tamez requested to change the spring enrollment report to June.

Mr. Glaser asked how funding for AHS students is formulated and is it different from traditional classes. Dr. Beatty noted many AHS programs are either grant or institutional funded.

Dr. Maldonado explained the challenge is when students move from one category to another, they lose opportunities for financial aid and grants pay for those programs.

Mr. Wilson requested the FTE equivalency number. Dr. Beatty apprised they would be provided.

Dr. Beatty continued with the presentation:

- Additional Approaches
  - § Enrollments by Instructional Area/COE
  - § Enrollment by Instructional Area and College
- Use of THECB Data
- THECB Annual Unduplicated Headcount (Credit and Continuing Education only)
- Annual Unduplicated Enrollment (SCH and CEU THCEB Peer Comparison)
- Using Data for Decision Making

Ms. Loreda stated Trustees who traveled to Washington DC were asked by several Congressmen the percentage of workforce and academics students. The question raised was due to the request for grants. (HCC student enrollment is 26% workforce and 74% are academics.)

Dr. Tamez requested if HCC is reaching out to the schools with HB5 endorsements and Pathways, etc. Dr. Beatty stated HCC was the first college with the HB5 initiative to collaborate with school districts and allow alignment.

Mr. Wilson shared the enrollment process, pass rate of a non-profit electrical training school and recommend HCC consider changing the focus of quantity to quality rates. Ms. Loreda stated the committee could consider this as a goal.

Mr. Glaser asked how HCCS is collaborating with industry to justify the enrollment to the long-term asset allocation for the programs, i.e. manufacturing. Dr. Beatty stated there are workforce advisory committees in place to assist with recruitment strategies and equipment for a quality program. Dr. Burrillo commented there is collaboration with the area industry employers and stakeholders in the Southwest and the Greater Houston area.

*(Mr. Capo joined the meeting at 1:53 pm)*

### **NURSING UPDATE**

Dr. Maldonado commented on the nursing program's challenges of missing the 80% passing rate requirement and changing the status of the nursing program. Dr. Maldonado testified before the House Higher Ed Committee in Austin, Texas explaining the changes made.

Dr. Beatty and Dr. Nicotera, President of Coleman College informed that they had a visit from the Nursing Board in December and spoke before the Nursing Board in January.

Dr. Nicotera presented the following on the Coleman College Nursing Program:

- Overview of recent events to include site visit; presentation to the Nursing Board, and final decision
- Contributing Factors
- NCLEX Pass Rates and National Council of State Boards of Nursing
- Corrective Measures
- Positive Progression (last 54 students have passed with a passing rate of 89.47%)
- Communication Strategy

Mr. Capo commented positively on the many faculty and staff recommendations made to move in the right direction. Dr. Nicotera explained all the recommendations implemented: exams standardized among the teaching sections, to professional development conducted by HESI representatives requiring adjunct faculty attend these meetings, and faculty working together to establish the curriculum.

Mr. Glaser asked if there are positions that need to be filled and if there is an approximate timeline to return to the standard status and start accepting students. He asked what the capita spent per student attending Coleman. Dr. Nicotera stated there is always a need to hire additional faculty, but the Nursing Board noted there is sufficient faculty based on the number of students currently enrolled in the program. He noted the anticipated status return date is October.

Dr. Evans-Shabazz stated she believes the strategies implemented will help the program status. Dr. Tamez agreed the nursing program is strong and by identifying the contributing factors and applying the corrective measures, the program can start accepting students in October. Dr. Hansen sees the plan reasonable, and has confidence the program will get back in good standing. Mr. Wilson applauded the plan set in place.

Ms. Loreda stated it was disheartening to hear about the status of the program and noted students are the ones affected. She concluded with everything needs to be done to help the students, and the college must do a better job in watching over all the programs.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:31 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**

**February 16, 2016**

**Minutes**

The Audit Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor, Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

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

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
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

**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 2:42 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, Glaser, Hansen, Loreda, Tamez, and Wilson).*

### **INTERNAL AUDIT QUARTERLY REPORT**

Dr. Maldonado informed the Internal Auditor retired and noted he has appointed as interim, Dr. Melissa Gonzalez, Chief of Staff, to provide the Internal Audit report.

Dr. Gonzalez presented the Quarterly Internal Audit report on the following:

- Veterans Affairs, Project 15-17, completed on December 1, 2015.
- Financial Management, Project 15-11, and the IT Governance and Planning, Project 15-18, are awaiting exit meetings.
- Veterans Affairs has four recommendations of which two are completed and two are in progress:

#### **Completed-**

- § Quality assurance processes on P-cards
- § Plan for the utilization of awarded grant funds

#### **In Progress-**

- § Develop procedures that staff's desktops be properly and periodically backed up;
- § Maintain student records in compliance with Department of Veterans Affairs and the Texas Veterans Commission.

- Business Continuity Plan, Project 14- 14 completed in April 2015 had the following recommendation:

Formalize processes for business continuity plans to function in the aftermath of a disaster. An assembly of stakeholders convened to outline the essential elements is still in progress. Risk management will review the compilation along with General Counsel.

### **QUARTERLY CONTROL AND COMPLIANCE ATTESTATION**

Mr. Ashley Smith, General Counsel, presented a letter to provide assurance in the accuracy of the information provided by the auditors and to establish trust and accountability between the Board and the Chancellor. The effort allows for the accuracy of information presented from the Chancellor to the Board and from the Board to the public.

Mr. Smith presented the following:

An Ecosystem will be in place to include a four-step compliance plan with the following:

- 1) Rules and training;
- 2) Internal controls to include the attestation letter;
- 3) 800 Number for anonymous callers to use; and
- 4) Enforcement

Mr. Wilson stated a trust level between the Board and administration is important. He also stated the importance of trust between the Board and the community.

*(Dr. Evans-Shabazz left at 2:51 pm)*

**UPDATE OF INTERNAL AUDIT PERSONNEL**

Dr. Maldonado provided an update on the status of the internal auditor positions and the numerous resignations, and a retirement. He stated the filling of the senior auditor position is in process. The position for Director of Internal Audit will be posted and anticipates it will be filled by the May meeting.

Mr. Glaser stated the position reports to the Board and noted he looks forward to reviewing the applicants.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:52 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**

February 16, 2016

**Minutes**

The Board Governance Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

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

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Janet May, Chief Human Resources Officer  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Kenneth Holden for Margaret Ford Fisher, President, Northeast 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, Committee Chair, called the meeting to order at 3:07 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**ADOPT REVISIONS TO HCC POLICY: BOARD APPROVAL AND SIGNATURE AUTHORITY**

Motion - Mr. Glaser moved and Dr. Tamez seconded.

Dr. Maldonado stated this is a revision to increase the Chancellor's signature approval from the current \$75,000 limit to \$100,000.

Dr. Hansen asked for clarification on the cooperative, inter-local, and job order contracts under \$500,000 limit. Mr. Jarvis Hollingsworth, Board Counsel, Bracewell & Giuliani, clarified the \$500,000 limit is driven by statute on job orders and cooperative and inter-local are included for efficiency purposes.

Mr. Capo reiterated all the other limits remain the same as set by the Board and noted the only change is the signature authority amount.

Mr. Hollingsworth pointed out under policy B.17, pursuant to the Board's direction, item 3 includes a revision of removing the exclusion of legal services contracts to come before the board. The board will be required to approve the language in the bylaw, requiring the transparency of the board to approve legal contracts.

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

*(Dr. Evans-Shabazz joined the meeting at 3:11 pm)*

**PROPOSED REVISIONS TO TASB POLICIES: SECTION A, SECTION B, & SECTION C**

Dr. Maldonado stated that the update moving relate to the TASB policy and aligns with the compliance required.

Mr. Hollingsworth stated TASB policy, sections A & B, had revisions made as requested by Dr. Hansen and approved by the committee last month.

Motion - Ms. Loreda moved to open section C for discussion, and Mr. Glaser seconded.

**ADOPT REVISIONS TO HCC NAMING OPPORTUNITY POLICY (Section C)**

Dr. Maldonado stated the HCC Foundation works diligently to develop resources for the institution and having a naming opportunity is a great advantage in seeking community support. He noted the Foundation needs a policy to use to show what is required regarding naming opportunity.

Dr. Hansen asked if the donations are for Foundation purposes. He questioned if the monies would funnel through the Foundation and then be sent to the general fund of the college.

Dr. Maldonado stated the donations would be separate and labeled for what the donor express to fund with the contribution.

Dr. Hansen asked if the monies for the naming donations would be for construction of buildings. Dr. Maldonado noted this was not the intent.

Mr. Capo apprised this is something the board can discuss further. He further stated the board determines how to handle the naming and funding policies. Mr. Hollingsworth stated the board loses control of the use of the funds once it goes to the Foundation, subject to the Foundation Board. He noted revenues donated for a naming opportunity have no restrictions, but if placed in the Foundation, they can set those restrictions.

Dr. Maldonado stated the policy does not prevent a donor wanting to fund a building, but provides the foundation with a policy book for going forth and obtaining funds. Dr. Maldonado stated the policy provides a policy book for the Foundation to move forward in seeking contributions in absence of a policy.

Ms. Carme Williams, Director, HCC Foundation, explained this would give the opportunity to name buildings as they are coming online and generate funds for student scholarships. She recommended that one percent (1%) of every naming gift be set aside as an endowment for use of the maintenance of the area named on behalf of the donor. Dr. Hansen pointed out it is a common practice with endowment funds that specific funds are tagged for specific purposes. He further stated account balance defines how much is available to use.

Mr. Capo stated he would like to see the donation of the naming rights of the college go towards growing the base amount of the donation in the endowment. Dr. Hansen noted the process is to disperse 4 – 5% from the generated income of the investment provided funds are producing more so the principal keeps growing.

Mr. Hollingsworth clarified the naming policy is driven by donor intent. He recommends the Board reserve as much flexibility as possible so the donor can drive the donation.

*(Mr. Oliver joined the meeting at 3:35 pm)*

Mr. Capo inquired if there would be someone responsible to make sure the endowment grows in exchange for naming the prime property. Dr. Maldonado stated there would be a routine report addressing Mr. Capo's concern.

Ms. Loreda suggested the Board and Foundation keep the flexibility between them and allow the Board to have input with the money placed in the Foundation. Mr. Hollingsworth clarified that the Board would lose the control once the money goes to the Foundation, but the ex-officio members of the Board who sit on the Foundation Board could monitor the figures to grow the endowment.

Mr. Glaser explained this would provide the Foundation with a framework to approach donors with different donation levels. He stated there should be a different discussion on how to manage the funds, but the Board should be actively engaging the Foundation to be in alignment with managing and growing the endowment.

Mr. Capo asked if there is an option in the policy for the administration, donor and Foundation to discuss details. Mr. Hollingsworth stated it would require an agreement from the Foundation to involve them as a necessary party.

Mr. Capo requested HCC's endowment balance and the sustainable target goal. Ms. Williams stated there is currently \$8 million, with a goal of \$100 million.

Dr. Hansen moved to recommit the policy to the Board Governance committee due to unresolved issues. He noted concerns regarding what funds will go to the college and what funds will go to the Foundation. Dr. Maldonado stated there has not been any framework for the Foundation and apprised they are not able to go out and market.

Mr. Capo expressed the trustees have voiced their concerns and would like answers to the concerns posed. He requested Dr. Maldonado establish the framework for the naming policy, to address the specific questions posed by the Board members for the next regular board meeting. Mr. Oliver commented the naming policy should not be rushed and noted to proceed with caution. Mr. Glaser apprises he does not want to delay the issue if the administration can answer the questions raised.

Mr. Hollingsworth stated if the committee is asking for the flexibility based on the donor and the amount, it will require amendment to some of the provisions in the agreement.

Mr. Oliver asked what other opportunities are being reviewing for growing the endowment amounts. Ms. Williams stated the Foundation Board has incorporated "plan giving" and apprised the information is on the Foundation website. She stated there are approximately 20 different endowments within the \$8 million endowment.

Mr. Oliver requested if there is an outreach program with alumni. Ms. Williams commented on the process of the alumni outreach program in place to increase the visibility of HCC. She asked that the agreement remains flexible and allow the donor to drive where to place donation emphasis and be a "donor-centered organization."

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

#### **ADOPT REVISIONS TO BOARD BYLAWS**

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

Mr. Hollingsworth explained the wording in Article H of the bylaws regarding Counsel changed from "appointed" to "approved".

Vote - Motion carried unanimously, 3-0.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:57 pm.

*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**

**February 16, 2016**

**Minutes**

The Chancellor Evaluation Committee of the Board of Trustees of Houston Community College held a meeting on Tuesday, February 16, 2016, at the HCC Administration Building, Second Floor Auditorium, 3100 Main, Houston, Texas.

**MEMBERS PRESENT**

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

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
William Carter, Vice Chancellor, Information Technology  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Carme Williams, Director, Foundation Office  
Madeline Burillo, Interim President, Southwest College  
William Harmon, President, Central College  
Zachary Hodges, President, Northwest College  
Ken Holden for Margaret Ford Fisher, President, Northeast College  
Phillip Nicotera, President, Coleman College

**OTHERS PRESENT**

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

**CALL TO ORDER**

Mr. Capo, Committee Chair, called the meeting to order at 2:32 p.m. and declared the Board convened to consider matters pertaining to Houston Community College as listed on the duly posted Meeting Notice.

**QUARTERLY PROGRESS REPORT ON CHANCELLOR'S 2016 GOALS**

Dr. Maldonado discussed how the Scorecard originated after meeting with individual trustees. It overlaps with institutional goals, the boards' goals and the strategic plan goals. The Scorecard will be on the website for public view on a quarterly basis.

Mr. Capo complemented the Scorecard pamphlet presentation, and how the Scorecard will assist with committees' focus. He asked how to differentiate when goals are reached, referencing the goal to increase enrollment by 2% listed under section 1 of the handout. Dr. Maldonado discussed the development of an enrollment dashboard reflecting the different enrollment dates and data. The dashboard will be operational by the April meeting.

Dr. Hansen asked if the 2% increase in enrollment is based on unduplicated headcount. He inquired if unduplicated headcount should be use when addressing enrollment questions with the public. Mr. Capo stated that for the purposes of the Chancellor's Evaluation Committee goals, the Board has agreed to use the unduplicated head count number. Dr. Maldonado stated using the unduplicated head count measurement is the general agreement between the Board and the Chancellor and explained the various reasons for the use of the unduplicated head count. Dr. Hansen stated there is value in using consistent head count numbers.

*(Mr. Wilson left at 2:32 pm)*

*(Mr. Wilson returned at 2:39 pm)*

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:41 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**

**February 16, 2016**

**Minutes**

The Board of Trustees of Houston Community College met as a Committee of the Whole on Tuesday, February 16, 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  
Dave Wilson

**ADMINISTRATION**

Cesar Maldonado, Chancellor  
Melissa Gonzalez, Chief of Staff  
Ashley Smith, General Counsel  
Teri Zamora, Senior Vice Chancellor, Finance and Administration  
Kimberly Beatty, Vice Chancellor, Instructional Services, Chief Academic Officer  
Butch Herod, Vice Chancellor, Innovation, Planning and Institutional Analytics  
Madeline Burillo, Interim President, Southwest College  
Zachary Hodges, President, Northwest College  
Kenneth Holden representing Margaret Ford Fisher, President, Northeast 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 4:30 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, Evans-Shabazz, Glaser, Hansen, Loredo, Tamez, and Wilson)*



Dr. Tamez called for a motion to approve the items on the consent agenda.

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

Motion Withdrawn - Mr. Capo and Dr. Hansen withdrew the motion to approve the consent agenda items.

**UPDATE ON BOND CAPITAL IMPROVEMENT PLAN (CIP) RELATED MATTERS**

Dr. Maldonado invited Mr. Charles Smith, Chief Facilities Officer, to provide a status update of the bond projects.

Mr. Smith provided an update on the following:

- Interns & Apprenticeships (28 interns)
- October Budget Report
- Small Business Enterprise
- Permit & Construction Schedule
- IRS Spending Requirements
- IRS Projections
- West Loop Parking Garage
- Stafford Workforce Building
- Brays Oaks
- Eastside Workforce Building
- Eastside Student Center
- Felix Fraga STEM
- Central South
- Acres Homes
- West Houston Institute
- Northline Central Plant
- Coleman Health Tower

Dr. Hansen requested a copy of the presentation for Board members. Mr. Smith stated that due to the size of the presentation, an electronic copy would be difficult to send. Dr. Maldonado added that the presentation would be printed and mailed to the Trustees.

Mr. Charles Smith stated Alief Hayes is the first of the bond projects completed.

Mr. Capo inquired why West Loop Parking Garage and West Houston Institute had a significant difference on (SBE) Small Business Enterprise numbers. Mr. Smith explained that the West Loop garage is an all pre-cast concrete project. He noted Houston does not have pre-casting small business enterprises; therefore, the pre-cast for the project came from San Antonio. He stated that the project given authority to come below the official target to make up the SBE is the only one since it was not possible to reach the number given the scope of work of the project.

Mr. Capo inquired about the status of the North Forest groundbreaking scheduled for December 2015. Mr. Smith explained a "notice to proceed" for the interior demolition was issued. He informed that all visible exterior work was placed on hold.

**APPROVAL OF THE OFFICIAL HCC SCHEDULE OF TUITION AND FEES**

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

Dr. Maldonado informed that the effort is to bring the items as a one-time approval on an annual basis instead of piecemealing the schedule as in the past.

Ms. Teri Zamora, Sr. Vice Chancellor of Finance and Administration provided a summary of the following fees: Elimination of the diploma fee (English 1301 Course material fee Northwest only), Technology fee and change the naming convention for out-of-district and out-of-state tuition fees. She stated the elimination of the diploma fee would decrease revenues annually by approximately \$52,000.

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

**APPROVAL OF AMENDMENT TO GROUND LEASE BETWEEN HCC AND TMC**

Motion - Mr. Capo moved and Mr. Glaser seconded.

Dr. Maldonado requested authorization to negotiate an amendment to the Texas Medical Center ground lease to update the legal description of the lease area, provide temporary construction workspace and easement access to memorialize TMC's approval for a stairway access encroachment.

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

**ADOPTION OF RESOLUTION FOR TEXPOOL PARTICIPATION**

Motion - Mr. Capo move and Dr. Evans-Shabazz seconded.

Dr. Maldonado recommended approving the resolution authorizing participation in the Texas Local Government Investment Pool (TexPool) and the TexPool Prime and designating authorized representatives.

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

**STAFFORD WORKFORCE CAMPUS MANUFACTURING CENTER OF EXCELLENCE EQUIPMENT PURCHASE (COOPERATIVE PURCHASE)**

Motion - Mr. Capo moved and Dr. Evans-Shabazz seconded.

Dr. Maldonado requested authorization to negotiate and execute a contract award with Technical Laboratories Inc., to purchase various robotics and control devices, under cooperative contract for use at the HCC Stafford Campus Workforce facility.

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

**HAAS CNC LATHES, MILLS, AND SIMULATORS-STAFFORD CAMPUS (PROJECT NO. 16-14)**

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

Dr. Maldonado requested authorization 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.

Mr. Wilson questioned if the equipment is included in the bond monies and why is it before the board. Dr. Tamez appraised that cost is over the signature authority limit and needs board approval.

Mr. Smith confirmed bond monies will be used for the construction and noted heavy equipment is being purchased outside the budget for savings requiring a Board approval.

Mr. Glaser inquired about the savings of the purchase. Mr. Smith specified the savings is about one third (1/3) of the amount shown. Dr. Hansen asked if the company was unique from the others. Mr. Smith stated other bids were not solicited. Dr. Hansen asked if Champions Machine Tool Sales is exclusive in the area. Mr. Smith confirmed the company is exclusive in the area. Mr. Glaser agreed Champions Machines Tools Sales do have geographic distribution agreement for this area.

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

**BRIDGEPORT SERIES 1 MILLING MACHINE HCC STAFFORD CAMPUS (PROJECT NO. 16-12)**

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

Dr. Maldonado requested authorization to negotiate and execute a contract with Rex Supply Company to purchase Bridgeport Series 1 Milling Machines for use at the Stafford Campus in accordance with RFP 16-12. Cost of the machine is \$105,282.

Dr. Hansen noted HCC was not using low bidder on the item. Mr. Rogelio Anasagasti, Executive Director of Procurement Operations affirmed the award recommendation was based on best value.

Vote - The motion passed 6-1, with Mr. Wilson opposing.

**STANDARD MODERN LATHES FOR STAFFORD AND SOUTH CAMPUSES**

Motion - Mr. Capo moved and Mr. Glaser seconded.

Dr. Maldonado asked Mr. Anasagasti to summarize the negotiation of a contract with Racer Machinery International, to purchase 16 standard Modern engine lathes and related equipment.

Mr. Anasagasti appraised the item qualifies under section 44.031(j) of the Texas Education Procurement Code based on being a “single source” provider. He noted the purpose of purchasing the recommended standard modern engine lathes is to ensure standardization alignment with the advisory board and industry needs across the system for the program.

Mr. Glaser asked about the uniqueness of the machine. Dr. Kimberly Beatty, Vice Chancellor for Academic Affairs explained the machinery request was a collaborative discussion with the advisory board and faculty and noted the standard modern lathes are an essential part of the National Institute for Metal Working Skills and NIMS accreditation used extensively in precision high tech machine shops in Canada and the US Military, technical colleges, and trade schools.

Ms. Loreda asked if this machinery is for workforce. Mr. Anasagasti confirmed the machine is for a very specific set of skills.

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

**BOOKSTORE AND RELATED SERVICE (PROJECT NO. 16-23)**

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

Dr. Maldonado requested to authorize negotiate and execute a contract with Barnes & Noble College book sellers to provide bookstore and related services in accordance with RFP 16-23. Mr. Capo appraised he would vote against the item and added since 2013 discussions have not resume on the use of auxiliary funds and prioritization on the use of those funds. He further stated that until further discussion happens, he would not be approving any future auxiliary fund programs.

Dr. Hansen requested clarification between the bookstore and the auxiliary funds. Mr. Capo clarified the bookstore funding comes out of the contract; and goes into the fund three (3) auxiliary fund accounts. The unrestricted section gives the ability to utilize the revenue in the current budget or where needed. He noted there has not been a discussion and prioritization approved by the Board for the use of Fund 3 items.

Dr. Hansen asked if Mr. Capo was moving to defer consideration. Mr. Capo stated he was open to defer to the next meeting.

Mr. Capo withdrew his original motion and Dr. Hansen the seconded.

Mr. Capo motioned to confer further on Fund 3 auxiliary funds in the immediate future, and Mr. Glaser seconded.

Ms. Loreda stated books are very expensive and inquired if Barnes & Noble is the only vendor, and if there are other options for students. Mr. Anasagasti commented there were strong competitors in the bidding process and historically, the recommended vendor has worked well with HCC. Dr. Beatty added there is an instructional materials committee headed by Dr. Stephen Levey, Associate Vice Chancellor of Academics looking at open educational resources and other approaches for textbooks.

Dr. Maldonado commented on how having a common management of academics is a big driver in transformation. He added HCC is moving towards a common textbook requirement to keep the cost down for students.

Mr. Wilson questioned the length of the contract and how it is determined what goes into the auxiliary funds. Ms. Zamora clarified that any type of enterprise, such as this, has to flow through auxiliary funds. She added that over the five (5) year period, the projected revenue is \$14.2 million with guaranteed first year revenue of \$3 million. Mr. Wilson asked why not cut the profit and pass it to the students. Ms. Zamora explained that for the past two (2) years scholarship funds have been in place from the bookstore proceeds.

Dr. Maldonado added that the uses of the auxiliary funds are Board approved every budget cycle. Ms. Zamora commented that Barnes & Noble pays HCC a percentage of their sales as a lease payment, with a \$3 million guarantee the first year and the remaining is sales based.

Mr. Capo stated the auxiliary fund was included in the approved budget, but there was no strategic discussion on the usage of the funds and noted discussions need to take place ahead of time to discuss projections and prioritization.

Vote - The motion passed with a vote of 5-1-1 with Mr. Capo opposing and Mr. Wilson abstaining.

**REROOFING AT HCC'S KATY CAMPUS (PROJECT NO. 16-04)**

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

Dr. Maldonado requested authorization to negotiate and execute contract with CS Advantage USAA, Inc., to provide reroofing at the Katy Campus in accordance with IFB 16-04 with a bid of \$469,000.

Dr. Hansen and Mr. Wilson recommended moving item to closed session.

Motion Withdrawn - Mr. Capo and Ms. Loredo withdrew their motions.

**HCC ADMINISTRATION BUILDING EYEBROW REROOFING AT 3100 MAIN (PROJECT NO. 16-05)**

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

Dr. Maldonado requested authorization to negotiate and execute a contract with CS Advantage USAA, Inc., to provide eyebrow reroofing at 3100 Main in accordance with IFB 16-05 at a bid of \$1,795,000.

Mr. Wilson asked for clarification on previous discussions on the roofing contracts. Mr. Smith clarified a district-wide roof survey was conducted in the summer and presented to the Board regarding the procurement plan on the roofs needing repair or replacement for the current fiscal year.

Dr. Hansen inquired why one of the four bidders has shorter time duration for the project compared to others. Mr. Anasagasti explained the emphasis and the procurement method was driven on the lowest price.

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

**PHYSICAL THERAPY ANATOMAGE TABLE FOR COLEMAN COLLEGE**

Motion – Mr. Capo moved and Ms. Loredo seconded

Dr. Maldonado requested authorization to negotiate and execute contract with Anatomage, Inc., for the turnkey purchase of a digital 3D imaging table for instructional purpose at Coleman College and noted the cost is \$84,450.

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

**INVESTMENT REPORT FOR THE MONTH OF DECEMBER 2015; MONTHLY FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2015**

Motion – Mr. Capo moved to combine items 13 & 14 and Ms. Loredo seconded.

Ms. Zamora summarized that the Investment Report and Financial Statement for the month of December 2015 and noted the revenue and expenses are on target with the budget.

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

**ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 5:48 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.

Dr. Tamez reconvened the meeting in Open Session at 6:48 p.m. and entertained any motions on pending matters.

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

**REROOFING AT HCC'S KATY CAMPUS (PROJECT NO. 16-04)**

Motion - Mr. Capo moved and Ms. Loredo seconded

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

**APPROVAL OF LEASE AGREEMENT FOR 5505 WEST LOOP SOUTH HOUSTON, TEXAS**

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

Vote - The motion passed 5-1-1 with Mr. Wilson opposing and Dr. Hansen abstaining.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:49 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**

**February 16, 2016**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Tuesday, February 16, 2016 at the HCC Administration Building, 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  
David Wilson

**ADMINISTRATION**

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

**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. Adriana Tamez, Chair, called the meeting to order at 4:08 pm, 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: Tamez, Capo, Evans-Shabazz, Glaser, Loredo, Hansen, and Wilson).*

Dr. Tamez commented on the importance of open communication with everyone and how it serves and benefits the students. She stated the purpose of the meeting is to review the goals and responsibilities of the standing and ad-hoc committees and to reconsider some of the committees and their goals. She noted the committees should be aligned with the goals of the institution and the ongoing work of the strategic plan.

Mr. Jarvis Hollingsworth, Board Counsel, presented the following overview on the committees responsibilities:

Mr. Hollingsworth stated there are currently five standing and five ad-hoc committees.

**Standing Committees Responsibilities:**

- Committee of the Whole (Finance & Facilities)
- Academic Affairs/Student Services Committee (academic policies, athletic programs, student success, programmatic changes, diversity, new certificates and technology issues)
- Board Governance Committee (Board activities and training, marketing, outreach, Human Resources, and Board policy in monitoring outgoing assignments)
- Audit Committee (Financial oversight of Board's assets)
- External Relations (legislative matters, economic development, small business, college marketing and communications)

**Ad-Hoc Committees:**

- Board Self-Evaluation
- Local Relations
- Chancellor Evaluation
- Minority Male Initiative
- Strategic Planning Committee

Dr. Tamez asked that the committees be reviewed to include how they can be condensed and re-structured. Mr. Capo commented on how some committees were continued for respect, and how some have not met and can be merged into other committees. Ms. Loreda agreed with reviewing the committees' roles and responsibilities. Mr. Glaser agreed an annual review would be good to check alignment.

Mr. Capo noted he is pleased to see the alignment between the strategic planning, the Chancellor's goals and the board self-assessment on driving the success of the institution.

**ALIGNMENT OF ANNUAL COMMITTEE: PRIORITIES AND INSTITUTIONAL GOALS WITH STRATEGIC PLAN**

Dr. Maldonado presented on the following:

Strategic Plan and Institutional Goal Alignment to include four strategic pillars:



- **Student Success**
  - Student Preparedness
  - Experience
  - Completion
  - Success
- **Performance Excellence**
  - Unified Policy
  - Employer of Choice
  - Recognition and Awareness
- **Organizational Stewardship**
  - Diversity and Inclusion
  - Streamline Processes
  - Strategic Budget
- **Innovation**
  - Employee Engagement
  - Teaching & Learning
  - Technology Adoption

Strategic Plan Implementation Cycles- a multiple year objective

Dr. Maldonado stated he met with Committee chairs and noted the committees will be focused on the elements of the strategic plan. He stated that administration will be reporting the action plans that support the plan.

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 4:29 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**

**February 25, 2016  
Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Thursday, February 25, 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  
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  
Carme Williams, Executive Director, HCC Foundation  
Remmele Young, Associate Vice Chancellor, Governmental and External Affairs

**OTHERS PRESENT**

Melissa Mahlick, 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 4:00 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, Hansen, Oliver, Sane, Tamez, and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Mr. Glaser led the Board and guests in prayer. Jack Yates High School JROTC presented the colors and pledges.

**APPROVAL OF MINUTES**

Mrs. Sane motioned and Mr. Capo seconded.

The following corrections were noted on the minutes:

Special Meeting – January 12, 2016

- Correct title of Mr. Capo on page 2 regarding the vote for Vice Chair.
- Add Dr. Hansen on the vote for Mr. Glaser for Vice Chair on page 2.

Committee of the Whole Meeting – January 12, 2016

- Correct title of Dr. Hansen on page 2 under the Sale of 33 Acres in Missouri City
- Correction of substance on page 5 under the Sale of 33 Acres in Missouri City; should read 33 acres instead of 3 acres.

Regular Meeting – January 21, 2016

- Approval of Minutes on page 2, the minutes do not state who voted on the item for the December 17, 2015 minutes on pages 7 and 9; normal practice has been to state who voted on the item.
- Vote on the Amendment on page 4 under Adopt Revisions to Board Bylaw-Article H, Section 4 does not state who voted.
- Remove extra verbiage from first sentence on page 5; should read Dr. Hansen motioned to recommit Article H:7; the vote does not state who voted in favor or against.

Vote – The motion to approve the minutes as corrected passed 7-0-1 with Mr. Oliver abstaining.

## CHAIRMAN'S REPORT:

### A. Trustee District Reports

- District 3 – Dr. Tamez expressed thanks to Dr. Maldonado for the State of the College presentation.
- District 6 – Dr. Hansen informed he attended the ribbon cutting ceremony for the 3<sup>rd</sup> and 4<sup>th</sup> floors of the Alief- Hayes campus. He announced there will be another ribbon cutting ceremony for the Engineering COE on March 9<sup>th</sup>. He mentioned an Advisory Council is being put in place in March for the Alief ISD and surrounding school districts being served by Northwest College.
- District 1 – Mr. Capo reported on the opportunity for STEM students to attend the summer program at Rice University and the \$6000 stipend attached to the internships.
- District 9 – Mr. Oliver reported on the construction of the Early College High School. He requested a newsletter denoting the progress of the project be mailed to all constituents in District 9. He also thanked Dr. Harmon for a job well done on the Black History Gala.
- District 4 – Dr. Evans-Shabazz thanked Dr. Harmon and staff on the Black History Gala event and thanked Dr. Beatty for her presentation at the West Loop campus. She expressed appreciation to Jack Yates ROTC for attending the meeting to present the colors and pledges.
- District 5 – Mr. Glaser informed he attended an event at West Loop event and noted proclamations were presented by Congressman Gene Green and Congresswoman Sheila Jackson-Lee.
- District 7 – Mrs. Sane thanked Dr. Hodges on the ribbon cutting ceremony held at Alief Hayes.

## CHANCELLOR'S REPORT

Dr. Cesar Maldonado provided the following report:

- Mexico President, Enrique Pena Nieto – Dr. Maldonado reported he was one of 30 Houstonians who met with the President of Mexico, Enrique Pena Nieto, along with Governor Greg Abbott, and Mayor Sylvester Turner. The President shared views of the economic and environmental challenges. Dr. Maldonado expressed gratitude for the scholarship support from the Mexican Consulate.
- 2016 Rocket Science Program – On April 5<sup>th</sup>, the Houston Rockets, representatives from Space Center Houston, the middle school students and their teachers will be at HCC Northeast to launch their rockets. For the next six weeks, these students from 20 middle schools will construct rockets with the curriculum developed by Space Center Houston.

- HCC Title Night at the Houston Rockets – March 2<sup>nd</sup> is HCC Title Night at the Houston Rockets, one of the benefits of being the official education sponsor of the team. Dr. Maldonado encouraged attendance to see the display of videos the Houston Rockets created to support the HCC STEM programs; HCC Foundation will accept \$25,000 in scholarship money on behalf of the Houston Rockets. Additionally, \$5 from every ticket sold with the code “HCC” will be donated to the Foundation.
- Annual Black History Gala – the annual event was a great success again this year, raising more than \$90,000 that will be used to support student scholarships. Major General Charles F. Bolden, Jr., NASA administrator, was the featured speaker for the event.
- Major Bolden and a panel of NASA employees met with 200 middle and high school students to talk about space exploration and encourage them to reach for the stars.
- Houston Hispanic Forum – HCC participated in the annual Hispanic Forum at George R. Brown. The event showcased the programs of HCC, provided information about financial aid and counseling, and allowed students an opportunity for hands-on experience with several STEM related activities.
- Veteran Affairs – The Office of Veterans Affairs hosted the first annual College Fair for Veterans. Dozens of Veterans and their families participated with more than 15 institutions that provided information on achieving a four-year degree once their education is complete at HCC.
- COE Presentations – Continuing with the practice of highlighting our exceptional Centers of Excellence. This month highlight the great work that the faculty, staff and administration of Northwest College are doing to support our students through Transformation. Dr. Zachary Hodges introduced Dr. John Vacelli, Susan Thompson, and Dr. Chey and presented highlights on the following:
  - History of the Center
  - Market Assessment
  - Overview of the Engineering COE
  - Enrollment, Completion & Graduation History and Projections
  - Engineering COE Goals
  - Next Steps
  - Engineering Center of Excellence Contacts

Mr. Glaser expressed appreciation to Dr. Hodges on the program as well as the potential programs and commented on the importance of finding and aligning students in the engineering pathway. He stated HCC offers the value, accessibility and opportunity for students.

Mrs. Sane commented on College Readiness and the importance of partnering and P-16 programs to make certain students are college ready.

Mr. Oliver stated individuals who can earn an engineering degree with less than \$20,000 are outstanding.

Dr. Evans-Shabazz commented on the opportunity to be better prepared for the rigor of the engineering program. Dr. Maldonado stated he attended a conference in regards to the high demand of engineers.

*(Mr. Capo stepped out at 4:46 pm)*

- Student Recognitions - Dr. Philip Nicotera presented the Student Success Stories. The following students were recognized:
  - Kiran Sidana , Central College
  - Jie Chen, Coleman College
  - Carlos Cuevas, Northeast College
  - Marly Adams, Northwest College
  - Vilma Galvez-Burwick, Southeast College
  - Jimmy Lazo, Southwest College

*(Mr. Capo returned at 4:48 pm)*

Mr. Oliver commented on the videos and inquired if they are available to the public. Dr. Maldonado stated there is a marketing campaign to have student success related information available within the next 45 days. Mr. Oliver requested if the information could be available sooner.

Dr. Maldonado announced newsletters will be distributed to the Trustees next week. Dr. Tamez stated this is a major focus and HCC's story will be distributed in all forms of media.

Mr. Capo commented on the NASA students and noted programs such as automotive should not go unnoticed since a lot of focus is placed on high profile programs.

*(Mr. Oliver stepped out at 5:02 pm)*

- Faculty Senate Report – Dr. Maldonado presented Mr. David White, President, Faculty Senate to provide the faculty senate report.

David White extended an invitation to the Trustees to meet with the Faculty Senate. He expressed thanks to Mr. Capo, Mr. Glaser and Dr. Beatty for attending the faculty conference. Mr. White apprised faculty morale is being held back due to processes and provided examples such as the faculty conference and travel processes. He stated things need to change.

*(Mr. Oliver returned at 5:05 pm)*

## **HEARING OF CITIZENS**

The following citizens appeared before the Board:

- Joyce Roberta Miller-Alper
- Jesus Medel

## **CONSENT AGENDA**

Motion – Mr. Oliver moved and Ms. Sane seconded to approve the consent agenda with the exception of the items A.3, B.4, B.7, B.8, B.9, B.11, and B.17. Item A.2 was pulled entirely to be review at a future meeting. The motion passed with a vote of 8-0. The following consent agenda items were approved:

- Adopt Revisions to HCC Policy: Board Approval and Signature Authority
- Approval of Amendment to Ground Lease between HCC and TMC
- Adoption of Resolution for TexPool Participation
- Standard Modern Lathes for Stafford and South Campuses
- Reroofing at HCC's Katy Campus (Project No. 16-04)
- HCC Administration Building Eyebrow Reroofing at 3100 Main (Project No. 16-05)
- Physical Therapy Anatomage Table for Coleman College
- Investment Report for the Month of December 2015
- Monthly Financial Statement and Budget Review for December 2015

## **ADOPT REVISIONS TO BOARD BYLAWS**

Motion - Mr. Capo moved and Mr. Wilson seconded. The motion passed with a vote of 8-0.

## **APPROVAL OF THE OFFICIAL HCC SCHEDULE OF TUITION AND FEES**

Motion - Mr. Oliver moved and Mr. Glaser seconded. The motion passed with a vote of 8-0.

Motion – Mr. Oliver moved and Mr. Capo seconded to combine the approval of items B.7, B.8 and B.9.

Mr. Oliver inquired why separate purchase transactions were being made for the similar items and what were the savings using the different RFPs. Mr. Rogelio Anasagasti, Executive Director of Procurement, explained that it maximizes the competitive bidding process and noted the item may not be available from the vendor.

Mr. Oliver requested more specifics be given in the future such as sole source.

Vote - The motion passed with a vote of 8-0. The following items were approved:

**STAFFORD WORKFORCE CAMPUS MANUFACTURING COE EQUIPMENT PURCHASE (COOP. PURCHASE)**

**HAAS CNC LATHES, MILLS AND SIMULATORS – STAFFORD CAMPUS (PROJECT NO. 16-14); AND BRIDGEPORT SERIES 1 MILLING MACHINE – HCC STAFFORD CAMPUS (PROJECT NO. 16-12)**

**BOOKSTORE AND RELATED SERVICES**

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

Mr. Capo questioned the length of the contract and his concern about how the buyback policy works for students. He inquired about the hiring practices for the bookstore staff and who sets the standards. Mrs. Zamora responded that the contract is for five years and noted there are industry standards on book buyback policy. She apprised that former HCC graduates currently work at the bookstore.

Mr. Capo informed that he would be voting against the item due to other concerns about the contract length and noted that he has further questions regarding what is done with the funding from the contract.

Mr. Glaser requested figures on how much HCC saves in structuring contracts where the vendor supplies the buildout. Mrs. Zamora stated she is not able to quote any figures and noted vendors have their own marketing scheme and prefer their own fixtures.

Dr. Hansen noted that he supports administration's recommendation and apprised that he would be interested in the responses to the issues raised by Mr. Capo on how the revenue is going to be used.

Mr. Wilson asked if the revenues are going into the auxiliary funds. Mrs. Zamora informed the revenues are set up to go into the auxiliary funds and are used as a source for student scholarships.

Vote - The motion passed with a vote of 7-1 with Mr. Capo opposing.

**APPROVAL OF LEASE AGREEMENT FOR 5505 WEST LOOP SOUTH HOUSTON, TEXAS**

Motion - Mr. Oliver moved and Mr. Wilson seconded.

Mr. Wilson noted that the Board is asked to approve a lease and there is no backup to the item. Dr. Maldonado noted that the approval requested is according to the terms discussed in closed session.

Mr. Wilson apprised that before the Board vote on the item, he would like a re-cap be given in opened session of the item as discussed in closed session for transparency reasons based on the Open Meetings Act in Section 551.072. Dr. Tamez stated discussions on the item were held at length in the executive closed sessions and asked Board Counsel to expound on the request by Mr. Wilson.



Ms. Melissa Mihalick, Board Counsel, explained the Open Meeting Act does permit the discussion of a pending negotiated lease in closed session if there will be a detrimental effect where the terms are not final. Dr. Tamez noted that a non-disclosure was signed, which would be detrimental to the organization. Ms. Mihalick apprised that she has not seen the lease but if there is a non-disclosure, discussion in open session would be detrimental.

Call the Question – Mr. Capo called the question. Mr. Oliver seconded.

Vote on Calling of the Question – The motion passed with a vote of 6-2 with Dr. Hansen and Mr. Wilson opposing.

Vote: The motion passed with a vote of 6-1-1 with Mr. Wilson opposing and Dr. Hansen abstaining.

#### **PERSONNEL AGENDA**

Motion - Mrs. Sane moved and Dr. Evans-Shabazz seconded.

Mr. Capo asked about the time frame for the hiring process of full-time and adjunct faculty. Dr. Maldonado noted that the efforts are to improve the hiring processes in terms of the length of time. Mrs. Janet Mays, Chief Human Resource Officer explained the hiring process and noted that faculty positions are posted for two weeks. She informed that the hiring process could take from 45 - 100 days especially regarding hard to fill positions.

Mr. Oliver questioned why the Board is reviewing hiring of the personnel and not the Chancellor. Dr. Maldonado stated all contract employees are brought before the Board for approval.

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

#### **ADJOURNED TO CLOSED SESSION**

Dr. Tamez adjourned the meeting to Executive Session at 5:57 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.

Dr. Tamez reconvened the meeting in Open Session at 6:30 p.m. and entertained any motions on pending matters.

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

#### **ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:30 pm.

*Minutes recorded, transcribed & submitted by:*

Rose Sarzoza-Pena  
Manager, Board Services

Minutes Approved as Submitted: \_\_\_\_\_

DRAFT

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
1.	HCC Honorary Degrees for 2016	Dr. Cesar Maldonado Dr. Kimberly Beatty

## RECOMMENDATION

Approve awarding of HCC Honorary Degrees for 2016.

## COMPELLING REASON/RATIONALE

In March 2001, the Board began a policy of awarding honorary degrees. The policy stipulates that the Board, upon recommendation of the Chancellor, will bestow HCCS honorary degrees at the Commencement Ceremony. Historically, the practice has been to award no more than three honorary degrees.

## DESCRIPTION OR BACKGROUND

The Board will consider nominations for awarding honorary degrees according to the following criteria:

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

## FISCAL IMPACT

N/A

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

### 1. STUDENT SUCCESS

*D. Ensure that the instructional programs prepare students for success in the current and future working environments*

### 2. ORGANIZATIONAL STEWARDSHIP

*C. Increase diversity, inclusion and engagement throughout the institution*

**ATTACHMENTS:**

Description	Upload Date	Type
Honorary Degree Nominees 2016	3/23/2016	Attachment
Biographical Material	4/8/2016	Attachment
Previous Honorary Degree Recipients	3/23/2016	Attachment

**This item is applicable to the following:**

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District

**HCC Honorary Nominees for 2016:**

1. Ponnu Pillai – nominated by Trustee Neeta Sane
2. Jesse Rodriguez – nominated by Trustee Eva Loredo
3. Gracie Saenz - nominated by Dr. Adriana Tamez
4. Linda Toyota – nominated by Trustee Zeph Capo

# Ponnu Pillai

Email: [PonnuPillai@yahoo.com](mailto:PonnuPillai@yahoo.com), Phone: 281-261-4950

## Public Service to Humanity and Community

---

Ms. Ponnu Pillai migrated to the U.S. in 1973 without much education or money or fluency in English. However, she worked hard to overcome all the obstacles and made a difference in her own life as well as in the lives of many others. She worked as a registered nurse for more than 30 years. She has three sons, one daughter-in-law and two grandchildren in Houston.

Ms. Pillai continues to be an outstanding community leader. She has received the following awards and recognitions:

- Women of the Year Awards from:
  - Malayalee Association (2006, 2010)
  - CAPS (2014)
  - Kudumban Association (2010)
  - FOKANA (2012)
  - Houston NSS (2010)
- Listed in the 2007 Who's Who Book

Ms. Pillai's public service to humanity and community is as follows -

1. 1980 - Started volunteering with the Kerala Hindu Society (currently Guruvayor Temple Society). Served as a committee member, food coordinator, and treasurer. Also involved in raising funds for several programs. Still actively involved in the temple's prayer groups; teaching the Bhagavad Gita.
2. 1996 -2008 - Indo American Nurses' Association (life member). Served as a committee member, vice-president, and treasurer. Participated in fund drives to provide nursing scholarships for students in Kerala.
3. 1995-2003 – Hindus of North American. Helped found the organization and served as president. Collected funds to help the poor in both Houston and Kerala.
4. 2010-2013 – Devine Charity. Served as vice-president. Conducted variety shows where all proceeds were used to aid 30 orphanages in Kerala.

5. 1996-2013 – Served on the Malayalee Association of Houston. Was a committee member, joint treasurer, program coordinator, treasurer, vice-president (elected 3 times), and president (elected in 2003). Established the Youth Forum, Women’s Forum, and the Kerala Seniors of Houston organization. Conducted door to door fund raising to purchase land and property for the organization.
6. 2004-2007 - World Malayalee Council. Participated in membership drives and conducted shows to raise funds for charity to aid the needy in Dallas, Houston and Kerala. Provided financial help to improve the labor rooms for government hospitals in Kerala; paid for new cribs and labor tables for women. Stated a clothes drive for the Ugandan poor and a food drive for the Star of Hope Food Bank.
7. Helped the Kerala Seniors Organization collect funds to assist Kannady, a charity organization started by Asianet.
8. 2008 – Served as coordinator for FOMA (Federation of Malayalee Associations).
9. Collected funds to provide scholarship aid to two nursing students in Kerala. Each individual was given \$1000 to assist in their nursing education.
10. Coordinated Ben Taub retirees reunions in 2006, 2010 and 2016.
11. 2012 – Served as FOKANA’s (Federation of Keralites in North America) Women’s Forum Chairman.
12. Currently serving as the president of the Houston Nair Service Society (NSS). Was also elected president in 2012 and 2015. During my tenure as president, I collected funds to assist a kidney transplant patient in Kerala. Also raised funds to endow medical scholarships in Kerala. Currently serving as treasurer of the National NSS Convention which is scheduled to be held in Houston in August, 2016.
13. 2010-2013 – Served in Pathanamthitta Association.
14. 2012-2016 – Served as vice-president of the Indian Overseas Congress.
15. Served as vice-president for community assisted outreach program. Helped conduct free medical checkups and, if necessary, referred patients to an Indian doctor’s charity clinic. Ran a blood drive in 2015 for the Gulf Coast Blood Bank.
16. 2016 – Elected vice-president of the Malayalam Society of Houston.

Jesse A. Rodriguez

Aka “Jumpin Jess”

## Profile

Jesse Rodriguez is owner of J Latin Entertainment, Events and Etc. a one stop full service entertainment, production, marketing and promotional service company. Jesse Rodriguez is better known as DJ Jumpin Jess and is a lifelong resident of the East End. He has been in the artist promotion, entertainment, marketing, club and radio business for over 40 years. He has worked for companies such as the City of Houston Parks and Recreation, United Airlines, BSP Events, La Mafia, KQQK 106.5, Puro Tejano 104.9, BandidoRadio.com, AmigosRadio.com, the Island Club, Tequila’s Club, Club Rio, ZAZZ, Tejano Rodeo in Dallas and Fort Worth, Voltage Discos and Entertainment, Hollywood Records Latin owned by Disney, PlazAmericas and Latin Pointe. When DJ Jumpin Jess is not spinning the music or emceeing for a party or corporate event, he is promoting or coordinating special events and concerts in Houston or Las Vegas through email blasts, social media network, radio and street campaigning.

For his hard work, passion and dedication to the Tejano Music industry, Jesse was inducted into the Tejano Roots Hall of Fame in 2006. For his hard work and dedication to the Hispanic athletic community, Rodriguez has been inducted to the Rusk Athletic Club Hall of Fame. The Rusk AC is a Houston based, nonprofit organization dedicated to help our Hispanic youth through athletic endeavors. The organization hosts an International Men’s Fast Pitch Softball Tournament every year to raise money for scholarships. Jesse Rodriguez has served two terms as chairperson of the National Hispanic Professional Organization (NHPO) Houston chapter. He serves as the vice president for the Rusk Athletic Club and President of the PineValley Civic Association. He was recently elected Chairperson for the Talento Bilingue de Houston Board.

Jesse is also a graduate of the NHPO Leadership Institute. Since his graduation five years ago, Jesse has become more passionate about getting out the vote and working with community organizations.. He has been working with other community volunteers in promoting voter awareness and the importance of getting out the vote. His personal goal is to hold a political office, so he can better serve the community he lives in.

Hall of Fame Inductee: For Outstanding Service to the Community

Tejano Roots Hall of Fame - August 2006

Rusk Athletic Club – July 2010



As a Volunteer or Board Officer: Currently Serving

Talento Bilingue de Houston – Current Chairperson – 1 year -2016

Rusk Athletic Club – Vice President – Tournament Director - 45 Years

Shoes 4 Kids – 10 Years

Back to School - Backpack or School Supplies for Students – 8 Years

NHPO and NHPO Leadership Institute – Former Chair - 5 Years

Pine Valley Civic Association – President - 5 Years

Houston Media Source – Treasurer – Board member - City Appointment – 3 Years

Knights of Columbus 3077 – Recorder – 4 Years

Best Christmas Ever – ALCREJ – 4 Years

Denver Harbor Senior Citizens Inc. – Board member – 3 years

Texas Hispanic Council on Aging – Board member – 4 years

Hispanic Women in Leadership – Parliamentarian – 2 Years

Youth Soccer Coach – East End Cosaboom YMCA – 4 Years - Retired

Youth Fastpitch Boys Coach – 3 Years - Retired

Volunteer Radio Broadcaster – KPFT 90.1 – 12 Years - Retired



# Saenz & Burkhardt P.L.L.C. ATTORNEYS AT LAW

Gracie Saenz was born and raised in the City of Houston. She is originally from the 5th Ward area of the City and is a shareholder in Saenz & Burkhardt, PLLC. Her practice focuses on Government Relations, business, commercial and international business transactions. She is a former city Council Member at Large (at the time, the first Hispanic in the City of Houston's history to be elected to an at large position on the City Council) and Mayor Pro Tem for the City of Houston, having served in office from January 1992 through December 1997. During her term in office, Ms. Saenz was a strong supporter and advocate for youth programs and inner city redevelopment, and did extensive work in the area of international relations for the City of Houston. She participated and chaired numerous activities and organizations such as Ethics Council Committee; Minority/Women-Owned Business Enterprise Council; Aviation Council; and the Business and Tourism Council.

She also chaired the NAFTA Task Force for the City that sought to lobby the legislature for the eventual passage of the North American Free Trade Alliance. She was also a member of the Houston-Taiwan Trade Delegation to Taipei in the fall of 1994 that focused on strengthening Houston's trade with Asia. Ms. Saenz was also the City's member to the World Energy Cities Partnership, which sought to strengthen the relationships between the energy capitals of the world and was instrumental in bringing in the city of Villa Hermosa, Tabasco, Mexico as a participating member.

After graduating from law school, Ms. Saenz worked as a Harris County Assistant District Attorney, which provided her with experience in many areas of the law including the areas of Juvenile Justice, Domestic Violence, Felony & Misdemeanor Prosecutions and Grand Jury service. In 1990, Mrs. Saenz formed Burkhardt & Saenz where she practiced criminal and general practice law until 1992. In 1994, Mrs. Saenz joined the law firm of Brocks, Baker & Lange, where she was a leader in the International law section concentrating on International Business Transactions.

In terms of community service, Ms. Saenz has served on many volunteer organizations and presently serves on the Board of Directors of Project GRAD; the Memorial Hermann Hospital – Community Relations Committee; the Advisory Board for the University of Houston Hobby Center for Public Policy; the Advisory Committee to the Dean of Liberal Arts at the U of H and just recently rolled off of the Boards for the American Leadership Forum; T.I.R.R., The Plaza Group and the Houston Hispanic Chamber of Commerce. She has also served on the DARE Corporation; the Covenant Community Capital Board; the Houston Small Business Development Corporation; the University of Houston Law Foundation; the University of St. Thomas; the College of Biblical Studies; the Memorial/Hermann Hospital System; the UT-Houston, Health Science Center Foundation Development Board; and the Advisory Committee for the Junior League of Houston. She has been the Managing Partner for the Hispanic Sports Group since 2000 and is also a member of the local LULAC Council 643.

Due to her extensive experience on non-profit and for-profit boards, Ms. Saenz has developed extensive experience in the areas of board governance including the knowledge of the Open Meetings Act and ethics compliance of board members. She had previously also assisted the Harris County Housing Authority with development of their Policies and Procedures as well as has been sought by other non profits to help organize, develop and implement their Conflicts of Interest Policies and Ethics compliance policies.

Ms. Saenz has held the position as outside General Counsel to the L.A.R.A. Board of Directors since 2009.

Ms. Saenz received her B.A. in Spanish from the University of Houston and her law degree from the University of Houston Law Center. She is fluent in both the English and Spanish languages. She is currently married to her childhood sweetheart, Al Castillo and is the grandmother of 14.

**Linda Toyota**  
**President, Asian Chamber of Commerce**  
**March 2016**

Linda connects people, ideas and organizations. She thrives in an environment that offers intellectual challenges and opportunities where she is able to discover, develop and present new ideas and concepts to help organizations grow. Linda has been incorporating diversity concepts and strategies throughout her life as she specializes in strategic fundraising, non profit management, community relations, and board development.

The importance of diversity stems back to her family heritage. Her U.S. born Japanese parents were evacuated and incarcerated during World War II after Pearl Harbor was bombed. Despite being placed in internment camps, Linda's father enlisted in the all Japanese American U.S. 442<sup>nd</sup> regimental combat team. After the war and until his passing a few years ago, Linda's father always purchased American made products to continue to show his loyalty. This exclusion experienced by her parents has influenced her and made diversity an important pillar for Linda throughout her life.

With more than 20 years experience in the non profit community, Linda has worked with a wide array of non-profit organizations including Holocaust Museum Houston, Houston Technology Center, Texas Heart Institute and the Houston Area Women's Center. Linda is the President of the Asian Chamber of Commerce.

The thread that ties her professional and volunteer experience together is her belief in people realizing their full potential. Linda brought together all the cardiovascular hospitals together for a citywide campaign called "Your Heart Can't Wait" which received national recognition, chaired the Holocaust Museum Human Race, and co-chaired HISD's Asian American Career and College Fair.

She was the first Asian woman to chair Leadership Houston and the Mayor's International Trade and Development Council-Asia/Australia. She also chaired the first Gulf Coast Diversity Council Young Woman's Leadership Program which brought together 8<sup>th</sup> grade girls from diverse backgrounds. She is an alumna of Leadership America, Project Blueprint, Leadership Houston, Center for Asian Pacific American Women and Center for Houston's Future. She was recognized as one of the Top 50 Women of Influence by Houston Woman Magazine, Minority Warrior of the Year, Minority Business Advocate of the Year and Outstanding Community Service Award by the Greater Houston Business Procurement Forum, Top 25 Women in Houston by The Steed Society and Comerica Bank, and the Gulf Coast Diversity Council DiversityFirst award.

She currently serves on the boards of the Better Business Bureau of Greater Houston and South Texas, Plaza Specialty Hospital and advisory board of LiftFund. She serves on the 2017 SuperBowl LI Host Committee and the U.S. Global Leadership Coalition Texas Advisory Council and serves on the Houston Livestock Show and Rodeo International Committee. Linda is a contributing columnist for [Smart Business Houston](#).

In 1983, President Reagan established the Minority Enterprise Development Week (MED Week) with a proclamation for the Nation to recognize and celebrate the success and achievement of minority-owned businesses and those that support minority enterprise development. The Asian Chamber of Commerce received the Houston Minority Chamber of the Year Award during the 2012 Minority Enterprise Development Week that celebrates the achievements of minority-owned businesses and advocates of minority businesses.

**Linda Toyota**  
**President, Asian Chamber of Commerce**  
**March 2016**

Providing balance to her life are her husband and daughter. To help keep her focused, Linda has been an avid long distance runner for more than twenty years having completed more than fifteen marathons and trail runs and is a yoga practitioner.

Linda holds a Masters Degree in Education from the University of Houston and a B.S. in Management. She received her Certificate in Non Profit Executive Management from the University of Houston Graduate School of Social Work. Her motto is “anything is possible”, “actions speak louder than words” and “people support what they help create.”

## HCC Honorary Degree Recipient Listing

<b>Commencement Year</b>	<b>Honorary Degree Recipient</b>	<b>Nominating Trustee</b>
2015	Yolanda Black Navarro	Eva Loredó – District VIII
2015	Barry Morris (Posthumously)	Zeph Capó – District I
2015	Carmen Nuncio	Zeph Capó – District I
2015	Max Miller	Christopher Oliver – District IX
2015	James Dixon II	Carroll Robinson – District IV
2014	Eliza Contreras DeLeon	Eva Loredó
2014	Dr. Lee P. Brown	Carroll G. Robinson
2014	Rev. William A. Lawson	Carroll G. Robinson – District IV Adriana Tamez – District III
2013	Johnny Mata	Herlinda Garcia – District III
2013	Lupe Salinas	Yolanda Navarro Flores – District II
2013	Linda Scurlock	Christopher W. Oliver – District IX
2013	Munir Ibrahim	Neeta Sane – District VII
2012	Becky Edmondson	Christopher W. Oliver – District IX
2012	Dr. Thomas F. Freeman	Bruce Austin – District II
2012	Koshy Thomas	Neeta Sane – District VII
2011	Rogene Gee Calvert	Neeta Sane – District VII
2011	Olga Ramirez Gallegos	Eva Loredó – District VIII
2011	Pat Rosenberg	Richard Schechter – District V
2010	Diane Johnson	Richard Schechter – District V
2010	Bangar Reddy Aaloori	Neeta Sane – District VII
2009	Bruce Austin	Christopher Oliver – District IX

## HCC Honorary Degree Recipient Listing

2009	Leonel Castillo	Yolanda Navarro Flores – District I
2009	Jessica Castillo-Hulsey	Able Davila – District VIII
2009	Crystle Stewart	Dr. Williams – District IV
2009	Martha Countee Whiting	Bruce Austin – District II
2008	Victor Trevino	Yolanda Navarro Flores – District I
2008	Edna McGowan Grovey Walker	Bruce Austin – District II
2008	Rita Woodward	Richard Schechter – District V
2008	Danny Nguyen	Neeta Sane – District VII
2007	Nellie Joyce Punch	Bruce Austin – District II
2007	Alfredo Blanco	Diane Olmos Guzman – District III
2007	Nancy Lomax	Richard Schechter – District V
2005	Alan Helfman	
2005	Jodie Lee Jiles	
2005	Gordon Quan	
2005	U. S. Attorney General Alberto Gonzales	
2003	Michael Dell	
2002	Jim Box	
2002	Johnny Mata	
1999	Robert "Steve" Hall	
1994	Felix (Janie) Tijerina	
1992	George Foreman	

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
2.	Tuition and Fees for Non-Credit Classes	Dr. Cesar Maldonado Dr. Kimberly Beatty

## RECOMMENDATION

Approve tuition and fees at competitive market rates for all existing continuing education courses to be offered at HCC during the 2016-2017 academic year as listed in the attachment. The tuition and fees are the same as those for 2015-2016 academic year.

## COMPELLING REASON/RATIONALE

This is a routine and annual approval as required by the Texas Higher Education Coordinating Board.

## DESCRIPTION OR BACKGROUND

Attached is a comprehensive list of all CE Courses currently available in inventory to be offered at HCC with the existing tuition and fees. The list represents a database of over 550 non-credit continuing education courses which may be offered at different times during the academic year. There are no increases for the 2016-2017 year.

## FISCAL IMPACT

Maintain compliance with tuition rates approval and competitive position for non-credit continuing education course offerings. There are approximately 45,000 annual duplicated continuing education enrollments and an estimated \$11 million in revenue.

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

### 1. STUDENT SUCCESS

*C. Increase student completion*

## ATTACHMENTS:

Description	Upload Date	Type
2016-2017 DEL Pricelist	3/23/2016	Attachment

## This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest

# Division of Extended Learning

## Price List By Content Area

### 2016-2017

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
<b>ACP Teacher Certification</b>									
ACP	1000	Accelerated Teacher Certificaton Pro	Accelerated Teacher Cert. Prog	54	\$975				
ACP	2000	Teacher Certification II	Teacher Certification II	54	\$975				
ACP	3000	Teacher Certification III	Teacher Certification III	54	\$975				
ACP	4000	Teacher Certification IV	Teacher Certification IV	54	\$975				
<b>Business</b>									
ACNT	1003	Introduction to Accounting	Introduction to Accounting I	48	\$208				
ACNT	1025	Principles of Accounting	Principles of Accounting I	48	\$208				
BMGT	1021	Project Management Fundamentals	Intro to Project Management	8	\$128				
BMGT	1091	PeopleSoft Applications, Introductio	ST/Busi. Admin. & Mgmt. Gen.	80	\$258				
BMGT	1091	Project Management Essentials and	ST/Busi. Admin. & Mgmt. Gen.	32	\$512				
BMGT	1091	Successful Project Management	ST/Busi. Admin. & Mgmt. Gen.	14	\$224				



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
BMGT	1094	PeopleSoft Applications, Intermediate Human Resources	Spec.Top.Office Sup.& Mgmt.	80	\$258				
BMGT	1095	PeopleSoft Applications, Operations Management	S/T /Operat.Mgmt & Supervision	80	\$258				
BMGT	2006	Certified Associate in Project Management Exam Prep	General Business & Leadership	24	\$384				
BMGT	2006	Project Management Professional (PMP) Exam Prep	General Business & Leadership	35	\$560				
BMGT	2031	PeopleSoft Applications, Total Quality Management	Prin. of Quality Management	80	\$258				
BUSG	1008	Entrepreneurship & Economic Development	Small Business Management	30	\$325				
BUSG	1073	Entrepreneurship & Economic Development	Entrprnship. & Econ. Dev.	48	\$208				
BUSG	2009	Small Business Management	Small Business Mngt/Entrpship	48	\$208				
CDEC	1017	Child Development Associate Training I	Child Development Associate Training I	48	\$300				
CDEC	2022	Child Development Associate Training II	Child Development Associate Training II	48	\$300				
CDEC	2024	Child Development Associate Training III	Child Development Associate Training III	48	\$300				
HRPO	1091	Compensation and Benefits	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Employee Relations	ST/Human Resources Mgmt.	8	\$166				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
HRPO	1091	Introduction to Human Resources	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Organizational Development	ST/Human Resources Mgmt.	8	\$166				
HRPO	1091	Talent Management	ST/Human Resources Mgmt.	8	\$166				
HRPO	2001	Human Resources Management	Human Resources Management	48	\$208				
IBUS	1001	Principles of Exports	Principles of Exports	48	\$208				
IBUS	1005	Introduction to International Business Trade	Introduction to International	48	\$208				
IBUS	1054	International Marketing Management	International Marketing Manage	48	\$208				
IBUS	2041	Intercultural Management	Intercultural Management	48	\$208				
LGLA	1091	Introduction to Law	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research I	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research II	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Legal Research III	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation I	ST Legal Assistant/Paralegal	16	\$135				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
LGLA	1091	Texas Civil Litigation II	ST Legal Assistant/Paralegal	16	\$135				
LGLA	1091	Texas Civil Litigation III	ST Legal Assistant/Paralegal	16	\$135				
MRKG	1011	Principles of Marketing	Principles of Marketing	48	\$208				
MUSB	1091	The Entertainment Industry	ST in Music Business	7	\$25				
RELE	1015	Property Management	IREM Property Management	32	\$340				
RELE	1091	Property Management Leadership	Special Topics/Real Estate	20	\$260				
RELE	1091	Property Management Software	Special Topics/Real Estate	16	\$240				
RELE	1091	Tenant Law	Special Topics/Real Estate	12	\$140				
RELE	2088	Property Management Internship	Property Mgmt.- Internship	64	\$280				
TRAI	1071	Fund. Of Theory & Practice of Translation & Interpretation	Fund. Of Theory & Practice of Translation & Interpretation	48	\$298				
TRAI	1072	Technology for Translation and Interpretation	Technology for Translation and Interpretation	48	\$298				
TRAI	1073	Terminology Management and Research	Terminology Management and Research	48	\$298				
TRAI	1074	Writing, Editing, and Revising for Translation	Writing, Editing, and Revising for Translation	48	\$298				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
TRAI	1075	Intercultural Communications	Intercultural Communications	48	\$298				
<b>Commercial Truck Driving</b>									
CEC	9121	Freight Broker Training	Freight Broker Training	8	\$50				
CVOP	1013	Professional Truck Driver I	Professional Truck Driver I	126	\$1,350				
CVOP	1040	Professional Truck Driver II	Professional Truck Driver II	160	\$2,150				
<b>Computers</b>									
ACNT	1092	SAP FICO Financial Training	ST/Accounting Technician	48	\$1,495				
BMGT	1091	SAP End User Applications	ST/Busi. Admin. & Mgmt. Gen.	48	\$1,495				
BMGT	1092	SAP Sales and Distribution	ST/PurchasProcure&ContractsMgm	48	\$1,495				
CPMT	1049	Network + Certification	Computer Networking Technology	64	\$600				
DFTG	1091	PDMS Basic and Functions	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Drawing Production, Advance	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Drawing Production, Basic	Special Topics/Drafting	24	\$650				
DFTG	1091	PDMS Equipment	Special Topics/Drafting	24	\$650				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
DFTG	1091	PDMS Piping	Special Topics/Drafting	24	\$650				
DFTG	1091	PDMS Structural, Advanced	Special Topics/Drafting	16	\$455				
DFTG	1091	PDMS Structural, Basic	Special Topics/Drafting	24	\$650				
HRPO	2005	SAP Human Capital Management (HCM)	Human Resources Information	48	\$1,495				
ITCC	1001	CCNA 1: Cisco Exploration 1-Network Fundamentals	Exploration-Network Fund.	80	\$605				
ITCC	1004	CCNA 2: Cisco Exploration 2-Routing Protocols and Concepts	Cisco Exp. 2 Rting Prot. Cncpt	80	\$605				
ITCC	2008	CCNA 3: Cisco Exploration 3-LAN Switching and Wireless	Cisco Exp. 3 LAN Switch & Wrls	80	\$605				
ITCC	2010	CCNA 4: Cisco Exploration 4-Accessing the WAN	Exp.4 - Accessing the WAN	80	\$605				
ITCC	2043	CompTIA Advanced Security Practitioner	CompTIA Advanced Security Prac	64	\$900				
ITCC	2054	CCNP-Route Implementing IP Routing	CCNP-Route Implementing IP Routing	112	\$1,017				
ITNW	1013	CompTIA Cloud+ Certification	Computer Virtualization	64	\$534				
ITNW	1053	Installing and Configuring Windows Server 2012	Install & Configure Window	64	\$700				
ITNW	1054	Administering Windows for Server 2012	Administering Windows for Server	64	\$700				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
ITNW	1092	Configuring Advanced Windows Serv er 2012 Services	ST/Compter Syst.Ntwk & Telecom	64	\$700				
ITSC	1003	C++ Programming, Introduction	Computer Control Language	40	\$486				
ITSC	1006	Microsoft Windows, Introduction	Introduction to Computer O.S.	24	\$161				
ITSC	1009	MS Office Suite, Professionals	Integrated Software App I	48	\$310				
ITSC	1010	STRATA-Introduction to Hardware a nd Software	IntroHardwareSoftwareSelectApp	24	\$212				
ITSC	1091	C#, Advanced	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Intermediate	ST/Computer Info.Science	24	\$377				
ITSC	1091	C#, Introduction	ST/Computer Info.Science	24	\$377				
ITSC	2031	Microsoft Office Suite Professional, Advanced	Integrated Software App	48	\$448				
ITSC	2040	A+ Certification	Hardware & Software Appli.	72	\$600				
ITSE	1091	SAP Logistics with Materials Manage ment & Production Planning	ST in Computer Programming	48	\$1,495				
ITSY	1000	Security+ Certification	Fund of Infor. Security	48	\$641				
ITSY	2001	Enterprise Network Security	Firewalls and Network Security	72	\$1,012				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
POFT	1010	Keyboarding, Basic	Basic Keyboarding	24	\$160				
<b>Construction Trades</b>									
CBFM	1003	Stationary Engineering-3rd Grade License Review	Boiler Maintenance	80	\$320				
CBFM	1007	Stationary Engineering-2nd Grade License Review	Boiler Operation	80	\$320				
DFTG	1040	AutoCAD I	Intro. to Computer Aid Draft	48	\$589				
DFTG	2011	AutoCAD II	Specialized (CAD) Package	32	\$433				
ELPT	1011	Electrical I	Basic Electrical Theory	80	\$490				
ELPT	1029	Electrical II	Residential Wiring	80	\$490				
ELPT	1029	Residential Wiring, Bilingual	Residential Wiring	80	\$497				
HART	1005	Air Conditioning II	Air Conditioning II	80	\$490				
HART	1038	Air Conditioning I	Air Conditioning I	80	\$490				
HART	1041	Air Conditioning, Bilingual	Residential Air Conditioning	160	\$980				
HART	1093	Solar Energy Technology	ST in Solar Technology/Technician	40	\$572				
MCHN	1038	Basic Machining I	Basic Machine Shop I	72	\$480				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
MCHN	1041	Basic Machining II	Basic Machine Shop II	72	\$480				
PFPB	1003	Basic Plumbing	Basic Plumbing Skills	40	\$268				
PFPB	1008	Basic Pipefitting	Basic Pipefitting Skills	48	\$497				
PFPB	1013	Plumbing 2A	Intro. to the Plumbing Trade	72	\$320				
PFPB	1019	Plumbing 2B	Commercial Plumbing I	72	\$320				
PFPB	1021	Plumbing 1B	Plumbing Maintenance & Repair	72	\$320				
PFPB	1025	Plumbing 1A	Mechanics of Plumbing	72	\$320				
PFPB	1047	Plumbing 3A	Backflow Prevention	72	\$320				
PFPB	1053	Plumbing 3B	Commercial Plumbing II	72	\$320				
PFPB	1091	Plumbing 2B	ST/Plumber & Pipefitter	72	\$320				
PFPB	2036	Plumbing 4A	Comm. Const. & Fixture	72	\$320				
PFPB	2039	Plumbing 4B	Comm. & Indust. Sys. Start-up	72	\$320				
SEST	1041	Stationary Engineering-1st Grade License Review	Boilers-Operations: Installation & Maintenance	80	\$320				



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
WLDG	1007	Welding Using Multiple Processes, Introduction	Introduction to Welding	160	\$1,500				
<b>Global Energy Training Institute</b>									
PTRT	1001	Introduction to Petroleum Industry	Introduction to Petroleum Indu	64	\$660				
PTRT	1091	Roustabout I	ST in Petroleum Technology	64	\$1,298				
PTRT	1091	Roustabout II	ST in Petroleum Technology	64	\$1,298				
<b>Health</b>									
CEC	1422	Test for Essential Academic Skills Pre	TEAS Prep Course	16	\$95				
CEC	1430	CPR Basic Life Support	CPR	4	\$40				
CEC	2084	Optician Certification Trainin	Optician Certification Trainin	150	\$300				
CVTT	1060	Electrocardiography (EKG) Clinical	Clinical-Cardiovascular Tech.	120	\$475				
CVTT	2000	Phlebotomy Update I	EKG Update	8	\$65				
ECRD	1011	Electrocardiography (EKG)	Electrocardiography	64	\$545				
ECRD	1091	ECG Rhythm Strip Analysis for the He	Special Topics in EKG	32	\$229				
ECRD	1091	EKG Lab 1, 12-Lead	Special Topics in EKG	32	\$315				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
ECRD	1091	EKG Lab 2, Stress Testing	Special Topics in EKG	24	\$150				
EMSP	1016	ECG 12-Lead Interpretation	Intro. 12-Lead Interpretation	24	\$150				
HITT	1003	Medical Terminology II	Medical Terminology II	32	\$225				
HITT	1005	Medical Terminology	Medical Terminology I	32	\$225				
HITT	1011	Health Information Systems	Health Information Systems	48	\$325				
HITT	1013	Basic Medical Coding	Insurance Coding	48	\$325				
HITT	2000	HIPAA Compliance	Prof.Dvlpmt: Med Records Tech	8	\$125				
HITT	2046	Advanced Medical Coding	Advanced Medical Coding	48	\$325				
MDCA	1052	Phlebotomy Skills Laboratory	Medical Assistan Laboratory	64	\$280				
NURA	1001	Certified Nurse Aide	Nurse Aide for Health Care	108	\$795				
NURA	2005	Certified Nurse Aide Review	Nurse Aide Skills	32	\$185				
PLAB	1023	Phlebotomy	Phlebotomy	96	\$825				
PLAB	1060	Phlebotomy Clinical	Phlebotomy Clinical	120	\$525				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
PLAB	1091	Phlebotomy for the Healthcare Professional	ST Phlebotomy/Phlebotomist	40	\$325				
PLAB	2000	Phlebotomy Update I	Phlebotomy Update I	8	\$65				
POFM	1017	Medical Administrative Support	Medical Administrative Support	48	\$325				
POFM	1027	Medical Billing	Medical Insurance	48	\$325				
POFM	2010	Intermediate Medical Coding	Intermediate Medical Coding	48	\$325				
RNSG	1003	Intravenous Therapy	Intravenous Therapy	24	\$295				
<b>Health Professional Institute</b>									
CEC	8005	Evidence-Based Nursing Practice	Evidence-Based Nursing Practice	3	\$40				
CEC	8006	Participatory Action Research	Participatory Action Research	5	\$50				
CEC	8007	Nursing for Aging Population-1	Nursing for Aging Population-1	3.5	\$50				
CEC	8008	Nursing for Aging Population-2	Nursing for Aging Population-2	3.5	\$50				
CEC	8009	Raising Literacy for CHWs	Raising Literacy for CHWs	5	\$50				
CEC	8010	Healthcare Interpreter Assess	Healthcare Interpreter Assess	5	\$60				
CEC	8012	Assessing Individual Readiness	Assessing Individual Readiness	5	\$50				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	8023	Developing Guidelines for CHW	Developing Guidelines for CHW	1	\$10				
CEC	8027	CHW-An Emerging Workforce	CHW-An Emerging Workforce	1	\$10				
CEC	8052	Fund. Of Billing, Collecting & Credentialing for Behavioral Health	Fund. Of Billing, Collecting & Credentialing for BH	6	\$85				
CEC	8053	Claims Denials-Behavioral Health	Claims Denials-Behavioral Health	6	\$85				
CEC	8054	Credentialing-Behavioral Health	Credentialing-Behavioral Health	8	\$85				
CEC	8055	Billing and Credentialing for Substance Services Billing and Credentialing for	Billing and Credentialing for Substance use Services Billing and Credentialing for	4	\$55				
CEC	8056	ICD-10 Behavioral Health	ICD-10 Behavioral Health	4	\$55				
CHLT	1091	CHW Cert Prep Advocacy Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert Prep Organization Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert Prep: Communication Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Capacity Building Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Interpersonal Relationship Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Cert. Prep. Knowledge Base on Specific Health Issues	ST Community Health Liaison	20	\$125				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CHLT	1091	CHW Cert. Prep. Service Coordination Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instr. Cert. Prep: Teaching Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Cert. Prep Interpersonal Relation Skill	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Certification Prep	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Instructor Certification Prep: Organization Skills	ST Community Health Liaison	20	\$125				
CHLT	1091	CHW Prep Knowledge Base on Specific Health Issues	ST Community Health Liaison	20	\$125				
DHYG	2000	Coronal Polishing	Prof Development: Dental Hygin	8	\$400				
DHYG	2000	Pit and Fissure Sealants	Prof Development: Dental Hygin	8	\$400				
HITT	1002	The Culture of Health Care	The Culture of Health Care	32	\$100				
HITT	1005	Medical Terminology I	Medical Terminology I	48	\$300				
HITT	1011	Health Information Systems	Health Information Systems	80	\$500				
HITT	1091	Claims Denials-Behavioral Health	ST Health Info. Technology	8	\$85				
HITT	1091	Fundamentals of Behavioral Health Billing and Coding	ST Health Info. Technology	16	\$150				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
HITT	1091	HITPro Exam Review	S/T Health Info. Technology	112	\$100				
HITT	1091	ICD-10 Coding for Coders and Billers	ST Health Info. Technology	28	\$400				
HITT	1091	Working with Health IT Systems	S/T Health Info. Technology	45	\$128				
HITT	2011	Configuring EHRs	Configuring EHRs	64	\$400				
HITT	2021	EHR Training Methods	EHR Training Methods	32	\$200				
HITT	2023	Health IT Leadership	Health IT Leadership	32	\$128				
HITT	2026	Project Management for HP	Project Management for HP	32	\$128				
HITT	2027	Vendor Specific HIT System	Vendor Specific HIT System	48	\$300				
HITT	2029	Installing & Maintenance of Health IT Systems	Installing & Maintenance of Health IT Systems	64	\$400				
HITT	2051	Networking & HIE	Networking & HIE	32	\$200				
HITT	2053	Workflow Analysis & Redesign	Workflow Analysis & Redesign	32	\$128				
HPRS	1091	Healthcare Interpreter Training	ST/Health Pro&Related Sciences	50	\$400				
MAMT	2037	Mammography Certification Training	Mammography Certification Training	40	\$995				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
MAMT	2064	Mammography Practicum	Mammography Technology/Technician	160	\$595				
MDCA	1054	Medical Assisting Credentialing Exam Review	Medical Assisting Credentialing	48	\$260				
NURA	1091	Hospice Certif. Prep Course for the Hospice Aide	Nursing Assistant/Aide	60	\$311				
PHRA	1091	Pharmacy IV admixture - CphT	Pharmacy Tech.Assistant	20	\$375				
RNSG	1093	Hospice Certif. Prep. for the Registered Nurse	ST/Nursing-Reg. Nurse Trng	112	\$311				
SCWK	1091	Child Adv. 1- Persp on Child Maltreatment & Child Abuse	ST/Social Work	48	\$200				
SCWK	1091	Child Adv. 3-Prof & Systemic Responses to Child Maltreatment	ST/Social Work	64	\$200				
SCWK	1091	Child Advocacy 2 - Global Child Advocacy Issues	ST/Social Work	48	\$200				
SCWK	1091	Introduction to Child Advocacy	ST/Social Work	12	\$155				
SRGT	1091	Professional Readiness	Surgical/Operating Room Tech	32	\$100				
VNSG	1091	Hospice Certif. Prep. Course for the Licensed Practical Nurse	S/T.Practical Nurse	92	\$311				
<b>Languages</b>									
CEC	2215	U.S. Citizenship Preparation	Citizen Preparation	60	\$260	\$460			
CEC	3469	Language Tutoring	Languages Tutoring	20	\$87	\$154			

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1000	Basic English Language Skills	Basic English Language Skills	60	\$260	\$460			
COMG	1001	English Language Skills 1	English Language Skills 1	60	\$260	\$460			
COMG	1003	Listening & Speaking Skills, Foundati --	Comm. Skills for the Workplace	48	\$250	\$370			
COMG	1003	Reading & Writing Skills, Foundation	Comm. Skills for the Workplace	48	\$250	\$370			
COMG	1004	English Language Skills 2	English Language Skills 2	60	\$260	\$460			
COMG	1005	English Language Skills 3	English Language Skills 3	60	\$260	\$460			
COMG	1007	English Language Skills 4	English Language Skills 4	60	\$260	\$460			
COMG	1008	English Language Skills 5	English Language Skills 5	60	\$260	\$460			
COMG	1015	Pronunciation Skills Intermediate A	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Intermediate B	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Introductory A	Pronunciation Skills	22	\$122	\$170			
COMG	1015	Pronunciation Skills Introductory B	Pronunciation Skills	22	\$122	\$170			
COMG	1091	Grammar Skill Intermediate	ST/Communications, General	48	\$250	\$370			



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1091	Grammar Skills Workshop 1	ST/Communications, General	48	\$250	\$370			
COMG	1091	Grammar Skills Workshop 2	ST/Communications, General	48	\$250	\$370			
COMG	1091	Listening and Speaking Skills-Advanced Level 1	ST/Communications, General	60	\$260	\$460			
COMG	1091	Listening and Speaking Skills-Advanced Level 2	ST/Communications, General	60	\$260	\$460			
COMG	1091	Listening and Speaking Skills-Intermediate	ST/Communications, General	70	\$250	\$593			
COMG	1091	Listening and Speaking Skills-Introduction	ST/Communications, General	70	\$250	\$593			
COMG	1091	Practical Language Application 1	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 2	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 3	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application 4	ST/Communications, General	20	\$87	\$154			
COMG	1091	Practical Language Application Basic	ST/Communications, General	20	\$87	\$154			
COMG	1091	Pronunciation Skills-Advanced	ST/Communications, General	48	\$250	\$370			
COMG	1091	Pronunciation Skills-Intermediate	ST/Communications, General	48	\$250	\$370			

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
COMG	1091	Reading and Writing Skills-Intermedi	ST/Communications, General	70	\$250	\$593			
COMG	1091	Reading and Writing Skills-Introduct	ST/Communications, General	70	\$250	\$593			
<b>On-Line Continue Education</b>									
CEC	40	Advanced ComTia A+ Certification Pr	Advanced ComTia A+ Certification Prep	24	\$125				
CEC	41	Introduction to Adobe InDesign CS	Introduction to InDesign	24	\$109				
CEC	43	Mac, iPhone and iPad	Mac, iPhone and iPad	24	\$109				
CEC	44	Photoshop Elements 4.0 for the Digit	Photoshop Elements Digital Pho	24	\$109				
CEC	45	ACT/SAT Test Review Part I	SAT/ACT Preparation - Part I	24	\$109				
CEC	46	Teaching Students with ADHD	Teaching Students with ADHD	24	\$109				
CEC	47	Travel Photography	Travel Photography	24	\$109				
CEC	48	Write and Publish Nonfiction	Write and Publish Nonfiction	24	\$109				
CEC	51	Individual Excellence	Individual Excellence	24	\$109				
CEC	52	Supply Cain Management Fundamen	Supply Cain Management Fundamentals	24	\$109				
CEC	923	Easy English I	Easy English I	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1002	Administrative Professional with Microsoft Office	Admin Professional w/Microsoft	380	\$1,995				
CEC	1009	Microsoft Word, Introduction	Microsoft Word, Introduction	24	\$109				
CEC	1010	Microsoft Excel, Introduction	Microsoft Excel, Introduction	24	\$109				
CEC	1014	Photo Nature with Digital Camera	Photo Nature with Digital Camera	24	\$109				
CEC	1015	Real Estate Investing II	Real Estate Investing II	24	\$109				
CEC	1027	Teaching Smarter with SMART Board	Teaching Smarter with SMART Board	24	\$109				
CEC	1028	Chemical Plant Operations	Chemical Plant Operations	400	\$2,595				
CEC	1039	Easy English II	Easy English II	24	\$109				
CEC	1041	Diff Instruction & Response	Diff Instruction & Response	24	\$109				
CEC	1043	Easy English III	Easy English III	24	\$109				
CEC	1093	Small Business Marketing	Small Business Marketing	24	\$109				
CEC	1117	Sit-Down Forklift	Sit-Down Forklift	1	\$20				
CEC	1125	Introduction to OSHA & OSH Act	Introduction to OSHA & OSH Act	4	\$20				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1140	Medical Billing and Coding	Medical Billing and Coding	240	\$1,795				
CEC	1152	Property and Casualty Insurance Pre	Property & Casualty Insurance	6	\$79				
CEC	1154	Eating Well for a Healthy Mouth	Eating Well for a Healthy Mouth	3	\$8				
CEC	1155	Texas Jurisprudence in Dentistry	Texas Jurisprudence in Dentistry	4	\$32				
CEC	1156	Texas Food Handler+ TABC Certificati	Texas Food Handler + TABC Cert	4	\$22				
CEC	1157	HAZWOPER 1st Responder Awarene	HAZWOPER 1st Responder Awa	4	\$75				
CEC	1220	Certificate in Holistic and Integrative	Cert. in Integrative Mental	50	\$475				
CEC	1257	Business Plan	Business Plan	24	\$109				
CEC	1308	Organic Gardening	Organic Gardening	24	\$109				
CEC	1312	Introduction to Interior Desig	Introduction to Interior Desig	24	\$109				
CEC	1313	Event Management and Design	Event Management and Design	300	\$1,995				
CEC	1314	Start a Business in Floristry	Start a Business in Floristry	310	\$2,795				
CEC	1333	Start Your Own Business in landscapi	Start a Landscaping Business	310	\$2,425				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	1413	GED Test Preparation	GED Test Preparation	24	\$109				
CEC	1504	Start Your Business in Bookkeeping Administration	Business in Bookkeeping Administration	440	\$2,725				
CEC	1552	Microsoft Office 2010 Master Certification Training	MS Office '10 Master Cert Training	300	\$1,695				
CEC	1605	Mastering Public Speaking	Mastering Public Speaking	24	\$109				
CEC	2005	Spanish for Banking	Spanish for Banking	16	\$165				
CEC	2006	Spanish for Construction	Spanish for Construction	16	\$165				
CEC	2007	Spanish for Educators	Spanish for Educators	16	\$165				
CEC	2008	Spanish for EMT & Paramedic	Spanish for EMTs & Paramedics	16	\$165				
CEC	2010	Spanish for Food Service	Spanish for Food Service	16	\$165				
CEC	2011	Spanish for Health Care	Spanish for Health Care	16	\$165				
CEC	2012	Spanish for Hospitality	Spanish for Hospitality	16	\$165				
CEC	2013	Spanish for Human Resources	Spanish for Human Resources	16	\$165				
CEC	2014	Spanish for Law Enforcement	Spanish for Law Enforcement	16	\$165				

<b>Subject</b>	<b>Catalog</b>	<b>HCC Course Title</b>	<b>WECM Title</b>	<b>Current Contact Hours</b>	<b>Current Fee</b>	<b>Out of State Fee (F1 Student Only)</b>	<b>Proposed Contact Hours</b>	<b>Proposed Fee</b>	<b>Date Submitted</b>
CEC	2015	Spanish for Manufacturing	Spanish for Manufacturing	16	\$165				
CEC	2017	Spanish for Social Services	Spanish for Social Services	16	\$165				
CEC	2018	Spanish for the Workplace	Spanish for the Workplace	16	\$165				
CEC	2019	Spanish for Warehouse & Distributio	Spanish for Warehouses & Dist	16	\$165				
CEC	2029	Spanish for Firefighters	Spanish for Firefighters	16	\$165				
CEC	2030	Spanish for Teachers	Spanish for Teachers	15	\$99				
CEC	2031	Spanish for Real Estate	Spanish for Real Estate	15	\$99				
CEC	2032	Spanish for Manufacturing & Wareh	Spanish for MFG & WHSE	16	\$165				
CEC	2033	Spanish for Housekeeping	Spanish for Housekeeping	16	\$165				
CEC	2083	Certified Personal Trainer	Certified Personal Trainer	62	\$995				
CEC	2516	Certificate Stress Management	Certificate Stress Management	14	\$84				
CEC	3001	MS Office 10 Master Cert Train	MS Office 10 Master Cert Train	300	\$1,695				
CEC	3004	Mobile & Desktop Web Developer	Mobile & Desktop Web Developer	460	\$2,995				

<b>Subject</b>	<b>Catalog</b>	<b>HCC Course Title</b>	<b>WECM Title</b>	<b>Current Contact Hours</b>	<b>Current Fee</b>	<b>Out of State Fee (F1 Student Only)</b>	<b>Proposed Contact Hours</b>	<b>Proposed Fee</b>	<b>Date Submitted</b>
CEC	3053	Speed Spanish I	Speed Spanish	24	\$109				
CEC	3054	Beginning Conv. French	Beginning Conv. French	24	\$109				
CEC	3055	Speed Spanish II	Speed Spanish II	24	\$109				
CEC	3056	Spanish in the Classroom	Spanish in the Classroom	24	\$109				
CEC	3438	Leadership	Leadership	24	\$109				
CEC	3439	Grammar Refresher	Grammer Refresher	24	\$109				
CEC	4000	Carpentry	Carpentry	80	\$1,595				
CEC	4001	HVAC Technician	HVAC Technician	265	\$3,795				
CEC	4003	Alternating Current Motors	Alternating Current Motors	24	\$20				
CEC	5066	Music Made Easy	Music Made Easy	24	\$109				
CEC	5103	Project Management @ e-Speed	Project Management @ e-Speed	24	\$109				
CEC	5105	Teaching ESL/EFL, Introduction	Teaching ESL/EFL, Introduction	24	\$109				
CEC	5108	Become a Veterinary Assistant	Become a Veterinary Assistant	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	5109	Fund. of Supervision and Management	Fund. of Supervision & Mgmt II	24	\$109				
CEC	5111	Six Sigma-Total Quality Applications	Six Sigma-Total Quality Applications	24	\$109				
CEC	5114	PMP Certification Prep II	PMP Certification Prep II	24	\$125				
CEC	5116	Microsoft Excel, Advanced	Microsoft Excel, Advanced	24	\$109				
CEC	5124	Teaching Math	Teaching Math	24	\$109				
CEC	5259	Certificate in Meditation	Certificate in Meditation	8	\$68				
CEC	7036	Empowering Disabled Students	Empower Student W/Disabilities	24	\$109				
CEC	7040	Navigating Divorce	Navigating Divorce	24	\$109				
CEC	7042	Start Your Career with LinkedIn	Start Your Career with LinkedIn	24	\$109				
CEC	7168	Advanced Web Pages	Advanced Web Pages	24	\$109				
CEC	7171	Java Programming, Intermediate	Java Programming, Intermediate	24	\$109				
CEC	7177	GRE Preparation I	GRE Preparation Part I	24	\$109				
CEC	7178	GRE Preparation II	GRE Preparation II	24	\$109				



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7210	Effective Business Writing	Effective Business Writing	24	\$109				
CEC	7211	Understand Human Resource Functi --	Understand Human Resource Function	24	\$109				
CEC	7212	Customer Service Fundamentals	Customer Service Fundamentals	24	\$109				
CEC	7213	Achiev. Top Search Engine Pos.	Achiev. Top Search Engine Pos.	24	\$109				
CEC	7214	Get Grants!	Get Grants!	24	\$109				
CEC	7215	Mystery Writing	Mystery Writing	24	\$109				
CEC	7218	Business Analysis, Introduction	Business Analysis, Intro.	24	\$109				
CEC	7223	Achieving Success Difficult People	Achieving Success Difficult People	24	\$109				
CEC	7229	Designing Effective Websites	Designing Effective Websites	24	\$109				
CEC	7230	Secrets of Better Photography	Secrets of Better Photography	24	\$109				
CEC	7235	Video Game Design and Developme --	Video Game Design and Develop	500	\$1,995				
CEC	7236	Final Cut Pro, Introduction	Final Cut Pro, Introduction	24	\$109				
CEC	7238	Certificate in Brain Health	Certificate in Brain Health	10	\$66				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7240	Introduction to Lightroom	Introduction to Lightroom	24	\$109				
CEC	7250	Writing Essentials	Writing Essentials	24	\$109				
CEC	7252	Human Anatomy and Physiology	Human Anatomy and Physiology	24	\$109				
CEC	7253	Beginning Writers Workshop	Writers Workshop, Beginning	24	\$109				
CEC	7255	Grammar for ESL	Grammar for ESL	24	\$109				
CEC	7256	Six-Sigma Black Belt	Six-Sigma Black Belt	200	\$2,695				
CEC	7259	Becoming Grant Writing Consult	Becoming Grant Writing Consult	24	\$109				
CEC	7263	SQL, Introduction	SQL, Introduction	24	\$109				
CEC	7265	Distribution and Logistics Management	Distribution and Logistics Management	24	\$109				
CEC	7266	Certificate in Complementary and Alternative Medicine	Cert. Complementary & Alt Med	22	\$259				
CEC	7267	Wow, What a Great Event!	Wow, What a Great Event!	24	\$109				
CEC	7268	Oracle, Introduction	Oracle, Introduction	24	\$109				
CEC	7276	Marketing Your Business on the Internet	Marketing Business on Internet	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7277	Purchasing Fundamentals	Purchasing Fundamentals	24	\$109				
CEC	7278	Learn to Buy and Sell on eBay	Learn to Buy and Sell on eBay	24	\$109				
CEC	7287	C# Programming for the Absolute Beginner	C# Prog, Intro	24	\$109				
CEC	7288	C# Programming, Intermediate	C# Programming, Intermediate	24	\$109				
CEC	7298	Microsoft Project, Introduction	Microsoft Proj, Intro	24	\$109				
CEC	7301	Database Development, Introduction	Database Development, Intro.	24	\$109				
CEC	7304	Administrative Assistant Applications	Administrative Assistant Applications	24	\$109				
CEC	7305	Biology, Introduction	Biology, Introduction	24	\$109				
CEC	7306	CompTIA A+ Certification Prep, Basic	CompTIA A+ Cert Prep, Basic	24	\$125				
CEC	7307	CompTIA A+ Certification Prep, Intermediate	CompTIA A+ Cert Prep, Inter	24	\$125				
CEC	7311	Pleasures of Poetry	Pleasures of Poetry	24	\$109				
CEC	7315	Writing for Children	Writing for Children	24	\$109				
CEC	7316	C++Programming, Introduction	C++Programming, Introduction	24	\$109				

<b>Subject</b>	<b>Catalog</b>	<b>HCC Course Title</b>	<b>WECM Title</b>	<b>Current Contact Hours</b>	<b>Current Fee</b>	<b>Out of State Fee (F1 Student Only)</b>	<b>Proposed Contact Hours</b>	<b>Proposed Fee</b>	<b>Date Submitted</b>
CEC	7322	Keys Effective Communication	Keys Effective Communication	24	\$109				
CEC	7324	Workers' Compensation	Workers' Compensation	24	\$109				
CEC	7326	The Creative Classroom	The Creative Classroom	24	\$109				
CEC	7332	Keys to Effective Editing	Keys to Effective Editing	24	\$109				
CEC	7336	Project Management Fundamentals	Project Management Fundamental	24	\$109				
CEC	7337	Total Quality Fundamentals	Total Quality Fundamentals	24	\$109				
CEC	7338	Linux, Introduction	Linux, Introduction	24	\$109				
CEC	7344	Write Like a Pro	Write Like a Pro	24	\$109				
CEC	7345	Professional Sales Skills	Professional Sales Skills	24	\$109				
CEC	7351	Get Assertive!	Get Assertive!	24	\$109				
CEC	7353	Writing for ESL	Writing for ESL	24	\$109				
CEC	7359	Introduction to ASP.NET	Introduction to ASP.NET	24	\$109				
CEC	7363	Records Management Certificate	Records Management Certificate	180	\$1,595				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7364	Real Estate Law	Real Estate Law	24	\$109				
CEC	7372	Drawing for the Absolute Beginner	Drawing for Absolute Beginners	24	\$109				
CEC	7375	Survival Kit for New Teachers	Survival Kit for New Teachers	24	\$109				
CEC	7377	Enhancing Language Development	Enhancing Language Development	24	\$109				
CEC	7378	CSS3 and XHTML5, Introduction	CSS and XHTML, Intro	24	\$109				
CEC	7380	Microsoft Outlook, Introduction	Microsoft Outlook, Intro	24	\$109				
CEC	7381	MS PowerPoint, Introduction	MS PowerPoint, Introduction	24	\$109				
CEC	7382	Microsoft Project, Introduction	Microsoft Project, Introduction	24	\$109				
CEC	7391	Interpersonal Communication	Interpersonal Communication	24	\$109				
CEC	7393	HIPAA Compliance	HIPAA Compliance	24	\$109				
CEC	7396	Start Your Own Small Business	Start Your Own Small Business	24	\$109				
CEC	7397	Romance Writing Secrets	Romance Writing Secrets	24	\$109				
CEC	7401	Conversational Japanese	Conversational Japanese	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7402	PHP and MySQL, Intermediate	PHP and MySQL, Intermediate	24	\$109				
CEC	7410	Physical Therapy Aide	Physical Therapy Aide	150	\$1,895				
CEC	7412	Illustrator, Introduction	Illustrator, Introduction	24	\$109				
CEC	7418	Quickbooks, Introduction	Intro. to QuickBooks	24	\$109				
CEC	7421	CSS and XHTML, Intermediate	CSS and XHTML, Intermediate	24	\$109				
CEC	7422	Keyboarding	Keyboarding	24	\$109				
CEC	7424	Introduction to Microsoft Publisher	Microsoft Pub., Intro	24	\$109				
CEC	7428	QuickBooks, Intermediate	Intermediate QuickBooks	24	\$109				
CEC	7429	Craft of Magazine Writing	Craft of Magazine Writing	24	\$109				
CEC	7430	Write Your Life Story	Write Your Life Story	24	\$109				
CEC	7431	Writeriffic: Creatinity Training for Writers	Writeriffic:Creativity-Writers	24	\$109				
CEC	7432	LSAT Preparation Part I	LSAT Preparation Part I	24	\$109				
CEC	7433	Operate Home-Based Business	Operate Home-Based Business	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7440	LSAT Preparation Part II	LSAT Preparation Part 2	24	\$109				
CEC	7444	Certificate in Gerontology	Certificate in Gerontology	44	\$209				
CEC	7446	Start Your Own Consulting Practice	Start Your Own Consulting Practice	24	\$109				
CEC	7451	Photoshop CS, Intermediate	Photoshop CS, Intermediate	24	\$109				
CEC	7456	CompTIA A+ Certification Training	CompTIA A+ Cert. Training	230	\$1,695				
CEC	7458	Introduction to Adobe Acrobat	Introduction to Adobe Acrobat	24	\$109				
CEC	7459	Using Cell Phones in Classroom	Using Cell Phones in Classroom	16	\$145				
CEC	7460	Creating Mobile Apps with HTML	Creating Mobile Apps w/HTML	24	\$109				
CEC	7461	CSS3 and XHTML5, Advanced	Advanced CSS and HTML	24	\$109				
CEC	7495	Medical Billing & Coding + Medical Terminology	Billing & Coding + Med Term	300	\$1,995				
CEC	7503	Clinical Dental Assistant	Clinical Dental Assistant	240	\$1,995				
CEC	7505	Lose Weight and Keep It Off	Lose Weight and Keep It Off	24	\$109				
CEC	7529	GED Review	GED Review	36	\$200				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7536	Mastery of Business Fundamentals	Mastery of Business Fund.	24	\$109				
CEC	7537	Advanced Grant Proposal Writing	Adv. Grant Proposal Writing	24	\$109				
CEC	7538	Project Management Applications	Project Management Appl.	24	\$109				
CEC	7540	PMP Certification Prep I	(PMP)-Project Management Prof.	24	\$125				
CEC	7560	Developing Hybrid Courses	Developing Hybrid Courses	16	\$195				
CEC	7561	Certificate in Blended Instruction	Certificate in Blended Instruction	48	\$495				
CEC	7583	Introduction to Criminal Law	Intro. to Criminal Law	24	\$109				
CEC	7584	Creating Web Pages I	Creating Web Pages	24	\$109				
CEC	7585	Create a Classroom Website	Create a Classroom Website	24	\$109				
CEC	7586	Medical Terminology: A Word Association Approach	Medical Terminology	24	\$109				
CEC	7587	QuickBooks: Performing Payroll	Payroll in Quickbooks	24	\$109				
CEC	7589	A to Z Grantwriting	A to Z Grantwriting	24	\$109				
CEC	7590	Accounting Fundamentals I	Accounting Fundamentals I	24	\$109				



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7594	ACT/SAT Test Review Part II	ACT/SAT Test Review Part II	24	\$109				
CEC	7595	Discover Digital Photography	Discover Digital Photography	24	\$109				
CEC	7597	Java Programming, Introduction	Intro. to Java Programming	24	\$109				
CEC	7600	Intermediate Dreamweaver	Intermediate Dreamweaver	24	\$109				
CEC	7602	Supervision and Management I, Fundamentals	Fund.Supervision & Management	24	\$109				
CEC	7605	Visual Basic, Introduction	Introduction to Visual Basic	24	\$109				
CEC	7613	Introduction to Dreamweaver	Introduction to Dreamweaver	24	\$109				
CEC	7614	Computer Skills for the Workplace	Computer Skills for Workplace	24	\$109				
CEC	7619	Paralegal	Paralegal Certificate Prog.	300	\$1,995				
CEC	7621	Microsoft Word, Intermediate	Inter.Microsoft Word	24	\$109				
CEC	7622	Understanding the Cloud	Understanding the Cloud	24	\$109				
CEC	7624	Intermediate Microsoft Access	Intermediate Microsoft Access	24	\$109				
CEC	7625	Microsoft Access, Introduction	Intro. to Microsoft Access	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	7626	Microsoft Excel, Intermediate	Inter. Microsoft Excel	24	\$109				
CEC	7628	CompTIA Network+ Certification Training	Network + Certificaton	80	\$1,495				
CEC	7630	Introduction to Networking	Introduction to Networking	24	\$109				
CEC	7639	Veterinary Assistant	Veterinary Assistant	170	\$1,995				
CEC	7640	Project Management	Project Managment	112	\$1,695				
CEC	7643	Writing Effective Grant Proposals	Writing Effective Grant Proposals	24	\$109				
CEC	7644	GMAT Preparation	GMAT Preparation	24	\$109				
CEC	7667	Building Teams that Work	Building Teams that Work	24	\$109				
CEC	7784	Career in Medical Writing	Career in Medical Writing	24	\$109				
CEC	7900	Creating WordPress Websites I	Creating WordPress Websites I	24	\$109				
CEC	7901	Creating WordPress Websites II	Creating WordPress Websites II	24	\$109				
CEC	9003	Spanish Medical Professionals	Spanish Medical Professionals	24	\$109				
CEC	9004	Understanding Adolescents	Understanding Adolescents	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9016	Developing Your Professional Career	Developing Your Professional Career	16	\$145				
CEC	9019	Visual Basic.NET, Intermediate	Intermediate Visual Basic	24	\$109				
CEC	9079	Business Finance	Business Finance	24	\$109				
CEC	9497	Introduction to Python Programming	Python Programming Intro.	24	\$109				
CEC	9498	Introduction to Ajax Programming	Intro. to Ajax Programming	24	\$109				
CEC	9499	Intermediate SQL	Intermediate SQL	24	\$109				
CEC	9508	Introduction to Natural Health and H	Natural Health & Healing, Intro	24	\$109				
CEC	9600	Introduction to Nonprofit Managem	Intro. Nonprofit Management	24	\$109				
CEC	9601	Starting a Nonprofit	Starting a Nonprofit	24	\$109				
CEC	9605	Explore a Career as an Administrativ	Exp Career Admin Med Assistant	24	\$109				
CEC	9608	Legal Nurse Consulting	Legal Nurse Consulting	24	\$109				
CEC	9611	Identity Theft	Identity Theft	4	\$10				
CEC	9612	HAZWOPER 8 Hour Refresher	HAZWOPER 8 Hour Refresh	8	\$59				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9615	Certificate in Food, Nutrition, and Health	Cert Food, Nutrition, & Health	16	\$96				
CEC	9618	HAZWOPER 40 Hour OSHA Training	HAZWOPER 40 Hour OSHA Training	40	\$295				
CEC	9619	Nursing Continuing Education-Leadership Kit	Nursing-Leadership Kit	14	\$179				
CEC	9630	Certificate in End of Life Care	Certificate in End of Life Care	24	\$249				
CEC	9633	Certified Bookkeeper	Certified Bookkeeper	140	\$1,995				
CEC	9638	Introduction to Crystal Reports	Intro. to Crystal Reports 10	24	\$109				
CEC	9639	Medical Transcription	Medical Transcription	24	\$109				
CEC	9645	Using Internet in Classroom	Using Internet in Classroom	24	\$109				
CEC	9648	Creating a Successful Business Plan	Creating a Successful Business Plan	24	\$109				
CEC	9650	Introduction to Algebra	Introduction to Algebra	24	\$109				
CEC	9651	GED Math Test	GED Math Test Prep	24	\$109				
CEC	9652	Technical Writing Fundamentals	Fundamentals Tech Writing	24	\$109				
CEC	9653	Conversational French	Conversational French	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9658	Administrative Medical Specialist	Administrative Med Specialist	360	\$2,495				
CEC	9661	Start and Operate Your Own Home-Based Business	Start and Operate Your Own Home-Based Business	24	\$109				
CEC	9663	Secrets of the Caterer	Secrets of the Caterer	24	\$109				
CEC	9664	MS PowerPoint in the Classroom	MS PowerPoint in the Classroom	24	\$109				
CEC	9672	QuickBooks for Contractors	QuickBooks for Contractors	24	\$109				
CEC	9675	Solving Classroom Problems	Solving Classroom Problems	24	\$109				
CEC	9676	Handling Medical Emergencies	Handling Medical Emergencies	24	\$109				
CEC	9678	Financial Mathematics	Financial Mathematics	16	\$250				
CEC	9679	Personal Finance	Personal Finance	24	\$109				
CEC	9680	Math Refresher	Math Refresher	24	\$109				
CEC	9682	Web Applications Developer	Web Applications Developer	360	\$2,395				
CEC	9685	Cisco CCNA Certification Training	Cisco CCNA Cert Training	150	\$300				
CEC	9694	Food Safety Manager Training + TX S	Food Safety MGR Train + Exam	14.5	\$99				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9696	Food Protection Manager Certification Exam	Food Protection Manager Cert.	1.5	\$55				
CEC	9697	Introduction to Statistics	Introduction to Statistics	24	\$109				
CEC	9698	Texas 4hr Esthetician	Texas 4hr Esthetician	4	\$30				
CEC	9699	10 Hour Construction Safety Orientation	10 Hr Construction Safety	10	\$59				
CEC	9701	Real Estate Investing	Real Estate Investing	24	\$109				
CEC	9702	Photoshop CS5, Introduction	Photoshop CS, Introduction	24	\$109				
CEC	9704	Food & Customer Service Skills Training	Food & Customer Service Skills	120	\$850				
CEC	9707	CompTIA Security+ Certification Training	Comp TIA Security+Cert Prep	80	\$1,495				
CEC	9725	Intermediate Photoshop	Intermediate Photoshop	24	\$109				
CEC	9726	Introduction to Chemistry	Introduction to Chemistry	24	\$109				
CEC	9727	Android Application Developer	Android Application Developer	120	\$1,695				
CEC	9728	High School Diploma w/Food and Customer Service	HS Diploma w/Food & CS	750	\$1,295				
CEC	9729	High School Diploma w/Retail Service Training	HS Diploma w/Retail Service	750	\$1,295				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9730	Learning and Teaching Theories	Learning and Teaching Theories	16	\$197				
CEC	9731	Teachers Aide Certification	Teachers Aide Certification	208	\$3,499				
CEC	9732	Certificate in Teaching Adult	Certificate in Teaching Adult	32	\$295				
CEC	9733	Substitute Teacher Preparation	Substitute Teacher Preparation	16	\$145				
CEC	9734	Fostering Online Discussion	Fostering Online Discussion	16	\$145				
CEC	9735	Teaching High School Students	Teaching High School Students	24	\$109				
CEC	9736	Teaching Online Successfully	Teaching Online Successfully	8	\$225				
CEC	9740	HAZWOPER 24Hr + GHS OSHA Hazard Communication	HAZWOPER 24Hr + GHS OSHA	25	\$199				
CEC	9741	HAZWOPER 40Hr + GHS OSHA Hazard Communication	HAZWOPER 40Hr + GHS OSHA	41	\$295				
CEC	9804	Mastering Digital Photo People	Mastering Digital Photo People	24	\$109				
CEC	9805	PC Security, Introduction	Introduction to PC Security	24	\$109				
CEC	9807	Business Marketing Writing	Business Marketing Writing	24	\$109				
CEC	9810	Beginner's Guide to Getting Published	Beginner's Guide to Getting Published	24	\$109				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CEC	9811	Employment Law Fundamentals	Employment Law Fundamentals	24	\$109				
CEC	9812	Accounting Fundamentals II	Accounting Fundamentals II	24	\$109				
CEC	9813	PHP and MySQL, Introduction	Intro. to PHP and MySQL	24	\$109				
CEC	9814	Administrative Assistant Fundament	Admin Assistant Fundamentals	24	\$109				
CEC	9815	Manufacturing Applications	Manufacturing Applications	24	\$109				
<b>Public Safety: Fire Science</b>									
FIRS	1001	Firefighter Certification I	Firefighter Certification I	96	\$250				
FIRS	1003	Firefighter Agility & Fitness	Firefighter Agility & Fitness	48	\$200				
FIRS	1007	Firefighter Certification II	Firefighter Certification II	112	\$300				
FIRS	1013	Firefighter Certification III	Firefighter Certification III	80	\$200				
FIRS	1019	Firefighter Certification IV	Firefighter Certification IV	64	\$200				
FIRS	1023	Firefighter Certification V	Firefighter Certification V	96	\$200				
FIRS	1029	Firefighter Certification VI	Firefighter Certification VI	80	\$200				
FIRS	1033	Firefighter Certification VII	Firefighter Certification VII	112	\$200				



Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
FIRT	1002	Plans Examiner I	Plans Examiner I	32	\$168				
FIRT	1008	Fire Inspector I	Fire Inspector I	96	\$480				
FIRT	1040	Fire Inspector II	Fire Inspector II	80	\$350				
<b>Public Safety: Health/EMSP</b>									
EMSP	1019	BLS Health Care Provider	CPR Basic Life Support	7.5	\$40				
EMSP	1091	National Registry Skills Prep-Interm	Special Topics in EMT	9.5	\$100				
EMSP	2000	Methods of Teaching-EMS	Methods of Teaching-EMS	48	\$125				
<b>Public Safety: Law Enforcement</b>									
CJLE	1006	Basic Peace Officer I	Basic Peace Officer I	176	\$284				
CJLE	1012	Basic Peace Officer II	Basic Peace Officer II	176	\$284				
CJLE	1018	Basic Peace Officer III	Basic Peace Officer III	176	\$257				
CJLE	1024	Basic Peace Officer IV	Basic Peace Officer IV	176	\$257				
CJLE	1040	Special Investigative Topics	Special Investigative Topics	8	\$56				
CJLE	1094	Elder Abuse	Spec.Top.Law Enforc.Police Sci	16	\$112				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
CJLE	1094	Human Trafficking	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	1094	Legal Updates	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	1094	Racial Profiling	Spec.Top.Law Enforc.Police Sci	8	\$56				
CJLE	2000	Concealed Hangun	Prof Develop Criminal Justice	10	\$80				
CJLE	2037	Patrol Rifle	Advanced Firearms	24	\$120				
CJLE	2038	Firearms Instructor	Firearms Instructor Course	40	\$280				
CJLE	2038	Firearms Insttuctor	Firarms Instructor Course	40	\$280				
CJLE	2049	Basic Instructor	Basic Instructor	40	\$280				
CJLE	2049	Basic Instructor	Basic Instructor	40	\$280				
CJSA	1006	Civil Process	Le-Civil Process	20	\$140				
<b>VAST Program</b>									
CEC	1637	Reading Wkshp I,II,III VAST	Reading Wkshp I,II,III VAST	39	\$230				
CEC	1656	Beginning Keyboarding VAST	Beginning Keyboarding VAST	39	\$230				
CEC	1706	Indpndt Living I VAST	Indpndt Living I VAST	39	\$230				

<b>Subject</b>	<b>Catalog</b>	<b>HCC Course Title</b>	<b>WECM Title</b>	<b>Current Contact Hours</b>	<b>Current Fee</b>	<b>Out of State Fee (F1 Student Only)</b>	<b>Proposed Contact Hours</b>	<b>Proposed Fee</b>	<b>Date Submitted</b>
CEC	1707	Independent Living II VAST	Independent Living II VAST	39	\$230				
CEC	1708	Work Etiquette VAST	Work Etiquette VAST	39	\$230				
CEC	1773	Exploring Houston VAST	Exploring Houston VAST	39	\$230				
CEC	1774	Creative Entrepreneurship VAST	Creative Entrepreneurship VAST	39	\$230				
CEC	1775	Intermediate Word -VAST	Intermediate Word -VAST	39	\$230				
CEC	1780	Life Skills Math I,II,III VAST	Life Skills Math I,II,III VAST	39	\$230				
CEC	1781	Basic Math I VAST	Basic Math I VAST	39	\$230				
CEC	1782	Basic Math II VAST	Basic Math II VAST	39	\$230				
CEC	1786	Intro to Study Skills VAST	Intro to Study Skills VAST	39	\$230				
CEC	1787	Reading Workshop I VAST	Reading Workshop I VAST	39	\$230				
CEC	1788	Reading Workshop II VAST	Reading Workshop II VAST	39	\$230				
CEC	1789	Reading Workshop III VAST	Reading Workshop III VAST	39	\$230				
CEC	1790	Reading Imprvmnt VAST	Reading Imprvmnt VAST	39	\$230				

<b>Subject</b>	<b>Catalog</b>	<b>HCC Course Title</b>	<b>WECM Title</b>	<b>Current Contact Hours</b>	<b>Current Fee</b>	<b>Out of State Fee (F1 Student Only)</b>	<b>Proposed Contact Hours</b>	<b>Proposed Fee</b>	<b>Date Submitted</b>
CEC	1791	Intro to Computers VAST	Intro to Computers VAST	39	\$230				
CEC	1793	Intro to Excel VAST	Intro to Excel VAST	39	\$230				
CEC	1794	Intro to Office Skills VAST	Intro to Office Skills VAST	39	\$230				
CEC	1795	Intro to Word VAST	Intro to Word VAST	39	\$230				
CEC	1796	Career Exploration VAST	Career Exploration VAST	39	\$230				
CEC	1800	Intro to Customer Service VAST	Intro to Customer Service VAST	39	\$230				
CEC	1806	Job Search & Employment Skills	Job Search & Employment Skills	39	\$230				
CEC	1807	Employment Success VAST	Employment Success VAST	39	\$230				
CEC	1808	Powerpoint VAST	Powerpoint VAST	39	\$230				
CEC	7182	VAST: Intro Digital Photo	VAST: Intro Digital Photo	39	\$230				
CEC	8020	Retail Training	Retail Training	39	\$230				
CEC	8308	Bus Communications: VAST	Bus Communications: VAST	39	\$230				
CEC	8309	Business Writing - VAST	Business Writing - VAST	39	\$230				

Subject	Catalog	HCC Course Title	WECM Title	Current Contact Hours	Current Fee	Out of State Fee (F1 Student Only)	Proposed Contact Hours	Proposed Fee	Date Submitted
---------	---------	------------------	------------	-----------------------	-------------	------------------------------------	------------------------	--------------	----------------

CEC	9708	Office Skills Intrnshp VAST	Office Skills Intrnshp VAST	39	\$230				
-----	------	-----------------------------	-----------------------------	----	-------	--	--	--	--

<b>Total of Records</b>	580
-------------------------	-----

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
3.	Proposed Revisions to Board Bylaws	Trustee Zeph Capo Jarvis Hollingsworth

## RECOMMENDATION

Consider proposed revisions to Board bylaws regarding committees structure and committees responsibilities.

## COMPELLING REASON/RATIONALE

The proposed revisions will align the Board's committees structure with industry standards regarding Standing verses Ad Hoc committees. It will also align responsibilities within appropriate committees.

## DESCRIPTION OR BACKGROUND

This proposed revisions emerged from previous Board Governance committee discussion.

## STRATEGIC ALIGNMENT

### 2. ORGANIZATIONAL STEWARDSHIP

*B. Improve and streamline business transactions and process*

## ATTACHMENTS:

Description	Upload Date	Type
Proposed Revisions to Board Bylaws-Article F (REDLINE)	4/20/2016	Attachment
Proposed Revisions to Board Bylaws-Article F (CLEAN)	4/20/2016	Attachment

**This item is applicable to the following:** District

***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**

**[Amended April 21, 2016](#)**

# Table of Contents

Preface

Mission

## ARTICLE A: ETHICS

- Sec. 1. Purpose**
- Sec. 2. Distribution Policy**
- Sec. 3. Applicability**
- Sec. 4. Code of Conduct** *(Amended December 2, 2010; November 17, 2011)*
- Sec. 5. Prohibited Communications/Political Contributions**  
*(Amended September 23, 2010, November 17, 2011, December 15, 2011, June 21, 2012)*
- Sec. 6. Limits on Repayment of Personal Loans** *(June 21, 2012)*
- Sec. 7. Prohibited Benefits** *(Amended September 23, 2010)*
- Sec. 8. Political Activities**
- Sec. 9. Campaign Finance Reports** *(Amended January 21, 2016)*
- Sec. 10. Misuse of Official Information**
- Sec. 11. Mechanisms for Enforcement**  
*(Amended November 17, 2011; November 18, 2014; January 21, 2016)*

## ARTICLE B: POWERS OF THE BOARD

- Sec. 1. Authority**
- Sec. 2. Delegation of Authority in Emergency**
- Sec. 3. Policy Direction**
- Sec. 4. Board Leadership**

## ARTICLE C: ELECTIONS

## ARTICLE D: OFFICERS OF THE BOARD

- Sec. 1. Election**
- Sec. 2. Chair**
- Sec. 3. Vice Chair**
- Sec. 4. Secretary**



**TABLE OF CONTENTS**  
(continued)

**ARTICLE E: PERSONNEL APPOINTED BY AND REPORTING DIRECTLY TO THE BOARD**

- Sec. 1. Appointments**
- Sec. 2. Chancellor** *(Amended January 21, 2016)*
- Sec. 3. External Auditor and Internal Auditor** *(Amended April 16, 2015, February 25, 2016)*
- Sec. 4. Board Counsel and General Counsel** *(Amended February 27, 2014, February 25, 2016)*
- Sec. 5. Financial Advisor** *(Amended February 25, 2016)*

**ARTICLE F: COMMITTEES**

- Sec. 1. General**
- Sec. 2. Appointed Committees**
- Sec. 3. Committee of the Whole Meetings** *(Amended June 24, 2014)*
- Sec. 4. Standing Committees** *(Amended June 29, ~~2010~~ [2010, April 21, 2016](#))*
- Sec. 5. Special/Ad Hoc Committees**
- Sec. 6. Appointments to Outside Entities**
- Sec. 7. Community Advisory Committees**

**ARTICLE G: GENERAL BOARD MEETINGS**

- Sec. 1. Open Meetings**
- Sec. 2. Definitions**
- Sec. 3. Time and Location** *(Amended December 2, 2010)*
- Sec. 4. Notice**
- Sec. 5. Voting** *(Amended April 16, 2015)*
- Sec. 6. Order of Business**
- Sec. 7. Agenda** *(Added April 16, 2015)*
- Sec. 8. Rules of Order**
- Sec. 9. Minutes and Recordings**
- Sec. 10. Special Meetings**
- Sec. 11. Closed Meetings/Executive Session**
- Sec. 12. Prohibitions**

**TABLE OF CONTENTS**  
(continued)

- Sec. 13. Citizen Participation**
- Sec. 14. Disruption**
- Sec. 15. Social Functions and Related Events**

**ARTICLE H: BOARD OPERATIONS**

- Sec. 1. Evaluation**
- Sec. 2. Efficiency**
- Sec. 3. Expenditures** *(Amended September 23, 2010; Amended December 13, 2012)*  
**Board Account for Community Affairs Request Form**
- Sec. 4. Public Statements and the Media** *(Amended January 21, 2016)*
- Sec. 5. Training** *(Amended September 23, 2010; Amended November 17, 2011; January 21, 2016)*
- Sec. 6. Self-Assessment of the Board**
- Sec. 7. Requests for Documents** *(Amended January 21, 2016)*
- Sec. 8. Requests for Legal Advice** *(Amended January 21, 2016)*
- Sec. 9. Board Member Complaints** *(Amended January 21, 2016)*

**EXHIBITS**

- Exhibit A. Houston Community College Board of Trustees and Senior Staff Conflict of Interest Certification**
- Exhibit B. Code of Ethics Complaint Form**
- Exhibit C. HCC Trustee Board Account for Community Affairs Request**
- Exhibit D. Request to Access Official College Records**
- Exhibit E. Board member Complaint Form**

## Article F: Committees

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

---

**1. GENERAL.** The Board may establish such standing and special/ad hoc committees as it deems necessary for the welfare of the College. Appointed committees will have three members. Committees of the whole are comprised of the entire membership of the Board. Special/ad hoc committees may be created for matters not assigned to standing committees in these bylaws. Appointed, committees of the whole and special/ad hoc committees have the same level of authority and are working committees that make non-binding recommendations to the Board. The Board chair shall designate the chair and members of each committee and the Chancellor will assign staff with experience and expertise in the particular area to support the work of all committees. A committee shall be limited to actions delegated to that committee by the Board.

### **2. APPOINTED COMMITTEES**

**Appointments.** Except where the Board elects to have a committee organized as a committee of the whole, the Board Chair shall appoint Board members to each committee. Appointed committees will have three Board members, including the committee chair, except that the Board Chair will appoint one alternate member to each committee. Alternate committee members may vote, or make or second motions if any member of the committee is absent. In case a Board member should become unable to continue serving on an appointed committee, or the Board determines that a committee member should be removed, the Board Chair will appoint a replacement within thirty (30) days.

**Meetings.** Committee meetings shall be called by the committee chair and duly posted, convened and conducted in accordance with the Texas Open Meetings Act. Any Board member may attend and participate in discussion at any such committee meetings. Committees will meet no more than once monthly without prior approval from the Board Chair.

**Attendance.** A quorum shall be declared as soon as a majority of the committee members are in attendance at the appointed committee meeting. For the purposes of a quorum, alternate committee members are considered only if committee members are not present.

**Voting in Appointed Committees.** A majority vote of a quorum of a committee is required for a committee recommendation from an appointed committee to be presented to the full Board for consideration. A committee recommendation, however, does not constitute a final Board action and, therefore, does not bind the Board. A

committee recommendation from an appointed committee will be presented as a report at the committee of the whole meeting, and with the approval of both the chair of the appointed committee and the Board Chair, will be listed on the agenda for the next regular Board meeting under the consent agenda.

### 3. COMMITTEE OF THE WHOLE MEETINGS

**Meetings.** The Board Chair shall convene any committee of the whole meeting. Once the meeting has opened, the chair of each committee shall officiate over his/her committee proceedings until concluded. All meetings shall be duly posted, convened and conducted in compliance with the Texas Open Meetings Act. The chair of each appointed committee shall give a report of his/her committee's actions and recommendations at the committee of the whole meeting. Unless otherwise posted, committee of the whole meetings will be held on the second Thursday of the month.

**Attendance.** A quorum shall be declared when at least five members of a committee of the whole are present.

**Voting in a Committee of the Whole.** A vote of at least five members of a committee of the whole is required for a committee recommendation to be presented for consideration at a regular Board meeting. A committee recommendation, however, does not constitute a final Board action and, therefore, does not bind the Board. A recommendation from a committee of the whole will be listed on the agenda for the next regular Board meeting under the consent agenda.

### 4. STANDING COMMITTEES

#### Committees of the Whole

- a. **Finance and Facilities.** The finance and facilities committee shall oversee the budget, the College capital improvement and maintenance plan, and master planning. The finance and facilities committee shall also evaluate the performance of all financial advisors.

#### Appointed Committees

- a. **Academic/Workforce Affairs.** The academic/workforce affairs committee shall consider all issues affecting academic policies, workforce progress, programmatic changes, new certificates and technology issues. The Chancellor shall provide an annual report on the alignment of the college's academic/workforce programming with ~~employment trends and~~ state State of Texas performance indicators and employment trends within the Gulf Coast area.
- b. **Student Success/Services.** The student success/services committee shall consider all issues affecting student success, student services, athletic programs, diversity, financial aid, Veterans affairs and Minority Male initiatives.

- c. **Board Governance.** The board governance committee shall consider all issues affecting Board activities, Board training, Board outreach, human resources, and updates to all Board policies and bylaws. The board governance committee shall also monitor ongoing assignments given by the Board to the Administration and receive periodic updates on their progress. On a semi-annual basis, the board governance committee shall also receive and review reports from the Board Services Office regarding all Board expenditures and will make a report at the committee of the whole meeting.
- d. **Audit.** The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the ~~full~~ Board. See Article E, Section 3 for additional responsibilities of the audit committee.
- e. **External Relations.** The external relations committee shall consider all issues regarding ~~legal and~~ legislative matters, economic development and small business.
- f. **Strategic Planning.** The strategic planning committee shall assist the Board in its fiduciary responsibilities for establishing HCC's mission, vision and strategic direction by helping the administration identify critical issues facing HCC, assisting in the analysis of alternate strategic options and ensuring that the administration has established an effective strategic planning process.
- g. **Board/Chancellor Evaluation Committee.** The board/chancellor evaluation committee shall plan for and oversee the timeline and process for the annual evaluation of the Chancellor in accordance with the Chancellor's contract and the annual self-evaluation of the Board. The committee shall also review and recommend to the Board for approval the annual goals and objectives of the Chancellor. The committee shall also facilitate the annual self-evaluation of the Board pursuant to industry standards and the criteria set forth in Article H, Section 6 of the Board bylaws.

**5. SPECIAL/AD HOC COMMITTEES.** Special/ad hoc committees may be created as needed by the Board Chair for matters not assigned to standing committees in these bylaws. At the discretion of the Board Chair, a special/ad hoc committee may be organized as an appointed committee or as a committee of the whole. No special/ad hoc committee can exist for longer than one year unless reestablished, and may be terminated by the Board Chair upon completion of its mission.

**6. APPOINTMENTS TO OUTSIDE ENTITIES.** The Board Chair shall appoint, on an annual basis, Board members as liaisons to boards of directors or advisory boards of outside entities, such as, for example, the HCC Foundation.

**7. COMMUNITY ADVISORY COMMITTEES.** Community advisory committees are appointed by the Board for the purpose of improving the College and may be dissolved by Board resolution upon completion of their task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these committees shall be forwarded to the Chancellor for consideration and future action.

***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**

**Amended April 21, 2016**

---

# Table of Contents

Preface

Mission

## ARTICLE A: ETHICS

- Sec. 1. Purpose**
- Sec. 2. Distribution Policy**
- Sec. 3. Applicability**
- Sec. 4. Code of Conduct** *(Amended December 2, 2010; November 17, 2011)*
- Sec. 5. Prohibited Communications/Political Contributions**  
*(Amended September 23, 2010, November 17, 2011, December 15, 2011, June 21, 2012)*
- Sec. 6. Limits on Repayment of Personal Loans** *(June 21, 2012)*
- Sec. 7. Prohibited Benefits** *(Amended September 23, 2010)*
- Sec. 8. Political Activities**
- Sec. 9. Campaign Finance Reports** *(Amended January 21, 2016)*
- Sec. 10. Misuse of Official Information**
- Sec. 11. Mechanisms for Enforcement**  
*(Amended November 17, 2011; November 18, 2014; January 21, 2016)*

## ARTICLE B: POWERS OF THE BOARD

- Sec. 1. Authority**
- Sec. 2. Delegation of Authority in Emergency**
- Sec. 3. Policy Direction**
- Sec. 4. Board Leadership**

## ARTICLE C: ELECTIONS

## ARTICLE D: OFFICERS OF THE BOARD

- Sec. 1. Election**
- Sec. 2. Chair**
- Sec. 3. Vice Chair**
- Sec. 4. Secretary**



**TABLE OF CONTENTS**  
(continued)

**ARTICLE E: PERSONNEL APPOINTED BY AND REPORTING DIRECTLY TO THE BOARD**

- Sec. 1. Appointments**
- Sec. 2. Chancellor** *(Amended January 21, 2016)*
- Sec. 3. External Auditor and Internal Auditor** *(Amended April 16, 2015, February 25, 2016)*
- Sec. 4. Board Counsel and General Counsel** *(Amended February 27, 2014, February 25, 2016)*
- Sec. 5. Financial Advisor** *(Amended February 25, 2016)*

**ARTICLE F: COMMITTEES**

- Sec. 1. General**
- Sec. 2. Appointed Committees**
- Sec. 3. Committee of the Whole Meetings** *(Amended June 24, 2014)*
- Sec. 4. Standing Committees** *(Amended June 29, 2010, April 21, 2016)*
- Sec. 5. Special/Ad Hoc Committees**
- Sec. 6. Appointments to Outside Entities**
- Sec. 7. Community Advisory Committees**

**ARTICLE G: GENERAL BOARD MEETINGS**

- Sec. 1. Open Meetings**
- Sec. 2. Definitions**
- Sec. 3. Time and Location** *(Amended December 2, 2010)*
- Sec. 4. Notice**
- Sec. 5. Voting** *(Amended April 16, 2015)*
- Sec. 6. Order of Business**
- Sec. 7. Agenda** *(Added April 16, 2015)*
- Sec. 8. Rules of Order**
- Sec. 9. Minutes and Recordings**
- Sec. 10. Special Meetings**
- Sec. 11. Closed Meetings/Executive Session**
- Sec. 12. Prohibitions**

**TABLE OF CONTENTS**  
(continued)

- Sec. 13. Citizen Participation**
- Sec. 14. Disruption**
- Sec. 15. Social Functions and Related Events**

**ARTICLE H: BOARD OPERATIONS**

- Sec. 1. Evaluation**
- Sec. 2. Efficiency**
- Sec. 3. Expenditures** *(Amended September 23, 2010; Amended December 13, 2012)*  
**Board Account for Community Affairs Request Form**
- Sec. 4. Public Statements and the Media** *(Amended January 21, 2016)*
- Sec. 5. Training** *(Amended September 23, 2010; Amended November 17, 2011; January 21, 2016)*
- Sec. 6. Self-Assessment of the Board**
- Sec. 7. Requests for Documents** *(Amended January 21, 2016)*
- Sec. 8. Requests for Legal Advice** *(Amended January 21, 2016)*
- Sec. 9. Board Member Complaints** *(Amended January 21, 2016)*

**EXHIBITS**

- Exhibit A. Houston Community College Board of Trustees and Senior Staff Conflict of Interest Certification**
- Exhibit B. Code of Ethics Complaint Form**
- Exhibit C. HCC Trustee Board Account for Community Affairs Request**
- Exhibit D. Request to Access Official College Records**
- Exhibit E. Board member Complaint Form**

## Article F: Committees

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

---

**1. GENERAL.** The Board may establish such standing and special/ad hoc committees as it deems necessary for the welfare of the College. Appointed committees will have three members. Committees of the whole are comprised of the entire membership of the Board. Special/ad hoc committees may be created for matters not assigned to standing committees in these bylaws. Appointed, committees of the whole and special/ad hoc committees have the same level of authority and are working committees that make non-binding recommendations to the Board. The Board chair shall designate the chair and members of each committee and the Chancellor will assign staff with experience and expertise in the particular area to support the work of all committees. A committee shall be limited to actions delegated to that committee by the Board.

### **2. APPOINTED COMMITTEES**

**Appointments.** Except where the Board elects to have a committee organized as a committee of the whole, the Board Chair shall appoint Board members to each committee. Appointed committees will have three Board members, including the committee chair, except that the Board Chair will appoint one alternate member to each committee. Alternate committee members may vote, or make or second motions if any member of the committee is absent. In case a Board member should become unable to continue serving on an appointed committee, or the Board determines that a committee member should be removed, the Board Chair will appoint a replacement within thirty (30) days.

**Meetings.** Committee meetings shall be called by the committee chair and duly posted, convened and conducted in accordance with the Texas Open Meetings Act. Any Board member may attend and participate in discussion at any such committee meetings. Committees will meet no more than once monthly without prior approval from the Board Chair.

**Attendance.** A quorum shall be declared as soon as a majority of the committee members are in attendance at the appointed committee meeting. For the purposes of a quorum, alternate committee members are considered only if committee members are not present.

**Voting in Appointed Committees.** A majority vote of a quorum of a committee is required for a committee recommendation from an appointed committee to be presented to the full Board for consideration. A committee recommendation, however, does not constitute a final Board action and, therefore, does not bind the Board. A

committee recommendation from an appointed committee will be presented as a report at the committee of the whole meeting, and with the approval of both the chair of the appointed committee and the Board Chair, will be listed on the agenda for the next regular Board meeting under the consent agenda.

### **3. COMMITTEE OF THE WHOLE MEETINGS**

**Meetings.** The Board Chair shall convene any committee of the whole meeting. Once the meeting has opened, the chair of each committee shall officiate over his/her committee proceedings until concluded. All meetings shall be duly posted, convened and conducted in compliance with the Texas Open Meetings Act. The chair of each appointed committee shall give a report of his/her committee's actions and recommendations at the committee of the whole meeting. Unless otherwise posted, committee of the whole meetings will be held on the second Thursday of the month.

**Attendance.** A quorum shall be declared when at least five members of a committee of the whole are present.

**Voting in a Committee of the Whole.** A vote of at least five members of a committee of the whole is required for a committee recommendation to be presented for consideration at a regular Board meeting. A committee recommendation, however, does not constitute a final Board action and, therefore, does not bind the Board. A recommendation from a committee of the whole will be listed on the agenda for the next regular Board meeting under the consent agenda.

### **4. STANDING COMMITTEES**

#### **Committees of the Whole**

- a. **Finance and Facilities.** The finance and facilities committee shall oversee the budget, the College capital improvement and maintenance plan, and master planning. The finance and facilities committee shall also evaluate the performance of all financial advisors.

#### **Appointed Committees**

- a. **Academic/Workforce Affairs.** The academic/workforce affairs committee shall consider all issues affecting academic policies, workforce progress, programmatic changes, new certificates and technology issues. The Chancellor shall provide an annual report on the alignment of the college's academic/workforce programming with State of Texas performance indicators and employment trends within the Gulf Coast area.
- b. **Student Success/Services.** The student success/services committee shall consider all issues affecting student success, student services, athletic programs, diversity, financial aid, Veterans affairs and Minority Male initiatives.

- c. **Board Governance.** The board governance committee shall consider all issues affecting Board activities, Board training, Board outreach, human resources, and updates to all Board policies and bylaws. The board governance committee shall also monitor ongoing assignments given by the Board to the Administration and receive periodic updates on their progress. On a semi-annual basis, the board governance committee shall also receive and review reports from the Board Services Office regarding all Board expenditures and will make a report at the committee of the whole meeting.
- d. **Audit.** The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board. See Article E, Section 3 for additional responsibilities of the audit committee.
- e. **External Relations.** The external relations committee shall consider all issues regarding legislative matters, economic development and small business.
- f. **Strategic Planning.** The strategic planning committee shall assist the Board in its fiduciary responsibilities for establishing HCC's mission, vision and strategic direction by helping the administration identify critical issues facing HCC, assisting in the analysis of alternate strategic options and ensuring that the administration has established an effective strategic planning process.
- g. **Board/Chancellor Evaluation Committee.** The board/chancellor evaluation committee shall plan for and oversee the timeline and process for the annual evaluation of the Chancellor in accordance with the Chancellor's contract and the annual self-evaluation of the Board. The committee shall also review and recommend to the Board for approval the annual goals and objectives of the Chancellor. The committee shall also facilitate the annual self-evaluation of the Board pursuant to industry standards and the criteria set forth in Article H, Section 6 of the Board bylaws.

**5. SPECIAL/AD HOC COMMITTEES.** Special/ad hoc committees may be created as needed by the Board Chair for matters not assigned to standing committees in these bylaws. At the discretion of the Board Chair, a special/ad hoc committee may be organized as an appointed committee or as a committee of the whole. No special/ad hoc committee can exist for longer than one year unless reestablished, and may be terminated by the Board Chair upon completion of its mission.

**6. APPOINTMENTS TO OUTSIDE ENTITIES.** The Board Chair shall appoint, on an annual basis, Board members as liaisons to boards of directors or advisory boards of outside entities, such as, for example, the HCC Foundation.

**7. COMMUNITY ADVISORY COMMITTEES.** Community advisory committees are appointed by the Board for the purpose of improving the College and may be dissolved by Board resolution upon completion of their task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these committees shall be forwarded to the Chancellor for consideration and future action.

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
4.	Authorization to Negotiate and Execute Settlements with Woodridge Plaza Tenants	Dr. Cesar Maldonado E. Ashley Smith Rogers Morris & Grover, LLP

## RECOMMENDATION

Delegate authority to the Chancellor to negotiate and execute settlement agreements for compensation and/or amended lease terms with current and former tenants of the Woodridge Plaza shopping center

## COMPELLING REASON/RATIONALE

HCC has an eminent domain lawsuit pending against the previous landowner, as well as current and former tenants of the Woodridge Plaza shopping center located at 6969 Gulf Freeway. It is in the best interest of HCC to negotiate settlement agreements with tenants, as needed, in order to better serve the short and long term needs of HCC.

## DESCRIPTION OR BACKGROUND

HCC initiated eminent domain proceedings in January 2014 to acquire the Woodridge Plaza shopping center for future facilities needs of the College. In May 2015, an administrative hearing was held before special commissioners, for the purpose of determining the amount of money HCC would have to pay to compensate any tenants who would be damaged as a result of HCC's premature termination of their leases. As a result of the hearing before special commissioners, HCC deposited \$427,100 into the registry of the court to cover any compensation payments due to the tenants. HCC has since been cooperating with the tenants to avoid interruption of their businesses and early termination of their leases. To this end, the administration is working with the tenants to negotiate settlement agreements to provide amended lease terms and/or compensation payments. Such settlements will accelerate final resolution of this matter, and position HCC for future development of the shopping center with minimal interruption to the existing leases.

## FISCAL IMPACT

Not to exceed \$427,100. To be funded or reimbursed from funds already deposited into the Registry of the Court by HCC.

## LEGAL REQUIREMENT

Not to exceed \$427,100, as previously deposited in the registry of the court.

## STRATEGIC ALIGNMENT

## **2. ORGANIZATIONAL STEWARDSHIP**

*B. Improve and streamline business transactions and process*

**This item is applicable to the following:** Southeast



# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
5.	Approve Tuition and Fee Optional Exemptions and Waivers for Fiscal Year 2016- 2017	Dr. Cesar Maldonado Teri Zamora

## RECOMMENDATION

Approve the attached list of optional student tuition and fee exemptions and waivers for fiscal year 2016-2017.

## COMPELLING REASON/RATIONALE

The Texas Legislature authorizes certain exemptions and waivers of tuition and fees. Some exemptions and waivers are mandatory. Others are optional and must be approved by the Board of Trustees to be in effect. A chart of optional exemptions and waivers is attached for the Board's approval. A chart of the mandatory exemptions and waivers is attached for the Board's awareness.

## DESCRIPTION OR BACKGROUND

Exemptions and waivers are intended to encourage targeted populations to persist and complete college coursework.

## FISCAL IMPACT

The actual amount of revenues waived for Fiscal Year 2014-2015 for the optional exemptions and waivers was \$7,077,033. The estimated amount of revenues to be waived for Fiscal Year 2016-2017 is \$7,900,000. The majority of the related instructional delivery occurs away from HCC premises at a lower cost per unit, with a high matriculation rate of students into the normal college operations.

## LEGAL REQUIREMENT

Statutory references are cited on the attached worksheets.

## STRATEGIC ALIGNMENT

### 1. STUDENT SUCCESS

*A. Improve student preparedness, readiness and alignment*

## ATTACHMENTS:

Description	Upload Date	Type
HCC Exemptions and Waivers - Optional	3/23/2016	Attachment

**This item is applicable to the following:**

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District

**HOUSTON COMMUNITY COLLEGE  
EXEMPTIONS AND WAIVERS  
Optional**

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount
W003	Highest Graduate Exemption -Valedictorians of each accredited Texas High School.	Tuition	State Optional TEC 54.301 (Previously 54.201)	GPA requirement	\$ 1,805
W004	Good Neighbor Waiver - Students from other nations of the Western Hemisphere (other than Cuba)	Tuition	State Optional TEC 54.331 (Previously 54.207)	GPA requirement	
W007	Employee Exemption - Full time employees, spouse and children, part time instructors, counselors and librarians actively employed	General Fees for Semester Hour; 50% not to exceed \$100 for specified continuing education courses	State Optional TEC 130.0851	Exempt	61,121
W018	Competitive Scholarship Waiver - Nonresident or foreign students receive competitive scholarships at least \$1,000 awarded by their institution	Tuition Out of State and General fee Out of State	State Optional TEC 54.213 (Previously 54.064)	Exempt	8,558
W019	Senior Citizen Exemption -55 years and older	\$10 per semester hr., \$10 per CEU course & \$10 per non-credit course	State Optional TEC 54.263	Exempt	13,668
W020	Dept. of Corrections Exemption -Persons incarcerated in the Harris County Jail	Tuition & Fees	HCC Board Approved	Exempt	1,946,863
W045	Dual Credit Exemption - Public High School Students, Private School and Home School Students taking college level courses while still in high school. In-district only through Summer 2016. In-district and out-of-district beginning Fall 2016.	Tuition & Fees	State Optional TEC 130.008	Exempt	3,562,408
W084	Early College High School Program Exemption - Enrollment in a course for which student is entitled to simultaneously receive credit towards HS and college degree. In-district only through Summer 2016. In-district and out-of-district beginning Fall 2016.	Tuition & Fees	State Optional TEC 130.008	Exempt	1,482,610
W086	ABE - NCR Class Waiver - Students who are incarcerated, homeless, cash welfare recipients, disabled veterans and refugees enrolled in traditional Adult Education courses	Registration fee	HCC Board Approved	Exempt	

Total \$ 7,077,033.40

**HOUSTON COMMUNITY COLLEGE  
EXEMPTIONS AND WAIVERS  
Mandatory**

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount Waived
W001	Hazlewood Exemption -Veterans who were Texans when they entered the service: served at least 180 days of active military duty (excluding training)	Tuition & Fees	State Mandatory TEC 54.341 (Previously 54.203)	GPA requirement will apply to veterans, the children and spouses of disabled veterans, and Legacy students. Exempt only for children and spouses of member of the military who were killed in action, died while in service, are missing in action.	\$ 942,773
W005	Deaf or Blind Exemption	Tuition & Fees	State Mandatory TEC 54.364 (Previously 54.205)	GPA requirement	190,174
W006	Children of Disabled Fireman / Peace Officers Exemption	Tuition & Fees	State Mandatory TEC 54.351 (Previously 54.204)	GPA requirement	7,264
W009	Fireman Exemption- Persons employed as fire fighters enrolled in courses offered as a part of a Fire Science curriculum	Tuition & Lab Fees	State Mandatory TEC 54.353 (Previously 54.208)	GPA requirement	12,870
W010	Children of POW's/MIA's Exemption - Student must be 21 or younger, or 25 or younger and receiving most of his/her support from a parent.	Tuition & Fees	State Mandatory TEC 54.343 (Previously 54.209)	GPA requirement	
W012	Military Waiver-Military personnel is assigned duty in Texas, their spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.241 (Previously 54.058)	Exempt	
W013	College Faculty Waiver - Person employed at least half time as a professor, their spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.211 (Previously 54.059)	Exempt	
W016	Teaching or Research Assistant Waiver - Teaching or Research Assistants, spouse and children	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.212 (Previously 54.063)	Exempt	6,363
W054	Concurrent Enrollment Exemption - Students enrolled concurrently in more than one public institution of higher education	Minimum Tuition	State Mandatory TEC 54.011 (Previously 54.062)	GPA requirement	
W065	Economic Development Waiver -Students whose families transferred to Texas as a part of the state's plan for economic development	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.222 (Previously 54.066)	Exempt	
W066	Foster Care/TX Dept. of Family and Protective Services Exemption -Students in Foster Care when they turned 18 years of age.	Tuition & Fees	State Mandatory TEC 54.366 (Previously 54.211)	Exempt	247,117
W076	Dependents of Deceased Public Servants Exemption - Surviving Spouse and Dependent Children of Certain Deceased Public Servants killed in the line of duty	Tuition & Fees	State Mandatory TEC 54.354 (Previously 615.0225)	GPA requirement	
W079	Texas Tomorrow Fund Contract Waiver - Beneficiaries of Prepaid Tuition Contract established by the Prepaid Higher Education Board in the office of the Controller (TX Tomorrow Fund)	Tuition Out of State and General fee Out of State	State Mandatory TEC 54.621c	Exempt	6,076

HCC WAIVER CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FINANCIAL AID GPA REQUIREMENT	FY 2015 Amount Waived
W080	Children of Nurse Faculty Exemption - Children of person employed as Nursing faculty in the same institution and term as the student is enrolled and 25 yrs. of age or younger.	Tuition up to 10 semesters	State Mandatory TEC 54.355 (Previously 54.221)	GPA requirement	
W081	Ex-Prisoners of War Exemption - Persons identified by Dept. of Defense as POW on or after 1/1/1999; enrolled for at least 12 hours per semester until BA or 120 hrs.	Tuition & Fees	State Mandatory TEC 54.342 (Previously 54.219)	Exempt	
W082	Preceptors and/or their Children Exemption - Preceptor must be registered nurse serving under written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor at time of enrollment	Tuition up to \$500 per term for 10 terms	State Mandatory TEC 54.356 (Previously 54.222)	GPA requirement	
W083	Peace Officer Exemption- Persons employed as Peace Officers enrolled in a specific classes that are designated by the institution leading to a law enforcement or criminal justice certificate or degree. No general education courses. No more than 20% of a class's capacity may be receiving the exemption	Tuition & Lab Fees	State Mandatory TEC 54.2081 TEC 54.3531 (Previously 54.208)	GPA requirement	3,867
W085	Adopted Student Exemption - Students who were formerly in Foster or Other Residential Care and have been adopted.	Tuition & Fees	State Mandatory TEC 54.367 (Previously 54.211)	GPA requirement	91,719

Total \$ 1,508,223

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
6.	Body Interact Table Medical Simulator	Dr. Cesar Maldonado Dr. Phillip Nicotera Rogelio Anasagasti

## RECOMMENDATION

Authorize the purchase of two Body Interact digital medical simulators from Education Management Solutions, LLC to be used for instructional purposes at Coleman College.

## COMPELLING REASON/RATIONALE

Education Management Solutions is the exclusive distributor of the required equipment within the United States.

The Body Interact Table is an advanced 3D medical simulator which combines dynamic simulation with problem based learning. It helps to accelerate critical thinking and clinical decision making skills for improved acute and chronic care. The Body Interact solution is ideally suited to bridge the gap between classroom instruction and high fidelity medical simulators for student learners.

## DESCRIPTION OR BACKGROUND

Working together with the Respiratory Therapy Program faculty, a turnkey solution was developed to include the Body Interact digital medical simulator. Onsite installation and training of HCC staff in addition to a 1-year extended warranty on the hardware and software maintenance and support is included.

Key features of the proposed solution include:

- Realistic user experience with a life-like virtual patient, complete with dynamic monitoring, dialoguing, test orders, scans, drugs, intervention options, and performance debriefing.
- Configurable and adaptable across dozens of medical case study scenarios including cardiology, respiratory, infectious disease, stroke, and diabetes.
- Totally configurable for hosted web access (24/7), multi-touch tabletops, large venue projector screens, and iPads/tablets through an app for mobile users.

The Body Interact offers interactive life like patient based experience, real time patient health conditions and realistic feedback according guidelines that will enhance instruction and learning. Education Management Solutions was confirmed to be the exclusive distributor of the required equipment within the United States.

## **FISCAL IMPACT**

The total cost for the purchase of the equipment is \$132,700. Funding is under a Carl Perkins Grant.

## **LEGAL REQUIREMENT**

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. STUDENT SUCCESS**

*A. Improve student preparedness, readiness and alignment, D. Ensure that the instructional programs prepare students for success in the current and future working environments*

**This item is applicable to the following:** Coleman

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
7.	Internet Service Provider and SIP Trunking Services (Project No. 16-27)	Dr. Cesar Maldonado Dr. William Carter Rogelio Anasagasti

## RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with Level 3 Communications, Inc., to provide on-network Internet Service and Session Initiation Protocol (SIP) Trunking in accordance with RFP 16-27.

## COMPELLING REASON/RATIONALE

Houston Community College issued a request for proposal for the purchase of Internet Service and SIP Trunking services to be used systemwide in support of the Information Technology Department.

The proposed service contract will consolidate HCC's traditional telephony services to the Internet backbone, replacing legacy Primary Rate Interface (PRI) connectivity provided at the 3100 Main location. The new services will also provide Internet based call paths to both the 3100 Main and 2811 Hayes Road data centers.

The following includes some of the benefits of migrating to SIP Trunking:

- Reduced long distance and telephony costs by transitioning traffic to the Internet;
- Increased call capacity during peak registration, along with future scalability as HCC grows;
- Enhanced redundancy and high availability, balanced across each Data Center;
- Additional Tier 1 Internet bandwidth dedicated to collaboration traffic;
- Migration of voice services off legacy network equipment with limited support; and
- Enhanced integrations with new voice, video and mobile applications to support student learning and faculty and staff collaboration.

With the increased use of number portability, HCC's long distance usage continues to grow; migrating to SIP Trunking will allow HCC to nearly eliminate the traditional cost of long distance services.

## DESCRIPTION OR BACKGROUND

The Request for Proposal (RFP 16-27) was issued on January 25, 2016. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to four hundred seventy-nine (479) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-27, a pre-proposal conference was held on February 9, 2016 and a question and answer period was allowed through



February 16, 2016. Three (3) proposals were received by the solicitation due date of February 24, 2016 at 2:00 p.m. All proposals received were evaluated in accordance with RFP 16-27.

## **FISCAL IMPACT**

The projected annual cost, based on historical usage, is approximately \$90,313 or \$451,565 for the 5-year term.

This represents an estimated cost reduction of \$195,000 per year or \$975,000 for the 5-year term as compared to current annual cost for existing legacy services which is \$285,403.

The proposed solution will also increase HCC's Internet capacity by 30% at a net zero cost, helping to provide increased bandwidth to students and the ever growing number of wireless devices on our network.

The funding source is HCC Operations Budget.

## **LEGAL REQUIREMENT**

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 16-27 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. STUDENT SUCCESS**

*B. Improve the student experience*

### **3. PERFORMANCE EXCELLENCE**

*B. Foster an environment within the institution as a compelling place to work and learn*

## **ATTACHMENTS:**

Description	Upload Date	Type
Summary of Procurement	3/23/2016	Attachment
Summary Composite Score Sheet	3/23/2016	Attachment

**This item is applicable to the following:** District

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

**PROJECT TITLE:** Internet Service Provider & Session Initiation Protocol (SIP) Trunking Services

**PROJECT NO.:** 16-27

**PROCUREMENT METHOD:** Request for Proposals (Overall Best Value)

**PROJECT MANAGER:** Kyle Cooper, Director, Network & Telecommunications

**NAME OF BUYER:** Marilyn Vega, Buyer

**PURPOSE:** Houston Community College issued a request for proposal for the purchase of Internet Service and SIP Trunking services to be used systemwide in support of the Information Technology Department.

This recommendation to the Board of Trustees is in accordance with RFP 16-27 and Chapter 44.031(a) of the Texas Education Code.

**RECOMMENDED VENDOR:** Level 3 Communications, 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 16-27 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 16-27, the recommended vendor will be providing the services locally.

**PROJECTED VALUE:** The projected annual cost, based on historical usage, is approximately \$90,313 or \$451,565 for the 5-year term.

This represents an estimated cost reduction of \$195,000 per year or \$975,000 for the 5-year term as compared to current annual cost for existing legacy services which is \$285,403.

The proposed solution will also increase HCC's Internet capacity by 30% at a net zero cost, helping to provide increased bandwidth to students and the ever growing number of wireless devices on our network.

The funding source is HCC Operations Budget.

**CONTRACT TERM:** 5 years.

**ADVERTISEMENT:** This procurement was advertised in the following newspapers:

- The Houston Chronicle: January 24 & 31, 2016
- African American: Week of January 25 & February 1, 2016
- La Informacion: Week of January 24 & 31, 2016
- Voice of Asia: Week of January 24 & 31, 2016

**PROCUREMENT  
NOTICE:**

A notice of the procurement was distributed to following on January 25, 2016

- 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 16-27) was issued on January 25, 2016. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to four hundred seventy-nine (479) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 16-27, a pre-proposal conference was held on February 9, 2016 and a question and answer period was allowed through February 16, 2016. Three (3) proposals were received by the solicitation due date of February 24, 2016 at 2:00 p.m. All proposals received were evaluated in accordance with RFP 16-27.

**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.

<b>Evaluation Criteria</b>	<b>Available Points</b>
Firm's Qualification and Experience	10
Demonstrated qualifications of personnel and team	10
Proposed approach & methodology	15
Past performance & references	10
Price proposal	40
<u>Small business practices</u>	<u>15</u>
<b>Total 100</b>	

**EVALUATION  
COMMITTEE**

**QUALIFICATIONS:**

Evaluator 1 – Represents the Information Technology Department's Network & Telecommunications group; is business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Information Technology Department's Contracts group and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Information Technology Department's Unified Communications group; is a technical user that will work to support the solution following contract award and has in-depth understanding of the commodity and service requirements.

**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 as best effort – Small Business participation goal. The recommended firm will initially self-perform the work and has indicated they will work with HCC in identifying viable small business subcontracting opportunities during the contract period.

Balance of page intentionally left blank.

## RFP 16-27 Internet Service Provider

### 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 & References	Price Proposal	Small Business Practices	
<i>Available Points</i>	<b>10</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>40</b>	<b>15</b>	<b>100</b>
Level 3	9.33	8.67	15.00	8.33	40.00	6.33	87.66
Windstream	4.33	6.00	6.50	5.00	26.24	5.00	53.07
Comcast	3.00	4.00	2.50	4.33	0.00	7.00	20.83

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
8.	Real Estate Broker & Consulting Services (Project No. 16-19)	Dr. Cesar Maldonado Charles Smith Rogelio Anasagasti

## RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with the following firms: 1) CBRE, Inc., 2) Pollan Hausman Real Estate Services, and 3) Transwestern Property Company SW GP, to provide commercial real estate broker services on an as needed basis in accordance with RFQ 16-19.

## COMPELLING REASON/RATIONALE

Houston Community College utilizes licensed commercial real estate brokerage services, throughout the HCC district, on an "as needed basis" for the acquisition, lease and sale of surplus properties. When there is a need for brokerage services, staff will select one of the recommended firms that will be placed on a pre-qualified list for a specific project. To the maximum extent practical, staff will select firms on a rotational basis. The licensed commercial real estate broker will provide assistance to HCC staff in the acquisition and sales of HCC owned property. The recommended firms may also assist HCC on property lease related matters.

## DESCRIPTION OR BACKGROUND

The Request for Qualifications (RFQ 16-19) was issued on November 30, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to one-hundred thirty (130) firms. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFQ 16-19, a pre-proposal conference was held on December 10, 2015 and a question and answer period was allowed through December 18, 2015. Six (6) proposals were received by the solicitation due date of January 7, 2016 at 2:00 p.m., all responses received were evaluated in accordance with RFQ 16-19.

## FISCAL IMPACT

Fee schedule shall be negotiated by the Procurement Department prior to contract award.

## LEGAL REQUIREMENT

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-19 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

Following the Texas Government Code and in accordance with the procurement process, HCC has selected the most highly qualified firms on the basis of demonstrated competence and qualifications.

## **STRATEGIC ALIGNMENT**

### **1. STUDENT SUCCESS**

*B. Improve the student experience*

### **3. PERFORMANCE EXCELLENCE**

*B. Foster an environment within the institution as a compelling place to work and learn*

## **ATTACHMENTS:**

Description	Upload Date	Type
Summary of Procurement	3/23/2016	Attachment
Summary Composite Score Sheet	3/23/2016	Attachment

**This item is applicable to the following:** District

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

**PROJECT TITLE:** Real Estate Broker & Consulting Services

**PROJECT NO.:** RFQ 16-19

**PROCUREMENT METHOD:** Request for Qualifications (Overall Most Qualified)

**PROJECT MANAGER:** Jackie Swindle, Director of Building Operations & Auxiliary Facilities Services

**NAME OF BUYER:** Art Lopez, Senior Buyer

**PURPOSE:** Houston Community College issued a request for qualifications that will provide real estate broker services. The recommended firms will provide assistance to HCC staff in the acquisition and sales of HCC owned property. The recommended firms may also assist HCC on property lease related matters.

This recommendation to the Board of Trustees is in accordance with RFQ 16-19 and Chapter 2254.003 of the Texas Government Code.

**RECOMMENDED  
VENDOR:**

CB Richard Ellis  
700 Louisiana  
Houston, Texas 77002

Pollan Hausman Real Estate Services  
602 Sawyer Street, Suite 100  
Houston, Texas 77007

Transwestern Property Company SW GP  
1900 W. Loop South, Suite 1300  
Houston, Texas 77027

**PROPOSED**

<b>SUB-CONTRACTOR:</b>	<i>CB Richard Ellis</i>	---	Flores Capital
	<i>Pollan Hausman Real Estate Services</i>	---	ITRA/Customized Real Estate Services Flores Capital
	<i>Transwestern Property Company SW GP</i>	---	The Guess Group



**LEGAL****REQUIREMENTS:**

This recommendation to the Board of Trustees is being made to the most highly qualified firms on the basis of demonstrated competence and qualifications in accordance with Chapter 2254.004 of the Texas Government Code.

Pursuant to the published RFQ 16-19 document and in accordance with Chapter 2254 of the Texas Government Code, the Evaluation Committee has selected the offerors that submitted a statement of qualifications demonstrating the most highly qualified firms on the basis of demonstrated competence and qualifications based on the published selection criteria and as evidenced in the final evaluation ranking.

Following the Texas Government Code and in accordance with the procurement process, HCC has selected the most highly qualified firms on the basis of demonstrated competence and qualifications.

**LOCATION****INFORMATION:**

In performing the work under RFQ 16-19, the recommended firms will be working from their Houston office.

**PROJECTED VALUE:**

Fee schedule shall be negotiated by the Procurement Department prior to contract award.

**CONTRACT TERM:**

Three (3) years with the option to renew for two (2) one-year terms.

**ADVERTISEMENT:**

This procurement was advertised in the following newspapers:

- The Houston Chronicle: November 29 & December 6, 2015
- African American: Week of December 7 & 14, 2015
- La Informacion: Week of December 7 & 14, 2015
- Voice of Asia: Week of December 7 & 14, 2015

**PROCUREMENT****NOTICE:**

A notice of the procurement was distributed to following on November 29, 2015

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

**SOLICITATION****INFORMATION:**

The Request for Qualifications (RFQ 16-19) was issued on November 30, 2015. The solicitation document was distributed electronically in addition to being published in local newspapers. Notice of advertisement was provided to one-hundred thirty (130) firms. Additionally, the solicitation was duly posted on the Electronic State

Business Daily (ESBD) website. In accordance with RFQ 16-19, a pre-proposal conference was held on December 10, 2015 and a question and answer period was allowed through December 18, 2015. Six (6) proposals were received by the solicitation due date of January 7, 2016 at 2:00 p.m., all responses received were evaluated in accordance with RFQ 16-19.

**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.

<b>Evaluation Criteria</b>	<b>Available Points</b>
Firm’s qualifications and experience	20
Demonstrated qualifications of personnel and team	25
Proposed approach & methodology	20
Past performance & references	20
<u>Small business practices</u>	<u>15</u>
<b>Total 100</b>	

**EVALUATION  
COMMITTEE  
QUALIFICATIONS:**

Evaluator 1 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the Real Estate instructional area and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Facilities Department; is the business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC  
EXPERIENCE:**

CB Richard Ellis – Yes

Pollan Hausman Real Estate Services – Yes

Transwestern Property Company SW GP – 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 twenty-five percent (25%) – Small Business participation goal. The recommended firms met the advertised goal with a 25% Small Business participation commitment.

## RFQ 16-19 Real Estate Broker & Consulting 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 & References	Small Business Practices	
<i>Available Points</i>	<b>20</b>	<b>25</b>	<b>20</b>	<b>20</b>	<b>15</b>	<b>100</b>
CB Richard Ellis	17.60	20.50	19.20	18.00	15.00	90.30
Pollan Hausman Real Estate Services	16.00	20.50	17.60	18.40	15.00	87.50
Transwestern	16.80	21.00	16.80	17.20	15.00	86.80
Jones, Lang & LaSalle	18.80	23.00	18.00	18.40	0.00	78.20
Upscale Properties	13.20	17.50	13.60	12.80	15.00	72.10
Collier's International	17.60	22.00	12.80	16.40	0.00	68.80

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
9.	Investment Report for the Month of January 2016	Dr. Cesar Maldonado Teri Zamora

## RECOMMENDATION

Approve the Investment Report for the month of January 2016.

## 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 \$252,729 and the interest income earned and earnings credit for the fiscal year totaled \$1,127,815. The weighted average interest rate (WAR) at January 31, 2016 is .48%.

The Investment Report attached identifies HCC's investment holdings for the month ending January, 2016. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 65% 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. ORGANIZATIONAL STEWARDSHIP

*A. Ensure that the strategic plan serves as the basis for funding*

**ATTACHMENTS:**

Description	Upload Date	Type
Investment Report - January 2016	3/21/2016	Attachment

**This item is applicable to the following:** District

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**INVESTMENT PORTFOLIO COMPOSITION**  
**As of JANUARY 31, 2016**

Beginning Book Value (JANUARY 1, 2016)	\$	451,553,620
Beginning Market Value (JANUARY 1, 2016)	\$	451,139,431
Additions/subtractions (Book value - Net)	\$	83,333,406 *
Change in Market value	\$	398,348
Ending Book value (JANUARY 31, 2016)	\$	534,887,025
Ending Market value (JANUARY 31, 2016)	\$	534,884,476
Unrealized Gain/(Loss)	\$	(2,549)
WAM (67% 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	93,429,114
* Net amount provided/used for CIP/Others	<u>(10,095,708)</u>
	83,333,406

**EXECUTIVE SUMMARY**  
**INVENTORY HOLDINGS REPORT**  
**January 31, 2016**

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,969,962	(16,838)
US Agencies	169,075,057	169,089,346	14,289
Local government pools	106,648,302	106,648,302	-
Money market funds	86,643,093	86,643,093	-
High yield savings	742,545	742,545	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	7,541,228	7,541,228	-
Total	<u>534,887,025</u>	<u>534,884,476</u>	<u>(2,549)</u>

WAR (weighted average interest rate)	<u>0.48%</u>
--------------------------------------	--------------

**INVESTMENTS**  
**INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)**  
As of **JANUARY 31, 2016**

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	50,447	53,407	52,106	(251)	51,855	53,198	48	1,343
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,961	47,022	50,502	(682)	49,819	46,360	(27)	(3,459)
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	1,924,696	2,000,000	0	2,000,000	1,972,460	47,764	(27,540)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	996,278	1,000,000	0	1,000,000	1,002,422	6,144	2,422
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	01/23/15	01/22/16	2,000,000	2,000,116	1,999,720	(1,999,720)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,660	998,598	0	998,598	999,848	188	1,251
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,989,600	9,978,667	0	9,978,667	9,992,100	2,500	13,433
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,351	623,102	0	623,102	623,507	-	405
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,371,235	4,369,655	0	4,369,655	4,372,324	-	2,669
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,995,380	4,992,875	0	4,992,875	4,996,650	-	3,775
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	-	-	4,985,556	4,985,556	4,987,865	-	2,309
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	-	-	5,000,000	5,000,000	5,000,850	-	850
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	-	-	1,993,889	1,993,889	1,994,400	-	511
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	-	-	4,991,629	4,991,629	4,992,180	-	551
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	-	-	4,995,387	4,995,387	4,996,300	-	913
Federal Home Loan Bank US Domestic Multi-step cpn Bond Structured Note	Bank of America	2.00%	07/30/12	07/30/27	1,080,000	1,028,461	1,080,000	0	1,080,000	1,080,000	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	1,586,520	1,600,000	0	1,600,000	1,599,938	13,418	(62)
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	2,602,328	2,675,000	0	2,675,000	2,659,814	57,486	(15,186)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,923,650	10,000,000	0	10,000,000	9,989,070	65,420	(10,930)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	9,983,520	10,000,000	0	10,000,000	10,001,380	17,860	1,380
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	3,999,064	4,001,250	0	4,001,250	4,000,232	1,168	(1,018)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	02/02/15	01/26/16	5,000,000	5,000,335	5,000,000	(5,000,000)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,350	4,998,425	0	4,998,425	4,999,400	50	975
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,350	4,998,425	0	4,998,425	4,999,400	50	975
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,775,369	2,775,000	0	2,775,000	2,776,890	1,521	1,890
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,979,880	4,994,550	0	4,994,550	4,990,335	10,455	(4,215)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,972,850	4,992,500	0	4,992,500	4,998,730	25,880	6,230
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,996,945	4,998,850	0	4,998,850	4,997,965	1,020	(885)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,977,150	4,995,300	0	4,995,300	4,989,260	12,110	(6,040)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,984,570	4,996,500	0	4,996,500	4,992,190	7,620	(4,310)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,979,760	4,993,550	0	4,993,550	4,997,740	17,980	4,190
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,973,830	4,993,750	0	4,993,750	4,988,280	14,450	(5,470)



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 Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,995,295	4,996,500	0	4,996,500	4,996,975	1,680	475
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	9,969,080	10,000,000	0	10,000,000	10,003,230	34,150	3,230
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,000,480	5,000,000	0	5,000,000	5,001,445	965	1,445
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,994,360	4,994,889	0	4,994,889	4,995,600	1,240	711
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,997,290	9,992,222	0	9,992,222	9,999,210	1,920	6,988
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,996,390	9,992,854	0	9,992,854	9,998,270	1,880	5,416
Federal Home Loan Dicount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,996,110	9,992,083	0	9,992,083	9,997,980	1,870	5,897
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	-	-	4,983,969	4,983,969	4,989,310	-	5,341
Freddie Mac US Domestic Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	-	-	4,985,208	4,985,208	4,986,200	-	992
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	01/01/16			66,534	66,534	18	66,552	66,552	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	01/01/16			465,128	465,128	128	465,256	465,256	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	01/01/16			360,587	360,587	1,485,565	1,846,152	1,846,152	0	0
Checking Acoount- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	01/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.33%	01/01/16			2,845,969	2,845,969	382,922	3,228,891	3,228,891	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	01/01/16			1,932,198	1,932,198	532	1,932,730	1,932,730	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	01/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.15%	01/01/16			456,016	456,016	117	456,133	456,133	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	01/01/16			58,693,653	58,693,653	(15,447,827)	43,245,826	43,245,826	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	01/01/16			67,478,509	67,478,509	(24,537,374)	42,941,134	42,941,134	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.06%	01/01/16			214,166	214,166	9	214,175	214,175	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.06%	01/01/16			528,346	528,346	23	528,370	528,370	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.42%	01/01/16			1,599,584	1,599,584	16,601,288	18,200,871	18,200,871	0	0
Tex Pool	State Street Bank	0.28%	01/01/16			8,534,412	8,534,412	79,913,018	88,447,431	88,447,431	0	0
<b>TOTAL</b>						<b>451,139,431</b>	<b>451,553,620</b>	<b>83,333,406</b>	<b>534,887,025</b>	<b>534,884,476</b>	<b>398,348</b>	<b>(2,549)</b>

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
10.	Investment Report for the Month of February 2016	Dr. Cesar Maldonado Teri Zamora

## RECOMMENDATION

Approve the Investment Report for the month of February 2016.

## 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 \$233,202 and the interest income earned and earnings credit for the fiscal year totaled \$1,361,017. The weighted average interest rate (WAR) at February 29, 2016 is .52%.

The Investment Report attached identifies HCC's investment holdings for the month ending February, 2016. It includes the unexpended proceeds of the various bond issues. The portfolio is highly liquid and secure with 69% 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. ORGANIZATIONAL STEWARDSHIP

*A. Ensure that the strategic plan serves as the basis for funding*

**ATTACHMENTS:**

Description	Upload Date	Type
Investment Report - February 2016	3/24/2016	Attachment

**This item is applicable to the following:** District

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**INVESTMENT PORTFOLIO COMPOSITION**  
**As of FEBRUARY 29, 2016**

Beginning Book Value (FEBRUARY 1, 2016)	\$	534,887,026
Beginning Market Value (FEBRUARY 1, 2016)	\$	534,884,477
Additions/subtractions (Book value - Net)	\$	(2,983,141) *
Change in Market value	\$	22,848
Ending Book value (FEBRUARY 29, 2016)	\$	531,903,885
Ending Market value (FEBRUARY 29, 2016)	\$	531,899,201
Unrealized Gain/(Loss)	\$	(4,684)
WAM (70% 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	30,584,610
* Net amount provided/used for CIP/Others	(33,567,751)
	<u>(2,983,141)</u>

**EXECUTIVE SUMMARY**  
**INVENTORY HOLDINGS REPORT**  
**February 29, 2016**

	<u>Ending Book Value</u>	<u>Ending Market Value</u>	<u>Unrealized Gain (Loss)</u>
US Treasuries	18,986,800	18,968,750	(18,050)
US Agencies	151,409,125	151,422,491	13,366
Local government pools	113,680,313	113,680,313	-
Money market funds	96,839,437	96,839,437	-
High yield savings	742,595	742,595	-
Certificates of deposit	145,250,000	145,250,000	-
Interest bearing checking	4,995,614	4,995,614	-
Total	<u>531,903,885</u>	<u>531,899,201</u>	<u>(4,684)</u>

WAR (weighted average interest rate)	<u>0.52%</u>
--------------------------------------	--------------

**INVESTMENTS**  
**INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)**  
As of FEBRUARY 29, 2016

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	50,225	53,198	51,855	(192)	51,664	52,951	(51)	1,287
Fannie Mae ARM Pool 805454	Bank of America	2.64%	12/23/04	12/01/34	43,816	46,360	49,819	(145)	49,675	46,115	(111)	(3,560)
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	1,972,460	2,000,000	0	2,000,000	1,988,812	16,352	(11,188)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	08/22/12	02/22/18	1,000,000	1,002,422	1,000,000	0	1,000,000	1,001,577	(845)	1,577
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.27%	08/19/15	02/22/16	1,000,000	999,848	998,598	(998,598)	-	-	-	-
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.33%	08/24/15	04/20/16	10,000,000	9,992,100	9,978,667	0	9,978,667	9,995,490	3,390	16,823
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.37%	12/02/15	04/20/16	624,000	623,507	623,102	0	623,102	623,719	212	616
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.36%	12/02/15	04/25/16	4,376,000	4,372,324	4,369,655	0	4,369,655	4,373,825	1,501	4,170
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.45%	12/16/15	04/08/16	5,000,000	4,996,650	4,992,875	0	4,992,875	4,998,285	1,635	5,410
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.50%	01/06/16	08/01/16	5,000,000	4,987,865	4,985,556	0	4,985,556	4,991,075	3,210	5,519
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/11/16	06/30/16	5,000,000	5,000,850	5,000,000	0	5,000,000	5,001,075	225	1,075
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	01/22/16	08/29/16	2,000,000	1,994,400	1,993,889	0	1,993,889	1,995,776	1,376	1,887
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.41%	01/22/16	06/17/16	5,000,000	4,992,180	4,991,629	0	4,991,629	4,994,450	2,270	2,821
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.37%	01/15/16	04/15/16	5,000,000	4,996,300	4,995,387	0	4,995,387	4,997,970	1,670	2,583
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.44%	02/08/16	07/18/16	5,000,000	-	-	4,990,161	4,990,161	4,992,665	-	2,504
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.75%	02/26/16	08/26/19	2,000,000	-	-	2,000,000	2,000,000	1,998,036	-	(1,964)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	0.63%	02/24/16	08/24/18	2,000,000	-	-	2,000,000	2,000,000	1,998,562	-	(1,438)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.25%	02/26/16	02/26/19	5,000,000	-	-	5,000,000	5,000,000	4,994,425	-	(5,575)
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/24/16	02/26/19	445,000	-	-	445,000	445,000	445,217	-	217
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	1,080,000	1,080,000	(1,080,000)	-	-	-	-
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	1,599,938	1,600,000	(1,600,000)	-	-	-	-
Freddie Mac Domestic MTN Unsecured Bond	Bank of America	1.00%	02/26/16	02/26/19	1,555,000	-	-	1,555,000	1,555,000	1,555,757	-	757
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	2,659,814	2,675,000	0	2,675,000	2,671,250	11,436	(3,750)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.00%	04/11/13	04/11/18	10,000,000	9,989,070	10,000,000	0	10,000,000	9,985,270	(3,800)	(14,730)
Fannie Mae US Domestic Multi-step cpn Bond Structured Note	Bank of America	0.80%	06/13/13	06/13/18	10,000,000	10,001,380	10,000,000	0	10,000,000	9,984,440	(16,940)	(15,560)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	07/10/14	06/30/16	4,000,000	4,000,232	4,001,250	0	4,001,250	4,000,780	548	(470)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,400	4,998,425	0	4,998,425	5,000,040	640	1,615
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	04/07/15	03/11/16	5,000,000	4,999,400	4,998,425	0	4,998,425	5,000,040	640	1,615
Federal Home Loan Bank US Domestic series 000 unsecured	Bank of America	0.75%	04/13/15	04/13/17	2,775,000	2,776,890	2,775,000	0	2,775,000	2,776,091	(799)	1,091
Freddie Mac Global Unsecured Bond	Bank of America	0.70%	05/21/15	01/27/17	5,000,000	4,990,335	4,994,550	0	4,994,550	4,990,950	615	(3,600)
Federal Home Loan Bank GLOBAL Unsecured	Bank of America	0.75%	11/25/15	07/14/17	5,000,000	4,998,730	4,992,500	0	4,992,500	4,997,385	(1,345)	4,885
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/21/15	04/29/16	5,000,000	4,997,965	4,998,850	0	4,998,850	4,999,500	1,535	650

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)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	03/31/17	5,000,000	4,989,260	4,995,300	0	4,995,300	4,988,475	(785)	(6,825)
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	10/31/16	5,000,000	4,992,190	4,996,500	0	4,996,500	4,992,775	585	(3,725)
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	1.22%	05/21/15	03/27/17	5,000,000	4,997,740	4,993,550	0	4,993,550	4,997,720	(20)	4,170
U.S. Treasury Notes US Govt. National	Bank of America	0.50%	05/21/15	04/30/17	5,000,000	4,988,280	4,993,750	0	4,993,750	4,986,720	(1,560)	(7,030)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.25%	05/26/15	05/26/16	5,000,000	4,996,975	4,996,500	0	4,996,500	4,998,185	1,210	1,685
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.70%	05/29/15	08/25/17	10,000,000	10,003,230	10,000,000	0	10,000,000	10,002,290	(940)	2,290
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.60%	06/17/15	11/28/16	5,000,000	5,001,445	5,000,000	0	5,000,000	4,994,515	(6,930)	(5,485)
Federal Home Loan Bank US Domestic Unsecured	Bank of America	0.50%	10/28/15	04/29/16	5,000,000	4,995,600	4,994,889	0	4,994,889	4,997,335	1,735	2,446
Federal Home Loan Dicount note US Domestic	Bank of America	0.20%	09/25/15	02/12/16	10,000,000	9,999,210	9,992,222	(9,992,222)	-	-	-	-
Freddie Mac MTN Domestic Unsecured Bond	Bank of America	0.18%	10/01/15	02/25/16	10,000,000	9,998,270	9,992,854	(9,992,854)	0	-	-	(0)
Federal Home Loan Dicount note US Domestic	Bank of America	0.19%	10/02/15	02/29/16	10,000,000	9,997,980	9,992,083	(9,992,083)	-	-	-	-
Fed Home LN Discount Note US Domestic Unsecured	Bank of America	0.58%	01/12/16	07/29/16	5,000,000	4,989,310	4,983,969	0	4,983,969	4,992,085	2,775	8,116
Freddie Mac US Domestic Unsecured Bond	Bank of America	0.50%	01/26/16	08/26/16	5,000,000	4,986,200	4,985,208	0	4,985,208	4,989,615	3,415	4,407
Plant Fund Interest Checking (10060-7201)	Bank Of America	0.11%	02/01/16			66,552	66,552	19	66,571	66,571	0	0
Debt Service 2001A Bond Int Checking (10080)	Bank Of America	0.11%	02/01/16			465,256	465,256	1,152,184	1,617,440	1,617,440	0	0
HCCS Merchant service (10012)	Bank Of America	0.30%	02/01/16			1,846,152	1,846,152	(1,019,158)	826,994	826,994	0	0
Checking Account- 10010-7306-2006 Jr. lien	Bank Of America	0.33%	02/01/16			229	229	0	229	229	0	0
LTD2013 Tax Bond Grneral Checking A/C (10090)	Bank Of America	0.33%	02/01/16			3,228,891	3,228,891	(2,679,196)	549,695	549,695	0	0
LTD2003 Tax Bond Checking A/C (10092)	Bank Of America	0.33%	02/01/16			1,932,730	1,932,730	539	1,933,269	1,933,269	0	0
Managed PFI Account-10100-1110	Bank Of America	0.20%	02/01/16			1,417	1,417	0	1,417	1,417	0	0
Merrill Lynch, Pierce, Fenner & smith (1110)	Bank Of America	0.15%	02/01/16			456,134	456,134	63,059,062	63,515,196	63,515,196	0	0
Public Fund Money Market_Premier (159406615)	Regions Bank	0.18%	02/01/16			43,245,826	43,245,826	(9,922,555)	33,323,271	33,323,271	0	0
Public Fund Money Market_Premier (185913820)- fund 1110	Regions Bank	0.15%	02/01/16			42,941,134	42,941,134	(42,940,165)	969	969	0	0
Chase High Yield Savings (A/C 2049911718)	Chase Bank	0.08%	02/01/16			214,175	214,175	15	214,190	214,190	0	0
Chase High Yield Savings (A/C 3000684286)	Chase Bank	0.08%	02/01/16			528,370	528,370	36	528,406	528,406	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.26%	06/09/15	06/09/16		100,000	100,000	0	100,000	100,000	0	0
Fixed Time Deposit with Unity Bank	Unity Bank	0.25%	10/18/15	10/18/16		150,000	150,000	0	150,000	150,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	01/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.50%	04/03/13	04/03/16		40,000,000	40,000,000	0	40,000,000	40,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/16		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.69%	03/22/13	03/22/17		30,000,000	30,000,000	0	30,000,000	30,000,000	0	0
Certificate of Deposit	Chase Bank	0.49%	07/25/13	07/24/17		5,000,000	5,000,000	0	5,000,000	5,000,000	0	0
Certificate of Deposit	Chase Bank	0.99%	03/23/13	03/21/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	0.98%	03/22/13	03/22/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Certificate of Deposit	Chase Bank	1.02%	04/03/13	04/03/18		20,000,000	20,000,000	0	20,000,000	20,000,000	0	0
Corporate Overnight Fund	Lone Star	0.46%	02/01/16			18,200,871	18,200,871	15,010,922	33,211,794	33,211,794	0	0
Tex Pool	State Street Bank	0.30%	02/01/16			88,447,431	88,447,431	(7,978,911)	80,468,520	80,468,520	0	0
<b>TOTAL</b>						<b>534,884,477</b>	<b>534,887,026</b>	<b>(2,983,141)</b>	<b>531,903,885</b>	<b>531,899,201</b>	<b>22,848</b>	<b>(4,684)</b>

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
11.	Monthly Financial Statement and Budget Review for January 2016	Dr. Cesar Maldonado Teri Zamora

## RECOMMENDATION

Approve the Financial Statement for the month of January 2016.

## 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. ORGANIZATIONAL STEWARDSHIP

*C. Increase diversity, inclusion and engagement throughout the institution*

## ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - January 2016	3/23/2016	Attachment

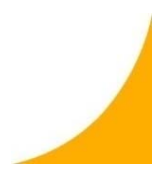
This item is applicable to the following: District



# **Summary Operating Statements**

**For the Period  
September 1, 2015 - January 31, 2016  
For the Meeting of the Board of Trustees - April 14, 2016**

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





# Table of Contents

For the Period September 1, 2015 - January 31, 2016

## Houston Community College System

<b>Summary</b>	Summary of Financial Statements	1
<b>Fund Balances</b>	Fund Balance Statement	2
<b>Operating Summary</b>	HCCS Unrestricted Revenue & Expenditures	3
<b>Auxiliary</b>	Sources and Uses of Auxiliary Funds	4
<b>Budgets</b>	Adjusted Budgets by Divisions	6
<b>Balance Sheet</b>	Balance Sheet by Fund	8
<b>Exemptions/Waivers</b>	Exemptions & Waivers Detail	9

**Houston Community College System  
Summary of Financial Statements  
As of January 31, 2016**

In the Unrestricted Fund as of January 31, 2016, total revenue received is \$198 million. This represents 61% of budgeted annual revenues of \$324.6 million. Expenses total \$123.3 million to date; which is 38% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 2.2% increase, and expenses are 9.9% higher than the prior year. Actual net revenue is \$74.7 million to-date. That translates into a like amount increase in fund balance.

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

The expenses in Transfers & Debt show an increase of \$8.3 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 January 31, 2016**

	Unrestricted <sup>1</sup>	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
<b>Revenues</b>	198,039,597	13,969,423	4,689,446	-	45,265,188	-	1,472,386	-	30,348,287	-	54	293,784,381
<b>Expenses</b>												
Salaries	77,088,441	2,077,090	738,388	-	821,259	-	115,995	-	-	-	-	80,841,172
Employee Benefits	9,831,557	5,702,473	258,966	-	-	-	26,740	-	-	-	-	15,819,737
Supplies & General Exp	1,603,507	62,610	415,342	-	-	-	523	10,141	-	-	-	2,092,123
Travel	285,872	40,887	85,070	-	-	-	434	-	-	-	-	412,263
Marketing Costs	196,773	4,931	199,952	-	-	-	-	-	-	-	-	401,656
Rentals & Leases	828,472	69,733	25,019	-	-	-	2,577	-	-	-	-	925,802
Insurance/Risk Mgmt	4,549,648	2,758	1,971	-	-	-	-	-	-	-	-	4,554,376
Contracted Services	7,518,343	1,846,383	813,212	-	-	-	56,924	26,125	212,229	-	-	10,473,216
Utilities	2,960,330	-	234,304	-	-	-	-	-	-	-	-	3,194,633
Other Departmental Expenses	731,192	23,894	911,251	-	-	-	-	-	-	-	-	1,666,337
Instructional and Other Materials	4,219,011	88,240	88,080	-	-	-	134,438	-	-	-	-	4,529,769
Maintenance and Repair	267,113	159,264	2,737	-	72,375	-	-	51,875	-	-	-	553,364
Transfers (In)/Out <sup>2</sup>	12,265,365	4,000,000	-	-	(1,778,606)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	73,020	-	-	-	-	-	-	-	10,596,016	-	338,553	11,007,589
Capital Outlay	910,002	485,505	29,359	-	-	-	33,303,708	881,702	-	-	109,395	35,719,671
Depreciation	-	-	-	-	-	-	-	-	-	9,089,627	-	9,089,627
Scholarship Distribution	-	-	-	-	46,120,356	-	-	-	-	-	-	46,120,356
Total Expenses	123,328,645	14,563,769	3,803,651	-	45,235,384	-	34,141,340	(8,030,158)	4,821,487	9,089,627	447,948	227,401,693
<b>NET REVENUE/(EXPENSES)</b>	74,710,952	(594,346)	885,795	-	29,805	-	(32,668,954)	8,030,158	25,526,801	(9,089,627)	(447,894)	66,382,687
<b>Fund Balance Entries</b>	(9,895)	-	-	-	-	-	33,014,396	489,966	-	9,470,255	(79,327)	42,885,394
<b>Fund Balance as of 1/31/2016</b>	<b>\$ 119,831,711</b>	<b>\$ 3,945,891</b>	<b>\$ 8,584,978</b>	<b>\$ 509,932</b>	<b>\$ (1)</b>	<b>\$ -</b>	<b>\$ 372,774</b>	<b>\$ 14,180,633</b>	<b>\$ 77,565,810</b>	<b>\$ 251,923,005</b>	<b>\$ (3,228,229)</b>	<b>\$ 473,686,503</b>

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

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

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Comparison to Budget and Comparison to Previous Fiscal Year**  
**as of January 31, 2016**  
**41.7% of Year Expended**

**HCCS CURRENT UNRESTRICTED**

	Year-to-Date Actuals		Actuals as a %	Year-to-Date Actuals		Increase (Decrease)		% Increase
	Thru January 31, 2016	FY2016 Budget	of Budget	Thru January 31, 2016	Thru January 31, 2015	FY2016 Compared to FY2015		(Decrease)
<b>REVENUES</b>								
State Appropriations	\$ 30,121,860	\$ 69,995,427	43.0%	\$ 30,121,860	\$ 29,734,041	\$ 387,819		1.3%
Ad Valorem Taxes	74,714,359	136,000,000	54.9%	74,714,359	69,646,820	5,067,539		7.3%
Tuition, Net	34,243,590	40,925,000	83.7%	34,243,590	34,079,099	164,491		0.5%
Fees	52,227,974	65,325,000	80.0%	52,227,974	53,075,057	(847,083)		-1.6%
Other Local Income	1,085,663	2,250,000	48.3%	1,085,663	962,963	122,700		12.7%
Tuition & Fee, Net	5,440,310	9,500,000	57.3%	5,440,310	5,949,054	(508,744)		-8.6%
-- Extended Learning								
Indirect Cost Revenues, Grant	205,842	620,000	33.2%	205,842	259,022	(53,180)		-20.5%
<b>Total Revenues</b>	<b>198,039,597</b>	<b>324,615,427</b>	<b>61.0%</b>	<b>198,039,597</b>	<b>193,706,056</b>	<b>4,333,542</b>		<b>2.2%</b>
<b>EXPENSES</b>								
Salaries	77,088,441	189,521,747	40.7%	77,088,441	72,960,483	4,127,957		5.7%
Employee Benefits	9,831,557	21,210,175	46.4%	9,831,557	8,126,193	1,705,364		21.0%
Supplies Gen Exp	1,603,507	5,632,086	28.5%	1,603,507	1,582,789	20,719		1.3%
Travel	285,872	1,904,039	15.0%	285,872	268,261	17,611		6.6%
Marketing Costs	196,773	1,027,000	19.2%	196,773	453,037	(256,265)		-56.6%
Rental & Leases	828,472	2,535,032	32.7%	828,472	1,160,710	(332,238)		-28.6%
Insurance/Risk Mgmt	4,549,648	5,551,431	82.0%	4,549,648	6,390,220	(1,840,572)		-28.8%
Contract Services	7,518,343	24,644,648	30.5%	7,518,343	8,307,608	(789,265)		-9.5%
Utilities	2,960,330	10,246,651	28.9%	2,960,330	3,216,236	(255,906)		-8.0%
Other Departmental Expenses	731,192	2,403,154	30.4%	731,192	508,186	223,006		43.9%
Instructional & Other Materials	4,219,011	9,728,376	43.4%	4,219,011	3,918,706	300,305		7.7%
Maintenance & Repair	267,113	1,229,864	21.7%	267,113	318,835	(51,722)		-16.2%
Transfers/Debt	12,338,384	40,723,903	30.3%	12,338,384	4,045,571	8,292,813		205.0%
Contingency	-	4,768,372	0.0%	-	-	-		0.0%
Capital Outlay	910,002	3,488,948	26.1%	910,002	926,194	(16,192)		-1.7%
<b>Total Expenses</b>	<b>\$ 123,328,645</b>	<b>\$ 324,615,427</b>	<b>38.0%</b>	<b>\$ 123,328,645</b>	<b>\$ 112,183,029</b>	<b>11,145,617</b>		<b>9.9%</b>
<b>NET REVENUE/(EXPENSES)</b>	<b>\$ 74,710,952</b>	<b>\$ 0</b>	<b>0.0%</b>	<b>\$ 74,710,952</b>	<b>\$ 81,523,027</b>	<b>\$ (6,812,075)</b>		<b>-8.4%</b>

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Budget By Fund as of January 31, 2016

### Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
<b>Fund Balance – September 1, 2015 (Audited)</b>									<b>\$ 3,391,564</b>
<b>FY2016</b>									
Revenue	2,431,683	327,757	-	-	580,341	-	183,247	-	<u>3,523,028</u>
Salaries	108,631	216,724	45,623	-	-	127,058	101,277	-	599,313
Benefits	27,623	139,112	10,633	-	-	31,013	23,955	-	232,336
Supplies Gen Exp	22,367	28,756	2,303	-	-	-	2,359	-	55,785
Travel	-	10,321	2,370	-	-	-	-	-	12,690
Marketing Costs	-	374	-	199,578	-	-	-	-	199,952
Rental & Leases	1,595	18,875	-	-	-	-	-	-	20,470
Contract Services	660,863	39,000	12,685	-	-	-	1,313	-	713,861
Utilities	234,304	-	-	-	-	-	-	-	234,304
Departmental Expenses	300	136,294	-	752,745	-	5,830	-	-	895,169
Instructional & Other Materials	600	2,177	-	-	-	-	85,128	-	87,905
Maintenance & Repair	-	16	-	-	-	-	2,721	-	2,737
Insurance/Risk Mgmt	-	-	-	-	-	-	-	-	-
Exemptions and Waivers	-	-	-	-	-	-	-	469,865	469,865
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,463	-	-	-	-	-	-	-	27,463
<b>Total Expense</b>	<b><u>1,083,745</u></b>	<b><u>591,650</u></b>	<b><u>73,613</u></b>	<b><u>952,323</u></b>	<b><u>-</u></b>	<b><u>163,902</u></b>	<b><u>216,753</u></b>	<b><u>469,865</u></b>	<b><u>3,551,850</u></b>
<b>Contribution to Fund Balance</b>	<b><u>1,347,938</u></b>	<b><u>(263,893)</u></b>	<b><u>(73,613)</u></b>	<b><u>(952,323)</u></b>	<b><u>580,341</u></b>	<b><u>(163,902)</u></b>	<b><u>(33,506)</u></b>	<b><u>(469,865)</u></b>	<b><u>(28,822)</u></b>
<b>Auxiliary Fund Balance - Uncommitted Portion</b>									<b><u>\$ 3,362,742</u></b>

\* 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 January 31, 2016

### Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
<b>Fund Balance – September 1, 2015 (Audited) FY2016</b>			<b>\$ 1,818,386</b>	<b>\$ -</b>	<b>\$ 324,132</b>	<b>\$ 1,005,688</b>	<b>\$ 1,159,414</b>	<b>\$ 2,489,233</b>	<b>\$ 7,699,183</b>
Revenue	23,333	-	23,333	6,029	52,500	892,193	665,935	1,616,657	5,163,018
Salaries	-	-	-	-	3,500	38,737	96,837	139,075	738,388
Benefits	-	-	-	-	-	3,537	23,093	26,630	258,966
Supplies Gen Exp	222	-	222	-	29,553	249,020	80,761	359,334	415,342
Travel	2,142	26,004	28,146	-	-	10,653	33,581	44,234	85,070
Marketing Costs	-	-	-	-	-	-	-	-	199,952
Rental & Leases	-	-	-	-	-	-	4,549	4,549	25,019
Contract Services	-	-	-	-	-	37,794	61,557	99,351	813,212
Utilities	-	-	-	-	-	-	-	-	234,304
Departmental Expenses	-	-	-	-	500	4,967	10,615	16,082	911,251
Instructional & Other Materials	-	-	-	-	-	-	176	176	88,080
Maintenance & Repair	-	-	-	-	-	-	-	-	2,737
Insurance/Risk Mgmt	-	-	-	-	-	112	1,859	1,971	1,971
Exemptions and Waivers	-	-	-	-	-	3,707	-	3,707	473,572
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,359
<b>Total Expense</b>	<b>2,365</b>	<b>26,004</b>	<b>28,369</b>	<b>-</b>	<b>33,553</b>	<b>350,423</b>	<b>313,028</b>	<b>697,004</b>	<b>4,277,223</b>
<b>Contribution to Fund Balance</b>	<b>20,968</b>	<b>(26,004)</b>	<b>(5,036)</b>	<b>6,029</b>	<b>18,947</b>	<b>541,769</b>	<b>352,907</b>	<b>919,653</b>	<b>885,795</b>
<b>Auxiliary Fund Balance - Intl, Committed, Total</b>			<b><u>\$ 1,813,350</u></b>	<b><u>\$ 6,029</u></b>	<b><u>\$ 343,079</u></b>	<b><u>\$ 1,547,457</u></b>	<b><u>\$ 1,512,321</u></b>	<b><u>\$ 3,408,886</u></b>	<b><u>\$ 8,584,978</u></b>

**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of January 31, 2016**

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,431,288	\$ 8,834,226	\$ 11,619,593	\$ 10,365,344	\$ 5,595,656	\$ 12,591,305	\$ 11,654,759	\$ 54,666,129
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	239,531	232,183	233,167	323,381	259,625	302,038	187,453	308,354
Travel	37,000	75,276	27,980	39,586	39,780	127,647	85,414	155,513
Marketing Costs	13,645	39,207	56,019	26,182	83,295	12,500	286,057	6,356
Rentals & Leases	5,270	57,971	931,494	503,206	61,221	517,054	28,243	24,210
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	287,161	263,798	68,719	12,936	70,302	211,414	141,102	398,778
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	50,111	71,747	29,749	29,220	46,834	100,387	54,714	71,074
Instructional And Other Materials	296,307	54,253	189,396	114,968	72,676	253,029	857,775	1,226,336
Maintenance and Repair	138,855	38,966	125,699	11,815	27,926	70,318	121,311	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	479,432	546,982	258,472	302,367	122,241	489,118	226,794	-
Capital Outlay	444,822	177,842	116,013	209,074	103,055	102,411	128,968	331,795
<b>Total</b>	<b>\$ 11,428,547</b>	<b>\$ 10,392,451</b>	<b>\$ 13,662,086</b>	<b>\$ 11,939,905</b>	<b>\$ 6,482,611</b>	<b>\$ 14,777,347</b>	<b>\$ 13,772,590</b>	<b>\$ 57,230,422</b>

**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of January 31, 2016**

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 6,074,355	\$ 31,059,668	\$ 3,175,323	\$ 17,564,510	\$ 5,047,105	\$ 1,842,486	\$ 189,521,747
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	697,980	952,557	151,848	276,938	167,031	1,300,000	5,632,086
Travel	180,675	250,401	68,733	767,508	48,526	-	1,904,039
Marketing Costs	238,000	258,739	5,000	2,000	-	-	1,027,000
Rentals & Leases	87,100	248,115	61,429	4,319	5,400	-	2,535,032
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,029,976	16,065,613	82,525	113,085	1,373,186	2,526,053	24,644,648
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,396	408,573	99,339	542,552	100,458	-	2,403,154
Instructional And Other Materials	63,015	5,611,369	52,373	591,797	345,082	-	9,728,376
Maintenance and Repair	15,446	632,146	4,688	444	884	-	1,229,864
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	258,801	82,500	32,869	1,572,732	4,768,372
Capital Outlay	101,700	1,538,843	191,790	26,786	15,850	-	3,488,948
<b>Total</b>	<b>\$ 17,186,643</b>	<b>\$ 59,067,906</b>	<b>\$ 4,151,849</b>	<b>\$ 19,973,327</b>	<b>\$ 7,136,391</b>	<b>\$ 77,413,351</b>	<b>\$ 324,615,427</b>



# Houston Community College

## Balance Sheet By Fund

For Month Ended January 31, 2016

	CURRENT & LOAN FUNDS <sup>1</sup>	PLANT & BOND FUNDS <sup>2</sup>	Total All Funds
<b>ASSETS</b>			
Current Assets:			
Cash & cash equivalents	\$ 134,250,145	\$ 54,868,651	\$ 189,118,797
Restricted cash & cash equivalents	2,922,537	-	2,922,537
Short term Investments	-	-	-
Accounts/Other receivable (net)	40,899,727	3,353,278	44,253,005
Deferred charges	5,273	-	5,273
Prepays	1,970,236	1,346,598	3,316,833
Total Current Assets	180,047,918	59,568,527	239,616,445
Non-current Assets:			
Restricted cash & cash equivalents	-	156,525,036	156,525,036
Restricted long-term investments	-	142,128,404	142,128,404
Long-term Investments	45,930,906	-	45,930,906
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	-	975,984,608	975,984,608
Total Non-current Assets	57,229,921	1,274,638,049	1,331,867,970
<b>Total Assets</b>	<b>\$ 237,277,839</b>	<b>\$ 1,334,206,576</b>	<b>\$ 1,571,484,415</b>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts payable	11,999,328	1,686,077	13,685,405
Accrued liabilities	38,822	1,305,511	1,344,333
Compensated absences	2,526,083	-	2,526,083
Funds held for others	674,798	189,209	864,007
Deferred revenue	1,111,387	229,281	1,340,669
Notes payable-current portion	-	8,783,299	8,783,299
Bonds payable-current portion	-	24,520,000	24,520,000
Total Current Liabilities	16,350,418	36,713,378	53,063,796
Non-current Liabilities:			
Deposits	-	-	-
Net Pension Liability	67,428,372	-	67,428,372
Deferred Inflows of Resources: Pension	20,626,539	-	20,626,539
Notes payable	-	153,344,686	153,344,686
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	47,849,058	47,849,058
Total Non-current Liabilities	88,054,911	953,450,976	1,041,505,887
<b>Total Liabilities</b>	<b>\$ 104,405,329</b>	<b>\$ 990,164,354</b>	<b>\$ 1,094,569,683</b>
<b>Fund Balance-</b>			
<b>August 31, 2015 Audited</b>	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	75,586,851		75,586,851
Restricted	(564,543)		(564,543)
Net Investment in Plant		34,772,994	34,772,994
<b>Total Fund Balances</b>	<b>\$ 132,872,509</b>	<b>\$ 344,042,223</b>	<b>\$ 476,914,732</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 237,277,839</b>	<b>\$ 1,334,206,576</b>	<b>\$ 1,571,484,415</b>

<sup>1</sup> In cludes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

<sup>2</sup> Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

# Houston Community College

## Exemptions & Waivers

Through January 31, 2016

Account	FY 2014-15		FY 2015-16
	End of Year Activity	Year-to-Date Activity thru 1/31/2015	Year-to-Date Activity thru 1/31/2016
<b>Tuition</b>			
<b>Budget:</b>			
Adjusted Budget FY 2015-16, Net			\$ 40,925,000
<b>Revenues Received:</b>			
Tuition	45,771,753	39,623,922	39,795,212
<b>Waivers &amp; Exemptions:</b>			
Dual Credit & Early College HS	(5,045,017)	(4,243,951)	(4,387,620)
Other	(1,603,037)	(1,300,872)	(1,164,002)
Total Waivers & Exemptions	(6,648,054)	(5,544,823)	(5,551,622)
<b>Total Tuition Revenue, Net</b>	<b>\$ 39,123,700</b>	<b>\$ 34,079,099</b>	<b>\$ 34,243,590</b>

<b>Tuition - Extended Learning</b>			
<b>Budget:</b>			
Budget FY 2015-16, Net			\$ 9,500,000
<b>Revenues Received:</b>			
Tuition	8,931,465	6,844,695	6,093,742
<b>Waivers &amp; Exemptions:</b>			
Department of Corrections	(2,021,386)	(895,641)	(653,432)
<b>Total EL Tuition Revenue, Net</b>	<b>\$ 6,910,079</b>	<b>\$ 5,949,054</b>	<b>\$ 5,440,310</b>

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 1/31/2015	Year-to-Date Activity thru 1/31/2016		
Dept of Corrections	\$ 1,946,863	\$ 895,641	\$ 653,432		-27.0%
Dual Credit & Early College HS Waiver	5,045,017	4,243,951	4,387,620		3.4%
<b>Other:</b>					
Employee Fee Exemptions	61,121	45,298	46,143		1.9%
Firemen	12,870	11,228	6,722		-40.1%
Hazelwood	942,773	774,907	634,157		-18.2%
Deaf & Blind	190,174	156,454	171,271		9.5%
High Ranking Hi SCH Grad	1,805	1,805	1,147		-36.5%
Child of Disabled Vet ETC	7,264	7,207	3,295		-54.3%
Emp of State Coll & Univ	-	-	2,027		0.0%
Nonres Teach/Research Asst	6,363	5,832	80		-98.6%
Nonres Competitive Scholar	8,558	7,593	24,851		227.3%
Senior Citizens	13,668	12,728	10,958		-13.9%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	207,985	131,828		-36.6%
Undocumented Students	5,723	4,316	1,859		-56.9%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	2,942		0.0%
Peace Officer Exemption	3,868	2,541	1,173		-53.8%
Adopted Student Waiver	91,719	59,302	120,957		104.0%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,300,872	1,164,002		-10.5%
<b>Grand Total Exemptions &amp; Waivers</b>	<b>\$ 8,594,917</b>	<b>\$ 6,440,464</b>	<b>\$ 6,205,054</b>		<b>-3.7%</b>

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
12.	Monthly Financial Statement and Budget Review for February 2016	Dr. Cesar Maldonado Teri Zamora

## RECOMMENDATION

Approve the Financial Statement for the month of February 2016.

## 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. ORGANIZATIONAL STEWARDSHIP

*C. Increase diversity, inclusion and engagement throughout the institution*

## ATTACHMENTS:

Description	Upload Date	Type
Financial Statement - February 2016	3/26/2016	Attachment

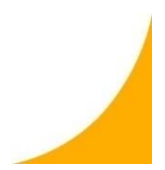
This item is applicable to the following: District



# **Summary Operating Statements**

**For the Period  
September 1, 2015 - February 29, 2016  
For the Meeting of the Board of Trustees - April 14, 2016**

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



# Table of Contents

For the Period September 1, 2015 - February 29, 2016

## Houston Community College System

<b>Summary</b>	Summary of Financial Statements	1
<b>Fund Balances</b>	Fund Balance Statement	2
<b>Operating Summary</b>	HCCS Unrestricted Revenue & Expenditures	3
<b>Auxiliary</b>	Sources and Uses of Auxiliary Funds	4
<b>Budgets</b>	Adjusted Budgets by Divisions	6
<b>Balance Sheet</b>	Balance Sheet by Fund	8
<b>Exemptions/Waivers</b>	Exemptions & Waivers Detail	9

**Houston Community College System  
Summary of Financial Statements  
As of February 29, 2016**

In the Unrestricted Fund as of February 29, 2016, total revenue received is \$253.4 million. This represents 78.1% of budgeted annual revenues of \$324.6 million. Expenses total \$146.8 million to date; which is 45.2% of the total expense budget of \$324.6 million. Compared with the same time last year, revenue shows a 3.6% increase, and expenses are 10.6% higher than the prior year. Actual net revenue is \$106.7 million to-date. That translates into a like amount increase in fund balance.

Salaries increased 6%. 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 \$8.2 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 February 29, 2016**

	Unrestricted <sup>1</sup>	Restricted	Auxiliary	Loan & Endowments	Scholarship	Agency	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Public Facility Corp.	Grand Total
Fund Balance as of 9/1/2015, Audited	\$ 45,130,654	\$ 4,540,237	\$ 7,699,183	\$ 509,932	\$ (29,805)	\$ -	\$ 27,332	\$ 5,660,509	\$ 52,039,009	\$ 251,542,378	\$ (2,701,008)	\$ 364,418,421
<b>Revenues</b>	253,415,248	15,892,006	5,243,286	-	70,240,009	-	4,142,924	-	48,852,658	-	54	397,786,184
<b>Expenses</b>												
Salaries	92,719,565	2,504,994	922,989	-	1,018,816	-	139,585	-	-	-	-	97,305,948
Employee Benefits	11,607,297	7,019,019	303,959	-	-	-	32,121	-	-	-	-	18,962,395
Supplies & General Exp	2,076,922	70,545	569,103	-	-	-	523	10,141	-	-	-	2,727,234
Travel	368,729	54,833	97,609	-	-	-	434	-	-	-	-	521,605
Marketing Costs	243,665	5,186	212,744	-	-	-	-	-	-	-	-	461,595
Rentals & Leases	1,072,617	77,329	29,164	-	-	-	3,757	-	-	-	-	1,182,866
Insurance/Risk Mgmt	4,539,661	4,921	2,489	-	-	-	-	-	-	-	-	4,547,071
Contracted Services	10,212,296	2,144,503	1,013,940	-	-	-	65,812	26,125	225,615	-	-	13,688,290
Utilities	3,878,099	-	249,724	-	-	-	-	-	-	-	-	4,127,822
Other Departmental Expenses	975,874	106,564	1,052,822	-	-	-	-	-	-	-	-	2,135,260
Instructional and Other Materials	4,788,143	115,854	103,068	-	-	-	134,438	-	-	-	-	5,141,503
Maintenance and Repair	361,961	189,974	3,597	-	98,806	-	-	52,138	-	-	-	706,476
Transfers (In)/Out <sup>2</sup>	12,737,199	4,000,000	-	-	(2,250,440)	-	500,000	(9,000,000)	(5,986,759)	-	-	0
Debt	77,091	-	279	-	-	-	-	-	41,631,125	-	338,553	42,047,048
Capital Outlay	1,093,917	575,181	29,359	-	-	-	71,484,587	1,125,400	-	-	133,055	74,441,498
Depreciation	-	-	-	-	-	-	-	-	-	10,909,512	-	10,909,512
Scholarship Distribution	-	-	-	-	71,343,022	-	-	-	-	-	-	71,343,022
Total Expenses	146,753,034	16,868,902	4,590,845	-	70,210,204	-	72,361,256	(7,786,197)	35,869,982	10,909,512	471,608	350,249,145
<b>NET REVENUE/(EXPENSES)</b>	106,662,214	(976,897)	652,441	-	29,805	-	(68,218,332)	7,786,197	12,982,676	(10,909,512)	(471,555)	47,537,038
<b>Fund Balance Entries</b>	(9,895)	-	-	-	-	-	78,810,071	618,277	1,279,420	17,777,327	53,728	98,528,928
<b>Fund Balance as of 2/29/2016</b>	<b>\$ 151,782,974</b>	<b>\$ 3,563,340</b>	<b>\$ 8,351,624</b>	<b>\$ 509,932</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 10,619,071</b>	<b>\$ 14,064,983</b>	<b>\$ 66,301,105</b>	<b>\$ 258,410,193</b>	<b>\$ (3,118,835)</b>	<b>\$ 510,484,388</b>

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

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

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Comparison to Budget and Comparison to Previous Fiscal Year**  
**as of February 29, 2016**  
**50% of Year Expended**

**HCCS CURRENT UNRESTRICTED**

	Year-to-Date Actuals Thru February 29, 2016			FY2016 Budget	Actuals as a % of Budget	Year-to-Date Actuals Thru February 29, 2016	Year-to-Date Actuals Thru February 28, 2015	Increase (Decrease) FY2016 Compared to FY2015	% Increase (Decrease)			
<b>REVENUES</b>												
State Appropriations	\$	30,121,860	\$	69,995,427	43.0%	\$	30,121,860	\$	29,734,041	\$	387,819	1.3%
Ad Valorem Taxes		127,780,469		136,000,000	94.0%		127,780,469		118,444,773		9,335,695	7.9%
Tuition, Net		34,817,058		40,925,000	85.1%		34,817,058		34,705,997		111,061	0.3%
Fees		53,233,767		65,325,000	81.5%		53,233,767		54,128,158		(894,391)	-1.7%
Other Local Income		1,399,532		2,250,000	62.2%		1,399,532		1,102,950		296,582	26.9%
Tuition & Fee, Net -- Extended Learning		5,803,893		9,500,000	61.1%		5,803,893		6,274,942		(471,050)	-7.5%
Indirect Cost Revenues, Grant		258,669		620,000	41.7%		258,669		316,557		(57,888)	-18.3%
<b>Total Revenues</b>		<b>253,415,248</b>		<b>324,615,427</b>	<b>78.1%</b>		<b>253,415,248</b>		<b>244,707,419</b>		<b>8,707,829</b>	<b>3.6%</b>
<b>EXPENSES</b>												
Salaries		92,719,565		189,930,218	48.8%		92,719,565		87,465,230		5,254,334	6.0%
Employee Benefits		11,607,297		21,210,175	54.7%		11,607,297		9,813,469		1,793,828	18.3%
Supplies Gen Exp		2,076,922		5,704,018	36.4%		2,076,922		1,952,938		123,984	6.3%
Travel		368,729		1,895,693	19.5%		368,729		400,866		(32,137)	-8.0%
Marketing Costs		243,665		1,017,340	24.0%		243,665		587,480		(343,816)	-58.5%
Rental & Leases		1,072,617		2,535,027	42.3%		1,072,617		1,308,503		(235,887)	-18.0%
Insurance/Risk Mgmt		4,539,661		5,551,431	81.8%		4,539,661		6,390,220		(1,850,559)	-29.0%
Contract Services		10,212,296		24,887,600	41.0%		10,212,296		9,595,007		617,289	6.4%
Utilities		3,878,099		10,246,651	37.8%		3,878,099		4,055,206		(177,108)	-4.4%
Other Departmental Expenses		975,874		2,317,175	42.1%		975,874		589,296		386,578	65.6%
Instructional & Other Materials		4,788,143		9,712,085	49.3%		4,788,143		4,493,195		294,948	6.6%
Maintenance & Repair		361,961		1,232,618	29.4%		361,961		436,561		(74,600)	-17.1%
Transfers/Debt		12,814,289		40,723,903	31.5%		12,814,289		4,645,964		8,168,325	175.8%
Contingency		-		3,657,092	0.0%		-		-		-	0.0%
Capital Outlay		1,093,917		3,994,400	27.4%		1,093,917		1,010,436		83,482	8.3%
<b>Total Expenses</b>		<b>\$ 146,753,034</b>		<b>\$ 324,615,427</b>	<b>45.2%</b>		<b>\$ 146,753,034</b>		<b>\$ 132,744,371</b>		<b>14,008,663</b>	<b>10.6%</b>
<b>NET REVENUE/(EXPENSES)</b>		<b>\$ 106,662,214</b>		<b>\$ 0</b>	<b>0.0%</b>		<b>\$ 106,662,214</b>		<b>\$ 111,963,047</b>		<b>\$ (5,300,833)</b>	<b>-4.7%</b>



# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Budget By Fund as of February 29, 2016

### Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Foundation	Marketing	Bookstore Commission	International Student Services	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
<b>Fund Balance – September 1, 2015 (Audited)</b>									<b>\$ 3,391,564</b>
<b>FY2016</b>									
Revenue	3,086,414	373,849	-	-	580,341	-	218,583	-	4,259,187
Salaries	130,867	290,624	54,747	-	-	153,568	121,274	-	751,080
Benefits	33,194	159,840	12,760	-	-	37,347	28,148	-	271,289
Supplies Gen Exp	22,809	54,506	2,562	-	-	-	4,148	-	84,024
Travel	-	12,530	2,394	-	-	-	-	-	14,924
Marketing Costs	-	374	-	212,370	-	-	-	-	212,744
Rental & Leases	2,340	22,275	-	-	-	-	-	-	24,615
Contract Services	800,003	53,740	15,445	-	-	-	1,313	-	870,501
Utilities	249,724	-	-	-	-	-	-	-	249,724
Departmental Expenses	300	167,271	-	842,470	-	6,450	-	-	1,016,491
Instructional & Other Materials	600	2,402	-	-	-	-	99,861	-	102,864
Maintenance & Repair	850	26	-	-	-	-	2,721	-	3,597
Insurance/Risk Mgmt	-	168	-	-	-	-	-	-	168
Exemptions and Waivers	-	-	-	-	-	-	-	680,446	680,446
Transfer/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	27,742	-	-	-	-	-	-	-	27,742
<b>Total Expense</b>	<b>1,268,428</b>	<b>763,757</b>	<b>87,907</b>	<b>1,054,840</b>	<b>-</b>	<b>197,365</b>	<b>257,466</b>	<b>680,446</b>	<b>4,310,208</b>
<b>Contribution to Fund Balance</b>	<b>1,817,986</b>	<b>(389,908)</b>	<b>(87,907)</b>	<b>(1,054,840)</b>	<b>580,341</b>	<b>(197,365)</b>	<b>(38,883)</b>	<b>(680,446)</b>	<b>(51,021)</b>
<b>Auxiliary Fund Balance - Uncommitted Portion</b>									<b><u>\$ 3,340,543</u></b>

\* 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 February 29, 2016

### Auxiliary Funds - International and Committed Portions

	International			Committed					Total
	Saigon Tech	Other International Initiatives	Subtotal International	Minority Business Development Agency	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
<b>Fund Balance – September 1, 2015 (Audited) FY2016</b>			<b>\$ 1,818,386</b>	<b>\$ -</b>	<b>\$ 324,132</b>	<b>\$ 1,005,688</b>	<b>\$ 1,159,414</b>	<b>\$ 2,489,233</b>	<b>\$ 7,699,183</b>
Revenue	23,333	-	23,333	6,880	52,500	909,210	683,933	1,652,523	5,935,043
Salaries	-	-	-	-	4,200	50,867	116,842	171,908	922,989
Benefits	-	-	-	-	-	4,721	27,949	32,670	303,959
Supplies Gen Exp	222	-	222	-	35,915	339,664	109,278	484,857	569,103
Travel	2,519	27,610	30,129	-	45	14,890	37,621	52,556	97,609
Marketing Costs	-	-	-	-	-	-	-	-	212,744
Rental & Leases	-	-	-	-	-	-	4,549	4,549	29,164
Contract Services	-	-	-	-	-	60,983	82,456	143,439	1,013,940
Utilities	-	-	-	-	-	-	-	-	249,724
Departmental Expenses	-	-	-	-	15,500	7,581	13,251	36,331	1,052,822
Instructional & Other Materials	-	-	-	-	-	-	205	205	103,068
Maintenance & Repair	-	-	-	-	-	-	-	-	3,597
Insurance/Risk Mgmt	-	-	-	-	-	462	1,859	2,321	2,489
Exemptions and Waivers	-	-	-	-	-	11,311	-	11,311	691,757
Transfer	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	1,896	-	1,896	29,638
<b>Total Expense</b>	<b>2,741</b>	<b>27,610</b>	<b>30,351</b>	<b>-</b>	<b>55,660</b>	<b>492,374</b>	<b>394,008</b>	<b>942,042</b>	<b>5,282,602</b>
<b>Contribution to Fund Balance</b>	<b>20,592</b>	<b>(27,610)</b>	<b>(7,018)</b>	<b>6,880</b>	<b>(3,160)</b>	<b>416,837</b>	<b>289,924</b>	<b>710,481</b>	<b>652,441</b>
<b>Auxiliary Fund Balance - Intl, Committed, Total</b>			<b>\$ 1,811,368</b>	<b>\$ 6,880</b>	<b>\$ 320,972</b>	<b>\$ 1,422,524</b>	<b>\$ 1,449,338</b>	<b>\$ 3,199,714</b>	<b>\$ 8,351,624</b>

**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of February 29, 2016**

Budgeted Expenditures	CENTRAL	NORTH WEST	NORTH EAST	SOUTH WEST	SOUTH EAST	COLEMAN	EXTENDED LEARNING	ACADEMIC INSTRUCTION
Salary	\$ 9,367,360	\$ 8,833,575	\$ 11,631,934	\$ 10,303,357	\$ 5,607,247	\$ 12,510,389	\$ 11,630,750	\$ 56,291,630
Employee Benefits	-	-	-	-	-	-	-	-
Supplies & Gen	234,281	239,683	232,459	324,881	278,403	300,278	190,671	322,254
Travel	39,200	75,276	27,185	39,586	40,780	129,147	90,789	165,829
Marketing Costs	13,645	39,207	56,019	26,182	72,635	12,500	286,057	6,356
Rentals & Leases	5,270	59,271	931,494	503,206	60,566	517,054	28,243	23,560
Insurance/Risk Mgmt	-	-	-	-	-	126	-	511
Contracted Services	286,661	263,798	70,819	12,936	75,850	212,914	132,734	378,615
Utilities	5,125	-	4,600	1,826	-	-	-	-
Other Departmental Expenses	50,811	70,447	29,844	29,220	46,834	99,919	56,514	74,221
Instructional And Other Materials	301,157	54,253	194,499	114,968	72,905	251,829	856,695	1,210,336
Maintenance and Repair	138,855	38,966	125,799	11,815	28,380	70,318	123,511	41,366
Transfers/Debt	-	-	1,186	-	-	-	-	-
Contingency	479,432	540,868	129,003	300,867	59,343	482,618	226,794	-
Capital Outlay	442,822	183,762	232,518	209,074	150,230	103,979	124,568	333,895
<b>Total</b>	<b>\$ 11,364,619</b>	<b>\$ 10,399,106</b>	<b>\$ 13,667,358</b>	<b>\$ 11,877,918</b>	<b>\$ 6,493,173</b>	<b>\$ 14,691,071</b>	<b>\$ 13,747,326</b>	<b>\$ 58,848,573</b>

**HOUSTON COMMUNITY COLLEGE**  
**FY 2015-16 Adjusted Budget by Divisions**  
**as of February 29, 2016**

Budgeted Expenditures	CHANCELLOR	FINANCE & ADMIN.	SUSTAINABILITY	INSTRUCTIONAL SERVICES	STUDENT SERVICES	SYSTEM	Grand Total
Salary	\$ 5,956,014	\$ 31,143,316	\$ 3,193,091	\$ 17,799,201	\$ 5,011,405	\$ 650,949	\$ 189,930,218
Employee Benefits	-	-	-	-	-	21,210,175	21,210,175
Supplies & Gen	697,480	959,357	149,250	295,988	179,033	1,300,000	5,704,018
Travel	180,675	252,601	66,218	739,881	48,526	-	1,895,693
Marketing Costs	238,000	259,739	5,000	2,000	-	-	1,017,340
Rentals & Leases	87,100	248,115	61,429	4,319	5,400	-	2,535,027
Insurance/Risk Mgmt	5,550,000	-	-	794	-	-	5,551,431
Contracted Services	3,329,976	15,992,933	82,540	148,585	1,373,186	2,526,053	24,887,600
Utilities	-	1,752,227	-	94	-	8,482,779	10,246,651
Other Departmental Expenses	798,896	334,113	98,846	522,052	105,458	-	2,317,175
Instructional And Other Materials	63,015	5,611,369	50,180	585,797	345,082	-	9,712,085
Maintenance and Repair	15,446	632,146	4,688	444	884	-	1,232,618
Transfers/Debt	200,000	43,591	-	-	-	40,479,126	40,723,903
Contingency	150,000	246,064	252,937	72,200	12,869	704,097	3,657,092
Capital Outlay	101,700	1,844,152	195,438	56,413	15,850	-	3,994,400
<b>Total</b>	<b>\$ 17,368,302</b>	<b>\$ 59,319,723</b>	<b>\$ 4,159,617</b>	<b>\$ 20,227,768</b>	<b>\$ 7,097,693</b>	<b>\$ 75,353,179</b>	<b>\$ 324,615,427</b>

# Houston Community College

## Balance Sheet By Fund

For Month Ended February 29, 2016

	CURRENT & LOAN FUNDS <sup>1</sup>	PLANT & BOND FUNDS <sup>2</sup>	Total All Funds
<b>ASSETS</b>			
Current Assets:			
Cash & cash equivalents	\$ 167,363,968	\$ 41,713,071	\$ 209,077,038
Restricted cash & cash equivalents	2,571,383	-	2,571,383
Short term Investments	-	-	-
Accounts/Other receivable (net)	23,872,914	3,474,075	27,346,989
Deferred charges	5,273	-	5,273
Prepays	1,947,728	1,346,598	3,294,326
Total Current Assets	<u>195,761,266</u>	<u>46,533,743</u>	<u>242,295,009</u>
Non-current Assets:			
Restricted cash & cash equivalents	-	152,902,397	152,902,397
Restricted long-term investments	-	111,000,285	111,000,285
Long-term Investments	59,390,958	-	59,390,958
Deferred Outflows of Resources: Pension	11,299,015	-	11,299,015
Capital Assets, net	-	1,012,685,203	1,012,685,203
Total Non-current Assets	<u>70,689,973</u>	<u>1,276,587,885</u>	<u>1,347,277,857</u>
<b>Total Assets</b>	<u><u>\$ 266,451,239</u></u>	<u><u>\$ 1,323,121,628</u></u>	<u><u>\$ 1,589,572,867</u></u>
<b>LIABILITIES</b>			
Current Liabilities:			
Accounts payable	10,110,709	3,524,065	13,634,774
Accrued liabilities	58,503	19,444	77,947
Compensated absences	2,526,083	-	2,526,083
Funds held for others	725,500	189,209	914,709
Deferred revenue	767,664	229,281	996,945
Notes payable-current portion	-	673,299	673,299
Bonds payable-current portion	-	15,640,000	15,640,000
Total Current Liabilities	<u>14,188,459</u>	<u>20,275,299</u>	<u>34,463,758</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	-	153,344,687	153,344,687
Bonds payable	-	752,257,231	752,257,231
Capital lease obligations	-	47,849,058	47,849,058
Total Non-current Liabilities	<u>88,054,911</u>	<u>953,450,975</u>	<u>1,041,505,886</u>
<b>Total Liabilities</b>	<u><u>\$ 102,243,370</u></u>	<u><u>\$ 973,726,275</u></u>	<u><u>\$ 1,075,969,644</u></u>
<b>Fund Balance-</b>			
<b>August 31, 2015 Audited</b>	57,850,201	309,269,229	367,119,430
Revenues Over Expenditures			
Unrestricted	107,304,760		107,304,760
Restricted	(947,092)		(947,092)
Net Investment in Plant		40,126,125	40,126,125
<b>Total Fund Balances</b>	<u><u>\$ 164,207,870</u></u>	<u><u>\$ 349,395,353</u></u>	<u><u>\$ 513,603,223</u></u>
<b>Total Liabilities &amp; Fund Balances</b>	<u><u>\$ 266,451,240</u></u>	<u><u>\$ 1,323,121,628</u></u>	<u><u>\$ 1,589,572,867</u></u>

<sup>1</sup> In cludes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

<sup>2</sup> Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

# Houston Community College

## Exemptions & Waivers

Through February 29, 2016

Account	FY 2014-15		FY 2015-16	
	End of Year Activity	Year-to-Date Activity thru 2/28/2015	Year-to-Date Activity thru 2/29/2016	
<b>Tuition</b>				
<b>Budget:</b>				
Adjusted Budget FY 2015-16, Net			\$	40,925,000
<b>Revenues Received:</b>				
Tuition	45,771,753	40,364,830		40,559,466
<b>Waivers &amp; Exemptions:</b>				
Dual Credit & Early College HS	(5,045,017)	(4,283,931)		(4,524,566)
Other	(1,603,037)	(1,374,902)		(1,217,842)
Total Waivers & Exemptions	(6,648,054)	(5,658,833)		(5,742,408)
<b>Total Tuition Revenue, Net</b>	<b>\$ 39,123,700</b>	<b>\$ 34,705,997</b>	<b>\$</b>	<b>\$ 34,817,058</b>
<b>Tuition - Extended Learning</b>				
<b>Budget:</b>				
Budget FY 2015-16, Net			\$	9,500,000
<b>Revenues Received:</b>				
Tuition	8,931,465	7,348,783		6,577,250
<b>Waivers &amp; Exemptions:</b>				
Department of Corrections	(2,021,386)	(1,073,841)		(773,357)
<b>Total EL Tuition Revenue, Net</b>	<b>\$ 6,910,079</b>	<b>\$ 6,274,942</b>	<b>\$</b>	<b>\$ 5,803,893</b>

Exemptions & Waivers	FY 2014-15		FY 2015-16		Actuals % Inc/(Dec)YTD vs. PriorYTD
	End of Year Activity	Year-to-Date Activity thru 2/28/2015	Year-to-Date Activity thru 2/29/2016		
Dept of Corrections	\$ 1,946,863	\$ 1,073,841	\$ 773,357		-28.0%
Dual Credit & Early College HS Waiver	5,045,017	4,283,931	4,524,566		5.6%
<b>Other:</b>					
Employee Fee Exemptions	61,121	47,168	47,526		0.8%
Firemen	12,870	11,314	7,310		-35.4%
Hazelwood	942,773	827,215	660,473		-20.2%
Deaf & Blind	190,174	159,781	177,401		11.0%
High Ranking Hi SCH Grad	1,805	1,805	1,519		-15.8%
Child of Disabled Vet ETC	7,264	7,207	3,295		-54.3%
Emp of State Coll & Univ	-	-	2,106		0.0%
Nonres Teach/Research Asst	6,363	6,098	80		-98.7%
Nonres Competitive Scholar	8,558	8,744	27,506		214.6%
Senior Citizens	13,668	12,722	11,054		-13.1%
Scholarship Distribution	2,800	-	2,800		0.0%
A VISA Waiver (Non-Alien Waiver)	888	888	-		-100.0%
Foster Children-Resident	247,117	214,037	136,610		-36.2%
Fire Academy Waiver	-	-	(15)		0.0%
Undocumented Students	5,723	4,316	1,859		-56.9%
TX Tomorrow Waiver	6,076	2,788	1,792		-35.7%
Surviving Spouse/Children	-	-	2,942		0.0%
Peace Officer Exemption	3,868	3,111	1,173		-62.3%
Adopted Student Waiver	91,719	67,708	132,411		95.6%
Stipends	250	-	-		0.0%
Total Other Exemptions	1,603,037	1,374,902	1,217,842		-11.4%
<b>Grand Total Exemptions &amp; Waivers</b>	<b>\$ 8,594,917</b>	<b>\$ 6,732,674</b>	<b>\$ 6,515,765</b>		<b>-3.2%</b>

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
1.	Personnel Agenda - Faculty	Dr. Cesar Maldonado

## RECOMMENDATION

Approve the personnel action item for April 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. PERFORMANCE EXCELLENCE

*A. Focus on one HCC and consistency of quality experience across the campuses, departments and facilities*

## ATTACHMENTS:

Description	Upload Date	Type
2016 Personnel Agenda - Faculty	4/7/2016	Attachment

## This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, Southwest, District

# **Personnel Agenda - Faculty**

(For Board Approval)

**Board Meeting**

**April 21, 2016**



HOUSTON COMMUNITY COLLEGE SYSTEM  
FACULTY  
April 21, 2016

**FACULTY (REGULAR) – FOR BOARD APPROVAL**

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>		<b>Current Salary</b>		<b>Effective Date</b>
<b>1. Reyes, Abbey</b>	Methodist Hospital	to F/T Respiratory Therapy Instructor	FAC/07 10.5 months	\$ 74,000	yr.	\$ 60,937	yr.	02-08-16

# **Credentials & Selection Process - Faculty**

(For Board Approval)

**Board Meeting**

**April 21, 2016**

**FACULTY (REGULAR) – FOR BOARD APPROVAL**

Name	Job Title/Requirements	Nominee's Credentials			Selection Process
<b>1. Reyes, Abbey</b>	<i>Respiratory Therapy Instructor</i> Associate's degree or higher in Respiratory Therapy or a related field required. Minimum of one (1) year college level teaching experience preferred. Three (3) to ten (10) years of related work experience required.	BS in Health Care Administration			Job Vac. Notice-4695
		Chief Nursing Officer	1 yr.	3 mos.	-HR Referred-11
		Respiratory Therapist	2 yrs.	11 mos.	-Screening committee evaluated
		Clinical Instructor	2 yrs.	6 mos.	and reviewed-2
		<b>Total</b>	6 yrs.	8 mos.	-Hiring authority evaluated and interviewed-2 -Applicant selected-External New Hire F/T

# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
2.	Personnel Agenda (Administrator)	Dr. Cesar Maldonado

## RECOMMENDATION

Approve the contract for Madeline Burillo, President in accordance with Board Policy A.7.1.

## COMPELLING REASON/RATIONALE

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

## DESCRIPTION OR BACKGROUND

As part of HCCS' Transformation Plan, the position of President is essential for providing leadership at the College and Centers of Excellence.

## FISCAL IMPACT

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

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

### 3. PERFORMANCE EXCELLENCE

*B. Foster an environment within the institution as a compelling place to work and learn*

## ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Administrator	4/15/2016	Attachment

**This item is applicable to the following:** Southwest

# **Personnel Agenda – Administrator**

(For Board Approval)

**Board Meeting**

**April 21, 2016**

HOUSTON COMMUNITY COLLEGE SYSTEM  
ADMINISTRATOR  
April 21, 2016

**FOR APPROVAL - BOARD ACTION REQUIRED**  
**ADMINISTRATOR (REGULAR)**

<b><u>Name</u></b>	<b><u>Previous Organization</u></b>	<b><u>Proposed Title/Organization</u></b>	<b><u>FLSA/Grade</u></b>	<b><u>Previous Salary</u></b>	<b><u>Salary</u></b>	<b><u>Effective Date</u></b>
<b>1. Burillo, Madeline</b>	HCC F/T Interim President	to F/T President	EXEC/40 12 months	\$184,255 yr.	\$211,920 yr.	04-22-2016

# **Credentials & Selection Process – Administrator**

(For Board Approval)

**Board Meeting**

**April 21, 2016**

**FOR APPROVAL - BOARD ACTION REQUIRED  
 ADMINISTRATOR (REGULAR)**

<b>Name</b>	<b>Job Title/Requirements</b>	<b>Nominee's Credentials</b>	<b>YRS</b>	<b>MOS</b>	<b>Selection Process</b>
<b>1. Burillo, Madeline</b>	<i>President</i> Doctorate degree preferred. Master's degree in a related field of study required. Seven (7) years (minimum) of senior-level admin experience required, preferably in a community college. Successful experience with student support/achievement programs, and as an academic leader.	Edd in Educational Leadership			Job Vacancy Notice-5031
		Interim President	0 yrs.	6 mos.	-Search firm referred-13
		Assoc. VC Workforce Instruction	4 yrs.	7 mos.	-Screening committee
		Assoc. VC CTCE	1 yr.	2 mos.	evaluated-13
		Director Operations CTCE	2 yrs.	1 mo.	-Screening committee
		Director ACT Center & Cont. Ed.	5 yrs.	9 mos.	interviewed-8
		Director CTCE	2 yrs.	8 mos.	-Hiring authority evaluated
		VP Contract Training	1 yr.	4 mos.	and interviewed-4
Director Student & Business Srvcs.	1 yr.	5 mos.	-Applicant selected-Internal		
School Director	11 yrs.	5 mos.	HCC F/T		
		<b>Total</b>	<b>30 yrs.</b>	<b>11 mos.</b>	



# ACTION ITEM

Meeting Date: April 21, 2016

Regular Meeting

ITEM #	ITEM TITLE	PRESENTER
3.	Personnel Agenda (Administrator)	Dr. Cesar Maldonado

## RECOMMENDATION

Approve the contract for Athos K. Brewer, Vice Chancellor Student Services in accordance with Board Policy A.7.1.

## COMPELLING REASON/RATIONALE

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

## DESCRIPTION OR BACKGROUND

As part of HCCS' Transformation Plan, the position of Vice Chancellor Student Services is essential for providing leadership for Student Services, Colleges and Centers of Excellence.

## FISCAL IMPACT

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

## LEGAL REQUIREMENT

N/A

## STRATEGIC ALIGNMENT

### 3. PERFORMANCE EXCELLENCE

*B. Foster an environment within the institution as a compelling place to work and learn*

## ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Administrator	4/15/2016	Attachment

This item is applicable to the following: District

# **Personnel Agenda – Administrator**

**(For Board Approval)**

**Board Meeting**

**April 21, 2016**

HOUSTON COMMUNITY COLLEGE SYSTEM  
ADMINISTRATOR  
April 21, 2016

**FOR APPROVAL - BOARD ACTION REQUIRED**  
**ADMINISTRATOR (REGULAR)**

<b><u>Name</u></b>	<b><u>Previous Organization</u></b>	<b><u>Proposed Title/Organization</u></b>	<b><u>FLSA/Grade</u></b>	<b><u>Previous Salary</u></b>	<b><u>Salary</u></b>	<b><u>Effective Date</u></b>
<b>1. Brewer, Athos</b>	Bronx Community College of the City	to F/T Vice Chancellor Student Services	EXEC/50 12 months	\$170,000 yr.	\$220,000 yr.	06-06-2016

# **Credentials & Selection Process – Administrator**

(For Board Approval)

**Board Meeting**

**April 21, 2016**

**FOR APPROVAL - BOARD ACTION REQUIRED  
 ADMINISTRATOR (REGULAR)**

<b>Name</b>	<b>Job Title/Requirements</b>	<b>Nominee's Credentials</b>	<b>YRS</b>	<b>MOS</b>	<b>Selection Process</b>
<b>1. Brewer, Athos</b>	<i>Vice Chancellor Student Services</i> Master's degree in Education or an area related to student development or student services. PhD preferred in Education or an area related to student services or student development. Ten (10) years of administrative exp. in Student Services or a related field, with five (5) years of direct experience in a managerial or leadership role.	PhD in Education Technology			Job Vacancy Notice-5010
		VP Student Affairs	3 yrs.	6 mos.	-Search firm referred-10
		Dean of Students	3 yrs.	1 mo.	-Screening committee
		Director Student Support Services	6 yrs.	5 mos.	evaluated-10
		Education Fellow	1 yr.	10 mos.	-Screening committee
		Acting Director Acad/Stdnt Services		3 mos.	interviewed-5
		Sr. Rehabilitation Specialist		3 mos.	-Hiring authority evaluated
		Program Officer	1 yr.	8 mos.	and interviewed-4
		Support Services Coordinator	1 yr.	7 mos.	-Applicant selected-External
Adjunct Faculty	3 yrs.	1 mos.	New Hire F/T		
	<b>Total</b>		<b>21 yrs.</b>	<b>8 mos.</b>	

# REPORT ITEM

**Meeting Date:** April 21, 2016

**Regular Meeting**

<b>ITEM #</b>	<b>ITEM TITLE</b>	<b>PRESENTER</b>
<b>XIV.</b>	<b>Appendix - No Action Required</b>	

## STRATEGIC ALIGNMENT

### ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Staff	4/4/2016	Attachment

**This item is applicable to the following:**

# **APPENDIX**

(No Board Action Required)

## **Personnel Agenda - Staff**

**Board Meeting  
April 21, 2016**

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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>		<b>Current Salary</b>		<b>Effective Date</b>
<b>1. Anderson, Tammy</b>	HCCS F/T Financial Aid Associate	to F/T Coordinator, Financial Aid Customer Service	EX/08 12 months	\$ 46,211	yr.	\$ 53,145	yr.	02-16-16
<b>2. Brown, Zelia</b>	Neighborhood Houston	to F/T Manager, Grants Performance & Compliance	EX/10 12 months	\$ 33,313	yr.	\$ 66,000	yr.	02-22-16
<b>3. Burke, Shanetta</b>	HCCS F/T Financial Aid Associate	to F/T Coordinator, Financial Aid Customer Service	EX/08 12 months	\$ 44,404	yr.	\$ 51,064	yr.	02-16-16
<b>4. Burrige, Andrea</b>	University of Houston	to F/T Research & Data Analyst	EX/11 12 months	\$ 78,000	yr.	\$ 100,000	yr.	02-22-16
<b>5. Cegueda, Maria</b>	Baylor College of Medicine	to F/T Peace Officer	NE/08 12 months	\$ 35,048	yr.	\$ 42,000	yr.	02-08-16
<b>6. Chambers, Deborah</b>	Texas Southern University	to F/T Director of Development	EX/11 12 months	\$ 45,619	yr.	\$ 79,500	yr.	02-08-16
<b>7. Demerson, Shantray</b>	Houston ISD	to F/T Secretary II (Dual Credit)	NE/07 12 months	\$ 37,033	yr.	\$ 37,584	yr.	02-08-16



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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>	<b>Current Salary</b>	<b>Effective Date</b>
<b>8. Deschamps, Claudia</b>	Deschamps Communications	to F/T Director, Media Management & Public Relations	EX/11 12 months	\$ 48,547 yr.	\$ 80,000 yr.	02-08-16
<b>9. Ekblad, Anne</b>	ExxonMobil	to F/T Prospect Researcher	EX/08 12 months	\$ 92,211 yr.	\$ 53,740 yr.	03-07-16
<b>10. Francis, Nakesha</b>	HCCS F/T Sr. HR Rep./ Benefits	to F/T Manager, Benefits	EX/10 12 months	\$ 44,149 yr.	\$ 63,482 yr.	03-01-16
<b>11. Garcia, Alejandra</b>	HCCS F/T Sr. Student Accounts Representative	to F/T Supervisor, Student Financial Services & Cashiering Operations	EX/09 12 months	\$ 48,731 yr.	\$ 62,338 yr.	02-16-16
<b>12. Garcia, Ana</b>	Neiman Marcus	to F/T Student Information Representative	NE/06 12 months	\$ 27,040 yr.	\$ 32,500 yr.	02-08-16
<b>13. Garza, Damian</b>	HCCS F/T Office Manager	to F/T Sr. Budget Analyst	EX/09 12 months	\$ 43,765 yr.	\$ 50,330 yr.	02-16-16

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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>		<b>Current Salary</b>		<b>Effective Date</b>
<b>14. Heard, Frederick</b>	Corporation for National and Community Service	to F/T Director, Center of Excellence/Mfg.	EX/10 12 months	\$ 110,000	yr.	\$ 82,390	yr.	03-07-16
<b>15. Hebdon, Courtney</b>	Johnson & Wales University	to F/T Counselor	EX/10 12 months	\$ 36,400	yr.	\$ 60,000	yr.	04-04-16
<b>16. Hook, Jenni</b>	Society of Petroleum Engineers	to F/T Program Manager National Academy of Sciences	EX/09 12 months	\$ 61,620	yr.	\$ 62,338	yr.	02-08-16
<b>17. Jimenez, Jeraldy</b>	Spring Branch ISD	to F/T Peace Officer Cadet	NE/08 12 months	\$ 8,000	yr.	\$ 34,908	yr.	02-22-16
<b>18. Luna, Jose</b>	JCS Federal Credit Union	to F/T Peace Officer Cadet	NE/08 12 months	\$ 2,080	yr.	\$ 34,908	yr.	02-22-16
<b>19. Montemayor, Arlen</b>	HCCS F/T Financial Aid Associate	to F/T Coordinator, Financial Aid Customer Service	EX/08 12 months	\$ 38,125	yr.	\$ 47,149	yr.	02-16-16
<b>20. Nguyen, Oanh</b>	HCCS F/T Accountant II	to F/T Supervisor, Student Financial Services & Cashiering Operations	EX/09 12 months	\$ 63,372	yr.	\$ 66,540	yr.	03-01-16

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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>	<b>Current Salary</b>	<b>Effective Date</b>
<b>21. Orozco, Jose</b>	Methodist Hospital	to F/T Peace Officer Cadet	NE/08 12 months	\$ 18,000 yr.	\$ 34,908 yr.	02-22-16
<b>22. Patton, Eureka</b>	HCCS F/T Accounting Specialist	to F/T Executive Secretary	NE/09 12 months	\$ 40,117 yr.	\$ 41,806 yr.	02-01-16
<b>23. Peterson, Richard</b>	University of Houston	to F/T Sr. Web Developer	EX/10 12 months	\$ 55,000 yr.	\$ 59,500 yr.	03-07-16
<b>24. Pierce, LaShawn</b>	Remington College	to F/T Enrollment Services Officer	EX/09 12 months	\$ 48,500 yr.	\$ 50,400 yr.	03-07-16
<b>25. Rickard, Donna</b>	ExecuTeam	to F/T Executive Secretary	NE/09 12 months	\$ 49,920 yr.	\$ 48,051 yr.	04-04-16
<b>26. Robinson, Shannon</b>	Lone Star College	to F/T Dual Credit Success Coach	EX/08 12 months	\$ 40,000 yr.	\$ 46,700 yr.	03-07-16
<b>27. Schwab, William</b>	HCCS P/T Web Graphic Designer	to F/T Coordinator CurricUNET and Web Content	EX/09 12 months	\$ 18,190 yr.	\$ 48,000 yr.	04-04-16

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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>		<b>Current Salary</b>		<b>Effective Date</b>
<b>28. Thomson, William</b>	HCCS F/T Accountant II	to F/T Supervisor, Student Financial Services & Cashiering Operations	EX/09 12 months	\$ 54,132	yr.	\$ 68,000	yr.	02-16-16
<b>29. Thurmond, Darlene</b>	United Space Alliance	to F/T Business Analyst/ PeopleSoft II	EX/10 12 months	\$ 94,000	yr.	\$ 70,500	yr.	02-22-16
<b>30. Turner, Misha</b>	University of Texas @ Austin	to F/T Director, Student Success	EX/11 12 months	\$ 105,000	yr.	\$ 89,400	yr.	02-08-16
<b>31. Vickers, Rebecca</b>	Kaplan Test Prep & Admissions	to F/T Designated School Official/ International Student Advisor	EX/08 12 months	\$ 37,695	yr.	\$ 43,000	yr.	03-07-16
<b>32. Webber, Kimberly</b>	Pregnancy Resource Medical Center	to F/T Community Outreach Coordinator	EX/09 12 months	\$ 39,520	yr.	\$ 46,177	yr.	03-07-16
<b>33. Woodley, Dameka</b>	Covenant Security	to F/T Security Officer	NE/04 12 months	\$ 28,000	yr.	\$ 26,500	yr.	02-08-16
<b>34. Wright, Sharon</b>	Texas Southern University	to F/T Director, Board Services	EXEC/10 12 months	\$ 86,142	yr.	\$ 102,274	yr.	03-07-16

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

<b>Name</b>	<b>Previous Organization</b>	<b>Proposed Title/Organization</b>	<b>FLSA/Grade</b>	<b>Previous Salary</b>	<b>Current Salary</b>	<b>Effective Date</b>
<b>35. Zimmerman, Frederick</b>	Dave & Buster's	to F/T Peace Officer Cadet	NE/08 12 months	\$ 22,880 yr.	\$ 34,908 yr.	02-22-16

**SEPARATIONS OF EMPLOYMENT**

<b>Blair, Jo</b>	Jo Blair, Public Services Librarian, effective February 29, 2016.
<b>Braxton, Mary</b>	Mary Braxton, Financial Aid Associate, effective January 8, 2016.
<b>Britto, Mary</b>	Mary Britto, Enrollment Services Associate, effective April 1, 2016.
<b>Brockman, Belinda</b>	Belinda Brockman, Director Internal Auditing, effective January 29, 2016.
<b>Davis, Mary</b>	Mary Davis, Executive Secretary, effective January 12, 2016.
<b>Ferreira, Pamela</b>	Pamela Ferreira, Senior Buyer, effective March 31, 2016.
<b>Flores, Jose Miguel</b>	Jose Flores, Peace Officer, effective January 21, 2016.
<b>Foote, Sterling</b>	Sterling Foote, Grant Writer, effective February 29, 2016.
<b>Funches, LaTrista</b>	LaTrista Funches, Advisor, effective January 29, 2016.
<b>Guzman Jr., Daniel</b>	Daniel Guzman Jr., Clinical Simulation Lab Technician, effective January 15, 2016.
<b>Haynes, Harold</b>	Harold Haynes, English Instructor, effective February 29, 2016.
<b>Herrera, Lynn</b>	Lynn Herrera, Student Recruiter, effective January 29, 2016.
<b>Jackson, Stephanie</b>	Stephanie Jackson, Secretary II, effective February 25, 2016.
<b>Ligons, Patricia</b>	Patricia Ligons, Secretary II, effective January 29, 2016.
<b>Maheshwari, Deepa</b>	Deepa Maheshwari, Advisor, effective March 18, 2016.
<b>Mayes, John</b>	John Mayes, Fire Protection Tech Instructor, effective January 31, 2016.
<b>Miller, Edie</b>	Edie Miller, Accounting Specialist, effective March 31, 2016.
<b>Patel, Tejal</b>	Tejal Patel, Community Outreach Coordinator, effective February 13, 2016.
<b>Pittman, Natasha</b>	Natasha Pittman, Sr. Graphic Designer, effective March 4, 2016.
<b>Sprouse, Randi</b>	Randi Sprouse, Advisor, effective March 2, 2016.
<b>Tamuno, Bapakaye</b>	Bapakaye Tamuno, Police Officer, effective February 18, 2016.
<b>Whitehead, Ricky</b>	Ricky Whitehead, Student Recruiter, effective February 5, 2016.
<b>Williams, Raquel</b>	Raquel Williams, Library Assistant I, effective February 29, 2016.
<b>Yamout, Ghina</b>	Ghina Yamout, Senior Accountant, effective February 22, 2016.