



AGENDA

BOARD OF TRUSTEES

REGULAR MEETING

**April 17, 2024
4:00 PM**

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

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

April 17, 2024

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, April 17, 2024 at 4:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session 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. Approval of Minutes for February 2024

IV. Awards, Presentations, and Recognitions

- A. Check Presentation by Truist Charitable Fund
- B. Check Presentation by AT&T
- C. Recognition of HCC's 2024 DREAM Scholar
- D. Recognition HCC's Adult Education and Literacy (AEL) Faculty and Student of the Year

V. Chair's Report

- A. Trustees District Report
- B. Report on 2024 Trustee Annual Training on Governance, Ethics, Finance, Title IX, and Cyber Security

VI. Chancellor's Report

- A. United Student Council Report
- B. Faculty Senate Report
- C. Staff Senate Report
- D. Credentials of Value (CoV) Monthly Highlight

VII. Hearing of Citizens

VIII. Consent Agenda

- 1. Acceptance of Donated Item by Exxon

2. Acceptance of Donated Item by Tomball Bible Church
3. Acceptance of Donated Item by AWS
4. Acceptance of Donated Item by Paola Barona-Rios
5. Acceptance of Donated Item by UH STEM Center
6. Acceptance of Donated Item by Ken Kennedy Institute
7. Acceptance of Donated Item by Qualcomm
8. Acceptance of Donated Item by Carrie Markello

A. **Audit**

9. Approve Internal Audit Department Charter
10. Approve Audit Committee Charter
11. Selection of External Auditor RFP Evaluation Committee

B. **Board Governance**

12. Proposed Revisions to Local Policies Address Current Information of the EO/TIX
13. TASB Update 46 - New and Revised Recommended Local Policies Address Senate Bill 17
14. Proposed Revisions to Board Members Policies: BBD(LOCAL) and BBI(LOCAL)
15. Proposed Changes to CGC(LOCAL) Policy: SAFETY PROGRAM - EMERGENCY PLANS AND ALERTS
16. Proposed Changes to CS(LOCAL) Policy: INFORMATION SECURITY
17. Approve of CU(LOCAL) Policy: RESEARCH
18. Proposed Changes to DEC(LOCAL) Policy: COMPENSATION AND BENEFITS - LEAVES AND ABSENCES
19. Proposed Changes to ECC(LOCAL) Policy: INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND SCHEDULES
20. Approve of FAA(LOCAL) Policy: EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS
21. Proposed Revisions to GCB(LOCAL) Policy: PUBLIC INFORMATION PROGRAM (PIA) - REQUESTS FOR INFORMATION
22. Proposed Revisions to Board Bylaws, Article H, Section 2: Board Expenditures, Board Account for Community Affairs

C. **Finance**

23. Tuition and Fees for Continuing Education Units (CEU) and Non-Credit (NCR) Classes
24. Monthly Investment Reports, Financial Statements and Budget Review for January and February 2024

IX. Topics for Discussion and/or Action

- A. Legal Services (Project No. RFQ 24-01)
 - B. Window and Glass Cleaning Services (Project No. RFP 24-22)
 - C. Elevator Modernization & Repairs at 3100 Main (Project No. IFB 24-26)
 - D. Eastside Campus Parking Garage Repairs (Project No. IFB 24-17)
 - E. HVAC Air Handler Unit Replacements, Spring Branch Campus (Phase II) (Project No. IFB 24-21)
 - F. Personnel Agenda (Faculty)
 - G. Nancy Dillon Itz Greenhouse Recognition for Remuneration
 - H. Approve Resolution Supporting Community College Month
 - I. HCC Foundation Quarterly Presentation
 - J. Report on Capital Improvement Program
 - K. Review of Level Four Complaint - Employee 1
 - L. Consider options and potential action, including but not limited to authorizing the Chancellor to pay attorney's fees awarded in Hall Group PLLC et. al v. Houston Community College, Cause No. 2020-3138 in the 334th Judicial District, Harris County District Court.
 - M. Approve Proposed Separation and Release Agreement with General Counsel
- 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.

 - 1. Report on Disparity Study
 - 2. Discuss Hall Law Group PLLC, Dolcefino Consulting and Scott Laha v. Houston Community College in District Court, Harris County, 334th Judicial District, Cause No. 2020-31380
 - 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.

 - 1. Review of Level Four Complaint - Employee 1
 - 2. Discuss Proposed Separation and Release Agreement with General Counsel

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.

A. Discuss Safety & Security Plan

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Appendix - No Action Required

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **14th day of April 2024**, 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.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: April 17, 2024

Approval of Minutes

ITEM #	ITEM TITLE	PRESENTER
A.	Approval of Minutes for February 2024	Dr. Margaret Ford Fisher Sharon Wright

RECOMMENDATION

Approve meeting minutes for February 2024.

COMPELLING REASON AND BACKGROUND

In accordance with the Board bylaws, the Board shall prepare and keep minutes of each open meeting.

The following Board meetings were held in February 2024:

- Academic and Student Affairs Committee on February 14, 2024
- Audit Committee on February 14, 2024
- Committee of the Whole on February 14, 2024.
- Regular Meeting on February 21, 2024

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - February 2024	4/10/2024	Attachment

This item is applicable to the following: District

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

February 14, 2024

Minutes

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Sean Cheben, Committee Chair
Charlene Johnson, Committee Member (via videoconference)
Dave Wilson, Committee Member
Eva Loreda, Alternate Member (via videoconference)
Cynthia Lenton-Gary
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea Burrige, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Misha Turner for Aaron Henry, Staff Senate President
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Phillip Nicotera, President, Coleman College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Ashley Smith, General Counsel
Remmele Young, Vice Chancellor, Public Information Communication and External Affairs/Interim Chief of Staff

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Sean Cheben, Committee Chair, called the meeting to order at 3:01 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Johnson, and Lenton-Gary)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

(Trustee Wilson joined the meeting at 3:02 p.m.)

APPROVED HONORARY DEGREES FOR 2024

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher apprised that the item is to approve the Honorary Degree Recipients for the 2024 Spring Commencement and noted that Dr. Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer would provide the overview.

Dr. Perez noted four nominations were submitted to include:

- District I - Sheriff Ed Gonzalez
- District II - Janice Weaver
- District IV - Brad "Scarface" Jordan
- District IX - Beverly Mitchell Jackson

(Trustee Loreda joined the meeting at 3:07 p.m.)

Vote – The motion passed with a vote of 2-0-1 with Trustees Cheben and Johnson in favor; Trustee Wilson abstaining.

OPERATIONAL AND STUDENT EXPERIENCE IMPROVEMENTS TO SIMPLIFY STUDENT ENROLLMENT PROCESSES

Dr. Ford Fisher noted that the presentation provides an update on the Operational and Student Experience improvements to simplify student enrollment and apprised that Dr. Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College would provide the overview.

Dr. Villagran-Glover noted that the enrollment process has been reviewed to enhance communications to eliminate pain points for students. She apprised that the cross-functional effort is to improve guidance for the students with strategic enrollment at no cost to the college.

Dr. Villagran-Glover noted that the HCC website has been revised to provide a more streamlined enrollment process for the students. She apprised that Dr. Betty Fortune, Interim Associate Vice Chancellor, Enrollment Management & Success would present on the efforts undertaken to simplify the enrollment process.

Dr. Fortune provided a report on the following:

- Executive Summary
- Enrollment Redesign
- Operational Processes
- Increase Automated Services
- Positive Student Experience
- Appointment Based Advising
- Professional Development
- Enrollment Webpage Redesign

Dr. Fortune introduced Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing to provide an overview of the website redesign prototype.

(Dr. VanDible Stallworth joined the meeting at 3:27 p.m.)

UPDATE ON APPRENTICESHIPS AND WORK-BASED LEARNING

Dr. Ford Fisher noted that Dr. Norma Perez and Dr. Madeline Burillo-Hopkins, Vice Chancellor for Workforce and President, Southwest College would provide an overview of the Annual Apprenticeship Update.

Dr. Burillo-Hopkins acknowledged Dr. Christina Robinson, Executive Director of Workbased Learning and Industry Partnership, and the other team members. She noted that the apprenticeship program represents an opportunity for the student to gain education and a stipend in the process. She provided a historical overview of HCC's apprenticeship program and noted that Dr. Michael Webster, Associate Vice Chancellor, Workforce Instruction would provide a summary of the apprenticeship program.

Dr. Webster provided a report on the following:

- HCC Gulf Coast Region Apprenticeship Hub
- Apprenticeship Program Sample Timeline for Employers
- New Apprenticeships
- New Clients
- ATAT Student Enrollment (Year-on-Year)
- 2nd Annual Gulf Coast Apprenticeship Summit held November 13-15, 2023

Trustee Cheben inquired about barriers in terms of the budget. Dr. Burillo-Hopkins noted that the department will work directly with the Chancellor to assess the need for additional resources.

Dr. VanDible Stallworth inquired about other organizations in terms of what is offered and programs that have not transitioned into the stackable. Dr. Webster noted that healthcare positions have a national progression and apprised that the non-traditional fields are being implemented. Dr. Burillo-Hopkins apprised that the College is working with faith-based organizations and employers that provide long-term careers.

Dr. VanDible Stallworth inquired if high school students could participate. Dr. Burillo-Hopkins noted that there are some labor age restrictions and apprised that the college can engage in apprenticeship pathways.

Dr. VanDible Stallworth inquired about matriculation into the taxing region as it relates to dual credit students and about a plan to grow that portion of the program. Dr. Ford Fisher noted that a meeting was held with HISD Superintendent, Mike Miles, regarding apprenticeship programs. She apprised that the Greater Houston Partnership is beginning to focus on apprenticeship opportunities throughout the area, which will promote student enrollment.

Dr. Robinson provided an overview of the efforts regarding dual credit. She noted that the college is working with HISD to build the apprenticeship program and apprised that the college has visited various ISDs.

Dr. VanDible Stallworth noted that she would like a listing of apprenticeship programs offered for high school students.

REPORTING SCHEDULE FOR ACADEMIC AND STUDENT AFFAIRS COMMITTEE FOR 2024

Dr. Ford Fisher noted that the item reports on feedback from Trustee Cheben regarding the alignment of agenda topics for the Academic and Student Affairs Committee with the Strategic Priorities. She noted that Dr. Perez and Dr. Andrea Burrige Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness will present the overview.

Dr. Perez noted that the listing provides an overview of proposed topics that will be presented to the Committee based on feedback from the Committee Chair. She apprised that the item was being presented for discussion and feedback.

Trustee Cheben noted that the intent is to receive feedback from the committee members.

Dr. VanDible Stallworth inquired if the reporting would be tied to the Enterprise Risk Management (ERM) Register for tracking purposes. Dr. Ford Fisher noted that a discussion will be held regarding the alignment with the risk register.

ADJOURNMENT

The meeting adjourned at 3:57 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

February 14, 2024

Minutes

The Audit Committee of Houston Community College met on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Pretta VanDible Stallworth, Committee Chair
Dave Wilson, Committee Member
Eva Loreda, Alternate Member (video conference)
Sean Cheben
Laolu Davies
Charlene Johnson (video conference)
Cynthia Lenton-Gary

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea BurrIDGE, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Misha Turner for Aaron Henry, Staff Senate President
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Phillip Nicotera, President, Coleman College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Ashley Smith, General Counsel
Remmele Young, Vice Chancellor, Public Information Communication and External Affairs

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 3:58 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Johnson, Lenton-Gary, Loreda, VanDible Stallworth, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

(Dr. Lenton-Gary stepped out at 4:00 p.m.)

ORIENTATION - INTERNAL AUDIT AND CHARTERS

Dr. Ford Fisher noted that Terrance Corrigan, Director, Internal Auditing will provide the orientation on HCC's internal audit function, Audit Committee responsibilities, and the Internal Audit Department and Audit Committee Charters.

Mr. Corrigan provided an overview of the following:

- Internal Audit Departments

(Trustee Davies joined the meeting at 4:02 p.m.)

- The Standards Charter Requirement
- Basis Used in Establishing the Charters

(Dr. Lenton-Gary returned at 4:03 p.m.)

- Proposed Charters
- Proposed Schedule for Approving Charters - Presented for Approval in April 2024

Dr. VanDible Stallworth requested that the Chancellor review the staffing for the Internal Audit as it relates to the Charter requirements and the extensive risk work that needs to be done for the baseline audits.

Mr. Corrigan noted that the Internal Audit Department and Audit Committee Charters will be brought forward to the Audit Committee for approval in April 2024.

(Trustee Cheben stepped out at 4:09 p.m.)

INTERNAL AUDIT STATUS REPORT

Dr. Ford Fisher noted that the report provides an update on the Internal Audit for 2024. She apprised that Terrance Corrigan would provide the overview.

Mr. Corrigan provided an overview of the following:

- Summarized Internal Audit Status Information

(Trustee Cheben returned at 4:10 p.m.)

- Observation Action Plans Follow-Up
- External Audit/Review Activity

APPROVE ADDING ERM TOP 10 RISKS BASELINE ASSESSMENT TO INTERNAL AUDIT PLAN

Dr. Ford Fisher noted that the item is to add the baseline risk audit items to the Internal Audit Plan and apprised that Mr. Terrance Corrigan would provide the overview.

Mr. Corrigan noted that approval is needed to add the baseline risk audit items to the Internal Audit Plan for 2024.

Vote – The motion passed with a vote of 2-0 with Trustees VanDible Stallworth and Wilson in favor.

REPORT ON QUARTERLY CONTROL AND COMPLIANCE ATTESTATION

Dr. Ford Fisher noted that the item is to report on the Quarterly Control and Compliance Attestation. She noted that Ashley Smith, General Counsel, would provide the report.

Dr. Smith noted that there are no items to bring before the Board. He apprised that an item was mitigated regarding the late filing of a report, which was delayed by the departure of Dr. David Cross.

ADJOURNMENT

The meeting adjourned at 4:21 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

February 14, 2024

Minutes

The Board of Trustees of Houston Community College held a Committee of the Whole on Wednesday, February 14, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Eva Loreda, (via videoconference)
Charlene Johnson, (via videoconference)
Adriana Tamez, (via videoconference)
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea Burrige, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Misha Turner for Aaron Henry, Staff Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Phillip Nicotera, President, Coleman College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Ashley Smith, General Counsel
Remmele Young, Vice Chancellor, Public Information Communication and External Affairs

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair, called the meeting to order at 4:22 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted

Meeting Notice.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, Loredo, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

No citizens requested to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON FY 2025 BUDGET DEVELOPMENT - BOARD BUDGET WORKSHOP #3: OVERVIEW OF BUDGET TOPICS AND PRELIMINARY FORECAST

Dr. Ford Fisher noted that Marshall Heins, Senior Vice Chancellor, Finance and Administration, and Chief Financial Officer would provide the overview of Budget Workshop #3 to include topics and preliminary forecast for the FY 2025 Budget.

Vice Chancellor Heins provided an overview of the following:

- Integrated Planning and Budget Development Timeline for BOT Review, Discussion, and Comments
- Tuition and Fees

Vice Chancellor Heins introduced Mr. Robert McCracken to provide a report on the Safety and Security Projects for HCC.

Mr. McCracken provided an overview of the following:

- Regulatory Requirements Regarding Safety and Security
- Evolving Standards
- Ongoing Budget Need/Four-Year Major Expenditure
- Priority Projects and Status

VC Heins provided an overview of the proposed Tuition and Fees and apprised the recommendation is to not increase Tuition and Fees for FY 2025.

Dr. Lenton-Gary inquired if there was unanimous consent to combine approval of items B through E. There were no objections.

Motion – Trustee Laolu Davies motioned, and Dr. Pretta VanDible Stallworth seconded to combine the approval of Items B through E.

Trustee Wilson requested a discussion on waivers for healthcare student tuition.

Vote –The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loredo, and VanDible Stallworth in favor. The following items were approved:

- Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024
- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-Tech Students Effective Fall 2024
- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024

MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2023

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

(Dr. Tamez joined the meeting at 4:40 p.m. via videoconference)

Dr. Ford Fisher recommended approving the Monthly Investment Reports, Financial Statements, and Budget Reviews for December 2023. She noted that Marshall Heins, Senior Vice Chancellor, Finance and Administration, and Chief Financial Officer, would provide the overview of the monthly financial review.

Vice Chancellor Heins provided a report on the following:

- Tuition Enrollment
- Investment Earnings
- Ad Valorem Tax Revenue

(Trustee Cheben stepped out at 4:51 p.m.)

- HCAD Tax Base

(Trustee Cheben returned at 4:52 p.m.)

- Tuition and Fees Revenues
- Travel Moratorium
- Economic Update / HCCS Economic Environment Impact
- Unrestricted Revenues and Expenses

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, Tamez, and VanDible Stallworth in favor.

REPORT ON METRICS FOR STRATEGIC PLAN: EMBRACING HOUSTON'S FUTURE

Dr. Ford Fisher noted that the report provides an overview of the metrics for HCC's Strategic Plan: Embracing Houston's Future and apprised that Dr. Andrea Burrridge, Vice Chancellor, Strategic Planning Institutional Effectiveness would provide the report.

Dr. Burrridge reported on the following:

- Embracing Houston's Future: Strategic Priorities

- Proposed Metrics (Existing vs. Additions)
- Primary Cohorts
- Student Success
- Personalized Learning
- Academic Rigor
- Community Investment
- College of Choice

Trustee Cheben noted that he would like a discussion on the metrics to track the success of students to include graduation from four-year institutions, encouraging Dual Credit students to enroll sooner, and tracking recruitment and marketing efforts to review the enrollment of 9th graders.

Trustee Wilson conveyed his gratitude to the administration for their efforts in producing the report.

ADJOURNMENT

The meeting adjourned at 5:11 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

February 21, 2024

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, February 21, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Charlene Johnson
Eva Loreda (via videoconference)
Monica Richart (via videoconference)
Pretta VanDible Stallworth
Adriana Tamez (via videoconference)

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Izzy Anderson, Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Andrea Burrige, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, Interim President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
Aaron Henry, Staff Senate President
Zachary Hodges, President, Northwest College
Madeline Burillo-Hopkins, Vice Chancellor for Workforce/President, Southwest College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Muddassir Siddiqi, President, Central College
Ashley Smith, General Counsel
Remmele Young, Interim Chief of Staff/Vice Chancellor, Public Information Communication and External Affairs

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair called the meeting to order at 4:06 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, VanDible Stallworth, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Trustee Laolu Davies led in the prayer and pledges.

APPROVAL OF MINUTES

Motion – Trustee Laolu Davies motioned, and Trustee Charlene Johnson seconded.

Vote – The motion passed with a vote of 6-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, and VanDible Stallworth in favor.

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The following awards and recognitions were presented:

(Trustee Richart joined the meeting at 4:10 p.m. via videoconference)

- Check Presentation by Barnes & Noble College
- Check Presentation by Citgo
- Check Presentation by Caring Aggies Mentoring Program (CAMP)
- All-Texas Academic Team 2024
- Credential of Value Student Recognition

(Dr. Tamez joined the meeting at 4:22 p.m. via videoconference)

- Recognition of Black History Month
- Recognition of International Women's Day and Women's History Month

CHAIRMAN'S REPORT

Dr. Lenton-Gary apprised that Dr. Margaret Ford Fisher was recognized at the 12th Annual Top 50 Black Professionals and Entrepreneurs (P&E) of Texas Awards Ceremony hosted by d-Mars.com on Saturday, February 17, 2024. She also noted that Dr. Ford Fisher has been selected as one of Houston's 50 Most Influential Women of 2023 by the staff of Houston Woman Magazine and will be recognized at the annual celebration on Thursday, March 21, 2024, at the Junior League of Houston.

(Trustee Loredó joined the meeting at 4:59 p.m. via videoconference)

- **TRUSTEES DISTRICT REPORT**

District I – Trustee Richart acknowledged Dr. Zachary Hodges, President, Northwest College, and noted that he was named a finalist for the CEO Awards with the American Association of Community Colleges (AACC).

District VI – Trustee Wilson acknowledged Dr. Zachary Hodges regarding the community engagement efforts at Northwest College. He also expressed appreciation to all of the College Presidents for the work they are doing on behalf of the students and communities.

- **BOARD MEETING SCHEDULED**

Dr. Lenton-Gary noted that there are no meetings scheduled for March 2024 and announced the meetings for April:

- Committees and COTW Meetings on Wednesday, April 3, 2024
- Regular Meeting on Wednesday, April 17, 2024

Dr. Lenton-Gary noted that Board Services will also be polling the Trustees for availability to attend a Board Retreat in April.

CHANCELLOR'S REPORT

Dr. Ford Fisher provided an overview of the following:

- HCC-Northwest leader Zachary Hodges named finalist for AACC CEO Award
- Coleman College is offering the first series of academic courses at Coleman Tower
- New Credentials of Value (CoV) approved by the Texas Higher Education Coordinating Board and authorization from the Southern Association of Colleges and Schools (SACS) to offer an Associate of Applied Science Degree in Smart Building Technology at Central College and a certificate in Welding Technology Southeast College
- Northeast College's Public Safety Institute recently graduated 32 cadets from its Basic Peace Office class with every Cadet passing the State's Commissioning Examination
- Visiting team members from the Southern Association of Colleges and Schools (SACS) visited February 5-7, 2024, to review two Baccalaureate Degree programs in Healthcare Management and Artificial Intelligence and Robotics
- HCC has been named a Network Legend Award Recipient by Achieving the Dream (AtD) in recognition of the fifteen colleges that began their partnership with AtD in 2004 and celebrates their longevity in the network
- Enrollment Overview
 - HCC Total Unduplicated Enrollment: 8% Growth Spring 2024 vs. Spring 2023
 - Spring 2024 Credit (SCH): Credit Enrollment is up 7%, and is at the highest level since the pandemic
 - Spring 2024 Noncredit Enrollment is also at its highest level since the pandemic

UNITED STUDENT COUNCIL REPORT

Igor Lucic, United Student Council President provided an overview of the following:

- Black History Month

Houston Community College
Regular Meeting – February 21, 2024 Page 4

- Student Government Association General Assembly Meetings
- HCC Central College Gym Fee Update

Dr. Ford Fisher noted that the HCC Central College gym fee was not approved by the Administration and apprised that there is no fee for the students to use the gym. Dr. Muddassir Siddiqi, President, Central College concurred.

STAFF SENATE REPORT

Aaron Henry provided a resolution acknowledging Mary Lemburg for 50 years of services at HCC.

CREDENTIALS OF VALUE (COV) MONTHLY HIGHLIGHT

Dr. Norma Perez, Vice Chancellor, Instructional Services and Chief Academic Officer highlighted Credential of Values to include recognition of students Michelle Olivas and Pamela Esquivel

HEARING OF THE CITIZENS

The following citizen(s) spoke before the Board:

- Judge Wanda Adams
- Yalonda Nelms

CONSENT AGENDA

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded to approve the Consent Agenda except for Item A.13.

Vote – The motion passed with a vote of 9-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loreda, Richart, Tamez, and VanDible Stallworth. The following items were approved:

- Acceptance of Donated Item by NVIDIA
- Acceptance of Donated Item by Mylestone
- Acceptance of Donated Item by Pepsi Bottling
- Acceptance of Donated Item by FritoLay
- Acceptance of Donated Item by Southern Healthcare
- Acceptance of Donated Item by UT Physicians
- Acceptance of Donated Item by Blick
- Acceptance of Donated Item by Dr. Cheryl Peters
- Acceptance of Donated Item by Let's Defend Inc
- Acceptance of Donated Item by Ms. Reed Young
- Acceptance of Donated Item by Memorial Hermann
- Acceptance of Donated Item by SLEH/Common Spirit
- Approve Adding ERM Top 10 Risks Baseline Assessment to Internal Audit Plan
- Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024
- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2024

- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024
- Monthly Investment Report, Financial Statement and Budget Review for November 2023
- Monthly Investment Report, Financial Statement and Budget Review for December 2023

APPROVED HONORARY DEGREES FOR 2024

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Trustee Wilson noted that it is a privilege to be recognized as an honorary degree recipient and apprised that he is concerned about one of the honorees running for political office. He noted that he would abstain from voting.

Trustee Richart noted that she sees it as an honor and apprised that there was no indication that an individual could not be considered because they are running for a political office.

Dr. Lenton-Gary noted that the Trustees can submit the name of the person they feel is deserving.

Vote – The motion passed with a vote of 8-0-1 with Trustees Lenton-Gary, Davies, Cheben, Johnson, Lored, Richart, Tamez, and VanDible Stallworth in favor. Trustee Wilson abstaining.

TOPICS FOR DISCUSSION AND/OR ACTION

WEBSITE REDESIGN WITH CONTENT MANAGEMENT SYSTEM (CMS) RECOMMENDATION & CMS DEVELOPMENT (PROJECT NO. RFP 23-57)

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract with OHO Interactive, to provide a complete Website Redesign and Replacement Service with a Content Management System (CMS) Recommendation and CMS Development in support of HCC, the Communications & Marketing Department per RFP 23-57. She noted that Marshall Heins, Vice Chancellor, Finance and Administration will provide the overview.

Vice Chancellor Heins provided an overview of the project and apprised that the fiscal impact is for a collective amount of \$1.2 million for five years funded from the FY24 budget.

Trustee Richart inquired if the firm would redesign the college website. Vice Chancellor Heins noted that the intent is to start from scratch and apprised that the effort is to begin with a whole new website.

Trustee Cheben referenced the presentation provided during the Academic Student Affairs Committee on the enrollment process and inquired if the vendor would consider those efforts. Vice Chancellor Heins noted that the initiatives currently inflight will be taken into consideration.

Trustee Cheben inquired about commissioning in terms of the contract and the flexibility regarding demobilizing. Vice Chancellor Heins noted that it is a five-year contract to redeploy to include working with IT, Communications, etc., which will be done within the first two years. He also noted that the goal is to have staff trained internally.

Dr. Ford Fisher noted that there are accessibility issues that must be addressed and apprised that features have to be added to the website to make sure the college complies.

Trustee Davies inquired if there is a committee to guide the vendor from the user experience perspective, including the students. He noted that it is critically important that the student experience is addressed in the process. Vice Chancellor Heins noted that student friendliness is the overall effort.

Dr. VanDible Stallworth inquired about the contract terms. Vice Chancellor Heins noted that the contract is \$1.2 million, and the term is for two years with the option to renew for three years; however, the goal is to complete in two years.

Dr. VanDible Stallworth referenced software packages specifically associated with the website and inquired if the packages were included in the redesign component. She noted that it would be good to identify those packages and whether they will be utilized. Vice Chancellor Heins apprised that he would inquire with Communications and IT.

Dr. VanDible Stallworth referenced suppliers with Ivy League institutions that utilize different standards, which students may not be able to afford. She inquired about the implementation component to ensure the standards do not impact students' use of mobile devices.

Dr. Lenton-Gary asked Dr. VanDible Stallworth to forward an email regarding her inquiries to Board Services so that the Administration could address concerns.

(Tamez stepped out at 6:06 p.m.)

Vote – The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Richart, and VanDible Stallworth in favor.

LEGAL SERVICES (PROJECT NO. RFQ 24-01)

The item was pulled and will be considered at a subsequent meeting.

PERSONNEL AGENDA (FACULTY)

Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

Vote – The motion passed with a vote of 7-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Richart, and VanDible Stallworth in favor.

Trustee Loreda was not present for the vote on Items A and C due to technical issues.

HCC FOUNDATION QUARTERLY REPORT

Dr. Ford Fisher noted that Karen Schmidt, Executive Director, HCC Foundation would provide the overview of the HCC Foundation Quarterly Report for FY ending August 31, 2024.

Ms. Schmidt provided an overview of the Scholarship application process and announced that the annual HCC Foundation Gala is scheduled for April 20, 2024, at Hilton Americas.

REPORT ON CAPITAL IMPROVEMENT PROGRAM

Dr. Ford Fisher noted that Marshall Heins would provide the report on CIP.

Vice Chancellor Heins provided an overview of the following:

- Major Capital Projects
- Signage: Pylon, Monument, Building Top
- Building Top Signage Proposed Schedule
- 2013 CIP 2.0 Program
- CIP 3.0 Projects
- HEERF/MSI Funded Projects
- Projects in Development
- System-Wide Safety and Security Programs
- CIP Financial
- Deferred Maintenance (DM) Capital Project

Vice Chancellor Heins noted that there are funds remaining in the CIP budget that will need to be used or returned.

ADJOURNED TO CLOSED SESSION

Dr. Cynthia Lenton-Gary adjourned the meeting to Executive Session at 6:45 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. Lenton-Gary stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in Open Session or a subsequent Public Meeting.

Dr. Lenton-Gary reconvened the meeting in Open Session at 8:17 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Davies, Johnson, Lenton-Gary, Loredo, Richart, Wilson, and VanDible Stallworth)

PROPOSED SETTLEMENT AGREEMENT REGARDING THE CHARGE OF DISCRIMINATION FILED BY AN HCC EMPLOYEE (CHARGE NO. 460-2023-05660)

Motion – Trustee Laolu Davies motioned, and Trustee Loredo seconded to reject the proposed settlement and proceed as discussed in closed session.

Vote – The motion passed with a vote of 6-0-2 with Trustees Lenton-Gary, Davies, Cheben, Loredó, Richart, and VanDible Stallworth in favor. Trustees Wilson and Johnson abstaining.

APPROVE ONE-TIME VARIANCE TO THE BOARD BYLAWS RELATING TO ARTICLE G, SECTION 9(D) AND 9(E)

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loredó, Richart, and VanDible Stallworth in favor.

AUTHORITY FOR GOOD FAITH PARTICIPATION IN THE MEDIATION OF THE BROWN, ADAMS, AUSTIN LITIGATIONS

Motion – Trustee Laolu Davies motioned, and Trustee David Wilson seconded to reject the settlement and proceed as discussed in closed session.

Vote – The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Johnson, Loredó, Richart, and VanDible Stallworth in favor.

ADJOURNMENT

The meeting adjourned at 8:21 p.m.

Minutes submitted by Sharon R. Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
1.	Acceptance of Donated Item by Exxon	Dr. Margaret Ford Fisher Dr. Michael Edwards

RECOMMENDATION

Acceptance of the in kind donation of 5 boxes of books by ExxonMobil.

COMPELLING REASON AND BACKGROUND

Improve innovation and learning outcomes.

ExxonMobil has generously offered to donate a collection of 5 boxes of books related to the oil and gas industry and process technology. These books will be housed at the Northeast College Library as a resource for HCC students. The company has also donated one box of 10 key calculators which will be used by the HCC Accounting department for accounting students.

FISCAL IMPACT

Donation Value: in-kind contribution at \$300 (ExxonMobil values boxes of this kind at \$50 per box)

Additional Costs: normal maintenance costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Exxon	3/19/2024	Attachment

This item is applicable to the following: Northeast



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

January 25, 2024

Ms. Andrea Wright
ExxonMobil Upstream Company
22777 Springwoods Village Parkway
W3.5A.608
Spring, Texas 77389

Dear Ms. Wright,

Thank you for your very generous in-kind donation of 5 boxes of books and one box of 10 key calculators to be used by HCC's Global Energy Center of Excellence at the Northeast College library and by HCC's accounting department. HCC is honored to receive such a generous gift, and we know it will enhance the student experience and for our students studying to enter the energy industry. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at its April 2024 board meeting. We will keep you apprised of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$300 (\$50 per box). Because of your generosity, these are dollars saved which we can apply to support HCC's programs and services to help ensure that Houston-area students will receive the higher education they need to meet the challenges of today's economy.

Thank you for your generosity. We appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to the educational opportunities available to them and the chance of a promising future.

Sincerely,

Karen L. Schmidt, M.B.A., CFRE
President
Houston Community College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
2.	Acceptance of Donated Item by Tomball Bible Church	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the in kind donation of a Yamaha Baby Grand Piano, donated by Tomball Bible Church.

COMPELLING REASON AND BACKGROUND

Improve innovation and learning outcomes.

Tomball Bible Church has generously offered to donate its baby grand piano to HCC's Media, Visual and Performing Arts COE. The piano is a Yamaha G1 Baby Grand Piano, 5'3" length; 5' Width; 3'4" Height (with lid closed); approx. 600 lbs. This piano, used and in moderate condition, is valued at \$500. If accepted, the piano will be located at the HCC Spring Branch.

FISCAL IMPACT

Donation Value: in-kind contribution at \$500

Additional Costs: normal maintenance costs included in HCC Budget.

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Tomball Bible Church	3/19/2024	Attachment

This item is applicable to the following: Northwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 1, 2024

Pastor Evan Godbold
400N. Walnut
Tomball, TX 77375-4769

Dear Pastor Godbold,

Thank you for your very generous in-kind donation of your baby grand piano to be used by HCC's Visual and Performing Arts Department and will be installed at the HCC Spring Branch Campus. HCC is honored to receive such a generous gift, and we know it will enhance the educational experience for our student's studying music. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at its April 2024 board meeting. We will keep you apprised of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$500. Because of your generosity, these are dollars saved which we can apply to support HCC's programs and services to help ensure that Houston-area students will receive the higher education they need to meet the challenges of today's economy.

Thank you for your generosity. We appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to the educational opportunities available to them and the chance of a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE
President
Houston Community College Foundation

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ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
3.	Acceptance of Donated Item by AWS	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the donation for support to the Digital & Information Technology Center of Excellence at Southwest College.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$798.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_AWS	3/19/2024	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 26, 2024

Myra Roldan
Senior Technical Program Manager
AWS Machine Learning University
321 Terry Ave N
Seattle WA, 98109

Dear Ms. Roldan:

Thank you for the in-kind donation and support for Southwest College – Digital and Information Technology Center of Excellence. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 17, 2024, board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$798.00. Your generosity has furthered the efforts of the student programs in the Digital and Information Technology Center of Excellence, and specifically Artificial Intelligence and Robotics. This donation and your support excite the students to further their studies and involvement in academics.

As one of the largest community colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE President
Houston Community College Foundation

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ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
4.	Acceptance of Donated Item by Paola Barona-Rios	Dr. Margaret Ford Fisher Dr. Norma Perez

RECOMMENDATION

Acceptance of the donation for support to the Physical Therapy Assistant Program at the Health Sciences Center of Excellence at Coleman College.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Coleman College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$175.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Paola Barona-Rios	3/19/2024	Attachment

This item is applicable to the following: Coleman



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 26, 2024

Paola Barona-Rios
4542 Eli Street
Houston, Texas 77007

Dear Ms. Barona-Rios:

Thank you for the in-kind donation and support for Coleman College – Health Sciences Center of Excellence. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 17, 2024, board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$175.00. Your generosity has furthered the efforts of the student programs in the Health Sciences Center of Excellence, and specifically the Physical Therapy Assistant Program. This donation and your support excite the students to further their studies and involvement in academics.

As one of the largest community colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE President
Houston Community College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
5.	Acceptance of Donated Item by UH STEM Center	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the donation of a booth at the UH STEM Center – UH event in support of the Digital & Information Technology Center of Excellence at Southwest College.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College.

FISCAL IMPACT

Donation Value: in- kind contribution at a total of \$500.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_UH STEM	3/19/2024	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 27, 2024

Heather Domjan, Ed.D.
Executive Director of UH STEM Center
Science and Engineering Fair of Houston
Science Research Building 1, Room 209B
3507 Cullen Blvd.
Houston, TX 772004-5008

Dear Ms. Domjan:

Thank you for the in-kind donation and support for Southwest College – Digital and Information Technology Center of Excellence. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 17, 2024 board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of a table/booth at \$500.00. Your generosity has furthered the efforts of the student programs in the Digital and Information Technology Center of Excellence. This donation and your support excite the students to further their studies and involvement in academics.

As one of the largest community colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE President
Houston Community College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Acceptance of Donated Item by Ken Kennedy Institute	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the donation of conference and workshop registrations for 15 combination tickets and 30 workshop tickets in support of the Digital & Information Technology Center of Excellence at Southwest College.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College.

FISCAL IMPACT

Donation Value: in- kind contribution at a total of \$4,125.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Ken Kennedy Institute	3/19/2024	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antreche L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 26, 2024

Kelly Peters
Marketing, Events and Administrative Specialist
The Ken Kennedy Institute/Rice University
1088 Duncan Hall, MS 39
6100 Main Street, Houston, Texas 77005

Dear Ms. Peters:

Thank you for the in-kind donation and support for Southwest College – Digital and Information Technology Center of Excellence. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 17, 2024 board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of conference and workshop registrations at \$4,125.00. Your generosity has furthered the efforts of the student programs in the Digital and Information Technology Center of Excellence. This donation and your support excite the students to further their studies and involvement in academics.

As one of the largest community colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE President
Houston Community College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Acceptance of Donated Item by Qualcomm	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the Qualcomm donation for support to the Digital & Information Technology Center of Excellence at Southwest College.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$7,082.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Qualcomm	3/19/2024	Cover Memo

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

February 26, 2024

Adrian Nunez-Rocha
Qualcomm
5775 Morehouse Drive/QRC-307C
San Diego, CA 92121

Dear Mr. Nunez-Rocha:

Thank you for the in-kind donation and support for Southwest College – Digital and Information Technology Center of Excellence. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 17, 2024 board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$7,082.00. Your generosity has furthered the efforts of the student programs in the Digital and Information Technology Center of Excellence. This donation and your support excite the students to further their studies and involvement in academics.

As one of the largest community colleges in the nation, HCC's top priority and mission is focused on serving our students and student success. We know that education changes lives and is an equalizer, creating opportunities for all. HCC works to ensure students acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to education and the chance at building a promising future.

Sincerely,

Karen Schmidt, M.B.A., CFRE President
Houston Community College Foundation

All gifts to the HCC Foundation are tax deductible to the extent allowed by law. In compliance with IRS tax reporting laws, the amount of your charitable contribution is limited to the excess of your payment over the value of goods or services provided by HCCF. The HCCF tax identification number is #74-1885205. No goods or services were provided in exchange for this donation.

ACTION ITEM

Meeting Date: April 17, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	Acceptance of Donated Item by Carrie Markello	Dr. Margaret Ford Fisher Dr. Muddassir Siddiqi

RECOMMENDATION

Approve the acceptance of the in-kind donation of designer collection and fashion merchandising display items by Carrie Markello.

COMPELLING REASON AND BACKGROUND

The donated items will be used to improve innovation and learning outcomes.

Carrie Markello would like to provide the designer collection to HCC Central College for instructional, teaching, and learning purposes. Using this designer collection and fashion merchandising display items in the HCC Fashion Archives will expose students to different fashions, sewing techniques, and displaying of fashions.

FISCAL IMPACT

Donation Value: In-kind contribution valued at \$8,995.00.

Additional Costs: No additional cost.

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Carrie Markello	3/19/2024	Attachment

This item is applicable to the following: Central



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

Antrece L. Baggétt, Ed.D.
*Vice Chair of
Fundraising*

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Cesar Maldonado, Ph.D., P.E.
HCC Chancellor

Karen L. Schmidt, M.B.A., CFRE
HCC Foundation President

March 4, 2024

Ms. Carrie Markello
1111 Hermann Drive
Unit 5B
Houston, TX 77004

Dear Ms. Keating,

On behalf of Houston Community College (HCC) System, we thank you for the generous in-kind donation of the designer collection and fashion merchandising display items for the Fashion Archive project. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the April 2024 board meeting. We will keep you apprised of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$8,995.00. The donated items will be used to expand the HCC Fashion Archives and support student learning. Because of your generosity, these are dollars saved that we can apply directly to support HCC's programs and services to help ensure that Houston-area students will receive the higher education they need to meet the challenges of today's economy.

As one of the largest community colleges in the nation, HCC's top priority and mission are focused on serving our students. We know that students must graduate to acquire the skills needed to compete in today's marketplace and contribute to the economic growth of Houston's region.

Thank you for your generosity. I appreciate you joining the HCC Foundation in its mission of ensuring that all Houston students have access to the educational opportunities available to them and the chance at a promising future.

Sincerely,

Karen L. Schmidt, M.B.A., CFRE
President
Houston Community College Foundation

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Audit

ITEM #	ITEM TITLE	PRESENTER
9.	Approve Internal Audit Department Charter	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the Internal Audit Department Charter with no revisions to the current Charter that was approved April 19, 2023, by the Board of Trustees. The charter is consistent with Board Policy CDC (LOCAL).

COMPELLING REASON AND BACKGROUND

To allow time for the current Audit Committee members to review the proposed Internal Audit Department Charter, the information and methodology used for the Charter was presented in the February 14, 2024, Audit Committee Meeting with the Charter being brought forward for Board of Trustees approval in the April 2024 board meetings.

The current International Standards for the Professional Practice of Internal Auditing, Standard 1000 - Purpose, Authority, and Responsibility requires that: "The purpose, authority, and responsibility of the internal auditing activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the Standards. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval".

FISCAL IMPACT

No impact.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Proposed Internal Audit Department Charter	3/1/2024	Attachment
Board Policy CDC(LOCAL)	3/1/2024	Attachment

This item is applicable to the following: District

Internal Audit Policies and Procedures

Internal Audit Charter

PURPOSE

This Internal Audit Charter defines the function, authority and responsibility of the Internal Audit Department (the Department).

MISSION

Internal Auditing's mission is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

FUNCTION

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the Houston Community College System's (HCCS) operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

All the Department's endeavors are to be conducted in compliance with objectives and policies of HCCS; as well as, the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (IPPF) promulgated by the Institute of Internal Auditors, Inc. as follows:

- Core Principles for the Professional Practice of Internal Auditing
- Code of Ethics
- Definition of Internal Auditing
- International Standards for the Professional Practice of Internal Auditing

Periodic internal and external quality assessments and ongoing internal monitoring will be part of a quality assurance and improvement program designed to help the internal auditing activity add value.

INDEPENDENCE AND OBJECTIVITY

To provide for the independence of the Department, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.

Internal Audit Policies and Procedures

Internal Audit Charter

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Internal Audit Director.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
10. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
11. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. In particular, Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function.

Internal Audit may be asked to participate in management committees or project teams, to analyze controls built into processes, development systems, or analyze security products. Because Internal Audit is not a management decision-making function, decisions to develop, adopt and implement policies or procedures as a result of an internal audit advisory service must be made by management. The performance of these audits or reviews does not relieve management of any assigned responsibilities. The internal audit activity must be independent, and internal auditors must be objective in performing their work.

AUTHORITY

The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

Internal Audit Policies and Procedures

Internal Audit Charter

- Have full, free, and unrestricted access to all functions, activities, properties, manual and automated information systems, personnel, and non-privileged records pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from necessary HCCS personnel, as well as other specialized services from within or outside HCCS to complete engagements.
- Require written responses to audit observations describing corrective action that will be taken to adequately resolve the deficiencies, the responsible parties, and the expected completion dates. Deficient corrective action plans will be reported to the Board of Trustees for resolution.

RESPONSIBILITIES

In accordance with Board Policy, Internal Audit is responsible for assessing the various functions and control systems within HCCS and for advising management concerning their condition. The fulfillment of this accountability includes:

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees as required by IIA Standard 2010. A1 and submit the audit plan to the Audit Committee for review and the Board for approval.
- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.
- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.

Internal Audit Policies and Procedures

Internal Audit Charter

- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

CHARTER REVISIONS

Any changes to this Charter require the approval of the Board Audit Committee.

Document History

- Amended September 19, 2013
- Amended October 20, 2016
- Amended August 17, 2017
- Approved with no revisions August 1, 2018
- Approved with no revisions February 5, 2020
- Amended April 21, 2021
- Amended April 20, 2022
- Approved with no revisions April 19, 2023
- **Approved with no revisions April XX, 2024**

**Board Audit
Committee**

The Board may form an audit committee to assist the Board in exercising its oversight responsibilities for fair presentation of the College District's annual financial statement audit and other audit engagements.

External Auditor

Selection Process

The external audit selection process will specify a scope of services consistent with the Board's policy on procurement and the Coordinating Board's requirements and related services for completing the Comprehensive Annual Financial Report (CAFR), Generally Accepted Auditing Standards (GAAS), and Generally Accepted Government Auditing Standards (GAGAS).

Request for
Qualifications

Prior to releasing the request for qualifications (RFQ) for advertisement for an external auditor, the audit committee will have an opportunity to review a draft of the RFQ document, and may provide input into the solicitation, including the evaluation factors to be used in preliminary scoring and the relative weight of such factors.

Evaluation Criteria

Evaluation criteria shall include the firm's:

1. Qualification and experience with higher education and demonstrated qualifications of its personnel and team;
2. Proposed approach and methodology evidencing ability to plan and timeline to meet deadlines and quality control; and
3. Past performance and references with similar project experience (size, complexity, and scope).

Statutory
Requirements

The external auditor must be familiar with and follow the guidelines and standards of the following statutory requirements:

1. Annual financial reporting requirements for Texas public community and junior colleges in conformance with the Coordinating Board and Generally Accepted Accounting Principles (GAAP).
2. Auditing requirements in accordance with GAAS established by the American Institute of Certified Public Accountants (AICPA) and the standards for financial audits of the U.S. Government Accountability Office's (GAO) GAGAS issued by the Comptroller General of the United States.

Evaluation
Committee and
Board Final
Selection

The Board will be given the opportunity to designate up to three trustees to serve on the administration's preliminary evaluation committee (one from the audit committee and two non-audit committee members), along with non-trustee evaluators. There will be up to five evaluators in total with specific credentials and qualifications for conducting the evaluation. The preliminary evaluation

committee members will individually score all respondents in accordance with the published weighted RFQ criteria.

The preliminary scores will be used to rank all respondents. The scores and ranks will be presented to the Board, who will determine how many finalists from the preliminary rankings will proceed to final presentations. At the finalist phase, all preliminary scores fall away, and the Board will, by majority vote, select the most qualified firm [see Evaluation Criteria and Statutory Requirements, above].

Limitations,
Expectations, and
Duties

The external auditor shall be an independent and objective party to provide advice to the Board. The external auditor shall be appointed by the Board, in consultation with the Chancellor, and shall report directly to the Board, with access to the Chancellor. The Board will periodically evaluate the performance of the external auditor and may dismiss or assign a new external auditor at any time with or without cause. All engagement letters with the external auditor shall be approved by the Board and signed by the Board Chairperson. The Board shall select an auditing firm for a designated period, not to exceed five years.

An auditing firm selected by the Board as external auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as external auditor. The selected external auditor may not serve simultaneously as the internal auditor.

The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The external auditor shall evaluate all financial operations of the College District and prepare reports to the Board. Among the duties of the external auditor are the following:

1. To perform audit activities necessary to ensure that College District resources are being properly managed and accounted for, that the College District has effective and adequate internal controls, and that internal operating controls are reliable.
2. To ensure that the College District is complying with approved policies and statutory requirements.
3. To develop an annual audit plan for the College District to present to the Chancellor and the audit committee of the Board for approval.
4. To perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics,

the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.

5. To meet regularly with the Board to review audits performed, audits in progress, and future audits, as requested by the Board.

Annual Audit Report A comprehensive audit report of all funds and accounts of the College District shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

The Board must approve an annual audit report for the fiscal year. This report shall be filed with the Coordinating Board prior to January 1 next following the close of the fiscal year for which the audit was made. Three copies of the audit shall be submitted to the Coordinating Board and required copies submitted to other governmental agencies.

Internal Audits

All College District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.

The internal auditor shall provide advice to the Chancellor and the Board and shall work under the day-to-day supervision of the Chancellor. The internal auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three names to the Board as the finalists, each with a minimum of ten years of experience as a full-time auditor. The internal auditor shall be evaluated by the Chancellor after consultation with the audit committee and may only be dismissed by the Chancellor after obtaining approval of the Board. Duties of the internal auditor are to:

1. Develop a flexible risk-based annual internal audit plan with input from senior management and the Board as required by IIA Standard 2010. A1 and submit the audit plan to the Audit Committee for review and the Board for approval.
2. Review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.

3. Meet regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the department resources.
4. Conduct independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.
5. Analyze data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College District policies and procedures.
6. Conduct audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
7. Investigate allegations of fraud, waste, abuse, and other wrongdoing as appropriate and in accordance with Board policy, and coordinate such investigations as needed with Legal Counsel or the College District Police.
8. Evaluate the design, implementation, and effectiveness of College District ethics-related objectives, programs, and activities.
9. Assess whether information technology governance effectively supports College District strategies and objectives.
10. Offer advisory services, internal control or fraud training, Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
11. Coordinate audit efforts with those of external financial auditors and act as a liaison for other external auditors.
12. Coordinate efforts with other control-monitoring functions within the College District (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
13. Maintain professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Department Charter and ensure that personnel in the department have appropriate

continuing education to foster advancement of technical knowledge and skills.

**Investigation
Responsibilities**

The internal audit department is responsible for the initial factual investigation of College District audit issues and shall promptly notify the General Counsel and the Chancellor within 24 hours of the initiation of the review. The Chancellor shall immediately notify the Chairperson of the Board. If any person who would otherwise be notified is a fact witness in the investigation, the person shall not be involved in the administrative oversight or reporting of the investigation. Once a factual investigation establishes fraud, or a violation of law, the General Counsel shall communicate it to the Chancellor, and the Chancellor, in turn, shall immediately communicate the findings to the Board. The Board will determine whether to initiate an external investigation.

Decisions to turn the matter over to law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, shall be made by the Chancellor, in consultation with the Board.

Nonretaliation

Any employee or student who reports suspected fraudulent activity, in good faith, shall be protected against any retaliation for making such a report. The reporting member of the campus community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this policy will be disciplined, up to and including discharge of employment for an employee, or expulsion for a student.

Confidentiality

The director of internal audit may accept and initiate an investigation, on a confidential basis, from a College District employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the internal audit department shall be disclosed to and discussed with only the Board, the Chancellor, and those persons associated with the College District who have a legitimate need to know based on the performance of their job duties and responsibilities.

Fraud

The College District prohibits fraud and financial impropriety in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Effective Date

This policy shall be effective as of the adoption date, January 18, 2023.

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Audit

ITEM #	ITEM TITLE	PRESENTER
10.	Approve Audit Committee Charter	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the Audit Committee Charter with no revisions to the current Charter that was approved April 19, 2023, by the Board of Trustees.

COMPELLING REASON AND BACKGROUND

To allow time for the current Audit Committee members to review the proposed Audit Committee Charter, the information and methodology used for the Charter was presented in the February 14, 2024, Audit Committee Meeting with the Charter being brought forward for Board of Trustees approval in the April 2024 board meetings.

The Audit Committee Charter provides the detailed responsibilities exercised by the Audit Committee to carry out the authority given to the Committee in Board Bylaws Article F, Section 4c: "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."

Adopt an Audit Committee Charter with responsibilities based on the guidance of the International Standards for the Professional Practice of Internal Auditing and Board Policy CDC.

FISCAL IMPACT

No impact.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Audit Committee Charter Overview	3/1/2024	Attachment
Proposed Audit Committee Charter	3/1/2024	Attachment
Board Policy CDC(LOCAL)	3/1/2024	Attachment

This item is applicable to the following: District



HOUSTON COMMUNITY COLLEGE

Audit Committee Charter Overview

April 3, 2024

Audit Committee Charter Overview

Basis Used in Establishing the Audit Committee Charter

- 1) International Standards for the Professional Practice of Internal Auditing (*the Standards*)
- 2) Board Policy CDC (LOCAL) (see attachment)
- 3) Board Bylaws Article F, Section 4, c, states:
“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.”
- 4) Review of other universities and colleges Audit Committee Charters

Audit Committee Charter Overview

Audit Committee Charter Components

- Authority
- Purpose
- Composition
- Meetings
- Oversight Responsibilities
 - Internal Auditing
 - External Accounting Entities

Audit Committee Charter Overview

Audit Committee Purpose

Assists the board in fulfilling its audit oversight responsibilities in the following areas:

- Ethics,
- Risk management,
- Internal control framework,
- Oversight of the internal audit, external auditors, and other providers of assurance activities, and
- Financial statements and public accountability reporting.

Audit Committee Charter Overview

Internal Auditing (IA) Oversight Responsibilities

- 1) Approve and recommend the IA Department & Audit Committee Charters for Board approval
- 2) IA & Audit Committee Charters periodic review and revision
- 3) Approve and recommend the Annual Internal Audit Work Plan for Board approval
- 4) Review IA audit reports and annual audit plan progress
- 5) Establish a schedule of regular meetings
- 6) Establish Committee Chair & IA Director direct communication
- 7) Review IA report observations and management action plans
- 8) Monitor management action plans progress
- 9) Provide annual evaluation input on IA Director to Chancellor
- 10) Provide input for IA Director selection
- 11) Provide input and approval on recommendation to terminate IA Director

Audit Committee Charter Overview

External Accounting Entities Oversight Responsibilities

- 1) Provide input in external audit firm selection per Board Policy CDC
- 2) Review and approve External Auditor engagement letters for Board Chairperson signature
- 3) Periodically evaluate External Auditor performance
- 4) Monitor HCC's contracting with all external public accounting firms
- 5) Review all external public accounting firms reports and recommend for Board approval
- 6) Monitor other external audit and review activity

Audit Committee Charter Overview

Proposed Charter Revisions

Audit Committee Charter

There are no proposed revisions to the current Audit Committee Charter that was previously approved April 19, 2023, by the BOT.

Houston Community College System
Internal Audit
Policies and Procedures
Audit Committee Charter

Authority

Board Bylaws Article F: Committees, 4. STANDING COMMITTEES, c. Audit states:

“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.”

Purpose

The committee assists the board in fulfilling its audit oversight responsibilities in the following areas:

- Ethics,
- Risk management,
- Internal control framework,
- Oversight of the internal audit activity, external auditors, and other providers of assurance, and
- Financial statements and public accountability reporting.

Composition

The committee consists of four board members as follows: a chair, two members, and one alternate. The chair of the Board of Trustees appoints the committee chair and assigns the other committee members annually in January.

Meetings

The committee will meet as frequently as the committee deems necessary, but not less than quarterly in February, May, August, and November. At least two committee members must be in attendance for a meeting quorum.

Responsibilities

Based upon the guidance of the *International Standards for the Professional Practice of Internal Auditing*, Board Bylaws Article E item 3, and Board Policy CDC the following are the responsibilities of the Board Audit Committee:

Oversight of Internal Auditing

1. Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.

Houston Community College System
Internal Audit
Policies and Procedures
Audit Committee Charter

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Internal Audit Director.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
10. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
11. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

Oversight of External Accounting Entities

1. Provide input to the Board concerning the selection of the independent external auditing firm for the annual financial statement audit (the External Auditor) as detailed in Board Policy CDC.
2. Review and approve the External Auditor engagement letters submitted for Board approval and the Board Chairperson's signature.
3. Periodically evaluate the performance of the External Auditor.
4. Monitor the institution's contracting with all external public accounting firms to ensure compliance with the requirements.
5. Review the reports of all external public accounting firms contracted by the institution to perform audits of any institution functions, components, activities, or financial information. Recommend final form to Board for approval.
6. Monitor all activity by other external auditors such as the State Auditor's Office, IRS, DOE, OIG, etc.

Document History

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- **Approved with no revisions April XX, 2024**

**Board Audit
Committee**

The Board may form an audit committee to assist the Board in exercising its oversight responsibilities for fair presentation of the College District's annual financial statement audit and other audit engagements.

External Auditor

Selection Process

The external audit selection process will specify a scope of services consistent with the Board's policy on procurement and the Coordinating Board's requirements and related services for completing the Comprehensive Annual Financial Report (CAFR), Generally Accepted Auditing Standards (GAAS), and Generally Accepted Government Auditing Standards (GAGAS).

Request for
Qualifications

Prior to releasing the request for qualifications (RFQ) for advertisement for an external auditor, the audit committee will have an opportunity to review a draft of the RFQ document, and may provide input into the solicitation, including the evaluation factors to be used in preliminary scoring and the relative weight of such factors.

Evaluation Criteria

Evaluation criteria shall include the firm's:

1. Qualification and experience with higher education and demonstrated qualifications of its personnel and team;
2. Proposed approach and methodology evidencing ability to plan and timeline to meet deadlines and quality control; and
3. Past performance and references with similar project experience (size, complexity, and scope).

Statutory
Requirements

The external auditor must be familiar with and follow the guidelines and standards of the following statutory requirements:

1. Annual financial reporting requirements for Texas public community and junior colleges in conformance with the Coordinating Board and Generally Accepted Accounting Principles (GAAP).
2. Auditing requirements in accordance with GAAS established by the American Institute of Certified Public Accountants (AICPA) and the standards for financial audits of the U.S. Government Accountability Office's (GAO) GAGAS issued by the Comptroller General of the United States.

Evaluation
Committee and
Board Final
Selection

The Board will be given the opportunity to designate up to three trustees to serve on the administration's preliminary evaluation committee (one from the audit committee and two non-audit committee members), along with non-trustee evaluators. There will be up to five evaluators in total with specific credentials and qualifications for conducting the evaluation. The preliminary evaluation

committee members will individually score all respondents in accordance with the published weighted RFQ criteria.

The preliminary scores will be used to rank all respondents. The scores and ranks will be presented to the Board, who will determine how many finalists from the preliminary rankings will proceed to final presentations. At the finalist phase, all preliminary scores fall away, and the Board will, by majority vote, select the most qualified firm [see Evaluation Criteria and Statutory Requirements, above].

Limitations,
Expectations, and
Duties

The external auditor shall be an independent and objective party to provide advice to the Board. The external auditor shall be appointed by the Board, in consultation with the Chancellor, and shall report directly to the Board, with access to the Chancellor. The Board will periodically evaluate the performance of the external auditor and may dismiss or assign a new external auditor at any time with or without cause. All engagement letters with the external auditor shall be approved by the Board and signed by the Board Chairperson. The Board shall select an auditing firm for a designated period, not to exceed five years.

An auditing firm selected by the Board as external auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as external auditor. The selected external auditor may not serve simultaneously as the internal auditor.

The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The external auditor shall evaluate all financial operations of the College District and prepare reports to the Board. Among the duties of the external auditor are the following:

1. To perform audit activities necessary to ensure that College District resources are being properly managed and accounted for, that the College District has effective and adequate internal controls, and that internal operating controls are reliable.
2. To ensure that the College District is complying with approved policies and statutory requirements.
3. To develop an annual audit plan for the College District to present to the Chancellor and the audit committee of the Board for approval.
4. To perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics,

the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.

5. To meet regularly with the Board to review audits performed, audits in progress, and future audits, as requested by the Board.

Annual Audit Report A comprehensive audit report of all funds and accounts of the College District shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

The Board must approve an annual audit report for the fiscal year. This report shall be filed with the Coordinating Board prior to January 1 next following the close of the fiscal year for which the audit was made. Three copies of the audit shall be submitted to the Coordinating Board and required copies submitted to other governmental agencies.

Internal Audits

All College District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.

The internal auditor shall provide advice to the Chancellor and the Board and shall work under the day-to-day supervision of the Chancellor. The internal auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three names to the Board as the finalists, each with a minimum of ten years of experience as a full-time auditor. The internal auditor shall be evaluated by the Chancellor after consultation with the audit committee and may only be dismissed by the Chancellor after obtaining approval of the Board. Duties of the internal auditor are to:

1. Develop a flexible risk-based annual internal audit plan with input from senior management and the Board as required by IIA Standard 2010. A1 and submit the audit plan to the Audit Committee for review and the Board for approval.
2. Review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.

3. Meet regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the department resources.
4. Conduct independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.
5. Analyze data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College District policies and procedures.
6. Conduct audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
7. Investigate allegations of fraud, waste, abuse, and other wrongdoing as appropriate and in accordance with Board policy, and coordinate such investigations as needed with Legal Counsel or the College District Police.
8. Evaluate the design, implementation, and effectiveness of College District ethics-related objectives, programs, and activities.
9. Assess whether information technology governance effectively supports College District strategies and objectives.
10. Offer advisory services, internal control or fraud training, Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
11. Coordinate audit efforts with those of external financial auditors and act as a liaison for other external auditors.
12. Coordinate efforts with other control-monitoring functions within the College District (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
13. Maintain professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Department Charter and ensure that personnel in the department have appropriate

continuing education to foster advancement of technical knowledge and skills.

**Investigation
Responsibilities**

The internal audit department is responsible for the initial factual investigation of College District audit issues and shall promptly notify the General Counsel and the Chancellor within 24 hours of the initiation of the review. The Chancellor shall immediately notify the Chairperson of the Board. If any person who would otherwise be notified is a fact witness in the investigation, the person shall not be involved in the administrative oversight or reporting of the investigation. Once a factual investigation establishes fraud, or a violation of law, the General Counsel shall communicate it to the Chancellor, and the Chancellor, in turn, shall immediately communicate the findings to the Board. The Board will determine whether to initiate an external investigation.

Decisions to turn the matter over to law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, shall be made by the Chancellor, in consultation with the Board.

Nonretaliation

Any employee or student who reports suspected fraudulent activity, in good faith, shall be protected against any retaliation for making such a report. The reporting member of the campus community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this policy will be disciplined, up to and including discharge of employment for an employee, or expulsion for a student.

Confidentiality

The director of internal audit may accept and initiate an investigation, on a confidential basis, from a College District employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the internal audit department shall be disclosed to and discussed with only the Board, the Chancellor, and those persons associated with the College District who have a legitimate need to know based on the performance of their job duties and responsibilities.

Fraud

The College District prohibits fraud and financial impropriety in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the College District.

Effective Date

This policy shall be effective as of the adoption date, January 18, 2023.

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Audit

ITEM #	ITEM TITLE	PRESENTER
11.	Selection of External Auditor RFP Evaluation Committee	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

In accordance with CDC(Local) adopted 1/18/2023 and issued 6/20/2023, regarding the selection of the external audit services, HCC's Board of Trustee may specify the RFP evaluation committee members consistent with the Board's policy on procurement and with the Coordinating Board's requirements related to services for completing the Annual Comprehensive Financial Report in full compliance with the Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards.

Committee Recommendation: At the Audit Committee meeting on April 3, 2024, the Committee approved to recommend Dr. VanDible Stallworth, Trustee Sean Cheben, and Trustee Charlene Johnson to serve on the administration's preliminary evaluation committee for the External Auditor selection process.

COMPELLING REASON AND BACKGROUND

CDC(Local) states:

Evaluation Committee and Board Final Selection:

"The Board will be given the opportunity to designate up to three trustees to serve on the administration's **preliminary evaluation committee** (one from the audit committee and two non-audit committee members), along with non-trustee evaluators. There will be up to five evaluators in total with specific credentials and qualifications for conducting the evaluation."

- The **preliminary evaluation committee** will present the scoring of all respondents to the Board of Trustees who will determine who will progress and approve presentations to the Board of Trustees. Based on majority, the Board will then select the most qualified firm.
- The selected firm will serve as HCC's external auditor for approximately five years.

FISCAL IMPACT

The cost for this external auditor service will be based on a negotiated contract.

LEGAL REQUIREMENT

CDC(Local).

STRATEGIC ALIGNMENT

4. *Community Investment* , 5. *College of Choice*

This item is applicable to the following: District

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
12.	Proposed Revisions to Local Policies Address Current Information of the EO/TIX	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve proposed revisions to attached local policies.

COMPELLING REASON AND BACKGROUND

Recommended revisions to these local policies address current information of the Office of Equal Opportunity and Title IX (EO/TIX), which including but not limited to title of the Director of EEO and Compliance/Title IX Coordinator, EO/TIX email address, Title IX: Know Your Rights website. The affected policies are:

- DIAA(LOCAL)
- DIAB(LOCAL)
- FFDA(LOCAL)*
- FFDB(LOCAL)

* **FFDA(LOCAL)** - In the Note, a cross reference to FAA(LEGAL), which now addresses Pregnant and Parenting Students, has been recommended. Additionally, update/ change of Director of EEO and Compliance/Title IX Coordinator.

FISCAL IMPACT

n/a

LEGAL REQUIREMENT

n/a

STRATEGIC ALIGNMENT

5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
DIAA(LOCAL) Policy	3/19/2024	Attachment
DIAB(LOCAL) Policy	3/19/2024	Attachment
FFDA(LOCAL) Policy	3/19/2024	Attachment

This item is applicable to the following: District

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

Note: This policy addresses complaints of sex and gender discrimination to include gender identity and gender expression, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees. For additional legally referenced material relating to discrimination, harassment, and retaliation, see DAA(LEGAL). For sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, and retaliation targeting students, see FFDA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Definitions

Employee

"Employee," solely for purposes of this policy, includes current full-time and part-time employees, former employees, applicants for employment, and unpaid interns.

Sex or Gender

"Sex" or "gender," as used in this policy, includes sex, sexual orientation, gender, gender identity, and gender expression.

Consent

"Consent" means a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

Consent is not effective if it results from:

1. The use of physical force;
2. A threat of physical force;
3. Intimidation;
4. Coercion;
5. Incapacitation; or
6. Any other factor that would eliminate an individual's ability to exercise the individual's own free will to choose whether or not to have sexual activity.

DATE ISSUED: ~~11/16/2022~~
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DIAA(LOCAL)-X

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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DIAA
(LOCAL)

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

Sex Discrimination The College District prohibits sex discrimination. Sex discrimination against an employee is defined in this policy as conduct directed at an employee on the basis of sex or gender, to include gender identity and gender expression that adversely affects the employee's employment with the College District.

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature (e.g., sex discrimination, sexual assault, sexual harassment, and sexual violence) by employees, students, or third parties. Sexual and gender-based misconduct is unprofessional, shall not be tolerated, and is expressly prohibited. Individuals who engage in such conduct shall be subject to disciplinary action up to and including termination.

Examples Examples of sex discrimination include, but are not limited to:

1. Denying certain employees compensation or benefits on the basis of their sex or gender; and
2. Paying equally qualified employees in the same position different salaries because of their sex or gender.

Sexual Harassment The College District prohibits sexual harassment. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee ("quid pro quo" sexual harassment); or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

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	<p>"Sexual harassment" is defined differently under state law and the federal Title IX regulation. [See DIAA(LEGAL) for the applicable definitions]</p>
<i>Sexual Exploitation</i>	<p>Sexual exploitation is conduct where an individual takes nonconsensual or abusive sexual advantage of another for the individual's own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism, human trafficking, sex trafficking, forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to nonconsenting individuals or groups; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.</p>
<i>Sexual Violence</i>	<p>The College District prohibits sexual violence. Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.</p>
Dating Violence	<p>"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.</p>
<i>Domestic Violence</i>	<p>"Domestic violence" means violence committed by:</p> <ul style="list-style-type: none">• A current or former spouse or intimate partner of the victim;• A person with whom the victim shares a child in common;• A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;• Any other member of the victim's family as defined by state law;• Any other current or former member of the victim's household as defined by state law;• A person in a dating relationship with the victim as defined by state law; or

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

DIAA
(LOCAL)

- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of an employee include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; sexual assault as defined by law; offensive or derogatory language directed at another person's gender identity; and other sexually motivated conduct, communication, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the employee, the employee's family members, or members of the employee's household; destroying the employee's property; threatening to commit suicide or homicide if the employee ends the relationship; tracking the employee; attempting to isolate the employee from friends and family; threatening an employee's spouse or partner; or encouraging others to engage in these behaviors.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, sexual harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.

Complainant

In this policy, the term “complainant” refers to an employee who is alleged to have experienced prohibited conduct.

Respondent

In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

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Confidential
Employee

A "confidential employee" is a person designated by the institution who holds a professional license requiring confidentiality, such as a licensed counselor, licensed social worker, or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.

**Reporting
Procedures**

Electronic Reporting
Reporting by
Employee

The College District strongly encourages students and, consistent with state law mandates, employees to report incidents of sexual harassment, sexual assault, dating violence, and stalking.

A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.

An employee who believes that the employee has experienced prohibited conduct is encouraged to immediately report the alleged acts to the employee's immediate supervisor, Title IX coordinator, or deputy Title IX coordinator.

Reports against the Title IX coordinator may be directed to the Chancellor or designee. A report against the Chancellor or a Board member must be reported to the Board Counsel in accordance BBFB(LOCAL) and Board bylaws. This alternative reporting procedure does not satisfy a mandatory reporting requirement, if applicable.

Alternatively, employees and students may report prohibited conduct electronically through the College District's Title IX website. [To make a report or obtain more information, visit the [College District's Title IX website](#).']

A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.

It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.

Mandatory
Reporting for
Employees

An employee who, in the course and scope of employment, witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking, regardless of when or where the incident occurred, and is alleged to have been committed by or against a person who was a student enrolled at or an employee of the College District at the time of the incident is required, by law, to mandatorily report the incident to the Title IX coordinator or deputy Title IX coordinator.

Commented [JL1]: Update link to OEO-TIX website by the Administration and Board Counsel is in concurrence.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.

Exceptions

Disclosure at
Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct unless the person has authority to institute corrective measures on behalf of the College District.

Employee
Subject to
Confidentiality
Rules

Absent the employee's consent, or unless required by law, employees designated by the Title IX coordinator as "confidential employees" are exempt from reporting all relevant information known about an incident of sexual harassment, sexual assault, dating violence, or stalking and are only required to report the type of incident to the Title IX coordinator or deputy Title IX coordinator. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

Designated confidential employees include certain licensed professional counselors, licensed professional social workers, and other employees with a professional license requiring confidentiality who are working within that license.

Peace Officer

A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.

Prior Report

A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

**Failure to Report and
False Claims**

An employee who knowingly fails to make a required report regarding prohibited conduct concerning an incident the employee reasonably believes constitutes stalking, dating violence, sexual assault, or sexual harassment committed by or against a student or employee at the time of the incident, is subject to disciplinary action, including termination.

Houston Community College
101506

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
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Title IX Coordinator	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator or deputy Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and related state and federal laws:</p> <p>Title IX Coordinator: David Cross <u>David Cross Osvaldo Gomez, MSW</u>, Director of <u>EEO/and Compliance</u>, Title IX Coordinator</p> <p>Address: Office of Institutional Equity (OIE) <u>Equal Opportunity and Title IX (EO/TIX)</u>, 3100 Main Street, Suite 7002, 7th Floor, Houston, TX 77002</p> <p>Telephone: (713) 718-8271</p> <p>Email: Title IX Coordinator email <u>hcc.oetix@hccs.edu</u> ²</p> <p>Webpage: <u>Title IX/Sexual Misconduct webpage</u> ³</p>
Responsible Employees	All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with state law.
Timely Reporting	A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the conduct.
Consolidate Reports	When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.
Advisor	Each party to a complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.
Conflict of Interest Prohibited	No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.
Training	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Commented [JL2]: Revisions are made by the Administration and Board Counsel is in concurrence.

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SEX AND SEXUAL VIOLENCE

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**Extension of
Timelines**

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension. A limited delay determined to be necessary so as not to impede a criminal or regulatory investigation shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Investigation of the
Report**

The College District may request, but shall not insist upon, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator or deputy Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator, deputy Title IX coordinator, or designee shall promptly offer supportive measures to the complainant and respondent, and the complaint resolution grievance process shall immediately begin, except as provided below at Criminal Investigation. The Title IX coordinator or deputy Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator or deputy Title IX coordinator shall immediately provide notice to the known parties to the complaint. [See DIAA(REGULATION)]

If the Title IX coordinator or deputy Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District policies, rules, or regulations, the Title IX coordinator or deputy Title IX coordinator shall refer the complaint for consideration under the appropriate policy and may discuss resources and support services with the reporting party.

*Request Not to
Investigate*

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

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Notice to Parties	<p>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</p> <p>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</p>
Informal Resolution	<p>The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator or deputy Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator or deputy Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator, deputy Title IX coordinator, or designee may facilitate that resolution within ten days. If the Title IX coordinator or deputy Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.</p>
Formal Resolution	<p>If the complaint is not subject to the informal resolution process, the Title IX coordinator or deputy Title IX coordinator shall authorize or undertake an investigation.</p>
Supportive Measures	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator, deputy Title IX coordinator, or designee, shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include work accommodations, such as leaves of absence or administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.</p>
Criminal Investigation	<p>If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine whether the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence,</p>

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	<p>the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.</p>
College District Investigation	<p>An investigation may be conducted by the Title IX coordinator, deputy Title IX coordinator, College District investigators designated by the Title IX coordinator, or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.</p> <p>At least ten days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.</p>
Concluding the Investigation	<p>The investigation shall be completed within a reasonable time, not to exceed 60 College business days from the date of the report.</p> <p>The investigators shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the Title IX coordinator or deputy Title IX coordinator within ten days overseeing the investigation.</p>
Notification of the Report	<p>The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given ten days to respond to the report.</p>
College District Action	<p>The Title IX coordinator shall submit the investigation report to the chief human resources officer promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.</p>

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Live Hearing –
Determination of
Responsibility

Absent a formal complaint dismissal or the parties' decision to reach an informal resolution agreement (if applicable), the College District will provide a live hearing for all formal complaints subject to the process outlined in this policy.

The Title IX coordinator shall summon the parties for a hearing to be held within a reasonable time, not to exceed ten days. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the hearing officer shall determine whether each individual allegation of prohibited conduct occurred using a preponderance of evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the hearing officer shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The hearing officer shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or
Corrective Action

If the hearing officer determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in DH and the DM series for employees or FM for students;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the individual(s) who engaged in prohibited conduct;
- Conducting follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred;
- Involving the community in efforts to identify problems and improve the College District climate;

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- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner.

Improper Conduct

If the hearing officer determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct in accordance with law and College District Procedures. [See DIAA]

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any individual for the purpose of interfering with a right or privilege under this policy; the complainant; or another individual who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a

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	person who perpetrated or assists in the perpetration of the prohibited conduct.
	A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA, as appropriate.
Examples	Examples of retaliation include, but are not limited to, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
False Claims	An employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
Interference with the Grievance Process	<p>Any person who interferes with the grievance process outlined in this policy is subject to disciplinary action up to and including dismissal or separation from the institution. Interference with a grievance process may include, but is not limited to:</p> <ol style="list-style-type: none">1. Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;2. Removing, destroying, or altering documentation relevant to the grievance process; or3. Knowingly providing false or misleading information to the Title IX coordinator, deputy Title IX coordinator, investigator, or hearing officer or encouraging others to do so.
Appeal	If the hearing officer determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the hearing officer in consultation with the chief human resources officer shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA and other applicable policy.
Discipline or Corrective Action	
Employees	
Suspension Without Pay or Termination of Contract	
Employees	
Other Action	If the hearing officer determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the hearing officer in consultation with the chief human resources officer shall inform the employee that the employee may appeal the determination within ten days in accordance with DIAA.
Students	
Suspension	If the hearing officer determines that a student committed prohibited conduct that warrants a suspension, the official shall forward

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	the determination and all evidence collected during the investigation and hearing to the vice chancellor of student services. A conference with the vice chancellor of student services shall be scheduled within ten days of the notice of determination.
Expulsion	If the hearing officer determines that the student committed prohibited conduct that warrants expulsion, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor of student services to schedule an expulsion hearing before the Board.
Other Action	If the hearing officer determines that the student committed prohibited conduct that warrants other discipline or corrective action, the hearing officer shall inform the student that the student may appeal the determination in accordance with institutional policy.
Other Appeals	<p>A party may appeal the findings of an investigation where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation.</p> <p>All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DIAA(REGULATION) for employees, FFDA(REGULATION) for students, and GB(LOCAL) for community members]</p>
Complaints Filed with State or Federal Agencies	A party shall be informed of any right to file a complaint with appropriate state or federal agencies.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying regulations, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, regulations, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website, on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's

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administrative offices and shall be distributed to an employee who makes a report.

Any revisions to this policy will require written notice by the Compliance Department to the Coordinating Board in accordance with BBF(LOCAL). This policy must be reviewed by the Board a minimum of every two years.

Effective Date

~~This policy shall be effective as of the adoption date, April 20, 2022.~~

¹ College District Title IX website: <https://www.hccs.edu/oeotix/>

² Title IX Coordinator email: hcc.oeotix@hccs.edu

³ Title IX/Sexual Misconduct webpage: <https://www.hccs.edu/oeotix/title-ix-know-your-rights/>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

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Note: This policy addresses complaints of discrimination, harassment, and retaliation targeting employees based on protected characteristics other than sex or gender to include gender identity and expression. For discrimination, harassment, and retaliation of employees based on sex or gender, see DIAA. For legally referenced material relating to subject matter addressed in this policy, see DAA(LEGAL) and DIAB(LEGAL). For discrimination, harassment, and retaliation of students based on protected characteristics other than sex or gender, see FFDB. For discrimination, harassment, and retaliation of students based on sex or gender, see FFDA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

The College District prohibits discrimination. Discrimination against an employee under this policy is defined as conduct directed at an employee on the basis of race, color, religion, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

The College District prohibits harassment. Harassment of an employee under this policy is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

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Retaliation

The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment, or another employee who, in good faith:

1. Makes a report of harassment or discrimination;
2. Serves as a witness; or
3. Otherwise participates in an investigation under this policy.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

False Claim

It is a violation of College District policy to intentionally make a false claim under this policy. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to disciplinary action.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

**Reporting
Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to the College District official below.

For the purposes of this policy, College District official is the ADA/Section 504 coordinator.

**Definition of College
District Officials**

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

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	<p>David Cross</p> <p>Name: <u>Osvaldo Gomez, MSW</u></p> <p>Position: Director of EEO <u>and Compliance, Title IX Coordinator</u> and the Office of Institutional Equity</p> <p>Address: <u>Office of Equal Opportunity and Title IX (EO/TIX)</u> 3100 Main Street, 7th Floor Suite 700702, Houston, TX 77002</p> <p>Telephone: (713) 718-8271</p> <p>Email: <u>hcc.oeotix@hccs.edu</u></p>
Other Anti-discrimination Laws	<p>The College District designates the Director of EEO Compliance <u>EEO and Compliance/Title IX Coordinator</u> and the Office of Institutional Equity <u>Equal Opportunity and Title IX</u> or designee to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>
Alternative Reporting Procedures	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports against the ADA/Section 504 coordinator may be directed to the Chancellor.</p> <p>Reports against the Chancellor or a Board member may be made directly to the Board Chair. The complaint shall be handled in accordance with the procedures set forth in BBFB(LOCAL).</p>
Timely Reporting	<p>Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.</p>
Notice of Report	<p>Any College District supervisor who receives a report of prohibited conduct shall immediately notify the College District official listed above and take any other steps required by this policy.</p>
Investigation of the Report	<p>The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.</p> <p>Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the complaint resolution process [see DIAB(REGULATION)] shall immediately begin, except as provided below at Criminal Investigation.</p> <p>If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this</p>

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policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

When appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

An investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 30 College District business days from the date of the report; however, the investigator(s) shall take additional time if necessary to complete a thorough investigation.

The investigator(s) shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the College District official overseeing the investigation.

College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the parties, witnesses, and other persons involved.

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	Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	<p>A party may appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation. [See DIAB(REGULATION) for employees, FFDB(REGULATION) for students, and GB(LOCAL) for community members]</p> <p>The party may have a right to file a complaint with appropriate state or federal agencies.</p>
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	<p>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the student handbook and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.</p>

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Note: This policy addresses complaints of sex and gender discrimination, to include gender identity and gender expression, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FAA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

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**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. All definitions are included in FFDA(REGULATION) and FFDA(LEGAL).

Definitions

Discrimination

As defined in this policy, discrimination against a student is defined as conduct directed at a student on the basis of sex or gender that adversely affects the student.

Consent

"Consent" means a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

Consent is not effective if it results from:

1. The use of physical force;
2. A threat of physical force;
3. Intimidation;
4. Coercion;
5. Incapacitation; or
6. Any other factor that would eliminate an individual's ability to exercise the individual's own free will to choose whether or not to have sexual activity.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relation-

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ship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

The definition of consent for the crime of sexual assault in Texas can be found in Section 22.011(b) of the Texas Penal Code.

Sex Discrimination Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the classroom environment for students should be free from inappropriate conduct of a sexual or gender-based nature (e.g., sex discrimination, sexual assault, sexual harassment, and sexual violence) by employees, students, or third parties. Sexual and gender-based misconduct is unprofessional, shall not be tolerated, and is expressly prohibited. Individuals who engage in such conduct shall be subject to disciplinary action up to and including separation from the College District.

Sexual Harassment
By an Employee Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct ("quid pro quo" sexual harassment); or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

"Sexual harassment" is defined differently under state law and the federal Title IX regulation. [See FFDA(LEGAL) for the applicable definitions]

By Others Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

Sexual Exploitation Sexual exploitation is conduct where an individual takes nonconsensual or abusive sexual advantage of another for the individual's

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own benefit, or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism, human trafficking, sex trafficking, forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to nonconsenting individuals or groups; the intentional removal of a condom or other contraceptive barrier during sexual activity without the consent of a sexual partner; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.

Dating Violence

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

"Domestic violence" means violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- Any other member of the victim's family as defined by state law;
- Any other current or former member of the victim's household as defined by state law;
- A person in a dating relationship with the victim as defined by state law; or
- Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based
Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

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Prohibited Conduct	In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.
Complainant	In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.
Respondent	In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
Confidential Employee	A “confidential employee” is a person designated by the institution who holds a professional license requiring confidentiality, such as a licensed counselor, licensed social worker, or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
Reporting Procedures	The College District strongly encourages students and mandates employees to report incidents of sexual harassment, sexual assault, dating violence, and stalking. Students and employees may report prohibited conduct electronically through the College District’s Title IX website. [To make a report or obtain more information, visit the College District’s Title IX website .]
Electronic Reporting	
Student Report	<p>A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.</p> <p>Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator or deputy Title IX coordinator. Alternatively, the student may report the alleged acts to another employee, one of the College District officials², or electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.</p> <p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports against the Title IX coordinator may be directed to the Chancellor or designee. A report against the Chancellor or a Board member must be reported to the Board Counsel in accordance BBFB(LOCAL) and Board bylaws.</p>

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	<p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p>
<i>Exception</i>	Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.
Employee Report	Any College District employee, not designated as a confidential employee, who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of where the incident occurred, is required to immediately report to the Title IX coordinator or deputy Title IX coordinator and shall take any other steps required by this policy.
<i>Exceptions and Confidentiality Rules</i>	<p>An employee designated by the institution as a confidential employee with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law shall, in making a report, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p> <p>Designated confidential employees include certain licensed professional counselors, licensed professional social workers, and other employees with a professional license requiring confidentiality who are working within that license.</p> <p>The confidential employee shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].</p>
Disclosure at Event	A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational

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institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.

Peace Officer A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.

Prior Report A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.

Title IX Coordinator Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator or deputy Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and related state and federal laws:

Title IX Coordinator: ~~David Cross, Director EEO/Compliance, Title IX Coordinator~~ [Osvaldo Gomez, MSW, Director of EEO and Compliance/Title IX Coordinator](#)

Address: Office of ~~Institutional Equity (OIE)~~ [Equal Opportunity and Title IX \(EO/TIX\)](#), 3100 Main Street, Suite 700 ~~2, 7th Floor~~, Houston, TX 77002

Telephone: ~~(713) 718-8274~~ [\(713\) 718-8271](#)

Email: ~~Title IX Coordinator email:~~ hcc.oeotix@hccs.edu ³

Webpage: [Title IX/Sexual Misconduct webpage](#) ⁴

3 Responsible Employees

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with state law.

The Title IX coordinator and deputy Title IX coordinator are authorized to institute corrective measures and must have actual knowledge of a Title IX complaint in order to constitute notice to the College District under the federal Title IX regulation.

Timely Reporting

A failure to immediately report prohibited conduct may impair the College District's ability to investigate and address the prohibited conduct.

DATE ISSUED: ~~11/16/2022~~ [12/19/2023](#)
~~LDU-2022-03~~ [UPDATE 46](#)
FFDA(LOCAL)-X

Adopted:
~~4/20/2022~~

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Commented [JL3]: This change is made to update OE-TIX by the Administration and Board Counsel is in concurrence.

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Notice of Report	Any Board member or College District employee who receives a report of prohibited conduct shall immediately notify the Title IX coordinator or deputy Title IX coordinator and shall take any other steps required by this policy.
Consolidate Reports	When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.
Advisor	Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.
Conflict of Interest Prohibited	No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.
Training	A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.
Days	"Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Extension of Timelines	Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.
Investigation of the Report	The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.
Initial Assessment	Upon receipt or notice of a report, the Title IX coordinator or deputy Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant and respondent, and the complaint resolution process shall immediately begin, except as provided below at Criminal Investigation. The Title IX coordinator or deputy Title IX coordinator shall explain the process for filing a formal complaint and assess any request not to investigate. If the College District moves forward with the investigation, the Title IX coordinator or deputy Title IX coordinator shall immediately provide notice to the known parties to the complaint. [See FFDA(REGULATION)]

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	<p>If the Title IX coordinator or deputy Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District policies, Student Code of Conduct, rules, or regulations, the Title IX coordinator or deputy Title IX coordinator may discuss resources and support services with the student and shall refer the complaint for consideration under applicable College District policy, if appropriate.</p>
<i>Request Not to Investigate</i>	<p>The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.</p> <p>The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.</p>
Formal Complaint	<p>To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.</p>
Notice to Parties	<p>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</p> <p>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</p>
Informal Resolution	<p>The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator or deputy Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator or deputy Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator, deputy Title IX coordinator, or designee may facilitate that resolution within ten 10 days. If the Title IX coordinator or deputy Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject</p>

Commented [JL4]: This change is recommended by TASB, and the Administration and Board Counsel are in concurrence.

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	to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator or deputy Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.
Supportive Measures	When appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; dining modifications; temporary removal from the education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.
College District Investigation	<p>An investigation may be conducted by the Title IX coordinator, deputy Title IX coordinator, College District investigators designated by the Title IX coordinator, or a third party designated by the College District, such as an attorney.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.</p> <p>At least ten10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.</p>

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Criminal or Regulatory Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine whether the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.
Concluding the Investigation	<p>The investigation shall be completed within a reasonable time, not to exceed 60 days from the date of the report.</p> <p>The investigators shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the Title IX coordinator within ten10 days following the completion of the investigation.</p>
Notification of the Report	The Title IX coordinator or deputy Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the complainant and the respondent promptly following receipt. The parties shall be given ten 10 days to respond to the report.
College District Action	Absent a formal complaint dismissal or the parties' decision to reach an informal resolution agreement (if agreeable), the Title IX coordinator shall submit the investigation report and any response from the parties to the vice chancellor for student services promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.
Live Hearing – Determination of Responsibility	<p>The Title IX coordinator shall summon the parties for a live hearing to be held within a reasonable time, not to exceed ten10 days, following receipt of the responses to the investigation report from both parties. The live hearing shall be conducted in accordance with law and College District procedures.</p> <p>After the hearing, the hearing officer shall determine, based on the results of the investigation, whether each individual allegation of prohibited conduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. The hearing officer shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The hearing officer shall create a written determination regarding responsibility in accordance with law and College District</p>

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	<p>procedures within five days following the hearing and submit the determination to the parties simultaneously.</p>
Disciplinary or Corrective Action	<p>If the hearing officer determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures. [See FLB for students found to have violated this policy and DH for employees found to have violated this policy]</p> <p>Examples of disciplinary or corrective action may include:</p> <ul style="list-style-type: none">• Implementing the disciplinary measures described in FM for students or DH and DM series for employees;• Providing a training program for those involved in the complaint;• Providing a comprehensive education program for the College District community;• Providing counseling for the victim and the party who engaged in prohibited conduct;• Permitting the victim or student who engaged in the prohibited conduct to drop a course in which they both are enrolled without penalty;• Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;• Involving students in efforts to identify problems and improve the College District climate;• Increasing staff monitoring of areas where prohibited conduct has occurred;• Reaffirming the College District's policy against discrimination and harassment; and• Taking other actions described in College District regulations.
Exception	<p>The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if both parties consent, and if the complaint does not allege sexual assault, informal resolution, including but not limited to mediation, may be pursued. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.</p>

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Improper Conduct	If the hearing officer determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Dismissal of Complaint	An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.
Mandatory Dismissal	
Permissive Dismissal	Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above. A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.
Notice of Dismissal	Upon dismissal of a complaint, the Title IX coordinator or designee shall provide the parties written notice of the dismissal.
Confidentiality	To the greatest extent possible, consistent with law, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.
Retaliation	The College District prohibits retaliation by an individual or College District employee against any individual for the purpose of interfering with a right or privilege under this policy; the complainant; or an individual who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct. A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assaults, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
Failure to Report	An employee who fails to make a required report regarding prohibited conduct shall be subject to appropriate disciplinary action as described in DIAA(LOCAL).

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False Claims	A student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
Interference with the Grievance Process	<p>Any person who interferes with the grievance process outlined in this policy is subject to disciplinary action up to and including dismissal or separation from the institution in accordance with the law and College District policies and procedures. Interference with a grievance process may include, but is not limited to:</p> <ol style="list-style-type: none">1. Attempting to coerce or prevent an individual from providing testimony or relevant information;2. Removing, destroying, or altering documentation relevant to the grievance process; or3. Knowingly providing false or misleading information to the Title IX coordinator, deputy Title IX coordinator, investigator, or hearing officer or encouraging others to do so.
Appeal	<p>If the hearing officer determines that a student committed prohibited conduct that warrants a suspension, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor for student services. A conference with the vice chancellor for student services shall be scheduled within ten10 days of the notice of determination.</p>
Discipline or Corrective Action	
Students	
Suspension	
Expulsion	If the hearing officer determines that the student committed prohibited conduct that warrants expulsion, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor for student services for further processing.
Other Action	If the hearing officer determines that the student committed prohibited conduct that warrants other discipline or corrective action, the vice chancellor for student services or designee shall inform the student that the student may appeal the determination within ten 10 days in accordance with the appropriate appeals process.
Employee	
Suspension Without Pay or Termination of Contract Employees	If the hearing officer determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the chief human resources officer or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.
Other Action	If the hearing officer determines that the employee committed prohibited conduct that warrants other discipline or corrective action,

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	<p>the chief human resources officer or designee shall inform the employee that the employee may appeal the determination within ten 10 days in accordance with DIAA.</p>
Other Appeals	<p>A party may appeal the findings of an investigation where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation.</p> <p>All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DIAA(REGULATION) for employees, FFDA(REGULATION) for students, and GB(LOCAL) for community members]</p>
Other Grievances	<p>Formal complaints that are dismissed because the alleged conduct does not meet the Title IX definition of sexual harassment, but does meet the definition of sexual harassment under state law, may be appealed through the non-Title IX grievance process contained in FFDA2(REGULATION).</p>
Complaints Filed with OCR	<p>A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).</p>
Records Retention	<p>Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]</p>
Access to Policy, Procedures, and Related Materials	<p>Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.</p>

Houston Community College
101506

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Effective Date

This policy must be reviewed by the Board a minimum of every two years.

~~This policy shall be effective as of the adoption date, April 20, 2022.~~

¹ College District Title IX website: <https://www.hccs.edu/oeotix>

² College District Officials:
<https://www.hccs.edu/oeotix/title-ix-know-your-rights/>

³ Title IX Coordinator email: hcc.oeotix@hccs.edu

⁴ Title IX/Sexual Misconduct webpage:
<https://www.hccs.edu/oeotix/title-ix-know-your-rights/>

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~~LDU-2022-03~~ [UPDATE 46](#)
FFDA(LOCAL)-X

Adopted:
~~4/20/2022~~

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

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Note: This policy addresses complaints of discrimination, harassment, and retaliation targeting students based on protected characteristics other than sex or gender to include gender identity and gender expression. For discrimination, harassment, and retaliation of students based on sex or gender, see FFDA. For legally referenced material relating to subject matter addressed by this policy, see FA(LEGAL) and FFDB(LEGAL). For discrimination, harassment, and retaliation targeting employees based on protected characteristics other than sex or gender, see DIAB. For discrimination, harassment, and retaliation of employees based on sex or gender, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

The College District prohibits discrimination. Discrimination against a student under this policy is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Harassment

The College District prohibits harassment. Harassment of a student under this policy is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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Retaliation	<p>The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment; or an individual who, in good faith:</p> <ol style="list-style-type: none">1. Makes a report of harassment or discrimination;2. Serves as a witness; or3. Otherwise participates in an investigation under this policy.
Examples	<p>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</p>
False Claims	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.</p>
Prohibited Conduct	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
Reporting Procedures	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.</p>
Student Report	
Employee Report	<p>Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.</p>
Exceptions	<p>A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person acting in such a capacity, shall generally not be required to disclose a report of prohibited conduct without the student's consent if the disclosure was made to a counselor acting in such a capacity when the relevant information was disclosed.</p> <p>Under such circumstances, the counselor, or individual(s) supervised by such a person acting in such a capacity, shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's iden-</p>

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	<p>tity without the student's consent, unless the counselor is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC] or as otherwise required to by law.</p>
Responsible Employee	<p>For purposes of this policy, a "responsible employee" is an employee:</p> <ol style="list-style-type: none">1. Who has the authority to remedy prohibited conduct.2. Who has been given the duty of reporting incidents of prohibited conduct.3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct. <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>
Definition of College District Officials	<p>For the purposes of this policy, the College District official is David Cross, the ADA/Section 504 coordinator.</p>
ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: David Cross <u>Osvaldo Gomez, MSW</u></p> <p>Position: Director of EEO <u>and</u> Compliance, <u>Title IX Coordinator</u> and the Office of Institutional Equity</p> <p>Address: <u>Office of Equal Opportunity and Title IX (EO/TIX)</u> 3100 Main Street, 7th Floor <u>Suite 7002</u>, Houston, TX 77002</p> <p>Telephone: (713) 718-8271</p> <p>Email: <u>hcc.oeotix@hccs.edu</u></p>
Other Anti-discrimination Laws	<p>The College District designates the Director of EEO <u>and</u> Compliance/<u>Title IX Coordinator</u> and the Office of Institutional Equity <u>Equal Opportunity and Title IX</u> to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>

Commented [JL1]: Revisions are made, to update OE-TIX, by the Administration and Board Counsel is in concurrence.

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**Alternative
Reporting
Procedures**

An individual shall not be required to report prohibited conduct under this policy to the person alleged to have committed the conduct. Reports against the ADA/Section 504 coordinator may be directed to the Chancellor.

A report against the Chancellor or a Board member may be made directly to the Board Chair. The complaint shall be handled in accordance with the procedures set forth in BBFB(LOCAL).

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the
Report**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the complaint resolution process shall immediately begin, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District rules or regulations, the College District official may discuss resources and support services with the party and shall refer the complaint for consideration under the appropriate policy.

Interim Action

When appropriate, and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address the prohibited conduct prior to the completion of any College District investigation.

**College District
Investigation**

An investigation may be conducted by the College District official or designee or by a third party designated by the College District, such as an attorney. The investigator(s) shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policies and regulations.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

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Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 30 College District business days from the date of the report; however, the investigator(s) shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator(s) shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the College District official overseeing the investigation.</p>
Notification of the Outcome	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the alleged victim and the person against whom the complaint is filed.
College District Action	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FLB for students found to have violated this policy; see DH for employees found to have violated this policy].
Prohibited Conduct	
Corrective Action	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the individual who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, student involvement in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take discipli-

Houston Community College
101506

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

	nary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.
Confidentiality	To the greatest extent possible, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A party may appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation. [See DIAB(REGULATION) for employees, FFDB(REGULATION) for students, and GB(LOCAL) for community members] The party may have a right to file a complaint with appropriate state or federal agencies.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the student handbook and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.
Effective Date	This policy shall be effective as of the adoption date, August 7, 2019.

DATE ISSUED: ~~10/15/2019~~
LDU ~~2019-04~~2024/05
FFDB(LOCAL)-X

ADOPTED:

6 of 6

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
13.	TASB Update 46 - New and Revised Recommended Local Policies Address Senate Bill 17	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve proposed revisions to these attached policies, with the recommended changes.

COMPELLING REASON AND BACKGROUND

SB 17 prohibits Diversity, Equity, and Inclusion (DEI) offices and initiatives at colleges, with limited exceptions. The majority of the bill takes effect on January 1, 2024. The portion of the bill that requires colleges to submit to the legislature and THECB a report certifying the governing board's compliance with the bill's provisions during the proceeding state fiscal year prior to spending appropriated funds during the current fiscal year, applies to funds appropriated for the fiscal year beginning September 1, 2024.

Under TASB Update 46 guidelines, these new and/or revision recommended local policies addresses SB 17, which prohibits a Diversity, Equity, and Inclusion Office at a college, with limited exceptions:

- BG(LOCAL) - new
- CFE(LOCAL)
- DAA(LOCAL)
- FA(LOCAL)

These suggested policy revisions reconcile policies adopted by HCC's Board of Trustees on November 15, 2023, with newly available standardized language recommended by TASB.

FISCAL IMPACT

n/a

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
BG(LOCAL) Policy - New	3/6/2024	Attachment
CFE(LOCAL) Policy	3/6/2024	Attachment

DAA(LOCAL) Policy
FA(LOCAL) Policy

3/6/2024
3/19/2024

Attachment
Attachment

This item is applicable to the following: District

Note: For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

**Diversity, Equity,
and Inclusion Office**

Except as required by federal law, the College District shall not:

1. Establish or maintain a diversity, equity, and inclusion office; or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

Commented [JL1]: This new policy recommended by TASB, and the Administration and Board Counsel are in concurrence.

ADMINISTRATIVE ORGANIZATION

BG
(LOCAL)

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

**VENDOR
LIMITATIONS –
SB 17**

While performing services under a contract with HCC, no contractor shall, except as required by law, engage in conduct on behalf of the College that:

1. Is intended to promote diversity, equity, and inclusion in connection with any function of HCC;
2. Includes hiring or assigning an employee or third party contractor to perform services intended to promote diversity, equity, and inclusion in connection with any function of HCC;
3. Compels, requires, induces, or solicits any person to provide a diversity, equity and inclusion statement as a condition to performing services for HCC;
4. Gives preferential treatment to a person performing services for HCC based on the person's provision of a diversity, equity, and inclusion statement;
5. Gives preference on the basis of race, sex, color, ethnicity, or national origin to an applicant or an employee that will perform services for HCC; or
6. Requires participation in a diversity, equity, and inclusion training as a condition of performing services for HCC.

Diversity, Equity,
and Inclusion
Initiatives

The Chancellor or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1). [See BG, DAA, and FA]

Commented [JL1]: This addition is recommended by TASB, and the Administration and Board Counsel are in concurrence.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

**Equal Employment
Opportunity**

The Board is committed to ensuring that the College District's employment standards, procedures, and practices are applied in a manner that provides equal opportunities without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

The Board values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment that encourages ~~diversity involvement~~, innovation and creativity, ~~and inclusion~~.

Note: For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

**Diversity, Equity,
and Inclusion
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

Commented [JL1]: Revisions are made by the Administration, and TASB and Board Counsel are in concurrence.

Commented [JL2]: The additions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;
3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

The College District is committed to providing an educational climate that is conducive to the personal and professional development of each individual. The College District does not discriminate and prohibits discrimination on the basis of race, color, religion, gender identity and gender expression, national origin, age, disability, sex, sexual orientation, or veteran status in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. A lack of English language skills shall not be a barrier to admission and participation in College District programs. To ensure compliance with Title IX and other federal and state civil rights laws, the College District has developed policies and procedures that prohibit discrimination in all of its forms.

The College District is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity.

All inquiries regarding compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should be directed to the following individual:

Name: ~~David Cross~~ [Osvaldo Gomez, MSW](#)
Position: Director of ~~EEO and~~ [Compliance](#),
Title IX Coordinator/~~Section 504 Coordinator~~
Office: [The Office of Institutional Equity](#) ~~Institutional Equity~~ [Equal Opportunity and Title IX](#)
Address: 3100 Main Street, Suite 7002, Houston, TX 77002
Telephone: (713) 718-8271
Email: ~~institutional.equity@hccs.edu~~ [hcc.oeotix@hccs.edu](#)

Commented [JL1]: Revisions are made by the Administration, and the Board Counsel is in concurrence.

Effective Date

~~This policy shall be effective as of the adoption date, April 3, 2019.~~ [Note: For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.](#)

Commented [J2]: Remaining additions/revisions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

EQUAL EDUCATIONAL OPPORTUNITY

FA
(LOCAL)

Diversity, Equity,
and Inclusion
Initiatives

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
14.	Proposed Revisions to Board Members Policies: BBD(LOCAL) and BBI(LOCAL)	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the revisions recommended to these policies, BBD(LOCAL) and BBI(LOCAL), as proposed in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

(BBD(LOCAL): BOARD MEMBERS: ORIENTATION AND TRAINING

Revisions to this local policy address HB 3033, which requires board members to complete Public Information Act Training if the attorney general determines the college failed to comply with the Public Information Act (PIA).

BBI(LOCAL): BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

Minor revision, in the Note, a cross reference to CS, which covers Information Security, has been recommended.

FISCAL IMPACT

n/a

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
BBD(LOCAL) Policy	3/6/2024	Attachment
BBI(LOCAL) Policy	3/6/2024	Attachment
H.B. 3033	3/6/2024	Attachment

This item is applicable to the following: District

BOARD MEMBERS
ORIENTATION AND TRAINING

BBD
(LOCAL)

Board Training

The Board recognizes its responsibility to be actively and continuously engaged in developing individual Board member's skills and knowledge by keeping them abreast of new developments in fiduciary, governance, and ethics laws, and norms and best practices. The Board shall, therefore, have an orientation and development process in place. Board members may also attend regional, state, or national conventions, conferences, and workshops and will be reimbursed for reasonable travel expenses for attendance at such as provided in Board policy BBG(LOCAL) and the Board bylaws. On an annual basis, Board Counsel shall review all policies that address Board operations and shall carry out, as needed with assistance from General Counsel, any necessary training for the Board members and staff, as follows.

General
Requirement

Each Board member shall participate in the College District annual Board member orientation program, a training session of at least four hours conducted by Board Counsel and other independent professionals, as needed. The program shall consist of at least one hour of ethics training, one hour of finance training, and sexual harassment and antidiscrimination training. Board members who do not complete this annual training by March of each year shall be ineligible to serve as a Board officer or as chair of a committee until the training is completed.

Mandatory Open
Government
Training

After Election or
Appointment

Each Board member shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the Public Information Act- (PIA). This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.

After PIA
Violation

Each Board member who receives written notice from the attorney general that the member must complete the PIA training described by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the timelines described in law.

Mandatory
Coordinating Board
Training

Each Board member shall, pursuant to Texas law, complete a training program established by the Coordinating Board pursuant to Education Code Section 61.084 within the first two years of service. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.

Mandatory
Investment Training

Each Board member shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at

Commented [JL1]: These changes recommended by TASB and the Administration and Board Counsel are in concurrence.

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BOARD MEMBERS
ORIENTATION AND TRAINING

BBD
(LOCAL)

least one training session relating to the Board member's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code. This training must be completed within six months of taking office or assuming duties.

[See Board Bylaws, Article H, Section 3]

Mandatory
Cybersecurity
Training

The Chancellor or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The~~ Chancellor may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The Chancellor shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Effective Date

~~This policy shall be effective as of the adoption date, February 16, 2022.~~

DATE ISSUED: ~~11/16/2022~~ 12/19/2023
~~LDU-2022-03~~ UPDATE 46
BBD(LOCAL)-X

Adopted:
2/16/2022

BOARD MEMBERS
TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

BBI
(LOCAL)

	Note: For employee, student, and community use of College District technology resources, see CR. For information security, see CS.
Technology Resources	For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.
Availability of Access	Access to the College District's technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.
<i>Limited Personal Use</i>	Limited personal use of the College District's technology resources shall be permitted if the use: <ol style="list-style-type: none">1. Imposes no tangible cost on the College District; and2. Does not unduly burden the College District's technology resources.
Acceptable Use	A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District's technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.
Monitored Use	Electronic mail transmissions and other use of the College District's technology resources by a Board member shall not be considered private. The Chancellor or designee shall be authorized to monitor the College District's technology resources at any time to ensure appropriate use.
Disclaimer of Liability	The College District shall not be liable for a Board member's inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District's technology resources or the accuracy, appropriateness, or usability of any information found on the internet.
Records Retention	A Board member shall retain electronic records, whether created or maintained using the College District's technology resources or using personal technology resources, in accordance with the College District's record management program. [See BBE, CIA, and GCB(LEGAL)]
Effective Date	This policy shall be effective as of the adoption date, June 3, 2020.

Commented [JL1]: This change recommended by TASB and the Administration and Board Counsel are in concurrence.

AN ACT

relating to the public information law.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter A, Chapter 552, Government Code, is amended by adding Section 552.0031 to read as follows:

Sec. 552.0031. BUSINESS DAYS. (a) Except as provided by this section, in this chapter "business day" means a day other than:

(1) a Saturday or Sunday;

(2) a national holiday under Section 662.003(a); or

(3) a state holiday under Section 662.003(b).

(b) The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this chapter.

(c) An optional holiday under Section 662.003(c) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday.

(d) A holiday established by the governing body of an institution of higher education under Section 662.011(a) is not a business day of the institution of higher education.

(e) The Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.

(f) Subject to the requirements of this subsection, a

governmental body may designate a day on which the governmental body's administrative offices are closed or operating with minimum staffing as a nonbusiness day. The designation of a nonbusiness day for an independent school district must be made by the board of trustees. The designation of a nonbusiness day for a governmental body other than an independent school district must be made by the executive director or other chief administrative officer. A governmental body may designate not more than 10 nonbusiness days under this subsection each calendar year.

SECTION 2. Section 552.012, Government Code, is amended by adding Subsection (b-1) to read as follows:

(b-1) The attorney general may require each public official of a governmental body to complete the course of training if the attorney general determines that the governmental body has failed to comply with a requirement of this chapter. The attorney general must notify each public official in writing of the attorney general's determination and the requirement to complete the training. A public official who receives notice from the attorney general under this subsection must complete the training not later than the 60th day after the date the official receives the notice.

SECTION 3. Section 552.103, Government Code, is amended by adding Subsection (d) to read as follows:

(d) The exception to disclosure provided by this section does not apply to information requested under this chapter if:

(1) the information relates to a general, primary, or special election, as those terms are defined by Section 1.005, Election Code;

1 (2) the information is in the possession of a
2 governmental body that administers elections described by
3 Subdivision (1); and

4 (3) the governmental body described by Subdivision (2)
5 is not a governmental body described by Section 552.003(1)(A)(i).

6 SECTION 4. Section 552.108(c), Government Code, is amended
7 to read as follows:

8 (c) This section does not except from the requirements of
9 Section 552.021 information that is basic information about an
10 arrested person, an arrest, or a crime. A governmental body shall
11 promptly release basic information responsive to a request made
12 under this chapter unless the governmental body seeks to withhold
13 the information as provided by another provision of this chapter,
14 and regardless of whether the governmental body requests an
15 attorney general decision under Subchapter G regarding other
16 information subject to the request.

17 SECTION 5. Subchapter C, Chapter 552, Government Code, is
18 amended by adding Section 552.163 to read as follows:

19 Sec. 552.163. EXCEPTION: CONFIDENTIALITY OF CERTAIN
20 ATTORNEY GENERAL SETTLEMENT NEGOTIATIONS. (a) In this section,
21 "attorney general settlement communication" means documentary
22 materials or information collected, assembled, drafted, developed,
23 used, received, or maintained by or on behalf of the attorney
24 general with respect to an investigation or litigation conducted
25 under Subchapter E, Chapter 17, Business & Commerce Code, and that
26 reflects or is regarding negotiations made for the purpose of
27 achieving a resolution of a matter without the need for continuing

1 with litigation or trial.

2 (b) An attorney general settlement communication is
3 privileged and not subject to disclosure under this chapter from
4 the date the attorney general's investigation begins, as indicated
5 in the attorney general's case management records, until the
6 earlier of:

7 (1) the 90th day after the date settlement discussions
8 are terminated; or

9 (2) the earliest of the date:

10 (A) the case is reported closed in the attorney
11 general's case management records;

12 (B) the final judgment, assurance of voluntary
13 compliance, or other settlement agreement is entered by the court,
14 and the period for filing a notice of appeal has passed;

15 (C) the settlement documents are executed by all
16 parties, if the documents are not filed in court;

17 (D) the order of dismissal or nonsuit disposing
18 of all parties is entered by the court; or

19 (E) all appeals are finalized.

20 (c) For the purpose of this section, a settlement
21 communication does not include a document attached to or referenced
22 in a delivered settlement proposal that is subject to disclosure
23 under this chapter.

24 SECTION 6. Section 552.271, Government Code, is amended by
25 adding Subsection (e) to read as follows:

26 (e) A requestor who has exceeded a limit established by a
27 governmental body under Section 552.275 may not inspect public

1 information on behalf of another requestor unless the requestor who
2 exceeded the limit has paid each statement issued by the
3 governmental body under Section 552.275(e).

4 SECTION 7. Section 552.272, Government Code, is amended by
5 adding Subsection (f) to read as follows:

6 (f) A requestor who has exceeded a limit established by a
7 governmental body under Section 552.275 may not inspect public
8 information on behalf of another requestor unless the requestor who
9 exceeded the limit has paid each statement issued by the
10 governmental body under Section 552.275(e).

11 SECTION 8. Section 552.275, Government Code, is amended by
12 amending Subsections (d), (g), and (h) and adding Subsections (n)
13 and (o) to read as follows:

14 (d) If a governmental body establishes a time limit under
15 Subsection (a), each time the governmental body complies with a
16 request for public information, the governmental body shall provide
17 the requestor with a written statement of the amount of personnel
18 time spent complying with that request and the cumulative amount of
19 time spent complying with requests for public information from that
20 requestor during the applicable monthly or yearly period. The
21 amount of time spent preparing the written statement may not be
22 included in the amount of time included in the statement provided to
23 the requestor under this subsection unless the requestor's time
24 limit for the period has been exceeded.

25 (g) If a governmental body provides a requestor with a the
26 written statement under Subsection (e) or (o) and the time limits
27 prescribed by Subsection (a) regarding the requestor have been

1 exceeded, the governmental body is not required to produce public
2 information for inspection or duplication or to provide copies of
3 public information in response to the requestor's request unless on
4 or before the 10th day after the date the governmental body provided
5 the written statement under that subsection, the requestor submits
6 payment of the amount stated in the written statement provided
7 under Subsection (e) or provides identification or submits payment
8 as required by Subsection (o), as applicable.

9 (h) If the requestor fails or refuses to provide
10 identification or submit payment under Subsection (g), the
11 requestor is considered to have withdrawn the requestor's pending
12 request for public information.

13 (n) A governmental body may request photo identification
14 from a requestor for the sole purpose of establishing that the
15 requestor has not:

16 (1) exceeded a limit established by the governmental
17 body under Subsection (a); and

18 (2) concealed the requestor's identity.

19 (o) A request for photo identification under Subsection (n)
20 must include a statement under Subsection (e) applicable to the
21 requestor who has exceeded a limit established by the governmental
22 body and a statement that describes each specific reason why
23 Subsection (n) may apply to the requestor. The governmental body
24 shall accept as proof of a requestor's identification physical
25 presentment of photo identification or an image of the photo
26 identification that is transmitted electronically or through the
27 mail. A requestor from whom a governmental body has requested photo

1 identification under Subsection (n) may decline to provide
2 identification and obtain the requested information by paying the
3 charge assessed in the statement.

4 SECTION 9. Subchapter G, Chapter 552, Government Code, is
5 amended by adding Section 552.3031 to read as follows:

6 Sec. 552.3031. ELECTRONIC SUBMISSION OF REQUEST FOR
7 ATTORNEY GENERAL DECISION. (a) This section does not apply to a
8 request for an attorney general decision made under this subchapter
9 if:

10 (1) the governmental body requesting the decision:
11 (A) has fewer than 16 full-time employees; or
12 (B) is located in a county with a population of
13 less than 150,000;

14 (2) the amount or format of responsive information at
15 issue in a particular request makes use of the attorney general's
16 electronic filing system impractical or impossible; or

17 (3) the request is hand delivered to the office of the
18 attorney general.

19 (b) A governmental body that requests an attorney general
20 decision under this subchapter must submit the request through the
21 attorney general's designated electronic filing system.

22 (c) The attorney general may adopt rules necessary to
23 implement this section, including rules that define the amount or
24 type of formatting of information described by Subsection (a)(2)
25 that makes use of the electronic filing system impractical or
26 impossible.

27 SECTION 10. Section 552.306, Government Code, is amended by

adding Subsections (c) and (d) to read as follows:

(c) A governmental body shall as soon as practicable but within a reasonable period of time after the date the attorney general issues an opinion under Subsection (b) regarding information requested under this chapter:

(1) provide the requestor of the information an itemized estimate of charges for production of the information if the estimate is required by Section 552.2615;

(2) if the requested information is voluminous:

(A) take the following actions if the governmental body determines that it is able to disclose the information in a single batch:

(i) provide a written certified notice to the requestor and the attorney general that it is impractical or impossible for the governmental body to produce the information within a reasonable period of time;

(ii) include in the notice the date and hour that the governmental body will disclose the information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice; and

(iii) produce the information at the date and time included in the notice; or

(B) take the following actions if the governmental body determines that it is unable to disclose the information in a single batch:

(i) provide a written certified notice to the requestor and the attorney general that it is impractical or

impossible for the governmental body to produce the information within a reasonable period of time and in a single batch;

(ii) include in the notice the date and hour that the governmental body will disclose the first batch of information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice;

(iii) provide a written certified notice to the requestor and the attorney general when each subsequent batch of information is disclosed to the requestor of the date and hour that the governmental body will disclose the next batch of information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice; and

(iv) produce the requested information at each date and time included in a notice;

(3) produce the information if it is required to be produced;

(4) notify the requestor in writing that the governmental body is withholding the information as authorized by the opinion; or

(5) notify the requestor in writing that the governmental body has filed suit against the attorney general under Section 552.324 regarding the information.

(d) A governmental body is presumed to have complied with the requirements of Subsection (c) if the governmental body takes an action under that subsection regarding information that is the

1 subject of an opinion issued by the attorney general not later than
2 the 30th day after the date the attorney general issues the opinion.

3 SECTION 11. Section 552.308, Government Code, is amended to
4 read as follows:

5 Sec. 552.308. TIMELINESS OF ACTION BY UNITED STATES MAIL,
6 INTERAGENCY MAIL, OR COMMON OR CONTRACT CARRIER. (a) Except as
7 provided by Section 552.3031, when [~~When~~] this subchapter requires
8 a request, notice, or other document to be submitted or otherwise
9 given to a person within a specified period, the requirement is met
10 in a timely fashion if the document is sent to the person by first
11 class United States mail or common or contract carrier properly
12 addressed with postage or handling charges prepaid and:

13 (1) it bears a post office cancellation mark or a
14 receipt mark of a common or contract carrier indicating a time
15 within that period; or

16 (2) the person required to submit or otherwise give
17 the document furnishes satisfactory proof that it was deposited in
18 the mail or with a common or contract carrier within that period.

19 (b) Except as provided by Section 552.3031, when [~~When~~] this
20 subchapter requires an agency of this state to submit or otherwise
21 give to the attorney general within a specified period a request,
22 notice, or other writing, the requirement is met in a timely fashion
23 if:

24 (1) the request, notice, or other writing is sent to
25 the attorney general by interagency mail; and

26 (2) the agency provides evidence sufficient to
27 establish that the request, notice, or other writing was deposited

1 in the interagency mail within that period.

2 SECTION 12. Subchapter G, Chapter 552, Government Code, is
3 amended by adding Section 552.310 to read as follows:

4 Sec. 552.310. SEARCHABLE DATABASE. (a) The office of the
5 attorney general shall make available on the office's Internet
6 website an easily accessible and searchable database consisting of:

7 (1) information identifying each request for an
8 attorney general decision made under this subchapter; and

9 (2) the attorney general's opinion issued for the
10 request.

11 (b) The database at a minimum must allow a person to search
12 for a request or opinion described by Subsection (a) by:

13 (1) the name of the governmental body making the
14 request; and

15 (2) the exception under Subchapter C that a
16 governmental body asserts in the request applies to its request to
17 withhold information from public disclosure.

18 (c) The database must allow a person to view the current
19 status of a request described by Subsection (a)(1) and an estimated
20 timeline indicating the date each stage of review of the request
21 will be started and completed.

22 SECTION 13. The changes in law made by this Act to Sections
23 552.103, 552.271, 552.272, and 552.275, Government Code, apply only
24 to a request for information that is received by a governmental body
25 or an officer for public information on or after the effective date
26 of this Act. A request for information that was received before the
27 effective date of this Act is governed by the law in effect on the

1 date the request was received, and the former law is continued in
2 effect for that purpose.

3 SECTION 14. Section 552.3031, Government Code, as added by
4 this Act, and Section 552.306, Government Code, as amended by this
5 Act, apply to a request for an attorney general decision made under
6 Subchapter G, Chapter 552, of that code on or after the effective
7 date of this Act. A request for an attorney general decision made
8 before the effective date of this Act is governed by the law in
9 effect on the date the request was made, and the former law is
10 continued in effect for that purpose.

11 SECTION 15. As soon as practicable, but not later than
12 January 1, 2024, the office of the attorney general shall make the
13 database required by Section 552.310, Government Code, as added by
14 this Act, available on the office's Internet website.

15 SECTION 16. This Act takes effect September 1, 2023.

H.B. No. 3033

President of the Senate

Speaker of the House

I certify that H.B. No. 3033 was passed by the House on May 6, 2023, by the following vote: Yeas 134, Nays 1, 1 present, not voting; and that the House concurred in Senate amendments to H.B. No. 3033 on May 26, 2023, by the following vote: Yeas 133, Nays 1, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3033 was passed by the Senate, with amendments, on May 23, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
15.	Proposed Changes to CGC(LOCAL) Policy: SAFETY PROGRAM - EMERGENCY PLANS AND ALERTS	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the proposed revisions to this CGC(LOCAL) policy, with the recommended changes in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy address HB 3, which clarifies that a college’s Emergency Operations Plan must address any additional requirements established by TxSSC in consultation with TEA and relevant local law enforcement agencies.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
CGC(LOCAL) Policy	3/6/2024	Attachment
H.B. 3	3/6/2024	Attachment

This item is applicable to the following: District

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(LOCAL)

**Emergency
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; ~~and implementation of a safety and security audit;~~ and any other requirements established by the Texas School Safety Center (TxSSC). The Chancellor is authorized to take any needed action to ensure the safety and well-being of employees, students, and the public during emergency events, natural disasters, or man-made catastrophic events to include facility closures and expenditures of funds above signature authority. When such emergency expenditures occur, they shall be presented for ratification at the next regular Board meeting.

Commented [JL1]: Revisions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

**Emergency
Response and
Evacuation
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel.

**Emergency Alert
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

Effective Date

~~This policy shall be effective as of the adoption date, May 20, 2020.~~

AN ACT

relating to measures for ensuring public school safety, including the development and implementation of purchases relating to and funding for public school safety and security requirements and the provision of safety-related resources.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 7.028(a), Education Code, is amended to read as follows:

(a) Except as provided by Section 21.006(k), 22.093(l), 22.096, 28.006, 29.001(5), 29.010(a), 33.006(h), 37.1083, 37.1084, 38.003, or 39.003, the agency may monitor compliance with requirements applicable to a process or program provided by a school district, campus, program, or school granted charters under Chapter 12, including the process described by Subchapter F, Chapter 11, or a program described by Subchapter B, C, D, E, F, H, or I, Chapter 29, or Subchapter A, Chapter 37, only as necessary to ensure:

- (1) compliance with federal law and regulations;
- (2) financial accountability, including compliance with grant requirements;
- (3) data integrity for purposes of:
 - (A) the Public Education Information Management System (PEIMS); and
 - (B) accountability under Chapters 39 and 39A; and

(4) qualification for funding under Chapter 48.

SECTION 2. Sections 7.061(b) and (c), Education Code, are amended to read as follows:

(b) The commissioner shall adopt or amend rules as necessary to ensure that facilities ~~[building]~~ standards for new and existing instructional facilities and other school district and open-enrollment charter school facilities, including construction quality, performance, operational, and other standards related to the safety and security of school facilities, provide a secure and safe environment. In adopting or amending rules under this section, the commissioner shall include the use of best practices for:

(1) the design and construction of new facilities; and

(2) the improvement, renovation, and retrofitting of existing facilities.

(c) Not later than September 1 of each even-numbered year, the commissioner shall review all rules adopted or amended under this section and amend the rules as necessary to ensure that facilities ~~[building]~~ standards for school district and open-enrollment charter school facilities continue to provide a secure and safe environment. The commissioner shall, in consultation with the Texas School Safety Center, identify and adopt any changes recommended under Section 37.221.

SECTION 3. Subchapter B, Chapter 8, Education Code, is amended by adding Section 8.064 to read as follows:

Sec. 8.064. SCHOOL SAFETY SUPPORT. (a) A regional education service center shall act as a school safety resource,

using materials and resources developed by the Texas School Safety Center or the agency in accordance with Chapter 37, for school districts and open-enrollment charter schools in the region served by the center. The center may assist a school district or open-enrollment charter school directly or in collaboration with the Texas School Safety Center and local law enforcement agencies, as applicable:

(1) in developing and implementing a multihazard emergency operations plan under Section 37.108;

(2) in establishing a school safety and security committee under Section 37.109;

(3) in conducting emergency school drills and exercises;

(4) in addressing deficiencies in campus security identified by a school safety review team under Section 37.1084; and

(5) by providing guidance on any other matter relating to school safety and security.

(b) A regional education service center:

(1) shall provide assistance as necessary to the region's school safety review team established under Section 37.1084; and

(2) may provide assistance as necessary to school districts and open-enrollment charter schools in the region served by the center through the direct provision of positive behavioral interventions and supports to a student enrolled in one of those districts or schools to mitigate or prevent future harmful,

threatening, or violent behavior by the student.

SECTION 4. Section 12.104(b), Education Code, as amended by Chapters 542 (S.B. 168), 887 (S.B. 1697), 915 (H.B. 3607), 974 (S.B. 2081), and 1046 (S.B. 1365), Acts of the 87th Legislature, Regular Session, 2021, is reenacted and amended to read as follows:

(b) An open-enrollment charter school is subject to:

(1) a provision of this title establishing a criminal offense;

(2) the provisions in Chapter 554, Government Code; and

(3) a prohibition, restriction, or requirement, as applicable, imposed by this title or a rule adopted under this title, relating to:

(A) the Public Education Information Management System (PEIMS) to the extent necessary to monitor compliance with this subchapter as determined by the commissioner;

(B) criminal history records under Subchapter C, Chapter 22;

(C) reading instruments and accelerated reading instruction programs under Section 28.006;

(D) accelerated instruction under Section 28.0211;

(E) high school graduation requirements under Section 28.025;

(F) special education programs under Subchapter A, Chapter 29;

(G) bilingual education under Subchapter B,

Chapter 29;

(H) prekindergarten programs under Subchapter E or E-1, Chapter 29, except class size limits for prekindergarten classes imposed under Section 25.112, which do not apply;

(I) extracurricular activities under Section 33.081;

(J) discipline management practices or behavior management techniques under Section 37.0021;

(K) health and safety under Chapter 38;

(L) the provisions of Subchapter A, Chapter 39;

(M) public school accountability and special investigations under Subchapters A, B, C, D, F, G, and J, Chapter 39, and Chapter 39A;

(N) the requirement under Section 21.006 to report an educator's misconduct;

(O) intensive programs of instruction under Section 28.0213;

(P) the right of a school employee to report a crime, as provided by Section 37.148;

(Q) bullying prevention policies and procedures under Section 37.0832;

(R) the right of a school under Section 37.0052 to place a student who has engaged in certain bullying behavior in a disciplinary alternative education program or to expel the student;

(S) the right under Section 37.0151 to report to local law enforcement certain conduct constituting assault or harassment;

(T) a parent's right to information regarding the provision of assistance for learning difficulties to the parent's child as provided by Sections 26.004(b)(11) and 26.0081(c) and (d);

(U) establishment of residency under Section 25.001;

(V) school safety requirements under Sections 37.0814, 37.108, 37.1081, 37.1082, 37.1083, 37.1084, 37.1085, 37.1086, 37.109, 37.113, 37.114, 37.1141, 37.115, 37.207, and 37.2071 and Subchapter J, Chapter 37;

(W) the early childhood literacy and mathematics proficiency plans under Section 11.185;

(X) the college, career, and military readiness plans under Section 11.186; and

(Y) ~~(X)~~ parental options to retain a student under Section 28.02124.

SECTION 5. Subchapter 2, Chapter 22, Education Code, is amended by adding Section 22.904 to read as follows:

Sec. 22.904. MENTAL HEALTH TRAINING. (a) Except as otherwise provided by this section, a school district shall require each district employee who regularly interacts with students enrolled at the district to complete an evidence-based mental health training program designed to provide instruction to participants regarding the recognition and support of children and youth who experience a mental health or substance use issue that may pose a threat to school safety.

(b) A school district may not require a district employee who has previously completed mental health training offered by a

1 local mental health authority under Section 1001.203, Health and
2 Safety Code, to complete the training required by this section.

3 (c) From funds appropriated for the purpose, the agency
4 shall provide an allotment to each school district to assist the
5 district in complying with this section. The amount of an allotment
6 provided to a school district under this subsection may not exceed
7 the costs incurred by the district for employees' travel, training
8 fees, and compensation for the time spent completing the training
9 required by this section. The agency may proportionally reduce
10 each district's allotment if the amount appropriated is
11 insufficient to pay for all costs incurred by districts under this
12 subsection.

13 (d) The State Board for Educator Certification shall
14 propose rules allowing an educator to receive credit toward the
15 educator's continuing education requirements under Section
16 21.054(g) for the educator's participation in mental health
17 training under this section.

18 (e) The commissioner shall adopt rules to implement this
19 section, including rules specifying the training fees and travel
20 expenses subject to reimbursement under Subsection (c).

21 SECTION 6. Section 25.002(a), Education Code, is amended to
22 read as follows:

23 (a) If a parent or other person with legal control of a child
24 under a court order enrolls the child in a public school, the parent
25 or other person or the school district in which the child most
26 recently attended school shall furnish to the school district:

27 (1) the child's birth certificate or another document

1 suitable as proof of the child's identity;

2 (2) a copy of the child's records from the school the
3 child most recently attended if the child has been previously
4 enrolled in a school in this state or another state, including for a
5 child who most recently attended a public school in this state, a
6 copy of the child's disciplinary record and any threat assessment
7 involving the child's behavior conducted under Section 37.115; and

8 (3) a record showing that the child has the
9 immunizations as required under Section 38.001, in the case of a
10 child required under that section to be immunized, proof as
11 required by that section showing that the child is not required to
12 be immunized, or proof that the child is entitled to provisional
13 admission under that section and under rules adopted under that
14 section.

15 SECTION 7. Section 25.036, Education Code, is amended by
16 adding Subsection (c) to read as follows:

17 (c) In the case of a transfer under this section, a child's
18 school district of residence shall provide the receiving district
19 with the child's disciplinary record and any threat assessment
20 involving the child's behavior conducted under Section 37.115.

21 SECTION 8. Section 37.081, Education Code, is amended by
22 amending Subsection (a) and adding Subsections (a-1), (a-2), (a-3),
23 and (a-4) to read as follows:

24 (a) The board of trustees of any school district may:

25 (1) employ or contract with security personnel;

26 (2) [7] enter into a memorandum of understanding with
27 a local law enforcement agency or a county or municipality that is

1 the employing political subdivision of commissioned peace officers
2 for the provision of school resource officers;

3 (3) for the purposes of providing security personnel,
4 contract with a security services contractor licensed under Chapter
5 1702, Occupations Code, for the provision of a commissioned
6 security officer, as defined by Section 1702.002, Occupations Code,
7 who has completed the Level II or III training course required by
8 the Department of Public Safety; [r] and

9 (4) commission peace officers to carry out this
10 subchapter.

11 (a-1) [If a board of trustees authorizes a person employed
12 as security personnel to carry a weapon, the person must be a
13 commissioned peace officer.] The jurisdiction of a peace officer,
14 a school resource officer, or security personnel under this section
15 shall be determined by the board of trustees and may include all
16 territory in the boundaries of the school district and all property
17 outside the boundaries of the district that is owned, leased, or
18 rented by or otherwise under the control of the school district and
19 the board of trustees that employ or contract with, as applicable,
20 the peace officer or security personnel or that enter into a
21 memorandum of understanding for the provision of a school resource
22 officer.

23 (a-2) A memorandum of understanding for the provision of
24 school resource officers entered into under Subsection (a) must:

25 (1) be in the form of an interlocal contract under
26 Chapter 791, Government Code; and

27 (2) use a proportionate cost allocation methodology to

1 address any costs or fees incurred by the school district or the
2 local law enforcement agency, county, or municipality, as
3 applicable.

4 (a-3) The cost allocation methodology used under Subsection
5 (a-2)(2) may allow a local law enforcement agency, county, or
6 municipality, as applicable, to recoup direct costs incurred as a
7 result of the contract but may not allow the agency, county, or
8 municipality to profit under the contract.

9 (a-4) A school district, local law enforcement agency,
10 county, or municipality that enters into a memorandum of
11 understanding under Subsection (a) may seek funding from federal,
12 state, and private sources to support the cost of providing school
13 resource officers under this section.

14 SECTION 9. Section 37.0812(a), Education Code, is amended
15 to read as follows:

16 (a) A school district peace officer or school resource
17 officer shall complete an active shooter response training program
18 approved by the Texas Commission on Law Enforcement at least once in
19 each four-year period.

20 SECTION 10. Subchapter C, Chapter 37, Education Code, is
21 amended by adding Section 37.0814 to read as follows:

22 Sec. 37.0814. ARMED SECURITY OFFICER REQUIRED. (a) The
23 board of trustees of each school district shall determine the
24 appropriate number of armed security officers for each district
25 campus. The board must ensure that at least one armed security
26 officer is present during regular school hours at each district
27 campus.

1 (b) A security officer described by Subsection (a) must be:
2 (1) a school district peace officer;
3 (2) a school resource officer; or
4 (3) a commissioned peace officer employed as security
5 personnel under Section 37.081.

6 (c) If the board of trustees of a school district is unable
7 to comply with this section, the board may claim a good cause
8 exception from the requirement to comply with this section if the
9 district's noncompliance is due to the availability of:

10 (1) funding; or
11 (2) personnel who qualify to serve as a security
12 officer described by Subsection (a).

13 (d) The board of trustees of a school district that claims a
14 good cause exception under Subsection (c) must develop an
15 alternative standard with which the district is able to comply,
16 which may include providing a person to act as a security officer
17 who is:

18 (1) a school marshal; or
19 (2) a school district employee or a person with whom
20 the district contracts who:

21 (A) has completed school safety training
22 provided by a qualified handgun instructor certified in school
23 safety under Section 411.1901, Government Code; and

24 (B) carries a handgun on school premises in
25 accordance with written regulations or written authorization of the
26 district under Section 46.03(a)(1)(A), Penal Code.

27 (e) The board of trustees of a school district must develop

1 and maintain documentation of the district's implementation of and
2 compliance with this section, including documentation related to a
3 good cause exception claimed under Subsection (c), and shall, if
4 requested by the agency, provide that documentation to the agency
5 in the manner prescribed by the agency.

6 SECTION 11. Subchapter C, Chapter 37, Education Code, is
7 amended by adding Section 37.089 to read as follows:

8 Sec. 37.089. ROLE OF PERSONS CARRYING A FIREARM ON SCHOOL
9 GROUND. (a) Subject to Subsection (b), a person permitted to carry
10 a firearm on the campus of a school district may not perform the
11 routine law enforcement duties of a peace officer, including making
12 arrests, unless the duty is performed in response to an emergency
13 that poses a threat of death or serious bodily injury to a student,
14 school district employee, or other individual at the district
15 campus.

16 (b) Subsection (a) does not apply to a commissioned peace
17 officer who is assigned law enforcement duties that are included in
18 campus and district documents describing the role of peace officers
19 in the district as required by Section 37.081(d).

20 SECTION 12. Section 37.108, Education Code, is amended by
21 amending Subsections (a), (b), and (f) and adding Subsection (h) to
22 read as follows:

23 (a) Each school district or public junior college district
24 shall adopt and implement a multihazard emergency operations plan
25 for use in the district's facilities. The plan must address
26 prevention, mitigation, preparedness, response, and recovery as
27 defined by the Texas School Safety Center in conjunction with the

governor's office of homeland security, ~~and~~ the commissioner of education, and the ~~or~~ commissioner of higher education~~, as applicable~~. The plan must provide for:

(1) training in responding to an emergency for district employees, including substitute teachers;

(2) measures to ensure district employees, including substitute teachers, have classroom access to a telephone, including a cellular telephone, or another electronic communication device allowing for immediate contact with district emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments;

(3) measures to ensure district communications technology and infrastructure are adequate to allow for communication during an emergency;

(4) if the plan applies to a school district, mandatory school drills and exercises, including drills required under Section 37.114, to prepare district students and employees for responding to an emergency;

(5) measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency; ~~and~~

(6) the implementation of a safety and security audit as required by Subsection (b); and

(7) any other requirements established by the Texas School Safety Center in consultation with the agency and relevant local law enforcement agencies.

1 (b) At least once every three years, each school district or
2 public junior college district shall conduct a safety and security
3 audit of the district's facilities. A [To the extent possible, a]
4 district, or a person included in the registry established by the
5 Texas School Safety Center under Section 37.2091 who is engaged by
6 the district to conduct a safety and security audit, shall follow
7 safety and security audit procedures developed by the Texas School
8 Safety Center in coordination with the commissioner of education or
9 commissioner of higher education, as applicable ~~[or a person~~
10 ~~included in the registry established by the Texas School Safety~~
11 ~~Center under Section 37.2091]~~.

12 (f) A school district shall include in its multihazard
13 emergency operations plan:

14 (1) a chain of command that designates the individual
15 responsible for making final decisions during a disaster or
16 emergency situation and identifies other individuals responsible
17 for making those decisions if the designated person is unavailable;

18 (2) provisions that address physical and
19 psychological safety for responding to a natural disaster, active
20 shooter, and any other dangerous scenario identified for purposes
21 of this section by the agency or the Texas School Safety Center;

22 (3) provisions for ensuring the safety of students in
23 portable buildings;

24 (4) provisions for ensuring that students and district
25 personnel with disabilities are provided equal access to safety
26 during a disaster or emergency situation;

27 (5) provisions for providing immediate notification

1 to parents, guardians, and other persons standing in parental
2 relation in circumstances involving a significant threat to the
3 health or safety of students, including identification of the
4 individual with responsibility for overseeing the notification;

5 (6) provisions for supporting the psychological
6 safety of students, district personnel, and the community during
7 the response and recovery phase following a disaster or emergency
8 situation that:

9 (A) are aligned with best practice-based
10 programs and research-based practices recommended under Section
11 [38.351](#);

12 (B) include strategies for ensuring any required
13 professional development training for suicide prevention and
14 grief-informed and trauma-informed care is provided to appropriate
15 school personnel;

16 (C) include training on integrating
17 psychological safety and suicide prevention strategies into the
18 district's plan, such as psychological first aid for schools
19 training, from an approved list of recommended training established
20 by the commissioner and Texas School Safety Center for:

21 (i) members of the district's school safety
22 and security committee under Section [37.109](#);

23 (ii) district school counselors and mental
24 health professionals; and

25 (iii) educators and other district
26 personnel as determined by the district;

27 (D) include strategies and procedures for

integrating and supporting physical and psychological safety that align with the provisions described by Subdivision (2); and

(E) implement trauma-informed policies;

(7) a policy for providing a substitute teacher access to school campus buildings and materials necessary for the substitute teacher to carry out the duties of a district employee during an emergency or a mandatory emergency drill; ~~and~~

(8) the name of each individual on the district's school safety and security committee established under Section 37.109 and the date of each committee meeting during the preceding year; and

(9) certification that the district is in compliance with Section 37.117.

(h) The Texas School Safety Center and the agency shall provide school safety-related data collected by the center or agency to each other on request.

SECTION 13. Section 37.1081(a), Education Code, is amended to read as follows:

(a) If the board of trustees of a school district receives notice of noncompliance under Section 37.207(e) or 37.2071(d) or (g) ~~[37.2071(g)]~~, the board shall hold a public hearing to notify the public of:

(1) the district's failure to:

(A) submit or correct deficiencies in a multihazard emergency operations plan; or

(B) report the results of a safety and security audit to the Texas School Safety Center as required by law;

(2) the dates during which the district has not been in compliance; and

(3) the names of each member of the board of trustees and the superintendent serving in that capacity during the dates the district was not in compliance.

SECTION 14. Subchapter D, Chapter 37, Education Code, is amended by adding Sections 37.1083, 37.1084, 37.1085, 37.1086, and 37.1131 to read as follows:

Sec. 37.1083. AGENCY MONITORING OF SCHOOL DISTRICT SAFETY AND SECURITY REQUIREMENTS. (a) The agency shall monitor the implementation and operation of requirements related to school district safety and security, including school district:

(1) multihazard emergency operations plans; and

(2) safety and security audits.

(b) The agency shall establish an office of school safety and security within the agency that consists of individuals with substantial expertise and experience in school or law enforcement safety and security operations and oversight at the local, state, or federal level to coordinate the agency's monitoring of school district safety and security requirements under this section. The director of the office is appointed by the governor and confirmed by the senate and must report directly to the commissioner.

(c) The agency shall, in coordination with the Texas School Safety Center and relevant local law enforcement agencies, provide technical assistance to school districts to support the implementation and operation of safety and security requirements.

(d) As part of the technical assistance provided under

1 Subsection (c), the agency shall conduct a detailed vulnerability
2 assessment of each school district on a random basis determined by
3 the agency once every four years. The assessment must:

4 (1) assess facility access controls, emergency
5 operations procedures, and other school safety requirements; and

6 (2) to the greatest extent practicable, coincide with
7 the safety and security audit required under Section 37.108.

8 (e) The agency shall use a rubric developed by the office of
9 school safety and security in collaboration with the Texas School
10 Safety Center to conduct a vulnerability assessment of a school
11 district under Subsection (d).

12 (f) On completion of a vulnerability assessment under
13 Subsection (d), the agency shall provide to the superintendent and
14 school safety and security committee established under Section
15 37.109 for the applicable school district a report on the results of
16 the assessment that includes recommendations and required
17 corrective actions to address any deficiencies in campus security
18 identified by the agency.

19 (g) The agency may engage a third party as necessary to
20 enable the agency to monitor the implementation and operation of
21 school district safety and security requirements under this
22 section.

23 (h) The agency may require a school district to submit
24 information necessary for the agency to monitor the implementation
25 and operation of school district safety and security requirements
26 under this section, including:

27 (1) notice of an event requiring a district's

emergency response including the discovery of a firearm on a campus; and

(2) information regarding the district's response and use of emergency operations procedures during an event described by Subdivision (1).

(i) The agency may review school district records as necessary to ensure compliance with this subchapter and Subchapter G.

(j) Any document or information collected, identified, developed, or produced relating to the monitoring of school district safety and security requirements under this section is confidential under Sections 418.177 and 418.181, Government Code, and not subject to disclosure under Chapter 552, Government Code.

(k) The commissioner may adopt rules as necessary to administer this section.

Sec. 37.1084. REGIONAL SCHOOL SAFETY REVIEW TEAMS. (a) In this section:

(1) "Office" means the office of school safety and security established under Section 37.1083.

(2) "Team" means a school safety review team established under this section.

(b) The office shall establish a school safety review team in each region served by a regional education service center. A team shall annually conduct on-site general intruder detection audits of school district campuses in the team's region. In conducting an intruder detection audit, a team must:

(1) use a rubric developed by the office in

consultation with the Texas School Safety Center;

(2) not later than the seventh day before the date of a
scheduled audit, notify the superintendent of the school district
in which the campus being audited is located; and

(3) on completion of the audit, provide to the
superintendent and school safety and security committee
established under Section 37.109 for the school district in which
the campus is located a report on the results of the audit that
includes recommendations and required corrective actions to
address any deficiencies in campus security identified by the team.

(c) A regional education service center shall provide
support as necessary to assist the region's team in conducting
intruder detection audits under this section.

(d) A report produced by a team under this section is
confidential and not subject to disclosure under Chapter 552,
Government Code.

Sec. 37.1085. ASSIGNMENT OF CONSERVATOR FOR NONCOMPLIANCE
WITH SCHOOL SAFETY AND SECURITY REQUIREMENTS. (a) Except as
provided by Subsection (c), the commissioner may assign a
conservator under Chapter 39A if a school district fails to:

(1) submit to any required monitoring, assessment, or
audit under Section 37.1083 or 37.1084;

(2) comply with applicable safety and security
requirements; or

(3) address in a reasonable time period, as determined
by commissioner rule, issues raised by the agency's monitoring,
assessment, or audit of the district under Section 37.1083 or

1 37.1084.

2 (b) A conservator assigned to a district under this section
3 may exercise the powers and duties of a conservator under Section
4 39A.003 only to correct a failure identified under Subsection (a).

5 (c) This section does not apply to a school district's
6 failure to comply with Section 37.0814 or a good cause exception
7 claimed under that section.

8 Sec. 37.1086. GUIDELINES FOR MULTHAZARD EMERGENCY
9 OPERATIONS PLAN PROVISIONS FOR INDIVIDUALS WITH DISABILITIES OR
10 IMPAIRMENTS. (a) The agency shall establish guidelines for the
11 provisions in a school district's multihazard emergency operations
12 plan under Section 37.108(f)(4) to ensure the safety of students
13 and district personnel with disabilities or impairments during a
14 disaster or emergency situation, in consultation with:

- 15 (1) the Texas School Safety Center;
16 (2) regional education service centers;
17 (3) public school educators who work with students
18 with disabilities or impairments; and
19 (4) advocacy groups representing individuals with
20 disabilities or impairments.

21 (b) A school district must follow the guidelines
22 established by the agency under Subsection (a) in adopting and
23 implementing the district's multihazard emergency operations plan
24 under Section 37.108.

25 Sec. 37.1131. NOTIFICATION REGARDING VIOLENT ACTIVITY. (a)
26 The agency shall develop model standards for providing notice
27 regarding violent activity that has occurred or is being

1 investigated at a school district campus or other district facility
2 or at a district-sponsored activity to parents, guardians, and
3 other persons standing in parental relation to students who are
4 assigned to the campus, regularly use the facility, or are
5 attending the activity, as applicable. The standards must:

6 (1) include electronic notification through text
7 messaging and e-mail;

8 (2) provide an option for real-time notification; and

9 (3) protect student privacy.

10 (b) Each school district shall adopt a policy for providing
11 notice described by Subsection (a) in a manner that meets the
12 standards adopted under that subsection.

13 SECTION 15. Section 37.115, Education Code, is amended by
14 amending Subsection (c) and adding Subsection (j-1) to read as
15 follows:

16 (c) The board of trustees of each school district shall
17 establish a threat assessment and safe and supportive school team
18 to serve at each campus of the district and shall adopt policies and
19 procedures for the teams. The team is responsible for developing
20 and implementing the safe and supportive school program under
21 Subsection (b) at the district campus served by the team. The
22 policies and procedures adopted under this section must:

23 (1) be consistent with the model policies and
24 procedures developed by the Texas School Safety Center;

25 (2) require each team to complete training provided by
26 the Texas School Safety Center or a regional education service
27 center regarding evidence-based threat assessment programs; ~~and~~

(3) require each team established under this section to report the information required under Subsection (k) regarding the team's activities to the agency; and

(4) require each district campus to establish a clear procedure for a student to report concerning behavior exhibited by another student for assessment by the team or other appropriate school employee.

(j-1) Materials and information provided to or produced by a team during a threat assessment of a student under this section must be maintained in the student's school record until the student's 24th birthday.

SECTION 16. Subchapter D, Chapter 37, Education Code, is amended by adding Section 37.117 to read as follows:

Sec. 37.117. EMERGENCY RESPONSE MAP AND WALK-THROUGH. Each school district and open-enrollment charter school shall provide to the Department of Public Safety and all appropriate local law enforcement agencies and emergency first responders:

(1) an accurate map of each district campus and school building that is developed and documented in accordance with the standards described by Section 37.351 related to developing site and floor plans, access control, and exterior door numbering; and

(2) an opportunity to conduct a walk-through of each district campus and school building using the map described by Subdivision (1).

SECTION 17. Sections 37.2071(b), (c), (d), (f), (g), and (h), Education Code, are amended to read as follows:

(b) A school district or public junior college district

shall submit its multihazard emergency operations plan to the center:

(1) not later than the 30th day after the date ~~[on request of]~~ the center requests the submission; and

(2) in accordance with the center's review cycle developed under Subsection (a).

(c) The center shall review each district's multihazard emergency operations plan submitted under Subsection (b) and:

(1) verify the plan meets the requirements of Section 37.108; or

(2) provide the district with written notice:

(A) describing the plan's deficiencies; ~~[and]~~

(B) including specific recommendations to correct the deficiencies; and

(C) stating that the district must correct the deficiencies in its plan and resubmit the revised plan to the center.

(d) If a district fails to submit its multihazard emergency operations plan to the center for review following a notification by the center that the district has failed to submit the district's plan, the center shall provide the district with written notice stating that the district must hold a public hearing under Section 37.1081 ~~[+]~~

~~[(1) has failed to submit a plan; and~~

~~[(2) must submit a plan to the center for review and verification].~~

(f) If one month ~~[three months]~~ after the date of initial

notification of a plan's deficiencies under Subsection (c)(2) [~~or~~
~~failure to submit a plan under Subsection (d)]~~ a district has not
corrected the plan deficiencies [~~or has failed to submit a plan~~],
the center shall provide written notice to the district and agency
that the district has not complied with the requirements of this
section and must comply immediately.

(g) If a school district still has not corrected the plan
deficiencies three [~~or has failed to submit a plan six~~] months after
the date of initial notification under Subsection (c)(2) [~~or (d)~~],
the center shall provide written notice to the school district
stating that the district must hold a public hearing under Section
37.1081.

(h) If a school district has failed to submit a plan, the
notice required by Subsection (d) [~~(g)~~] must state that the
commissioner is authorized to appoint a conservator under Section
37.1082.

SECTION 18. Section 37.2091, Education Code, is amended by
adding Subsection (b-1) to read as follows:

(b-1) A school district must confirm that a person is
included in the registry established under Subsection (b) before
the district may engage the person to provide school safety or
security consulting services to the district.

SECTION 19. Subchapter G, Chapter 37, Education Code, is
amended by adding Sections 37.221 and 37.222 to read as follows:

Sec. 37.221. FACILITIES STANDARDS REVIEW. (a) At least
once every five years, the center shall review the facilities
standards for instructional facilities adopted under Section 7.061

and make recommendations to the commissioner regarding any changes necessary to ensure that the facilities standards:

(1) reflect best practices for improving school safety through the design and construction of school facilities; and

(2) are consistent with standards adopted under Chapter 469, Government Code, regarding the elimination of architectural barriers.

(b) The center and commissioner may consult with stakeholders with relevant expertise regarding whether any updates to requirements for the use of funds granted or allocated to school districts for purposes of improving the safety and security of school facilities are necessary to align with best practices.

(c) In updating facilities standards, the commissioner shall:

(1) incorporate input from the center and stakeholders with relevant expertise regarding best practices for standards applicable to the design and construction of school facilities; and

(2) ensure the standards are updated as necessary to ensure compliance with any changes to state law and local building codes.

Sec. 37.222. RESOURCES ON SAFE FIREARM STORAGE. (a) The center, in collaboration with the Department of Public Safety, shall provide to each school district and open-enrollment charter school information and other resources regarding the safe storage of firearms for distribution by the district or school under Subsection (b), including information on:

(1) the offense under Section 46.13, Penal Code; and

1 (2) ways in which parents and guardians can
2 effectively prevent children from accessing firearms.

3 (b) Each school district and open-enrollment charter school
4 shall provide the information and other resources described under
5 Subsection (a) to the parent or guardian of each student enrolled in
6 the district or school.

7 SECTION 20. Chapter 37, Education Code, is amended by
8 adding Subchapter J to read as follows:

9 SUBCHAPTER J. SAFETY AND SECURITY REQUIREMENTS FOR FACILITIES

10 Sec. 37.351. FACILITIES STANDARDS COMPLIANCE. (a) A school
11 district must ensure that each district facility complies with each
12 school facilities standard, including performance standards and
13 operational requirements, related to safety and security adopted
14 under Section 7.061 or provided by other law or agency rule.

15 (b) A school district must develop and maintain
16 documentation of the district's implementation of and compliance
17 with school safety and security facilities standards for each
18 district facility, including a good cause exception claimed under
19 Section 37.353, and shall, if requested by the agency, provide that
20 documentation to the agency in the manner prescribed by the agency.

21 Sec. 37.352. PURCHASING REQUIREMENTS. A school district
22 shall comply with all applicable state laws and rules relating to
23 procurement for district purchases relating to achieving
24 compliance with the facilities standards adopted under Section
25 7.061 or provided by other law or agency rule.

26 Sec. 37.353. GOOD CAUSE EXCEPTION. (a) If a school
27 district is unable to bring a district facility into compliance

with a school facilities standard related to safety and security,
the district may claim a good cause exception from the requirement
to comply with that standard, including for a reason related to:

(1) the age, physical design, or location of the
noncompliant facility;

(2) the projected remaining use or functional life of
the noncompliant facility;

(3) availability of funding; or

(4) supply chain obstacles.

(b) A school district that claims a good cause exception
under Subsection (a) must develop an alternative performance
standard with which the district is able to comply.

Sec. 37.354. FUNDING FOR FACILITIES STANDARDS COMPLIANCE.

(a) The commissioner may authorize a school district to use money
provided to the district for the purpose of improving school safety
and security, including the school safety allotment under Section
48.115 or any other funding or grant money available to the district
for that purpose, to comply with the requirements of this
subchapter.

(a-1) Funds appropriated in S.B. 30, Acts of the 88th
Legislature, Regular Session, 2023, or similar legislation, for the
purpose of improving school safety and security, may be used as
described by Subsection (a). This subsection expires September 1,
2026.

(b) The commissioner may adopt rules regarding safety and
security requirements with which a school district must comply to
receive funding or grant money available for the purpose of

improving school safety and security.

Sec. 37.355. CONFIDENTIALITY. (a) Any document or information collected, identified, developed, or produced relating to a safety or security requirement under this subchapter is confidential under Sections 418.177 and 418.181, Government Code, and not subject to disclosure under Chapter 552, Government Code.

(b) The commissioner may adopt rules as necessary to administer this section.

SECTION 21. Section 38.022, Education Code, is amended by amending Subsection (a) and adding Subsection (a-1) to read as follows:

(a) A school district may require a person who enters property under the district's control ~~[a district campus]~~ to display the person's driver's license, ~~[or]~~ another form of identification containing the person's photograph issued by a governmental entity, or, if applicable, the person's district employee or student identification card. The person must provide the identification on request.

(a-1) A school district may eject a person from district property if:

(1) the person refuses or fails to provide on request identification described by Subsection (a); and

(2) it reasonably appears that the person has no legitimate reason to be on district property.

SECTION 22. Subchapter E, Chapter 45, Education Code, is amended by adding Section 45.1011 to read as follows:

Sec. 45.1011. USE OF BOND PROCEEDS FOR SCHOOL SAFETY

1 COMPLIANCE. (a) The proceeds of bonds issued by a school district
2 for the construction and equipment of school buildings in the
3 district and the purchase of the necessary sites for school
4 buildings may be used to pay the costs associated with complying
5 with school safety and security requirements for school facilities
6 in accordance with Section 37.351.

7 (b) This subsection applies to a school district that has
8 been determined by the agency, through the agency's monitoring of
9 safety and security requirements under Section 37.1083, to not be
10 in compliance with those requirements. Notwithstanding any other
11 law, a school district to which this subsection applies must use the
12 proceeds of bonds described by Subsection (a) to achieve compliance
13 with applicable safety and security requirements in accordance with
14 Section 37.351 before the district may use those proceeds for any
15 other authorized purpose.

16 SECTION 23. Section 48.115, Education Code, is amended by
17 amending Subsections (a) and (b) and adding Subsections (a-1),
18 (b-1), (b-2), (c-1), and (e) to read as follows:

19 (a) Except as provided by Subsection (a-1), ~~[From funds~~
20 ~~appropriated for that purpose, the commissioner shall provide to]~~ a
21 school district is entitled to an annual allotment equal to the sum
22 of the following amounts or a greater ~~[in the]~~ amount provided by
23 appropriation:

24 (1) \$10 for each student in average daily attendance,
25 plus \$1 for each student in average daily attendance per every \$50
26 by which the district's maximum basic allotment under Section
27 48.051 exceeds \$6,160, prorated as necessary; and

1 (2) \$15,000 per campus.

2 (a-1) A school district campus that provides only virtual
3 instruction or utilizes only facilities not subject to the
4 district's control is not included for purposes of determining a
5 school district's allotment under Subsection (a).

6 (b) Funds allocated under this section must be used to
7 improve school safety and security, including costs associated
8 with:

9 (1) securing school facilities in accordance with the
10 requirements of Section 37.351, including:

11 (A) improvements to school infrastructure;

12 (B) the use or installation of perimeter security
13 fencing conducive to a public school learning environment or
14 physical barriers, which may not include razor wire; ~~and~~

15 (C) exterior door and window safety and security
16 upgrades, including exterior door numbering and locking systems and
17 security film that provides resistance to a forced entry; and

18 (D) the purchase and maintenance of:

19 (i) security cameras and, if the district
20 has already installed security cameras, ~~or~~ other security
21 equipment, including video surveillance as provided by Section
22 29.022; and

23 (ii) technology, including communications
24 systems or devices, such as silent panic alert devices, two-way
25 radios, or wireless Internet booster equipment, that facilitates
26 communication and information sharing between students, school
27 personnel, and first responders in an emergency;

(2) providing security for the district, including:

(A) employing school district peace officers, private security officers, and school marshals; and

(B) collaborating with local law enforcement agencies, such as entering into a memorandum of understanding for the assignment of school resource officers to schools in the district;

(3) school safety and security measures [~~training and planning~~], including:

(A) active shooter and emergency response training;

(B) prevention and treatment programs relating to addressing adverse childhood experiences; and

(C) the prevention, identification, and management of emergencies and threats, using evidence-based, effective prevention practices and including:

(i) providing licensed counselors, social workers, and individuals trained in restorative discipline and restorative justice practices;

(ii) providing mental health personnel and support;

(iii) providing behavioral health services;

(iv) establishing threat reporting systems; and

(v) developing and implementing programs focused on restorative justice practices, culturally relevant

1 instruction, and providing mental health support; ~~and~~

2 (4) providing programs related to suicide prevention,
3 intervention, and postvention; and

4 (5) employing a school safety director and other
5 personnel to manage and monitor school safety initiatives and the
6 implementation of school safety requirements for the district.

7 (b-1) The agency may designate certain technologies that a
8 school district, in using funds allocated under this section, may
9 purchase only from a vendor approved by the agency.

10 (b-2) If the agency, in coordination with the Texas School
11 Safety Center, determines that entering into a statewide contract
12 with a vendor for the provision of a technology designated under
13 Subsection (b-1) would result in cost savings to school districts,
14 the agency may, after receiving approval from the Legislative
15 Budget Board and office of the governor, enter into a contract with
16 a vendor to provide the technology to each district that uses funds
17 allocated under this section to purchase that technology.

18 (c-1) The agency, or if designated by the agency, the Texas
19 School Safety Center, shall establish and publish a directory of
20 approved vendors of school safety technology and equipment a school
21 district may select from when using funds allocated under this
22 section. If a school district uses funds allocated under this
23 section to purchase technology or equipment from a vendor that is
24 not included in the directory, the district must solicit bids from
25 at least three vendors before completing the purchase.

26 (e) Notwithstanding any other law, a school district may use
27 funds allocated under this section to provide training to a person

authorized by the district to carry a firearm on a district campus.

SECTION 24. Subchapter [Z](#), Chapter [411](#), Government Code, is amended by adding Section 411.951 to read as follows:

Sec. 411.951. CONFIDENTIALITY OF IWATCHTEXAS COMMUNITY REPORTING SYSTEM REPORTS. All suspicious activity reports and school safety reports included in the iWatchTexas community reporting system operated by the department are confidential and not subject to disclosure under Chapter [552](#).

SECTION 25. Subchapter [B](#), Chapter [85](#), Local Government Code, is amended by adding Section 85.024 to read as follows:

Sec. 85.024. SCHOOL SAFETY MEETINGS. (a) The sheriff of a county with a total population of less than 350,000 in which a public school is located shall call and conduct semiannual meetings to discuss:

- (1) school safety;
- (2) coordinated law enforcement response to school violence incidents;
- (3) law enforcement agency capabilities;
- (4) available resources;
- (5) emergency radio interoperability;
- (6) chain of command planning; and
- (7) other related subjects proposed by a person in attendance at the meeting.

(b) The sheriff of a county to which this section applies in which more than one public school is located is only required to hold one semiannual meeting described by Subsection (a). This subsection does not require public schools located within the same

1 county to adopt the same school safety policies.

2 (c) The following persons shall attend a meeting called
3 under Subsection (a):

4 (1) the sheriff or the sheriff's designee;

5 (2) the police chief of a municipal police department
6 in the county or the police chief's designee;

7 (3) each elected constable in the county or the
8 constable's designees;

9 (4) each police chief of a school district's police
10 department or school district security coordinator from each school
11 district located in the county;

12 (5) a representative of the Department of Public
13 Safety assigned to the county;

14 (6) a representative of each other state agency with
15 commissioned peace officers assigned to the county;

16 (7) a person appointed to a command staff position at
17 an emergency medical service in the county;

18 (8) a person appointed to a command staff position at a
19 municipal emergency medical service in the county;

20 (9) a person appointed to a command staff position at a
21 fire department in the county;

22 (10) the superintendent or the superintendent's
23 designee of each school district located in the county;

24 (11) the person who serves the function of
25 superintendent, or that person's designee, in each open-enrollment
26 charter school located in the county; and

27 (12) any other person the sheriff considers

1 appropriate.

2 (d) The sheriff shall invite any federal law enforcement
3 official serving in the county to attend the meeting.

4 (e) As soon as practicable after a meeting under Subsection
5 (a), the sheriff shall submit a report to the Texas School Safety
6 Center identifying the attendees of the meeting and the subjects
7 discussed. The Texas School Safety Center shall maintain the report
8 and make it publicly available on the center's Internet website.
9 The center may not make publicly available and shall redact any
10 parts of a report that the center determines may expose a safety
11 vulnerability of a school district facility.

12 SECTION 26. (a) As soon as practicable after the effective
13 date of this Act, the Texas Education Agency shall establish the
14 office of school safety and security and the governor shall appoint
15 the director of that office as required by Section 37.1083,
16 Education Code, as added by this Act.

17 (b) As soon as practicable after the office of school safety
18 and security has been established, the office shall establish
19 school safety review teams in each region served by a regional
20 education service center as required by Section 37.1084, Education
21 Code, as added by this Act.

22 SECTION 27. Section 45.1011, Education Code, as added by
23 this Act, applies only to a bond authorized to be issued at an
24 election held on or after the effective date of this Act.

25 SECTION 28. To the extent of any conflict, this Act prevails
26 over another Act of the 88th Legislature, Regular Session, 2023,
27 relating to nonsubstantive additions to and corrections in enacted

1 codes.

2 SECTION 29. (a) Section 7.028 and Chapter 37, Education
3 Code, as amended by this Act, apply beginning with the 2023-2024
4 school year.

5 (b) Notwithstanding Section 22.904, Education Code, as
6 added by this Act, a school district must require the district's
7 employees to complete the mental health training required under
8 that section as follows:

9 (1) at least 25 percent of the applicable district
10 employees before the beginning of the 2025-2026 school year;

11 (2) at least 50 percent of the applicable district
12 employees before the beginning of the 2026-2027 school year;

13 (3) at least 75 percent of the applicable district
14 employees before the beginning of the 2027-2028 school year; and

15 (4) 100 percent of the applicable district employees
16 before the beginning of the 2028-2029 school year.

17 SECTION 30. (a) Except as provided by Subsection (b) of
18 this section, this Act takes effect immediately if it receives a
19 vote of two-thirds of all the members elected to each house, as
20 provided by Section 39, Article III, Texas Constitution. If this
21 Act does not receive the vote necessary for immediate effect, this
22 Act takes effect September 1, 2023.

23 (b) Section 48.115, Education Code, as amended by this Act,
24 takes effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 3 was passed by the House on April 25, 2023, by the following vote: Yeas 119, Nays 25, 1 present, not voting; that the House refused to concur in Senate amendments to H.B. No. 3 on May 23, 2023, and requested the appointment of a conference committee to consider the differences between the two houses; and that the House adopted the conference committee report on H.B. No. 3 on May 28, 2023, by the following vote: Yeas 93, Nays 49, 1 present, not voting.

Chief Clerk of the House

H.B. No. 3

I certify that H.B. No. 3 was passed by the Senate, with amendments, on May 21, 2023, by the following vote: Yeas 31, Nays 0; at the request of the House, the Senate appointed a conference committee to consider the differences between the two houses; and that the Senate adopted the conference committee report on H.B. No. 3 on May 28, 2023, by the following vote: Yeas 26, Nays 5.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
16.	Proposed Changes to CS(LOCAL) Policy: INFORMATION SECURITY	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the proposed revisions to this CS(LOCAL) policy, with the recommended changes in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy address SB 1893, which prohibits certain social media applications and services on devices of a college, essentially codifying an earlier order issued by the governor.

The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social Media Applications on a government-owned or -leased device, with an exception.

In addition, at Security Breach Notification, recommended revisions to this local policy address SB 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
CS(LOCAL) Policy	3/6/2024	Attachment
S.B. 1893	3/6/2024	Attachment
S.B. 271	3/6/2024	Attachment

This item is applicable to the following: District

INFORMATION SECURITY

CS
(LOCAL)

The Chancellor is responsible for the security of the College District's information resources. The Chancellor or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The Chancellor or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The Chancellor or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The Chancellor or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users. The program shall also address accessibility, privacy, and security of the College District's website, information resources, association processes, systems, and networks.

The information security program must be submitted biennially for review by an individual designated by the Chancellor and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

The College District recognizes that its sensitive personal information, information resources, and the associated processes, systems, and networks are valuable assets and that their effective management has important implications not only for the College District, but for its clients, as well. It is the policy of the College District to protect the security and privacy of its sensitive personal information and information resources, and to make information accessible as required by law. The College District shall maintain the confidentiality, integrity, and availability of sensitive personal information and information resources by complying with applicable federal and state laws, policies, and procedures. The Chancellor shall establish procedures and regulations for the security of sensitive personal information, including students, faculty and staff, and information resources.

Purpose

The College District's sensitive personal information and information resources are vital academic and administrative assets that require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality

INFORMATION SECURITY

CS
(LOCAL)

of the information used by the College District to conduct its day-to-day business.

Effective security management programs shall be employed to eliminate or mitigate the risks posed by potential threats to the College District's sensitive personal information and information resources. Measures shall be taken to protect these resources against unauthorized access, disclosure, modification, or destruction, whether accidental or deliberate.

**College District |
Website and Mobile
Application Security**

The Chancellor or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Covered Social
Media Applications**

The Chancellor or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Commented [JL1]: All revisions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

Reports

Information Security
Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Effectiveness of
Policies and
Procedures

The ISO shall report annually to the Chancellor on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
Notification

Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District

DATE ISSUED: ~~7/9/2020~~ 12/19/2023

~~ADOPTED:~~ Adopted:

2 of 3

~~LDU-2020-05~~ UPDATE 46

CS(LOCAL)-X

INFORMATION SECURITY

CS
(LOCAL)

	<p>shall disclose the breach <u>or incident</u> to affected persons or entities in accordance with the time frames established by law.</p> <p>The College District shall give notice by using one or more of the following methods:</p> <ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
Monthly Reports	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third-party report information security incidents to the College District in accordance with law and administrative procedures.
Responsible Department	The Chancellor shall designate the IT security department to be responsible for enforcing this policy.
Enforcement	<p>Compliance with this policy and applicable procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.</p> <p>The Chancellor may appoint a committee to investigate and address violation of this policy or related procedures, guidelines, or user agreements.</p>
Effective Date	This policy shall be effective as of the adoption date, May 20, 2020.

AN ACT

relating to prohibiting the use of certain social media applications and services on devices owned or leased by governmental entities.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subtitle A, Title 6, Government Code, is amended by adding Chapter 620 to read as follows:

CHAPTER 620. USE OF CERTAIN SOCIAL MEDIA APPLICATIONS AND SERVICES
ON GOVERNMENTAL ENTITY DEVICES PROHIBITED

Sec. 620.001. DEFINITIONS. In this chapter:

(1) "Covered application" means:

(A) the social media service TikTok or any successor application or service developed or provided by ByteDance Limited or an entity owned by ByteDance Limited; or

(B) a social media application or service specified by proclamation of the governor under Section 620.005.

(2) "Governmental entity" means:

(A) a department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Section [61.003](#), Education Code;

(B) the supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial

Council or another agency in the judicial branch of state government; or

(C) a political subdivision of this state, including a municipality, county, or special purpose district.

Sec. 620.002. DEFINING SECURITY RISK TO THIS STATE. For purposes of this chapter, a social media application or service poses a risk to this state if:

(1) the provider of the application or service may be required by a foreign government, or an entity associated with a foreign government, to provide confidential or private personal information collected by the provider through the application or service to the foreign government or associated entity without substantial due process rights or similar legal protections; or

(2) the application or service poses a similar risk to the security of this state's sensitive information, critical infrastructure, or both, as an application or service described by Section 620.001(1)(A).

Sec. 620.003. PROHIBITION; MODEL POLICY. (a) Subject to Section 620.004, a governmental entity shall adopt a policy prohibiting the installation or use of a covered application on any device owned or leased by the governmental entity and requiring the removal of covered applications from those devices.

(b) The Department of Information Resources and the Department of Public Safety shall jointly develop a model policy for governmental entities to use in developing the policy required by Subsection (a).

Sec. 620.004. EXCEPTIONS; MITIGATING MEASURES. (a) A

policy adopted under Section 620.003 may provide for the installation and use of a covered application to the extent necessary for:

(1) providing law enforcement; or
(2) developing or implementing information security measures.

(b) A policy allowing the installation and use of a covered application under Subsection (a) must require:

(1) the use of measures to mitigate risks posed to this state during the use of the covered application; and
(2) the documentation of those measures.

Sec. 620.005. APPLICATIONS IDENTIFIED BY GOVERNOR'S PROCLAMATION. The governor by proclamation may identify social media applications or services that pose a risk to this state as described by Section 620.002.

Sec. 620.006. APPLICATION IDENTIFIED BY DEPARTMENT OF INFORMATION RESOURCES AND DEPARTMENT OF PUBLIC SAFETY. (a) The Department of Information Resources and the Department of Public Safety shall jointly identify social media applications or services that pose a risk to this state as described by Section 620.002.

(b) The Department of Information Resources shall:

(1) annually submit a list of applications and services identified under Subsection (a) to the governor;
(2) publish the list on the department's publicly accessible Internet website; and
(3) periodically update the list on that website.

SECTION 2. Not later than the 60th day after the date the

1 Department of Information Resources and the Department of Public
2 Safety make available the model policy required by Section
3 620.003(b), Government Code, as added by this Act, each
4 governmental entity shall adopt the policy required by Section
5 620.003(a), Government Code, as added by this Act.

6 SECTION 3. This Act takes effect immediately if it receives
7 a vote of two-thirds of all the members elected to each house, as
8 provided by Section 39, Article III, Texas Constitution. If this
9 Act does not receive the vote necessary for immediate effect, this
10 Act takes effect September 1, 2023.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>President of the Senate</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>Speaker of the House</div>
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I hereby certify that S.B. No. 1893 passed the Senate on April 18, 2023, by the following vote: Yeas 31, Nays 0; May 16, 2023, Senate refused to concur in House amendments and requested appointment of Conference Committee; May 17, 2023, House granted request of the Senate; May 27, 2023, Senate adopted Conference Committee Report by the following vote: Yeas 30, Nays 1.

Secretary of the Senate

I hereby certify that S.B. No. 1893 passed the House, with amendments, on May 9, 2023, by the following vote: Yeas 144, Nays 0, two present not voting; May 17, 2023, House granted request of the Senate for appointment of Conference Committee; May 28, 2023, House adopted Conference Committee Report by the following vote: Yeas 139, Nays 2, two present not voting.

Chief Clerk of the House

Approved:

Date

Governor

5

AN ACT

relating to state agency and local government security incident procedures.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 2054.1125, Government Code, is transferred to Subchapter R, Chapter 2054, Government Code, redesignated as Section 2054.603, Government Code, and amended to read as follows:

Sec. 2054.603 [2054.1125]. SECURITY INCIDENT [~~BREACH~~] NOTIFICATION BY STATE AGENCY OR LOCAL GOVERNMENT. (a) In this section:

(1) "Security incident" means:

(A) a breach or suspected breach [~~"Breach"~~] of system security as defined [~~"security" has the meaning assigned~~] by Section 521.053, Business & Commerce Code; and

(B) the introduction of ransomware, as defined by Section 33.023, Penal Code, into a computer, computer network, or computer system.

(2) "Sensitive personal information" has the meaning assigned by Section 521.002, Business & Commerce Code.

(b) A state agency or local government that owns, licenses, or maintains computerized data that includes sensitive personal information, confidential information, or information the disclosure of which is regulated by law shall, in the event of a

1 security incident [~~breach or suspected breach of system security or~~
2 ~~an unauthorized exposure of that information~~]:

3 (1) comply with the notification requirements of
4 Section 521.053, Business & Commerce Code, to the same extent as a
5 person who conducts business in this state; ~~and~~

6 (2) not later than 48 hours after the discovery of the
7 security incident [~~breach, suspected breach, or unauthorized~~
8 ~~exposure~~], notify:

9 (A) the department, including the chief
10 information security officer; or

11 (B) if the security incident [~~breach, suspected~~
12 ~~breach, or unauthorized exposure~~] involves election data, the
13 secretary of state; and

14 (3) comply with all department rules relating to
15 reporting security incidents as required by this section.

16 (c) Not later than the 10th business day after the date of
17 the eradication, closure, and recovery from a security incident
18 [~~breach, suspected breach, or unauthorized exposure~~], a state
19 agency or local government shall notify the department, including
20 the chief information security officer, of the details of the
21 security incident [~~event~~] and include in the notification an
22 analysis of the cause of the security incident [~~event~~].

23 (d) This section does not apply to a security incident that
24 a local government is required to report to an independent
25 organization certified by the Public Utility Commission of Texas
26 under Section 39.151, Utilities Code.

27 SECTION 2. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 271 passed the Senate on March 21, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 271 passed the House on May 6, 2023, by the following vote: Yeas 134, Nays 2, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
17.	Approve of CU(LOCAL) Policy: RESEARCH	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve this new CU(LOCAL) policy, as recommended in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

This new recommended local policy addresses SB 1565, which requires a community college board to establish a policy framework promoting Research Security while mitigating foreign espionage and interference risks. The bill also requires the board to designate a research security officer (RSO).

The administration recommends that Vice Chancellor of Strategy, Planning, and Institutional Effectiveness (VC-SPIE) should be designated as the College's RSO. Fundamentally, the VC-SPIE supervises grants compliance, the Research Analytics and Decision Support team, and HCC's Institutional Review Board (IRB), with training in federal regulations regarding research, among relevant duties.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

4. *Community Investment*

ATTACHMENTS:

Description	Upload Date	Type
CU(LOCAL) Policy	3/6/2024	Attachment
S.B. 1565	3/6/2024	Attachment

This item is applicable to the following: District

RESEARCH

CU
(LOCAL)

Research Security	The College District shall promote the security of the College District's academic research so as to achieve the highest level of compliance with applicable ethical, legal, regulatory, contractual, and College District standards and requirements for securing and protecting the College District's research portfolios.
Research Security Officer	The Vice Chancellor, Strategy, Planning, and Institutional Effectiveness shall serve as the research security officer (RSO) and shall be responsible for administering the College District's research security program consistent with law, this policy, and associated administrative procedures. The RSO shall maintain classified information, maintain controlled unclassified information, conduct foreign influence reporting, maintain the export control program, and coordinate the National Security Presidential Memorandum 33 (NSPM-33) requirements. The RSO shall also be the point of contact for communication with federal and state agencies on research security matters. The RSO shall attend the annual academic security and counter exploitation program seminar offered by Texas A&M University.
Research Security Program	The RSO shall develop, administer, and annually review and approve a research security program designed in accordance with law and applicable standards to address the security of College District research against unauthorized disclosure or foreign interference. The program shall include procedures for risk assessment and mitigation, research security awareness education for employees when hired and periodically thereafter, and advising College District employees and officials on research security practices.

Commented [JL1]: This new policy recommended by TASB, and the Administration and Board Counsel are in concurrence.

AN ACT

relating to requiring the establishment of policy frameworks for research security at public institutions of higher education.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter 2, Chapter 51, Education Code, is amended by adding Section 51.956 to read as follows:

Sec. 51.956. POLICY FRAMEWORK FOR RESEARCH SECURITY. (a) In this section, "governing board," "institution of higher education," and "university system" have the meanings assigned by Section 61.003.

(b) The governing board of each institution of higher education shall establish a policy framework that promotes secure academic research at the institution while mitigating the risk of foreign espionage and interference. The governing board of a university system must establish a separate policy framework for each institution of higher education under the governing board's management and control.

(c) The policy framework must address:

(1) achieving the highest level of compliance with applicable ethical, legal, regulatory, contractual, and system standards and requirements for securing and protecting the institution's research portfolios;

(2) promoting within the institution an organizational culture of compliance with federal requirements to

1 ensure the institution maintains eligibility for federal funding;
2 and

3 (3) designating a person to serve as a research
4 security officer responsible for maintaining classified
5 information, maintaining controlled unclassified information,
6 conducting foreign influence reporting, and addressing other
7 issues at the institution associated with the goals of the policy
8 framework.

9 (d) For purposes of designating a person to serve as a
10 research security officer under Subsection (c)(3), the governing
11 board of a university system may designate a person to serve in an
12 institutional or system-wide capacity.

13 (e) A person designated to serve as a research security
14 officer under Subsection (c)(3) shall attend the annual academic
15 security and counter exploitation program seminar offered by Texas
16 A&M University.

17 SECTION 2. As soon as practicable after the effective date
18 of this Act, the governing board of each public institution of
19 higher education shall establish the policy framework for research
20 security required under Section 51.956, Education Code, as added by
21 this Act.

22 SECTION 3. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 1565 passed the Senate on April 27, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 1565 passed the House on May 24, 2023, by the following vote: Yeas 136, Nays 2, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
18.	Proposed Changes to DEC(LOCAL) Policy: COMPENSATION AND BENEFITS - LEAVES AND ABSENCES	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the revisions to this DEC(LOCAL) policy, as recommended in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy address HB 1486, which applies existing mental health leave provisions applicable to peace officers to telecommunicators. The language alters existing Mental Health Leave language to now include full-time telecommunicators.

In addition, at Line of Duty Illness or Injury Leave, recommended revisions to this local policy address HB 471, which requires colleges to provide police officers and emergency medical services personnel a leave of absence for illness or injury related to the person’s line of duty. The specific details in this section reflect choices submitted by the college.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
DEC(LOCAL) Policy	3/6/2024	Attachment
H.B. 1486	3/6/2024	Attachment
H.B. 471	3/6/2024	Attachment

This item is applicable to the following: District

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Note: For College District contribution to employee insurance during leave, see CKD(LOCAL). For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leaves and Absences

The Board shall ensure that a comprehensive and systematic program of leave is provided, including religious holy days, for all benefits-eligible employees of the College District. The College District shall not discriminate or penalize in any way an employee who is absent from work for the observance of a religious holy day and gives proper notice of that absence. However, the employee shall use a personal business day to report such absence.

Leave Administration

The Chancellor or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term "immediate family" is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Family Emergency

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Leave Day

A "leave day" for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

Academic Year

An "academic year" for purposes of earning, use, or recording of leave shall mean the term of an employee's annual employment as set by the College District for the employee's usual assignment, whether full-time or part-time.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Catastrophic Illness or Injury	A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.
Earning Leave	An employee shall not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.
Deductions	The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.
Leave Without Pay	
Leave Proration <i>Employed for Less Than Full Year</i>	If an employee separates from employment with the College District before the employee's last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed. If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.
<i>Employed for Full Year</i>	If an employee uses more paid leave than he or she earned and remains employed with the College District through his or her last scheduled workday, the College District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.
Medical Certification	An employee shall submit medical certification of the need for leave if: <ol style="list-style-type: none">1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Chancellor; or

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Leave for Certain
Law Enforcement
and EMS Personnel

Mental Health
Leave ~~for Peace
Officers~~

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Chancellor shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which ~~a peace officer~~ an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave
~~for Peace Officers
and Emergency
Medical
Technicians~~

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Chancellor shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Commented [JL1]: All revisions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

<u>Line of Duty Illness or Injury Leave</u>	<u>Following a leave of absence with full pay as required by law, the College District shall not extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury. In accordance with law, an eligible employee may use accumulated leave.</u>
Family and Medical Leave	<p>FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.</p> <p>The FMLA provides up to 12 weeks of unpaid leave in a 12-month period to eligible employees for:</p> <ol style="list-style-type: none">1. Childbirth;2. Adoption or foster care;3. Caring for a seriously ill spouse, son, daughter, or parent; or4. Tending to the employee's own serious health condition. <p>This policy shall be administered in accordance with the FMLA, implementing regulations, and College District procedures. For additional information regarding the FMLA, employees may request forms and guidance from human resources. [See DECA]</p>
Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Military Leave	The College District shall follow the guidelines established by the Uniformed Services and Reemployment Rights Act (USERRA) when applying military leave. [See DECB]

Commented [JL2]: This change is recommended by TASB, and the Administration and Board Counsel are in concurrence.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Faculty Sabbatical
Leave**

The purpose of sabbatical leave is to provide opportunities for full-time faculty to engage in activities that will benefit the College District and result in improved job performance. The total number of sabbatical leaves granted shall be subject to available funds budgeted for such purposes at the College District. At no time shall the number of individuals on sabbatical leave exceed five percent, College District-wide, of the total number of faculty within a discipline or program, and no more than one full-time employee within a College District department or discipline.

Eligibility, Duration,
and Compensation

A faculty member shall be eligible to be considered for a sabbatical leave when the employee has served a minimum of five years of full-time service in the College District. The applicant for a sabbatical leave must agree to return for a minimum of one year of full-time service in the College District upon completion of the sabbatical leave. If the employee fails to complete this requirement, the employee shall return to the College District the full amount of compensation received from the College District during the leave period (except in the case of permanent disability or death).

An individual awarded a sabbatical leave shall provide post-sabbatical documentation of activities accomplished during the sabbatical leave period and participate in professional development activities for other faculty as requested by the vice chancellor for instruction and chief academic officer. Failure to submit post-sabbatical documentation shall result in future ineligibility for sabbatical leave and/or repayment of the amount of compensation received during the leave period. Documentation of the sabbatical leave results shall be due to the vice chancellor of instruction's office no later than 30 calendar days following the completion of the sabbatical leave period.

Once an employee takes sabbatical leave, he or she becomes ineligible to apply for additional sabbatical leave until the completion of an additional period of seven consecutive years of service in the College District. The time spent on sabbatical leave is excluded from this service requirement.

A sabbatical leave shall be granted for a period of one semester (fall or spring) at the employee's full salary, or for a period of two consecutive semesters (fall and spring) at full salary for the first semester of leave and 75 percent salary for the second consecutive semester.

The individual on sabbatical leave may not receive any other salary from the College District during the leave period but will continue to be eligible for insurance benefits during the sabbatical leave period; leave and vacation benefits shall not accrue during the sabbatical leave period.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Should the salary for the position normally held by the employee increase during a sabbatical leave, the employee's leave pay will reflect the increase. Time served on sabbatical leave shall be used in calculating an earned increment for the employee's salary the following year.

Sabbatical leave funds for the College District shall be used to pay the salary of a temporary full-time replacement of the individual on sabbatical leave. Replacement salary shall be at the entry rate on the appropriate salary schedule. Funds from the College District division/department budgets shall be used to pay the salaries of the employees on sabbatical leave.

Sabbatical leave procedures shall be developed by the vice chancellor for instruction and approved by the Chancellor's cabinet. These procedures shall include the criteria for taking such leave, dates by which applications must be submitted, and procedures for awarding sabbaticals.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

Paid Leave Offset

The College District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. An eligible employee may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. [See CKE]

Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Effective Date

~~This policy shall be effective as of the adoption date, May 18, 2022.~~

AN ACT

relating to the adoption of a mental health leave policy for certain telecommunicators.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 614.015, Government Code, is amended to read as follows:

Sec. 614.015. MENTAL HEALTH LEAVE FOR PEACE OFFICERS AND TELECOMMUNICATORS. (a) In this section:

(1) "Law [~~, "law~~]" enforcement agency" means an agency of the state or [~~an agency~~] of a political subdivision of the state authorized by law to employ peace officers.

(2) "Telecommunicator" means a person authorized to act as a telecommunicator under Section 1701.405, Occupations Code.

(b) Each law enforcement agency, and each agency of the state or of a political subdivision of the state that employs a full-time telecommunicator, shall develop and adopt a policy allowing the use of mental health leave by the peace officers and full-time telecommunicators, as applicable, employed by the agency who experience a traumatic event in the scope of that employment.

(c) A [~~The~~] mental health leave policy adopted under this section must:

(1) provide clear and objective guidelines establishing the circumstances under which a peace officer or telecommunicator is granted [~~mental health leave~~] and may use

1 mental health leave;

2 (2) entitle a peace officer or telecommunicator to
3 mental health leave without a deduction in salary or other
4 compensation;

5 (3) enumerate the number of mental health leave days
6 available to a peace officer or telecommunicator; and

7 (4) detail the level of anonymity for a peace officer
8 or telecommunicator who takes mental health leave.

9 (d) A [~~The~~] mental health leave policy adopted under this
10 section may provide a list of mental health services available to
11 peace officers and telecommunicators in the area of the law
12 enforcement or employing agency.

13 SECTION 2. As soon as practicable after the effective date
14 of this Act, each agency required to adopt a mental health leave
15 policy under Section 614.015, Government Code, as amended by this
16 Act, shall adopt a mental health leave policy as prescribed by that
17 section.

18 SECTION 3. This Act takes effect September 1, 2023.

H.B. No. 1486

President of the Senate

Speaker of the House

I certify that H.B. No. 1486 was passed by the House on April 14, 2023, by the following vote: Yeas 140, Nays 3, 2 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 1486 was passed by the Senate on May 23, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

AN ACT

relating to the entitlement to and claims for benefits for certain first responders and other employees related to illness and injury.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subtitle C, Title 5, Local Government Code, is amended by adding Chapter 177A to read as follows:

CHAPTER 177A. ILLNESS OR INJURY LEAVE OF ABSENCE FOR FIREFIGHTERS,
POLICE OFFICERS, AND EMERGENCY MEDICAL SERVICES PERSONNEL OF
POLITICAL SUBDIVISION

Sec. 177A.001. DEFINITIONS. In this chapter:

(1) "Emergency medical services personnel" means a person described by Section 773.003, Health and Safety Code, who is a paid employee of a political subdivision.

(2) "Firefighter" means a firefighter who is a permanent, paid employee of the fire department of a political subdivision. The term includes the chief of the department. The term does not include a volunteer firefighter.

(3) "Police officer" means a paid employee who is full-time, holds an officer license issued under Chapter 1701, Occupations Code, and regularly serves in a professional law enforcement capacity in the police department of a political subdivision. The term includes the chief of the department.

Sec. 177A.002. EFFECT ON LABOR AGREEMENTS. Notwithstanding any other law, including Section 142.067, 142.117, 143.207,

1 143.307, 143.361, 147.004, or 174.005, a collective bargaining,
2 meet and confer, or other similar agreement that provides a benefit
3 for an ill or injured employee must provide a benefit that, at a
4 minimum, complies with this chapter.

5 Sec. 177A.003. LINE OF DUTY ILLNESS OR INJURY LEAVE OF
6 ABSENCE. (a) A political subdivision shall provide to a
7 firefighter, police officer, or emergency medical services
8 personnel a leave of absence for an illness or injury related to the
9 person's line of duty. The leave is with full pay for a period
10 commensurate with the nature of the line of duty illness or injury.
11 If necessary, the political subdivision shall continue the leave
12 for at least one year.

13 (b) At the end of the leave of absence under Subsection (a),
14 the governing body of the political subdivision may extend the
15 leave of absence at full or reduced pay.

16 (c) If the firefighter, police officer, or emergency
17 medical services personnel is temporarily disabled by a line of
18 duty injury or illness and the leave of absence and any extension
19 granted by the governing body has expired, the person may use
20 accumulated sick leave, vacation time, and other accrued benefits
21 before the person is placed on temporary leave.

22 (d) If the leave of absence and any extension granted by the
23 governing body has expired, a firefighter, police officer, or
24 emergency medical services personnel who requires additional leave
25 described by this section shall be placed on temporary leave.

26 Sec. 177A.004. RETURN TO DUTY. (a) If able, a firefighter,
27 police officer, or emergency medical services personnel may return

1 to light duty while recovering from a temporary disability. If
2 medically necessary, the light duty assignment may continue for at
3 least one year.

4 (b) After recovery from a temporary disability, a
5 firefighter, police officer, or emergency medical services
6 personnel shall be reinstated at the same rank and with the same
7 seniority the person had before going on temporary leave. Another
8 firefighter, police officer, or emergency medical services
9 personnel may voluntarily do the work of the injured firefighter,
10 police officer, or emergency medical services personnel until the
11 person returns to duty.

12 SECTION 2. Section 504.051(a), Labor Code, is amended to
13 read as follows:

14 (a) Benefits provided under this chapter shall be offset:

15 (1) to the extent applicable, by any amount for
16 incapacity received as provided by:

17 (A) Chapter 143 or 177A, Local Government Code;
18 or

19 (B) any other statute in effect on June 19, 1975,
20 that provides for the payment for incapacity to work because of
21 injury on the job that is also covered by this chapter; and

22 (2) by any amount paid under Article III, Section 52e,
23 of the Texas Constitution, as added in 1967.

24 SECTION 3. Section 177A.002, Local Government Code, as
25 added by this Act, applies only to a collective bargaining, meet and
26 confer, or other similar agreement entered into on or after the
27 effective date of this Act.

1 SECTION 4. Section [504.051](#)(a), Labor Code, as amended by
2 this Act, applies only to a claim for workers' compensation
3 benefits filed on or after the effective date of this Act. A claim
4 filed before that date is governed by the law as it existed on the
5 date the claim was filed, and the former law is continued in effect
6 for that purpose.

7 SECTION 5. This Act takes effect immediately if it receives
8 a vote of two-thirds of all the members elected to each house, as
9 provided by Section [39](#), Article III, Texas Constitution. If this
10 Act does not receive the vote necessary for immediate effect, this
11 Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 471 was passed by the House on April 5, 2023, by the following vote: Yeas 146, Nays 0, 1 present, not voting; and that the House concurred in Senate amendments to H.B. No. 471 on May 24, 2023, by the following vote: Yeas 138, Nays 4, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 471 was passed by the Senate, with amendments, on May 19, 2023, by the following vote: Yeas 30, Nays 1.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
19.	Proposed Changes to ECC(LOCAL) Policy: INSTRUCTIONAL ARRANGEMENTS - COURSE LOAD AND SCHEDULES	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the revisions to this ECC(LOCAL) policy, as recommended in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy address HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student ultimately earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school.

FISCAL IMPACT

None.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
ECC(LOCAL) Policy	3/6/2024	Attachment
H.B. 8	3/6/2024	Attachment

This item is applicable to the following: District

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

Students are recommended to take 15 credits per semester to complete their degree or certificate in a timely manner. However, a full-time course load is 12 semester hours. Course loads in excess of 18 semester hours will require approval by the student services designee. The maximum course load shall be no more than 21 semester hours.

The full-time course load for the summer term shall be six semester hours for each five-week term or 12 semester hours for a full summer semester. Course loads in excess of eight semester hours per term or 18 semester hours per summer semester shall require approval by the student services designee. The maximum summer credit hours earned shall be nine semester hours for one term or 21 semester hours for a full summer semester.

**Limitation on
Number of Dropped
Courses**

In accordance with the Coordinating Board's rules and regulations, a College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions ~~for~~
Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

	<p>7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or</p> <p>8. A disaster declared by the governor under Government Code 418.014, resulting in a bar or limit on in-person course attendance at the College District.</p>
<p>Exception for Reenrolled Students Exception for <u>Course Dropped</u> <u>During a</u> <u>Bachelor's</u> <u>Program</u> <u>Dual Credit or</u> <u>Dual Enrollment</u> <u>Course</u></p>	<p>A qualifying reenrolled student may drop a seventh course in accordance with law.</p> <p><u>A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.</u></p> <p><u>A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.</u></p>
<p>COVID-19 Pandemic</p>	<p>A course dropped by a student during the 2020 spring or summer semester or the 2020–21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.</p>
<p>Procedures</p>	<p>The Chancellor shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.</p>
<p>Effective Date</p>	<p>This policy shall be effective as of the adoption date, April 20, 2022.</p>

Commented [JL1]: Revisions are recommended by TASB, and the Administration and Board Counsel are in concurrence.

AN ACT

relating to public higher education, including the public junior college state finance program.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 7.040(a), Education Code, is amended to read as follows:

(a) The agency shall prepare information comparing institutions of higher education in this state and post the information on the agency's Internet website. Information prepared under this section shall be made publicly available in a manner that is accessible ~~[given]~~ to any ~~[a]~~ public or private school student seeking ~~[who requests]~~ the information. The information shall:

(1) identify postsecondary education and career opportunities, including information that states the benefits of four-year and two-year higher education programs, postsecondary technical education, skilled workforce careers, and career education programs;

(2) assist prospective postsecondary students in assessing the value of a certificate program, associate or baccalaureate degree program, or other credential program offered by an institution of higher education by comparing ~~[compare]~~ each institution ~~[of higher education]~~ with other institutions using information included in the electronic tools or platforms developed by the Texas Higher Education Coordinating Board under Section

61.09022(a) ~~[regarding:~~

~~[(A) the relative cost of tuition,~~

~~[(B) the retention rate of students,~~

~~[(C) the graduation rate of students,~~

~~[(D) the average student debt,~~

~~[(E) the loan repayment rate of students, and~~

~~[(F) the employment rate of students];~~

(3) identify the state's future workforce needs, as projected by the Texas Workforce Commission; ~~[and]~~

(4) include annual starting wage information and educational requirements for the top 25 ~~[10]~~ highest demand jobs in this state, as identified by the Texas Workforce Commission;

(5) identify the 40 baccalaureate degree programs with the highest average annual wages following graduation; and

(6) identify the 20 associate degree or certificate programs with the highest average annual wages following graduation.

SECTION 2. Section 28.009(b-2), Education Code, is amended to read as follows:

(b-2) Any agreement, including a memorandum of understanding or articulation agreement, between a school district and public institution of higher education to provide a dual credit program described by Subsection (b-1) must:

(1) include specific program goals aligned with the statewide goals developed under Subsection (b-1);

(2) establish common advising strategies and terminology related to dual credit and college readiness;

1 (3) provide for the alignment of endorsements
2 described by Section 28.025(c-1) offered by the district, and dual
3 credit courses offered under the agreement that apply towards those
4 endorsements, with postsecondary pathways and credentials at the
5 institution and industry certifications;

6 (4) identify tools, including tools developed by the
7 agency, the Texas Higher Education Coordinating Board, or the Texas
8 Workforce Commission, to assist school counselors, students, and
9 families in selecting endorsements offered by the district and dual
10 credit courses offered under the agreement;

11 (5) establish, or provide a procedure for
12 establishing, the course credits that may be earned under the
13 agreement, including by developing a course equivalency crosswalk
14 or other method for equating high school courses with college
15 courses and identifying the number of credits that may be earned for
16 each course completed through the program;

17 (6) describe the academic supports and, if applicable,
18 guidance that will be provided to students participating in the
19 program;

20 (7) establish the district's and the institution's
21 respective roles and responsibilities in providing the program and
22 ensuring the quality and instructional rigor of the program;

23 (8) state the sources of funding for courses offered
24 under the program, including, at a minimum, the sources of funding
25 for tuition, transportation, and any required fees or textbooks for
26 students participating in the program;

27 (9) require the district and the institution to

consider the use of free or low-cost open educational resources in courses offered under the program;

(10) ensure the accurate and timely exchange of information necessary for an eligible student to enroll at no cost in a dual credit course as provided by Section 28.0095;

(11) be posted each year on the district's and the institution's respective Internet websites; and

(12) [~~(11)~~] designate at least one employee of the district or institution as responsible for providing academic advising to a student who enrolls in a dual credit course under the program before the student begins the course.

SECTION 3. Subchapter A, Chapter 28, Education Code, is amended by adding Section 28.0095 to read as follows:

Sec. 28.0095. FINANCIAL AID FOR SWIFT TRANSFER (FAST) PROGRAM. (a) In this section:

(1) "Charter school" means a charter school operating under Chapter 12.

(2) "Coordinating board" means the Texas Higher Education Coordinating Board.

(3) "Dual credit course" includes a course offered for joint high school and junior college credit under Section 130.008 or another course offered by an institution of higher education for which a high school student may earn credit toward satisfaction of:

(A) a requirement necessary to obtain an industry-recognized credential or certificate or an associate degree;

(B) a foreign language requirement at an

institution of higher education;

(C) a requirement in the core curriculum, as that term is defined by Section 61.821, at an institution of higher education; or

(D) a requirement in a field of study curriculum developed by the coordinating board under Section 61.823.

(4) "Institution of higher education" has the meaning assigned by Section 61.003.

(b) The agency and the coordinating board shall jointly establish the Financial Aid for Swift Transfer (FAST) program to allow eligible students to enroll at no cost to the student in dual credit courses at participating institutions of higher education.

(c) A student is eligible to enroll at no cost in a dual credit course under the program if the student:

(1) is enrolled:

(A) in high school in a school district or charter school; and

(B) in a dual credit course at a participating institution of higher education; and

(2) was educationally disadvantaged at any time during the four school years preceding the student's enrollment in the dual credit course described by Subdivision (1)(B).

(d) An institution of higher education is eligible to participate in the program only if the institution charges for each dual credit course offered by the institution an amount of tuition that does not exceed the amount prescribed by coordinating board rule.

1 (e) Each school district or charter school shall:

2 (1) on a high school student's enrollment in a dual
3 credit course, determine whether the student meets the criteria for
4 the program under Subsection (c)(2); and

5 (2) notify the institution of higher education that
6 offers the dual credit course in which the student is enrolled of
7 the district's or school's determination under Subdivision (1).

8 (f) A school district or charter school may make the
9 determination under Subsection (e)(1) based on the district's or
10 school's records, the agency's records, or any other method
11 authorized by commissioner or coordinating board rule. If the
12 district or school bases the determination on a method other than
13 the agency's records, the district or school shall report the
14 method used and the data on which the method is based to the agency
15 for purposes of verification.

16 (g) At least once each year, a participating institution of
17 higher education shall certify to the agency and the coordinating
18 board the student's eligibility for the program. Notwithstanding
19 Section 54.051, a participating institution of higher education may
20 not charge tuition or fees for the enrollment in a dual credit
21 course at the institution of a student for whom the institution
22 receives notice under Subsection (e)(2).

23 (h) The coordinating board shall distribute money
24 transferred to the coordinating board under Section 48.308 to the
25 participating institutions of higher education in proportion to the
26 number of dual credit courses in which eligible students are
27 enrolled at the institution.

1 (i) The commissioner and the commissioner of higher
2 education shall coordinate as necessary to:

3 (1) confirm an eligible student's enrollment in a
4 participating institution of higher education; and

5 (2) obtain or share data necessary to verify a
6 student's eligibility under Subsection (c)(2).

7 (j) The commissioner and the coordinating board shall adopt
8 rules as necessary to implement this section. Notwithstanding
9 Section 61.033, the coordinating board is not required to use
10 negotiated rulemaking procedures under Chapter 2008, Government
11 Code, for the adoption of rules under this section.

12 SECTION 4. Section 28.010(a), Education Code, is amended to
13 read as follows:

14 (a) Each school year, a school district shall notify the
15 parent of each district student enrolled in grade nine or above of:

16 (1) the availability of:

17 (A) programs in the district under which a
18 student may earn college credit, including advanced placement
19 programs, dual credit programs, joint high school and college
20 credit programs, and international baccalaureate programs;

21 (B) career and technology education programs or
22 other work-based education programs in the district, including any
23 internship, externship, or apprenticeship programs or a P-TECH
24 program under Subchapter N, Chapter 29; ~~and~~

25 (C) subsidies based on financial need available
26 for fees paid to take college advanced placement tests or
27 international baccalaureate examinations under Section 28.054; and

1 (D) funding for enrollment in dual credit courses
2 under Section 28.0095; and

3 (2) the qualifications for:

4 (A) enrolling in programs described by
5 Subdivision (1)(A) or (B); or

6 (B) funding described by Subdivision (1)(D).

7 SECTION 5. Section 28.0253(a)(2), Education Code, is
8 amended to read as follows:

9 (2) "Eligible institution" means an institution of
10 higher education [~~that is designated as a research university or~~
11 ~~emerging research university under the coordinating board's~~
12 ~~accountability system~~].

13 SECTION 6. Section 28.0253(e), Education Code, is amended
14 to read as follows:

15 (e) A school district or open-enrollment charter school
16 shall allow a student to graduate and receive [~~may issue~~] a high
17 school diploma [~~to a student~~] under the program if, using the
18 standards established under Subsection (c), the student
19 demonstrates mastery of and early readiness for college in each of
20 the subject areas described by that subsection and in a language
21 other than English, notwithstanding any other local or state
22 requirements.

23 SECTION 7. Section 29.908(b), Education Code, is amended to
24 read as follows:

25 (b) The program must:

26 (1) provide for a course of study that enables a
27 participating student to combine high school courses and

college-level courses during grade levels 9 through 12;

(2) allow a participating student to complete high school and enroll in a program at an institution of higher education that will enable the student to, on or before the fifth anniversary of the date of the student's first day of high school, receive a high school diploma and either:

(A) an applied associate degree, as defined by Texas Higher Education Coordinating Board rule; or

(B) an academic associate degree, as defined by Texas Higher Education Coordinating Board rule, with a completed field of study curriculum developed under Section 61.823 that is transferable ~~[at least 60 semester credit hours]~~ toward a baccalaureate degree at one or more general academic teaching institutions, as defined by Section 61.003;

(3) include articulation agreements with colleges, universities, and technical schools in this state to provide a participating student access to postsecondary educational and training opportunities at a college, university, or technical school; and

(4) provide a participating student flexibility in class scheduling and academic mentoring.

SECTION 8. Subchapter G, Chapter 48, Education Code, is amended by adding Section 48.308 to read as follows:

Sec. 48.308. ALLOTMENT FOR FINANCIAL AID FOR SWIFT TRANSFER (FAST) PROGRAM. (a) In this section:

(1) "Coordinating board" means the Texas Higher Education Coordinating Board.

1 (2) "FAST program" means the Financial Aid for Swift
2 Transfer (FAST) program under Section 28.0095.

3 (b) An institution of higher education participating in the
4 FAST program is entitled to an allotment in an amount equal to the
5 amount of tuition set by coordinating board rule under Section
6 28.0095(d) for each dual credit course in which a student eligible
7 to participate in the FAST program is enrolled at the institution.

8 (c) The agency shall transfer the total amount of allotments
9 under this section to the coordinating board for distribution in
10 accordance with Section 28.0095(h).

11 (d) The agency and the coordinating board shall coordinate
12 as necessary to implement this section.

13 (e) The legislature shall include in amounts appropriated
14 for the Foundation School Program an amount of state aid sufficient
15 for the agency to make the transfer required under Subsection (c).

16 SECTION 9. Section [51.4033](#), Education Code, is amended to
17 read as follows:

18 Sec. 51.4033. REPORT OF NONTRANSFERABLE CREDIT. (a) Not
19 later than May ~~March~~ 1 of each year and in the form prescribed by
20 the coordinating board, each general academic teaching institution
21 shall provide to the coordinating board and the legislature a
22 report describing any courses in the Lower-Division Academic Course
23 Guide Manual or its successor adopted by the coordinating board for
24 which a student who transfers to the institution from another
25 institution of higher education is not granted:

26 (1) academic credit at the receiving institution; or

27 (2) if the student has declared a major and has not

changed majors, academic credit toward the student's major at the receiving institution.

(b) A report required by this section must indicate:

(1) the course name and type;

(2) which institution of higher education provided academic credit for the course; and

(3) the reason why the receiving institution did not grant academic credit for the course as described by Subsection (a), including whether the institution complied with the dispute resolution process under Section 61.826.

SECTION 10. Section 51.4034(a), Education Code, is amended to read as follows:

(a) Not later than May ~~March~~ 1 of each year and in the form prescribed by the coordinating board, each public junior college shall provide to the coordinating board and the legislature a report on courses taken by students who, during the preceding academic year, transferred to a general academic teaching institution or earned an associate degree at the college.

SECTION 11. Section 51.762(b-1), Education Code, is amended to read as follows:

(b-1) An electronic common admission application form adopted under this section must include a prominent link to the electronic tools or platforms developed by the board under Section 61.09022 ~~[comparative gainful employment data regarding institutions of higher education, including information described by Section 7.040, on a website maintained by the board using data compiled by the board in coordination with the Texas Workforce~~

Commission].

SECTION 12. Section 51.763(b), Education Code, is amended to read as follows:

(b) The form must:

(1) allow each applicant to:

(A) apply electronically to one or more of the general academic teaching institutions within the university system; and

(B) indicate preferences for admission between those institutions; and

(2) include a prominent link to the electronic tools or platforms developed by the board under Section 61.09022 ~~[comparative gainful employment data regarding institutions of higher education, including information described by Section 7.040, on a website maintained by the board using data compiled by the board in coordination with the Texas Workforce Commission]~~.

SECTION 13. Section 51.907, Education Code, is amended by adding Subsections (c-1) and (c-2) to read as follows:

(c-1) An institution of higher education may not count toward the number of courses permitted to be dropped under Subsection (c) or a policy adopted under Subsection (d) a course that a student dropped while enrolled in a baccalaureate degree program previously earned by the student.

(c-2) An institution of higher education may not count toward the number of courses permitted to be dropped under Subsection (c) or a policy adopted under Subsection (d) a dual credit or dual enrollment course that a student dropped before

1 graduating from high school.

2 SECTION 14. Section 54.3531(b), Education Code, is amended
3 to read as follows:

4 (b) Notwithstanding Subsection (a), a student may not
5 receive an exemption under this section for any course if the
6 student has previously attempted a number of semester credit hours
7 for courses taken at any institution of higher education while
8 classified as a resident student for tuition purposes in excess of
9 the maximum number of those hours specified by Section 61.0595(a)
10 as eligible for funding under the formulas established under
11 Section 61.059 or Chapter 130A.

12 SECTION 15. Section 56.221(2), Education Code, is amended
13 to read as follows:

14 (2) "Eligible institution" means an institution of
15 higher education, as that term is defined by Section 61.003~~[, that~~
16 ~~is designated as a research university or emerging research~~
17 ~~university under the coordinating board's accountability system]~~.

18 SECTION 16. Section 56.407(g), Education Code, is amended
19 to read as follows:

20 (g) An institution may use other available sources of
21 financial aid, other than a loan ~~[or a Pell grant]~~, to cover any
22 difference in the amount of a grant under this subchapter and the
23 actual amount of tuition and required fees at the institution.

24 SECTION 17. Sections 61.003(2), (11), and (12), Education
25 Code, are amended to read as follows:

26 (2) "Public junior college" means any junior college
27 listed as a public junior college ~~[certified by the board]~~ in

accordance with Section 61.063 ~~[of this chapter]~~.

(11) "Degree program" means any grouping of subject matter courses which, when satisfactorily completed by a student, will entitle the student ~~[him]~~ to:

(A) a degree from a public senior college or university or a medical or dental unit; or

(B) an academic associate degree, as defined by board rule, or baccalaureate degree from a public junior college.

(12) "Certificate program" means a grouping of subject-matter courses which, when satisfactorily completed by a student, will entitle the student ~~[him]~~ to:

(A) a certificate; i

(B) an~~[r]~~ associate degree, other than an academic associate degree, as defined by board rule, from a technical institute or junior college; or

(C) [r]~~[or]~~ documentary evidence, other than a degree, of completion of a course of study at the postsecondary level.

SECTION 18. The heading to Section 61.031, Education Code, is amended to read as follows:

Sec. 61.031. PUBLIC ~~[INTEREST]~~ INFORMATION AND COMPLAINTS.

SECTION 19. Section 61.031, Education Code, is amended by adding Subsection (d) to read as follows:

(d) Notwithstanding any other provision of law, information that relates to a current, former, or prospective applicant or student of an educational institution and that is obtained, received, or held by the board for the purpose of providing

1 assistance with access to postsecondary education shall be
2 considered confidential and excepted from disclosure under Chapter
3 552, Government Code, and may only be released in conformity with
4 the Family Educational Rights and Privacy Act of 1974 (20 U.S.C.
5 Section 1232g). The board may withhold information prohibited from
6 being disclosed under this subsection without requesting a decision
7 from the attorney general under Subchapter G, Chapter 552,
8 Government Code.

9 SECTION 20. Section 61.051, Education Code, is amended by
10 adding Subsection (b) to read as follows:

11 (b) The board may participate in the establishment and
12 operation of an affiliated nonprofit organization whose purpose is
13 to raise money for or provide services or other benefits to the
14 board.

15 SECTION 21. Section 61.0571, Education Code, is amended by
16 adding Subsections (c), (d), (e), and (f) to read as follows:

17 (c) The board may provide administrative support and
18 services to institutions of higher education as necessary to
19 implement this chapter, Chapter 130, or Chapter 130A.

20 (d) The board may establish an institutional collaboration
21 center within the board to support the implementation of Chapter
22 130A and the efficient and effective operations of institutions of
23 higher education.

24 (e) From money appropriated or otherwise available for the
25 purpose, the board may procure goods and services for the direct
26 benefit of an institution of higher education and enter into an
27 interagency contract under Chapter 771, Government Code, with the

1 institution to reimburse the board for the cost of the goods and
2 services.

3 (f) An affiliated nonprofit organization described by
4 Section 61.051(b) may accept gifts, grants, or donations from any
5 public or private source to pay for goods or services procured for
6 the direct benefit of an institution of higher education under
7 Subsection (e).

8 SECTION 22. Section 61.059, Education Code, is amended by
9 amending Subsections (b), (b-1), and (r) and adding Subsection (s)
10 to read as follows:

11 (b) The board shall devise, establish, and periodically
12 review and revise formulas for the use of the governor and the
13 Legislative Budget Board in making appropriations recommendations
14 to the legislature for ~~[all]~~ institutions of higher education other
15 than public junior colleges funded under Chapter 130A~~[, including~~
16 ~~the funding of postsecondary vocational-technical programs]~~. As a
17 specific element of the periodic review, the board shall study and
18 recommend changes in the funding formulas based on the role and
19 mission statements of those institutions of higher education. In
20 carrying out its duties under this section, the board shall employ
21 an ongoing process of committee review and expert testimony and
22 analysis.

23 (b-1) A committee under Subsection (b) must be composed of
24 representatives of a cross-section of institutions representing
25 each of the institutional groupings under the board's
26 accountability system, other than public junior colleges funded
27 under Chapter 130A. The commissioner of higher education shall

1 solicit recommendations for the committee's membership from the
2 chancellor of each university system and from the president of each
3 institution of higher education that is not a component of a
4 university system. The chancellor of a university system may
5 ~~[shall]~~ recommend to the commissioner at least one institutional
6 representative for each institutional grouping to which a component
7 of the university system is assigned. The president of an
8 institution of higher education that is not a component of a
9 university system may ~~[shall]~~ recommend to the commissioner at
10 least one institutional representative for the institutional
11 grouping to which the institution is assigned.

12 (r) The board shall exclude contact hours or semester credit
13 hours related to a course for which a student is generating formula
14 funding for the third time from the contact hours or semester credit
15 hours reported for formula funding purposes.

16 (s) Notwithstanding any other law, the board may not exclude
17 from the number of semester credit hours reported ~~[to the~~
18 ~~Legislative Budget Board]~~ for formula funding under this section or
19 Chapter 130A semester credit hours for any course taken up to three
20 times by a student who:

21 (1) has reenrolled at an institution of higher
22 education following a break in enrollment from the institution or
23 another institution of higher education covering the 24-month
24 period preceding the first class day of the initial semester or
25 other academic term of the student's reenrollment; and

26 (2) successfully completed at least 50 semester credit
27 hours of course work at an institution of higher education before

that break in enrollment.

SECTION 23. Sections 61.0595(a), (d), and (f), Education Code, are amended to read as follows:

(a) In the formulas established under Section 61.059 or Chapter 130A, the board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic session begins has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds the number of semester credit hours required for completion of the degree program or programs in which the student is enrolled, including minors and double majors, and for completion of any certificate or other special program in which the student is also enrolled, including a program with a study-abroad component, by at least:

(1) for an associate degree program, 15 hours; or

(2) for a baccalaureate degree program, 30 hours.

(d) The following are not counted for purposes of determining whether the student has previously earned the number of semester credit hours specified by Subsection (a):

(1) semester credit hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student;

(2) semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged;

(3) credit for a remedial education course, a

1 technical course, a workforce education course funded according to
2 contact hours, or another course that does not count toward a degree
3 program at the institution;

4 (4) semester credit hours earned by the student at a
5 private institution or an out-of-state institution;

6 (5) semester credit hours earned by the student before
7 graduating from high school and used to satisfy high school
8 graduation requirements; ~~and~~

9 (6) the first additional 15 semester credit hours
10 earned toward a degree program by a student who:

11 (A) has reenrolled at an institution of higher
12 education following a break in enrollment from the institution or
13 another institution of higher education covering the 24-month
14 period preceding the first class day of the initial semester or
15 other academic term of the student's reenrollment; and

16 (B) successfully completed at least 50 semester
17 credit hours of course work at an institution of higher education
18 before that break in enrollment; and

19 (7) semester credit hours earned by the student before
20 receiving an associate degree that has been previously awarded to
21 the student.

22 (f) In the formulas established under Section [61.059](#) or
23 Chapter 130A, the board shall include without consideration of
24 Subsection (a) funding for semester credit hours earned by a
25 student who initially enrolled as an undergraduate student in any
26 institution of higher education before the 1999 fall semester.

27 SECTION 24. Section [61.063](#), Education Code, is amended to

read as follows:

Sec. 61.063. LISTING ~~[AND CERTIFICATION]~~ OF PUBLIC JUNIOR COLLEGES; ELIGIBILITY FOR STATE APPROPRIATIONS. (a) The commissioner of higher education shall file with the ~~[state]~~ comptroller and the state auditor on or before September ~~[October]~~ 1 of each year a list of each ~~[the]~~ public junior college ~~[colleges]~~ in this state that has certified to the board under Section 130.003 that the college is in compliance with the requirements of Subsection (b) of that section.

(b) ~~[The commissioner shall certify the names of those colleges that have complied with the standards, rules, and regulations prescribed by the board.]~~ Only a public junior college included on the list under Subsection (a) is ~~[those colleges which are so certified shall be]~~ eligible for and may receive money appropriated ~~[any appropriation made]~~ by the legislature to public junior colleges.

SECTION 25. Subchapter C, Chapter 61, Education Code, is amended by adding Section 61.09022 to read as follows:

Sec. 61.09022. INFORMATION TO ASSIST STUDENTS IN ASSESSING VALUE OF POSTSECONDARY CREDENTIALS. (a) From money appropriated or otherwise available for the purpose, the board shall develop one or more electronic tools or platforms to provide information to assist prospective postsecondary students in assessing the value of a certificate program, associate or baccalaureate degree program, or other credential program offered by an institution of higher education or private or independent institution of higher education by comparing each institution with other institutions regarding:

1 (1) the relative cost of obtaining the certificate,
2 degree, or other credential, based on the most recent data
3 available to the board from the Texas Workforce Commission,
4 institutions of higher education, the federal government, or any
5 other source from which the board may obtain reliable data,
6 including:

7 (A) the cost for each of the following at the 25th
8 percentile, the median, and the 75th percentile:

9 (i) total cost of attendance;

10 (ii) tuition and fees;

11 (iii) room and board;

12 (iv) books and supplies;

13 (v) transportation; and

14 (vi) other costs; and

15 (B) the estimated net cost remaining after
16 subtracting from the amount described by Paragraph (A) the average
17 amount of scholarship and grant aid awarded to the typical student
18 for the program;

19 (2) the value of the certificate, degree, or other
20 credential as measured by comparing:

21 (A) the median wage earned by students who
22 graduated with the certificate, degree, or other credential from
23 the institution; and

24 (B) the median student debt of students who
25 graduated with the certificate, degree, or other credential from
26 the institution as compared to the median student debt of all
27 students who graduated with the certificate, degree, or other

1 credential, based on the most recent data available to the board
2 from the Texas Workforce Commission, institutions of higher
3 education, the federal government, or any other source from which
4 the board may obtain reliable data;

5 (3) the average student debt-to-income ratio of
6 students who graduated with the certificate, degree, or other
7 credential from the institution and have student debt, including
8 the estimated monthly student loan payment, computed using the
9 standard 10-year repayment plan;

10 (4) progress on repaying student loans by students who
11 graduated with the certificate, degree, or other credential from
12 the institution; and

13 (5) educational outcomes for students seeking the
14 certificate, degree, or other credential, including:

15 (A) for a program designed to be completed in
16 more than one year, the percentage of students who continue in the
17 program after the first year of study;

18 (B) the completion rate;

19 (C) the percentage of students who withdraw or
20 transfer from the institution and subsequently graduate with the
21 certificate, degree, or other credential from another institution
22 of higher education or private or independent institution of higher
23 education;

24 (D) the percentage of students who withdraw from
25 the institution and do not enroll in the program at another
26 institution of higher education or private or independent
27 institution of higher education within three years of the

1 withdrawal; and

2 (E) the percentage of graduates employed in the
3 top five industries in this state, as identified by the Texas
4 Workforce Commission, by certificate program, degree program, or
5 other credential program within one year of graduation.

6 (c) The board may solicit and accept gifts, grants, and
7 donations from any public or private source to implement this
8 section.

9 (d) The board shall adopt rules as necessary to implement
10 this section.

11 SECTION 26. Section 7.040(c), Education Code, is
12 transferred to Section 61.09022, Education Code, as added by this
13 Act, redesignated as Section 61.09022(b), Education Code, and
14 amended to read as follows:

15 (b) [(c)] Each institution of higher education shall
16 include on its Internet website, in a prominent location that is not
17 more than three hyperlinks from the website's home page, a link to
18 the electronic tools or platforms developed by the board
19 [information posted on the agency's Internet website] under
20 Subsection (a).

21 SECTION 27. Sections 61.822(b) and (c), Education Code, are
22 amended to read as follows:

23 (b) Each institution of higher education shall adopt a core
24 curriculum of no less than 42 semester credit hours, including
25 specific courses comprising the curriculum. The core curriculum
26 shall be consistent with the common course numbering system
27 approved by the board and with the statement, recommendations, and

1 rules issued by the board. An institution may have a core
2 curriculum of other than 42 semester credit hours only if approved
3 by the board. The board by rule may approve a core curriculum of
4 fewer than 42 semester credit hours for an associate degree program
5 if the board determines that the approval would facilitate the
6 award of a degree or transfer of credit consistent with this
7 subchapter.

8 (c) If a student successfully completes the [~~42-hour~~] core
9 curriculum at an institution of higher education, that block of
10 courses may be transferred to any other institution of higher
11 education and must be substituted for the receiving institution's
12 core curriculum. A student shall receive academic credit for each
13 of the courses transferred and may not be required to take
14 additional core curriculum courses at the receiving institution
15 unless the board has approved a larger core curriculum at the
16 institution.

17 SECTION 28. Section 61.823, Education Code, is amended by
18 adding Subsection (a-1) and amending Subsection (b) to read as
19 follows:

20 (a-1) The board by rule may authorize a general academic
21 teaching institution to adopt, for each field of study curriculum
22 developed by the board for which the institution offers a degree
23 program, a set of courses specific to that field of study, for a
24 total of at least six semester credit hours or the equivalent, that
25 must be completed as part of the field of study curriculum for that
26 institution. Each general academic teaching institution that
27 adopts a set of courses for a field of study curriculum under this

subsection shall post on the institution's Internet website in a manner easily accessible to students the set of courses with the associated course numbers under the common course numbering system.

(b) If a student successfully completes a field of study curriculum developed by the board, that block of courses may be transferred to a general academic teaching institution and, subject to completion of the set of courses adopted by the institution for that field of study under Subsection (a-1), must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

SECTION 29. Sections 61.826(c), (d), and (e), Education Code, are amended to read as follows:

(c) If an institution of higher education proposes to deny the application toward the institution's core curriculum or a field of study curriculum developed by the board under Section 61.823 of ~~[does not accept]~~ course credit earned by a student at another institution of higher education in the other institution's core curriculum or in a field of study curriculum, that institution must:

(1) [shall] ~~[shall]~~ give written notice to the student and the other institution of that institution's intent to deny [that] the application [transfer] of the course credit to the institution's core curriculum or field of study curriculum and the reasons for the proposed denial;

(2) [is denied. ~~The two institutions and the student~~

1 ~~shall~~] attempt to resolve the application ~~[transfer]~~ of the course
2 credit to the institution's core curriculum or field of study
3 curriculum with the other institution and the student in accordance
4 with this section and board rules;

5 (3) resolve the dispute not later than the 45th day
6 after the date on which the student enrolls in that institution; and

7 (4) if ~~[. If]~~ the ~~[transfer]~~ dispute is not resolved to
8 the satisfaction of the student or the institution at which the
9 credit was earned, ~~[within 45 days after the date the student~~
10 ~~received written notice of the denial, the institution that denies~~
11 ~~the transfer of the course credit shall]~~ notify the commissioner of
12 higher education of its denial to apply the course credit to the
13 institution's core curriculum or field of study curriculum and the
14 reasons for the denial.

15 (d) Not later than the 20th business day after the date the
16 commissioner of higher education receives notice of a dispute
17 concerning the application of course credit to an institution of
18 higher education's core curriculum or field of study curriculum
19 under Subsection (c)(4), the ~~[The]~~ commissioner ~~[of higher~~
20 ~~education]~~ or the commissioner's designee shall make the final
21 determination about the ~~[a]~~ dispute ~~[concerning the transfer of~~
22 ~~course credit]~~ and give written notice of the determination to the
23 involved student and institutions. If the commissioner or the
24 commissioner's designee determines that the institution may not
25 deny the application of course credit described by Subsection (c)
26 to the institution's core curriculum or field of study curriculum,
27 the institution shall apply that course credit toward the

institution's core curriculum or field of study curriculum, as applicable. A determination by the commissioner or the commissioner's designee under this subsection is final and may not be appealed.

(e) The board shall:

(1) collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner of higher education or the commissioner's designee; and

(2) post on the board's Internet website a list of each case that is considered by the commissioner of higher education or the commissioner's designee under this section, including the disposition of the case.

SECTION 30. Section 61.827(b), Education Code, is amended to read as follows:

(b) In adopting rules regarding the recommended core curriculum developed under Section 61.822, the board shall appoint a committee to advise the board ~~[use the negotiated rulemaking procedures]~~ under Section 2001.031 ~~[Chapter 2008]~~, Government Code.

SECTION 31. Subchapter S, Chapter 61, Education Code, is amended by adding Section 61.834 to read as follows:

Sec. 61.834. TEXAS DIRECT ASSOCIATE DEGREE. A public junior college, public state college, or public technical institute shall award a student a "Texas Direct" associate degree and include an appropriate notation on the student's transcript if the student completes a field of study curriculum developed by the board under

1 Section 61.823 and:

2 (1) the college's core curriculum; or

3 (2) an abbreviated core curriculum related to a
4 specific approved field of study curriculum transferable to one or
5 more general academic teaching institutions.

6 SECTION 32. Section 61.882(d), Education Code, is amended
7 to read as follows:

8 (d) In awarding grants under this subchapter, the board:

9 (1) shall, to the greatest extent practicable:

10 (A) award grants to at least one eligible entity
11 in each region of the state; and

12 (B) ensure that each training program:

13 (i) matches regional workforce needs;

14 (ii) is supported by a labor market
15 analysis of job postings and employers hiring roles with the skills
16 developed by the program; and

17 (iii) does not duplicate existing program
18 offerings except as necessary to accommodate regional demand; and

19 (2) may give preference to applicants that:

20 (A) represent a consortium of lower-division
21 institutions of higher education;

22 (B) prioritize training to displaced workers;

23 (C) offer affordable training programs to
24 students; or

25 (D) partner with employers, local chambers of
26 commerce, trade associations, economic development corporations,
27 and local workforce boards to analyze job postings and identify

employers hiring roles with the skills developed by the training programs.

SECTION 33. Section 130.001(b), Education Code, is amended to read as follows:

(b) The coordinating board shall have the responsibility for adopting policies, enacting regulations, and establishing general rules necessary for carrying out the duties with respect to public junior colleges as prescribed by the legislature, and with the advice and assistance of the commissioner of higher education, shall have authority to:

(1) authorize the creation of public junior college districts as provided in the statutes, giving particular attention to the need for a public junior college in the proposed district and the ability of the district to provide adequate local financial support;

(2) dissolve any public junior college district which has failed to establish and maintain a junior college within three years from the date of its authorization;

(3) adopt standards for the operation of public junior colleges and prescribe the rules and regulations for such colleges;

(4) require of each public junior college such reports as deemed necessary in accordance with the coordinating board's rules and regulations; and

(5) establish a standing advisory committee ~~[commissions]~~ composed of representatives of public junior colleges ~~[and other citizens of the state]~~ to provide advice and counsel to the coordinating board with respect to the funding of

public junior colleges necessary to carry out this chapter and Chapter 130A.

SECTION 34. Sections 130.003(a), (b), (e), and (f), Education Code, are amended to read as follows:

(a) There shall be appropriated biennially from money in the state treasury not otherwise appropriated an amount sufficient to supplement local funds for the proper support, maintenance, operation, and improvement of those public junior colleges of Texas that meet the standards prescribed by this chapter. The sum shall be allocated in accordance with Chapter 130A ~~[on the basis of contact hours within categories developed, reviewed, and updated by the coordinating board]~~.

(b) To be eligible for and to receive money appropriated under Subsection (a) ~~[a proportionate share of the appropriation]~~, a public junior college must certify to the coordinating board, in the manner prescribed by coordinating board rule, that the college:

(1) offers ~~[be certified as a public junior college as prescribed in Section 61.063,~~

~~[(2) offer]~~ a minimum of 24 semester hours of vocational and/or terminal courses;

(2) collects ~~[(3) have complied with all existing laws, rules, and regulations governing the establishment and maintenance of public junior colleges,~~

~~[(4) collect]~~, from each full-time and part-time student enrolled, tuition ~~[matriculation]~~ and other ~~[session]~~ fees in the amounts required by law or in the amounts set by the governing board of the junior college district as authorized by

1 this title;

2 (3) grants [~~(5) grant~~], when properly applied for,
3 the scholarships and tuition exemptions provided for in this code;

4 (4) [~~and~~
5 ~~[(6)]~~ for a public junior college established on or
6 after September 1, 1986, levies and collects [~~levy and collect~~] ad
7 valorem taxes as provided by law for the operation and maintenance
8 of the [~~public junior~~] college; and

9 (5) has complied with all laws and coordinating board
10 rules for the establishment and operation of a public junior
11 college.

12 (e) The primary purpose of each public junior [~~community~~]
13 college shall be to provide:

14 (1) technical programs up to two years in length
15 leading to associate degrees or certificates;

16 (2) vocational programs leading directly to
17 employment in semi-skilled and skilled occupations;

18 (3) [~~freshman and sophomore~~] courses in the core
19 curriculum or a field of study curriculum, as those terms are
20 defined by Section 61.821 [~~arts and sciences~~];

21 (4) continuing adult education programs for
22 occupational or cultural upgrading;

23 (5) compensatory education programs designed to
24 fulfill the commitment of an admissions policy allowing the
25 enrollment of disadvantaged students;

26 (6) a continuing program of counseling and guidance
27 designed to assist students in achieving their individual

educational goals;

(7) work force development programs designed to meet local and statewide needs;

(8) adult literacy and other basic skills programs for adults; and

(9) such other purposes as may be prescribed by the coordinating board [~~Texas Higher Education Coordinating Board~~] or local governing boards in the best interest of post-secondary education in this state [~~Texas~~].

(f) This section does not affect the application of [~~alter, amend, or repeal~~] Section 54.231 [~~54.060 of this code~~].

SECTION 35. Section 130.0031, Education Code, is amended to read as follows:

Sec. 130.0031. TRANSFERS: WHEN MADE. (a) In consultation with the advisory committee established under Section 130.001(b)(5), the Texas Higher Education Coordinating Board by rule shall adopt a payment schedule by which money appropriated to junior college districts under this chapter and Chapter 130A is distributed to those districts [~~In this section:~~

~~[(1) "Category 1 junior college" means a junior college having not more than 2,500 students in fall head count enrollment for the previous fiscal year and not more than \$300,000 of local taxes collected, excluding taxes for debt service, in the previous fiscal year.~~

~~[(2) "Category 2 junior college" means a junior college having more than 2,500 students in fall head count enrollment for the previous fiscal year or more than \$300,000 of~~

1 ~~local taxes collected, excluding taxes for debt service, in the~~
2 ~~previous fiscal year].~~

3 (b) The Texas Higher Education Coordinating Board may
4 modify the ~~[Money appropriated for payment to junior colleges under~~
5 ~~the authority of Section 130.003 of this code shall be paid to each~~
6 ~~eligible category 1 junior college out of the public junior college~~
7 ~~reimbursement fund as follows:]~~

8 ~~[(1) 24 percent of the yearly entitlement of the~~
9 ~~junior college shall be paid in two equal installments to be made on~~
10 ~~or before the 25th day of September and October, and~~

11 ~~[(2) 76 percent of the yearly entitlement of the~~
12 ~~junior college shall be paid in eight equal installments to be made~~
13 ~~on or before the 25th day of November, December, January, February,~~
14 ~~March, April, May, and June.]~~

15 ~~[(c) Money appropriated for payment to junior colleges~~
16 ~~under the authority of Section 130.003 of this code shall be paid to~~
17 ~~each eligible category 2 junior college out of the public junior~~
18 ~~college reimbursement fund as follows:]~~

19 ~~[(1) 24 percent of the yearly entitlement of the~~
20 ~~junior college shall be paid in two equal installments to be made on~~
21 ~~or before the 25th day of September and October, and~~

22 ~~[(2) 76 percent of the yearly entitlement of the~~
23 ~~junior college shall be paid in eight equal installments to be made~~
24 ~~on or before the 25th day of November, December, March, April, May,~~
25 ~~June, July, and August.]~~

26 ~~[(d) The]~~ amount of any installment required under the
27 payment schedule adopted under Subsection (a) ~~[by this section may~~

1 ~~be modified~~] to, in accordance with this chapter, Chapter 130A, the
2 General Appropriations Act, or coordinating board rule:

3 (1) provide the junior college district with the
4 proper amount to which the junior college district may be entitled
5 by law; and

6 (2) ~~to~~ correct errors in the allocation or
7 distribution of funds.

8 (c) If the amount of an installment under the payment
9 schedule adopted under Subsection (a) ~~[this section]~~ is required to
10 be equal to the amount of another installment ~~[other installments]~~,
11 the amount of the other installment ~~[installments]~~ may be adjusted
12 to provide for that equality. A payment under this section is not
13 invalid because it is not equal to other installments.

14 SECTION 36. Section 130.0033(c), Education Code, is amended
15 to read as follows:

16 (c) Charging tuition at a reduced rate under this section
17 does not affect the right of the public junior college to an
18 allocation ~~[a proportionate share]~~ of state appropriations under
19 this chapter and Chapter 130A ~~[Section 130.003]~~ for the contact
20 hours attributable to students paying tuition at the reduced rate.

21 SECTION 37. Section 130.0034(a), Education Code, is amended
22 to read as follows:

23 (a) The governing board of a ~~[public]~~ junior college
24 district may charge a student a higher rate of tuition than the
25 tuition that would otherwise be charged for a course in which the
26 student enrolls if:

27 (1) the student has previously enrolled in the same

1 course or a course of substantially the same content and level two
2 or more times; and

3 (2) the student's enrollment in the course is not
4 included in the contact hours used to determine the junior
5 college's allocation [~~proportionate share~~] of state appropriations
6 under this chapter and Chapter 130A [~~Section 130.003~~].

7 SECTION 38. Section 130.0051(a), Education Code, is amended
8 to read as follows:

9 (a) The board of trustees of a junior college district by
10 resolution may change the name of the district or a college within
11 the district [~~by eliminating the words "community" or "junior" from~~
12 ~~the name of the district or college~~], unless the change would cause
13 the district or college to have the same or substantially the same
14 name as an existing district, college, or other public or private
15 institution of higher education in this state.

16 SECTION 39. Section 130.008(c), Education Code, is amended
17 to read as follows:

18 (c) The contact hours attributable to the enrollment of a
19 high school student in a course offered for joint high school and
20 junior college credit under this section, excluding a course for
21 which the student attending high school may receive course credit
22 toward the physical education curriculum requirement under Section
23 28.002(a)(2)(C), shall be included in the contact hours used to
24 determine the junior college's allocation [~~proportionate share~~] of
25 the state money appropriated and distributed to public junior
26 colleges under this chapter and Chapter 130A [~~Sections 130.003 and~~
27 ~~130.0031~~], even if the junior college waives all or part of the

1 tuition or fees for the student under Subsection (b).

2 SECTION 40. Section 130.085(b), Education Code, is amended
3 to read as follows:

4 (b) This action by the board of trustees does not affect
5 their authority under Section 130.123 ~~[of this code]~~, nor does this
6 section in any way supersede that section. This action of the board
7 does not affect the right of the college to an allocation ~~[a~~
8 ~~proportionate share]~~ of state appropriations under this chapter and
9 Chapter 130A ~~[Section 130.003 of this code]~~.

10 SECTION 41. Section 130.090(c), Education Code, is amended
11 to read as follows:

12 (c) The grant of an exemption from tuition under Subsection
13 (b) does not affect the right of a junior college to an allocation
14 ~~[a proportionate share]~~ of state appropriations under this chapter
15 and Chapter 130A ~~[Section 130.003]~~ attributable to the contact
16 hours of the junior college with the student receiving the
17 exemption.

18 SECTION 42. Section 130.310(a), Education Code, is amended
19 to read as follows:

20 (a) A ~~[Except as provided by Subsection (b), a]~~ degree
21 program created under this subchapter shall ~~[may]~~ be funded solely
22 by a public junior college's allocation ~~[proportionate share]~~ of
23 state appropriations under this chapter and Chapter 130A ~~[Section~~
24 ~~130.003]~~, local funds, and private sources. ~~[This subsection does~~
25 ~~not require the legislature to appropriate state funds to support a~~
26 ~~degree program created under this subchapter.]~~ The coordinating
27 board shall weigh contact hours attributable to students enrolled

1 in a junior-level or senior-level course offered under this
2 subchapter used to determine a public junior college's allocation
3 ~~[proportionate share]~~ of state appropriations under this chapter
4 and Chapter 130A ~~[Section 130.003]~~ in the same manner as a lower
5 division course in a corresponding field.

6 SECTION 43. Section 130.352, Education Code, is amended to
7 read as follows:

8 Sec. 130.352. FORMULA FUNDING FOR WORKFORCE CONTINUING
9 EDUCATION COURSES. Notwithstanding Section 130.003 or any other
10 law, contact hours attributable to the enrollment of a student in a
11 workforce continuing education course offered by a public junior
12 college shall be included in the contact hours used to determine the
13 college's allocation ~~[proportionate share]~~ of state money
14 appropriated and distributed to public junior colleges under this
15 chapter and Chapter 130A ~~[Sections 130.003 and 130.0031]~~,
16 regardless of whether the college waives all or part of the tuition
17 or fees for the course under Section 130.354.

18 SECTION 44. Section 130.355, Education Code, is amended to
19 read as follows:

20 Sec. 130.355. RULES. The coordinating board shall adopt
21 any rules the coordinating board considers necessary for the
22 administration of this subchapter. ~~[In adopting those rules, the~~
23 ~~coordinating board shall use the negotiated rulemaking procedures~~
24 ~~under Chapter 2008, Government Code.]~~

25 SECTION 45. Chapter 130, Education Code, is amended by
26 adding Subchapter O to read as follows:

SUBCHAPTER O. OPPORTUNITY HIGH SCHOOL DIPLOMA PROGRAM

Sec. 130.451. DEFINITIONS. In this subchapter:

(1) "Coordinating board" means the Texas Higher Education Coordinating Board.

(2) "General academic teaching institution" has the meaning assigned by Section [61.003](#).

(3) "Program," unless the context indicates otherwise, means the Opportunity High School Diploma program established under this subchapter.

Sec. 130.452. PURPOSE. The purpose of the program is to provide an alternative means by which adult students enrolled in a workforce education program at a public junior college may earn a high school diploma at the college through concurrent enrollment in a competency-based education program that enables students to demonstrate knowledge substantially equivalent to the knowledge required to earn a high school diploma in this state.

Sec. 130.453. ADMINISTRATION. The coordinating board shall administer the program in consultation with the Texas Education Agency and the Texas Workforce Commission.

Sec. 130.454. APPROVAL OF ALTERNATIVE HIGH SCHOOL DIPLOMA PROGRAM. (a) A public junior college may submit to the coordinating board an application to participate in the program. The application must propose an alternative competency-based high school diploma program to be offered for concurrent enrollment to adult students without a high school diploma who are enrolled in a workforce education program at the college. The proposed program may include any combination of instruction, curriculum,

1 achievement, internships, or other means by which a student may
2 attain knowledge sufficient to adequately prepare the student for
3 postsecondary education or additional workforce education.

4 (b) A public junior college may submit an application under
5 Subsection (a) together with one or more public junior colleges,
6 general academic teaching institutions, public school districts,
7 or nonprofit organizations with whom the proposed program described
8 by that subsection will be offered as provided by Subsection (e).

9 (c) The coordinating board may approve not more than five
10 public junior colleges to participate in the program.

11 (d) Subject to Subsection (c), the coordinating board shall
12 review and approve a public junior college's application to
13 participate in the program if the board determines that the
14 college's proposed program described by Subsection (a) will provide
15 instruction and assessments appropriate to ensure that a student
16 who successfully completes the proposed program demonstrates
17 levels of knowledge sufficient to adequately prepare the student
18 for postsecondary education or additional workforce education. The
19 coordinating board may coordinate with the Texas Education Agency
20 as necessary to make a determination under this subsection.

21 (e) A public junior college approved to participate in the
22 program may:

23 (1) enter into an agreement with one or more public
24 junior colleges, general academic teaching institutions, public
25 school districts, or nonprofit organizations to offer the program
26 described by Subsection (a); and

27 (2) offer the program described by Subsection (a) at

1 any campus of the college or an entity with which the college has
2 entered into an agreement under Subdivision (1).

3 Sec. 130.455. AWARD OF HIGH SCHOOL DIPLOMA. (a) A public
4 junior college participating in the program may award a high school
5 diploma to a student enrolled in the alternative competency-based
6 high school diploma program offered by the college under the
7 program if the student performs satisfactorily on assessment
8 instruments prescribed by coordinating board rule.

9 (b) A high school diploma awarded under the program is
10 equivalent to a high school diploma awarded under Section [28.025](#).

11 Sec. 130.456. FUNDING. (a) The coordinating board and the
12 Texas Workforce Commission shall coordinate to jointly identify
13 funding mechanisms, including grants, interagency contracts,
14 financial aid, or subsidies, available to public junior colleges
15 and students to encourage and facilitate participation in the
16 program.

17 (b) A public junior college participating in the program is
18 entitled to receive funding under Section [130.003](#) for the program
19 in the manner provided by coordinating board rule.

20 Sec. 130.457. REPORT. Not later than December 1, 2026, the
21 coordinating board shall submit to the legislature a progress
22 report on the effectiveness of the program and any recommendations
23 for legislative or other action. This section expires September 1,
24 2027.

25 Sec. 130.458. RULES. The coordinating board may adopt
26 rules as necessary to implement this subchapter.

27 SECTION 46. Subtitle G, Title 3, Education Code, is amended

by adding Chapter 130A to read as follows:

CHAPTER 130A. PUBLIC JUNIOR COLLEGE STATE FINANCE PROGRAM

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 130A.001. LEGISLATIVE INTENT. It is the intent of the legislature that, as public junior colleges are locally governed institutions, providing foundational funding for instruction and operations of public junior colleges should be primarily a local responsibility, supported through a combination of tuition, fees, and local property taxes, with state funding focused primarily on rewarding outcomes aligned with regional and state education and workforce needs.

Sec. 130A.002. PURPOSE. The purpose of the public junior college state finance program established under this chapter is to provide a modern and dynamic finance system that ensures that each public junior college has access to adequate state appropriations and local resources to support the education and training of the workforce of the future.

Sec. 130A.003. DEFINITIONS. In this chapter:

(1) "Commissioner" means the commissioner of higher education.

(2) "Coordinating board" means the Texas Higher Education Coordinating Board.

(3) "Program" means the public junior college state finance program established under this chapter.

(4) "Public junior college" has the meaning assigned by Section [61.003](#).

Sec. 130A.004. PROGRAM COMPONENTS. The program consists

1 of:

2 (1) a base tier of state and local funding determined
3 in accordance with Subchapter B that ensures each public junior
4 college has access to a defined level of base funding for
5 instruction and operations; and

6 (2) a performance tier of state funding determined in
7 accordance with Subchapter C that constitutes the majority of state
8 funding and is distributed based on measurable outcomes aligned
9 with:

10 (A) regional and state workforce needs; and

11 (B) state goals aligned to the state's long-range
12 master plan for higher education developed under Section 61.051.

13 Sec. 130A.005. ADMINISTRATION OF PROGRAM. (a) The
14 coordinating board may adopt rules, require reporting, and take
15 other actions consistent with Chapter 61, Chapter 130, and this
16 chapter as necessary to implement and administer the program.

17 (b) In adopting rules under this section, the coordinating
18 board shall consult with the advisory committee established under
19 Section 130.001(b)(5).

20 (c) Notwithstanding Section 61.033, the coordinating board
21 is not required to use negotiated rulemaking procedures under
22 Chapter 2008, Government Code, for the adoption of rules under this
23 section.

24 Sec. 130A.006. REQUIRED REPORTING. The coordinating board
25 by rule shall require each junior college district to report to the
26 coordinating board through the Education Data System, Community
27 College Annual Reporting and Analysis Tool, Report of Fundable

Operating Expenses, or any successor program, data necessary to:

(1) calculate funding under this chapter;

(2) provide timely data and analyses to inform management decisions by the governing body of each junior college district;

(3) administer or evaluate the effectiveness of the program; or

(4) audit the program.

Sec. 130A.007. COMMISSIONER AUTHORITY TO RESOLVE DATA REPORTING ERRORS AND UNINTENDED CONSEQUENCES FROM FUNDING FORMULAS. (a) The commissioner may review the accuracy of data reported to the coordinating board by junior college districts.

(b) The commissioner may adjust:

(1) the distribution of funding under this chapter for a state fiscal year as necessary to correct errors in data reporting identified through the commissioner's review under Subsection (a); and

(2) a junior college district's funding under this chapter if the funding formulas used to determine the district's entitlement would result in an unanticipated loss or gain for the district that would have a substantial negative impact on the district's operations.

(c) Before making an adjustment under this section, the commissioner must request and receive written approval from the Legislative Budget Board and the office of the governor. A request to make an adjustment is considered approved unless the Legislative Budget Board or the office of the governor issues a written

1 disapproval within 60 business days after the date on which the
2 request is received.

3 (d) If the commissioner makes an adjustment under
4 Subsection (b), the commissioner shall provide to the legislature
5 an explanation regarding the changes necessary to resolve the data
6 reporting errors or the unintended consequences, as applicable.

7 Sec. 130A.008. CENSUS DATE ELIGIBILITY. A junior college
8 district may report a student in attendance on the district's
9 approved course census date for the purpose of funding under this
10 chapter.

11 Sec. 130A.009. RECOVERY OF OVERALLOCATED FUNDS. (a) If a
12 junior college district has received an overallocation of state
13 funds, the coordinating board shall recover from the district an
14 amount equal to the overallocation by withholding from subsequent
15 allocations of state funds for the current or subsequent academic
16 year or by requesting and obtaining a refund from the district.

17 (b) Notwithstanding Subsection (a), the coordinating board
18 may recover an overallocation of state funds over a period not to
19 exceed the subsequent five academic years if the commissioner
20 determines that the overallocation was the result of exceptional
21 circumstances reasonably caused by statutory changes to Chapter 130
22 or this chapter and related reporting requirements.

23 (c) If a junior college district fails to comply with a
24 request for a refund under Subsection (a), the coordinating board
25 shall report to the comptroller that the amount constitutes a debt
26 for purposes of Section 403.055, Government Code. The coordinating
27 board shall provide to the comptroller the amount of the

1 overallocation and any other information required by the
2 comptroller. The comptroller may certify the amount of the debt to
3 the attorney general for collection. The junior college district's
4 governmental immunity is waived to the extent necessary to collect
5 the debt owed under this section.

6 (d) Subject to Subsection (e), the coordinating board may
7 review a junior college district as necessary to determine if the
8 district qualifies for each amount received by the district under
9 this chapter. If the coordinating board determines that a junior
10 college district received an amount to which the district was not
11 entitled, the coordinating board may establish a corrective action
12 plan or withhold the applicable amount of funding from the
13 district.

14 (e) The coordinating board may not review junior college
15 district expenditures that occurred seven or more years before the
16 review.

17 Sec. 130A.010. GIFTS, GRANTS, AND DONATIONS. Except as
18 provided by other law, an affiliated nonprofit organization
19 described by Section 61.051(b) may solicit and accept gifts,
20 grants, or donations of personal property from any public or
21 private source to implement or administer this chapter.

22 SUBCHAPTER B. STATE FUNDING: BASE TIER

23 Sec. 130A.051. BASE TIER FORMULA. The amount of base tier
24 state funding to which a junior college district is entitled for
25 instruction and operations under this subchapter for a state fiscal
26 year is an amount equal to the amount, if any, by which the
27 district's guaranteed instruction and operations funding, as

determined under Section 130A.052, exceeds the district's local share of base tier funding, as determined under Section 130A.056.

Sec. 130A.052. GUARANTEED INSTRUCTION AND OPERATIONS FUNDING FORMULA. The amount of a junior college district's guaranteed instruction and operations funding for a state fiscal year is equal to the sum of:

(1) the product of:

(A) the district's basic allotment under Section 130A.053; and

(B) the number of weighted full-time equivalent students enrolled at the district determined in accordance with Section 130A.054; and

(2) the district's contact hour funding under Section 130A.055.

Sec. 130A.053. BASIC ALLOTMENT. The basic allotment for a junior college district for a state fiscal year is an amount per weighted full-time equivalent student set by the General Appropriations Act or other legislative appropriation.

Sec. 130A.054. WEIGHTED FULL-TIME EQUIVALENT STUDENT; SCALE ADJUSTMENT. (a) The coordinating board by rule shall establish student weights for purposes of this chapter that reflect the higher cost of educating certain students.

(b) The student weights must be established in a manner that results in appropriate funding to a junior college district for the education of a student enrolled in an eligible credit or non-credit program who is:

(1) 25 years of age or older;

1 (2) economically disadvantaged, as defined by
2 coordinating board rule; or

3 (3) academically disadvantaged, as defined by
4 coordinating board rule.

5 (c) Subject to Subsection (d), the number of weighted
6 full-time equivalent students enrolled at a junior college district
7 for purposes of this subchapter is equal to the sum of:

8 (1) the number of full-time equivalent students
9 enrolled in the district; and

10 (2) the sum of the weights assigned to students
11 enrolled in the district.

12 (d) The coordinating board by rule shall establish an
13 equitable adjustment to the number of weighted full-time equivalent
14 students determined under this section for each junior college
15 district with a total enrollment of fewer than 5,000 full-time
16 equivalent students.

17 (e) Not later than November 1 of each even-numbered year, a
18 junior college district that receives an adjustment under
19 Subsection (d) shall submit to the commissioner a report on the
20 district's participation in institutional partnerships and shared
21 services available under Section 61.0571 or other partnerships to
22 reduce costs and improve operational efficiency.

23 Sec. 130A.055. CONTACT HOUR FUNDING. (a) The legislature
24 shall set by appropriation the amount of funding to be provided to a
25 junior college district under this subchapter per contact hour.

26 (b) The amount of funding per contact hour must be weighted
27 by discipline to reflect the cost of providing the applicable

1 course.

2 (c) The coordinating board shall determine the total amount
3 of contact hour funding to which each junior college district is
4 entitled under this section.

5 Sec. 130A.056. LOCAL SHARE. A junior college district's
6 local share of base tier funding is an amount equal to the sum of the
7 amounts of revenue estimated to be generated by:

8 (1) imposing a maintenance and operations ad valorem
9 tax in the district at a rate of \$0.05; and

10 (2) assessing an amount of tuition and fees to each
11 full-time equivalent student enrolled in the district equal to the
12 statewide average amount of tuition and fees assessed by junior
13 college districts to a full-time equivalent student, determined as
14 provided by coordinating board rule.

15 SUBCHAPTER C. STATE FUNDING: PERFORMANCE TIER

16 Sec. 130A.101. PERFORMANCE TIER. (a) A junior college
17 district is entitled to performance tier funding for a state fiscal
18 biennium in an amount equal to the sum of the amounts determined
19 under Subsection (b) for each measurable outcome described by
20 Subsection (c).

21 (b) The amount of performance tier funding for each
22 measurable outcome described by Subsection (c) is equal to the
23 product of:

24 (1) the sum of:

25 (A) the number of times that outcome was achieved
26 by the junior college district, determined as provided by
27 coordinating board rule; and

1 (B) for an outcome described by Subsection (c)(1)
2 or (2), the sum of the applicable student weights established by
3 coordinating board rule for the students who achieved the outcome
4 at the junior college district as determined under Paragraph (A) of
5 this subdivision; and

6 (2) the amount set by the General Appropriations Act
7 or other legislative appropriation for the outcome.

8 (c) The measurable outcomes considered for purposes of
9 performance tier funding are:

10 (1) the number of credentials of value awarded, as
11 determined by the coordinating board based on analyses of wages and
12 costs associated with the credential, including degrees,
13 certificates, and other credentials from credit and non-credit
14 programs that equip students for continued learning and greater
15 earnings in the state economy, with an additional weight for
16 placement of students who earn that credential in a high-demand
17 occupation, as defined by coordinating board rule, or an
18 appropriate proxy determined by the coordinating board based on
19 available data;

20 (2) the number of students who earn at least 15
21 semester credit hours or the equivalent at the junior college
22 district and:

23 (A) subsequently transfer to a general academic
24 teaching institution, as that term is defined by Section [61.003](#); or

25 (B) are enrolled in a structured co-enrollment
26 program, as authorized by coordinating board rule; and

27 (3) the number of students who complete a sequence of

1 at least 15 semester credit hours or the equivalent for dual credit
2 or dual enrollment courses, as defined by coordinating board rule,
3 that apply toward academic or workforce program requirements at the
4 postsecondary level.

5 SECTION 47. Section 136.001, Education Code, is amended by
6 amending Subdivision (1) and adding Subdivision (1-a) to read as
7 follows:

8 (1) "Coordinating board" means the Texas Higher
9 Education Coordinating Board.

10 (1-a) "Nonprofit organization" means an organization
11 exempt from federal income taxation under Section 501(a), Internal
12 Revenue Code of 1986, as an organization described by Section
13 501(c)(3) of that code.

14 SECTION 48. Section 136.005(a), Education Code, is amended
15 to read as follows:

16 (a) The coordinating board ~~[grant administrator]~~ shall
17 establish and administer the Texas Innovative Adult Career
18 Education (ACE) Grant Program to provide grants to:

19 (1) eligible nonprofit workforce intermediary and job
20 training organizations; and

21 (2) eligible nonprofit organizations providing job
22 training to veterans.

23 SECTION 49. Section 136.006, Education Code, is amended to
24 read as follows:

25 Sec. 136.006. ELIGIBLE ORGANIZATIONS. (a) To be eligible
26 for a grant under the program, a nonprofit workforce intermediary
27 and job training organization must:

1 (1) apply to the coordinating board [~~grant~~
2 ~~administrator~~] in the manner prescribed by the coordinating board
3 [~~grant administrator~~];

4 (2) provide to eligible low-income students, in
5 partnership with public junior colleges, public state colleges, or
6 public technical institutes:

7 (A) job training; and

8 (B) a continuum of services designed to move a
9 program participant from application to employment, including
10 outreach, assessment, case management, support services, and
11 career placement;

12 (3) be governed by a board or other governing
13 structure that includes recognized leaders of broad-based
14 community organizations and executive-level or managerial-level
15 members of the local business community;

16 (4) demonstrate to the satisfaction of the
17 coordinating board [~~program advisory board~~] that the
18 organization's program has achieved or will achieve the following
19 measures of success among program participants:

20 (A) above-average completion of developmental
21 education among participating public junior college, public state
22 college, or public technical institute students;

23 (B) above-average persistence rates among
24 participating public junior college, public state college, or
25 public technical institute students;

26 (C) above-average certificate or degree
27 completion rates by participating students within a three-year

1 period compared to demographically comparable public junior
2 college, public state college, and public technical institute
3 students; and

4 (D) entry into careers with significantly higher
5 earnings for program participants than previously achieved; and

6 (5) provide matching funds in accordance with rules
7 adopted under this chapter.

8 (a-1) To be eligible for a grant under the program, a
9 nonprofit organization providing job training services to veterans
10 must:

11 (1) apply to the coordinating board [~~grant~~
12 ~~administrator~~] in the manner prescribed by the coordinating board
13 [~~grant administrator~~];

14 (2) provide to veterans, in partnership with public
15 junior colleges, public state colleges, or public technical
16 institutes:

17 (A) job training; and

18 (B) a continuum of services designed to move a
19 program participant from application to employment, including
20 outreach, assessment, case management, support services, and
21 career placement;

22 (3) be governed by a board or other governing
23 structure that includes recognized leaders of broad-based
24 community organizations and executive-level or managerial-level
25 members of the local business community;

26 (4) demonstrate to the satisfaction of the
27 coordinating board [~~program advisory board~~] that the

1 organization's program has achieved or will achieve the following
2 measures of success among program participants:

3 (A) the measures prescribed by Subsections
4 (a)(4)(A)-(C);

5 (B) rapid attainment of civilian workforce
6 credentials; and

7 (C) entry into careers with significantly higher
8 earnings for program participants than previously achieved; and

9 (5) provide matching funds in accordance with rules
10 adopted under this chapter.

11 (b) The matching funds required under Subsection (a)(5) or
12 (a-1)(5) may be obtained from any source available to the
13 organization, including in-kind contributions, community or
14 foundation grants, individual contributions, and local
15 governmental agency operating funds. The coordinating board ~~[grant~~
16 ~~administrator]~~ may adopt rules requiring an organization to
17 demonstrate compliance with the matching funds requirement before
18 the payment of the next installment under an awarded grant.

19 SECTION 50. Section 136.007, Education Code, is amended to
20 read as follows:

21 Sec. 136.007. RULES. ~~[(a)]~~ The coordinating board ~~[grant~~
22 ~~administrator]~~ shall adopt rules as necessary for the
23 administration of this chapter, including ~~[in the manner provided~~
24 ~~by Chapter 2001, Government Code, for a state agency.~~

25 ~~[(b) The grant administrator, with recommendations of the~~
26 ~~program advisory board, shall adopt]~~ rules regarding eligibility,
27 program tuition and fees, administrative costs, matching funds, and

case management and other supports for the program. The rules may include provisions for the payment in periodic installments of grant awards.

SECTION 51. Section 2308A.007, Government Code, is amended by adding Subsection (a-1) to read as follows:

(a-1) A credential library established under this section must include the information included in the electronic tools or platforms developed by the coordinating board under Section 61.09022(a), Education Code.

SECTION 52. Sections 61.0593, 61.884(d), 130.003(d), 130.310(b), 136.002, 136.004, and 136.005(a-1), Education Code, are repealed.

SECTION 53. Sections 28.009(b-2), 28.010(a), and 29.908(b), Education Code, as amended by this Act, and Section 28.0095, Education Code, as added by this Act, apply beginning with the 2023-2024 school year.

SECTION 54. Sections 51.4033, 51.4034(a), 61.822(b) and (c), 61.823, 61.826(c), (d), and (e), and 61.827(b), Education Code, as amended by this Act, and Section 61.834, Education Code, as added by this Act, apply beginning with the 2023-2024 academic year.

SECTION 55. The change in law made by this Act to Section 56.407(g), Education Code, applies beginning with Texas Educational Opportunity Grants awarded for the 2024 fall semester. Grants awarded for a semester or term before the 2024 fall semester are governed by the applicable law in effect immediately before the effective date of this Act, and the former law is continued in

1 effect for that purpose.

2 SECTION 56. The Texas Education Agency and the Texas Higher
3 Education Coordinating Board may identify rules required by the
4 passage of this Act that must be adopted on an emergency basis for
5 purposes of the state fiscal year beginning September 1, 2023, and
6 may use the procedures established under Section 2001.034,
7 Government Code, for adopting those rules. The agency and the
8 coordinating board are not required to make the finding described
9 by Section 2001.034(a), Government Code, to adopt emergency rules
10 under this section.

11 SECTION 57. (a) Except as provided by Subsection (b) of
12 this section, this Act takes effect September 1, 2023, and applies
13 to the allocation of state funding to junior college districts
14 beginning with the state fiscal biennium beginning September 1,
15 2023.

16 (b) Sections 7.040(a), 28.009(b-2), 28.010(a), 29.908(b),
17 51.4033, 51.4034(a), 51.762(b-1), 51.763(b), 61.031, 61.823, and
18 61.826(c), (d), and (e), Education Code, as amended by this Act, and
19 Sections 28.0095, 61.09022, and 61.834 and Subchapter O, Chapter
20 130, Education Code, and Section 2308A.007(a-1), Government Code,
21 as added by this Act, take effect immediately if this Act receives a
22 vote of two-thirds of all the members elected to each house, as
23 provided by Section 39, Article III, Texas Constitution. If this
24 Act does not receive the vote necessary for immediate effect, those
25 provisions take effect September 1, 2023.

President of the Senate

Speaker of the House

I certify that H.B. No. 8 was passed by the House on April 12, 2023, by the following vote: Yeas 146, Nays 1, 2 present, not voting; and that the House concurred in Senate amendments to H.B. No. 8 on May 24, 2023, by the following vote: Yeas 142, Nays 0, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 8 was passed by the Senate, with amendments, on May 19, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
20.	Approve of FAA(LOCAL) Policy: EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve this new policy, FAA(LOCAL), as recommended in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

This new recommended local policy addresses multiple bills, including:

- SB 412, which provides enrollment protections and required accommodations for pregnant and parenting students. The bill applies beginning Spring 2024;
- SB 459, which requires colleges to provide early registration for pregnant and parenting students if the opportunity is provided to another group of students; and
- HB 1361, which requires each college to designate an employee to serve as a liaison for current and incoming students who are parents or guardians of minors.

FISCAL IMPACT

None.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
FAA(LOCAL) Policy	3/6/2024	Attachment
S.B. 412	3/6/2024	Attachment
S.B. 459	3/6/2024	Attachment
H.B. 1361	3/6/2024	Attachment

This item is applicable to the following: District

EQUAL EDUCATIONAL OPPORTUNITY
PREGNANT AND PARENTING STUDENTS

FAA
(LOCAL)

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The Chancellor or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration and leaves of absence.

Commented [JL1]: This new policy is recommended by TASB, and the Administration and Board Counsel are in concurrence.

Liaison

The Chancellor shall designate a pregnant and parenting students liaison for current or incoming students at the institution who are the parents or guardians of children younger than 18 years of age. The liaison shall provide the students information regarding support services and other available resources and serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website.

AN ACT

relating to protections for pregnant and parenting students
enrolled in public institutions of higher education.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter 2, Chapter 51, Education Code, is
amended by adding Section 51.982 to read as follows:

Sec. 51.982. PROTECTIONS FOR PREGNANT AND PARENTING
STUDENTS. (a) In this section:

(1) "Institution of higher education" has the meaning
assigned by Section 61.003.

(2) "Parenting student" means a student who is the
parent or legal guardian of a child under 18 years of age.

(b) An institution of higher education may not require a
pregnant or parenting student, solely because of the student's
status as a pregnant or parenting student or due to issues related
to the student's pregnancy or parenting, to:

(1) take a leave of absence or withdraw from the
student's degree or certificate program;

(2) limit the student's studies;

(3) participate in an alternative program;

(4) change the student's major, degree, or certificate
program; or

(5) refrain from joining or cease participating in any
course, activity, or program at the institution.

1 (c) An institution of higher education shall provide
2 reasonable accommodations to a pregnant student, including
3 accommodations that:

4 (1) would be provided to a student with a temporary
5 medical condition; or

6 (2) are related to the health and safety of the student
7 and the student's unborn child, such as allowing the student to
8 maintain a safe distance from substances, areas, and activities
9 known to be hazardous to pregnant women or unborn children.

10 (d) An institution of higher education shall, for reasons
11 related to a student's pregnancy, childbirth, or any resulting
12 medical status or condition:

13 (1) excuse the student's absence;

14 (2) allow the student to make up missed assignments or
15 assessments;

16 (3) allow the student additional time to complete
17 assignments in the same manner as the institution allows for a
18 student with a temporary medical condition; and

19 (4) provide the student with access to instructional
20 materials and video recordings of lectures for classes for which
21 the student has an excused absence under this section to the same
22 extent that instructional materials and video recordings of
23 lectures are made available to any other student with an excused
24 absence.

25 (e) An institution of higher education shall allow a
26 pregnant or parenting student to:

27 (1) take a leave of absence; and

1 (2) if in good academic standing at the time the
2 student takes a leave of absence, return to the student's degree or
3 certificate program in good academic standing without being
4 required to reapply for admission.

5 (f) Each institution of higher education shall adopt a
6 policy for students on pregnancy and parenting discrimination. The
7 policy must:

8 (1) include the contact information for the employee
9 or office of the institution that is the designated point of contact
10 for a student requesting each protection or accommodation under
11 this section;

12 (2) be posted in an easily accessible, straightforward
13 format on the institution's Internet website; and

14 (3) be made available annually to faculty, staff, and
15 employees of the institution.

16 (g) The Texas Higher Education Coordinating Board, in
17 consultation with institutions of higher education, shall adopt
18 rules as necessary to administer this section. The rules must
19 establish minimum periods for which a pregnant or parenting student
20 must be given a leave of absence under Subsection (e). In
21 establishing those periods, the board shall consider the maximum
22 amount of time a student may be absent without significantly
23 interfering with the student's ability to complete the student's
24 degree or certificate program.

25 SECTION 2. Not later than January 15, 2024, each public
26 institution of higher education shall adopt and post on the
27 institution's Internet website the policy on pregnancy and

1 parenting discrimination required under Section 51.982(f),
2 Education Code, as added by this Act.

3 SECTION 3. Section 51.982, Education Code, as added by this
4 Act, applies beginning with the 2024 spring semester.

5 SECTION 4. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 412 passed the Senate on
April 6, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 412 passed the House on
May 6, 2023, by the following vote: Yeas 133, Nays 1,
two present not voting.

Chief Clerk of the House

Approved:

Date

Governor

AN ACT

relating to early registration for parenting students at public institutions of higher education.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter 2, Chapter 51, Education Code, is amended by adding Section 51.983 to read as follows:

Sec. 51.983. EARLY REGISTRATION FOR PARENTING STUDENTS.

(a) In this section:

(1) "Institution of higher education" has the meaning assigned by Section 61.003.

(2) "Parenting student" means a student enrolled at an institution of higher education who is the parent or legal guardian of a child under 18 years of age.

(b) If an institution of higher education provides early registration for courses or programs at the institution for any group of students, the institution shall provide early registration for those courses or programs for parenting students in the same manner.

(c) The Texas Higher Education Coordinating Board, in consultation with institutions of higher education, shall adopt rules as necessary to administer this section.

SECTION 2. Section 51.983, Education Code, as added by this Act, applies beginning with registration for a course or program for the 2024 spring semester.

1 SECTION 3. This Act takes effect September 1, 2023.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 459 passed the Senate on April 4, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 459 passed the House on May 24, 2023, by the following vote: Yeas 132, Nays 6, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor

AN ACT

relating to the designation of liaison officers to assist certain students at public institutions of higher education who are parents.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter 2, Chapter 51, Education Code, is amended by adding Section 51.9357 to read as follows:

Sec. 51.9357. DESIGNATION OF LIAISON OFFICER TO ASSIST CERTAIN STUDENTS WHO ARE PARENTS; REPORT. (a) In this section:

(1) "Coordinating board" means the Texas Higher Education Coordinating Board.

(2) "Institution of higher education" has the meaning assigned by Section 61.003.

(b) Each institution of higher education shall designate at least one employee of the institution to act as a liaison officer for current or incoming students at the institution who are the parent or guardian of a child younger than 18 years of age. The liaison officer shall provide to the students information regarding support services and other resources available to the students at the institution, including:

(1) resources to access:

(A) medical and behavioral health coverage and services; and

(B) public benefit programs, including programs

1 related to food security, affordable housing, and housing
2 subsidies;

3 (2) parenting and child care resources;

4 (3) employment assistance;

5 (4) transportation assistance;

6 (5) student academic success strategies; and

7 (6) any other resources developed by the institution
8 to assist the students.

9 (c) Not later than May 1 of each academic year, an
10 institution of higher education shall submit to the coordinating
11 board a report that contains the following information regarding
12 students enrolled at the institution for the current academic year
13 who are the parent or guardian of a child younger than 18 years of
14 age:

15 (1) the number of those students;

16 (2) demographic data, including age, race, sex, and
17 ethnicity;

18 (3) academic data, including full-time or part-time
19 enrollment status and graduation, transfer, and withdrawal rates;
20 and

21 (4) other data as prescribed by coordinating board
22 rule.

23 (d) The coordinating board shall adopt rules to administer
24 this section, including rules to ensure compliance with federal law
25 regarding confidentiality of student medical or educational
26 information, including the Health Insurance Portability and
27 Accountability Act of 1996 (42 U.S.C. Section 1320d et seq.), the

1 Family Educational Rights and Privacy Act of 1974 (20 U.S.C.
2 Section 1232g), and any state law relating to the privacy of student
3 information.

4 SECTION 2. (a) As soon as practicable after the effective
5 date of this Act, the Texas Higher Education Coordinating Board
6 shall adopt rules to implement Section 51.9357, Education Code, as
7 added by this Act.

8 (b) This Act applies beginning with the 2023-2024 academic
9 year.

10 SECTION 3. This Act takes effect immediately if it receives
11 a vote of two-thirds of all the members elected to each house, as
12 provided by Section 39, Article III, Texas Constitution. If this
13 Act does not receive the vote necessary for immediate effect, this
14 Act takes effect September 1, 2023.

H.B. No. 1361

President of the Senate

Speaker of the House

I certify that H.B. No. 1361 was passed by the House on May 2, 2023, by the following vote: Yeas 121, Nays 23, 3 present, not voting; and that the House concurred in Senate amendments to H.B. No. 1361 on May 26, 2023, by the following vote: Yeas 116, Nays 25, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 1361 was passed by the Senate, with amendments, on May 24, 2023, by the following vote: Yeas 27, Nays 3.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
21.	Proposed Revisions to GCB(LOCAL) Policy: PUBLIC INFORMATION PROGRAM (PIA) - REQUESTS FOR INFORMATION	Dr. Margaret Ford Fisher E. Ashley Smith Melissa Mihalick Lucie Shipp Tredennick

RECOMMENDATION

Approve the proposed revisions to this GCB(LOCAL) policy, with the recommended changes in the TASB Update 46.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy address HB 3033, which permits a college to designate up to 10 Nonbusiness Days each calendar year for the purpose of complying with the PIA.

FISCAL IMPACT

None

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
GCB(LOCAL) Policy	3/6/2024	Attachment
H.B. 3033	3/6/2024	Attachment

This item is applicable to the following: District

PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information shall be made to the College District by one of the following methods:

1. ~~Hand delivery during business hours to:~~
HCC Office of General Counsel TPIA Requests
~~4, 3100 Main St., 12th Floor, Houston, Texas 77002;~~
2. ~~U.S. mail to HCC Office of General Counsel Records Request, 3100 Main St., 12th Floor, Houston, TX 77002; or~~
3. ~~Email at recordsrequest@hccs.edu.~~
2. ~~U.S. mail to:~~
~~HCC Office of General Counsel Records TPIA Requests,~~
~~3100 Main St., 12th Floor, Houston, TX 77002; or~~
3. ~~Email at recordsrequest@hccs.edu~~
TPIARequests@hccs.edu; or
4. Submission through the appropriate online form on the college website.

Commented [JL1]: Item #1-4, revisions are recommended by the Administration and Board Counsel is in concurrence.

Nonbusiness Days

The Chancellor may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The Chancellor may designate at most 10 nonbusiness days each calendar year.

Commented [JL2]: This change is recommended by TASB, and the Administration and Board Counsel are in concurrence.

Suspension of Public Information During a Catastrophe

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the ~~Texas Public Information Act (PIA), PIA~~, the Board delegates to the Chancellor the authority to suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall approve any extension of an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

Charging for Personnel Time

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. ~~Thirty-six hours of time during the College District's fiscal year; or~~
2. ~~Fifteen hours of time during a one-month period.~~

Effective Date

~~This policy shall be effective as of the adoption date, May 18, 2022.~~
2.

AN ACT

relating to the public information law.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter A, Chapter 552, Government Code, is amended by adding Section 552.0031 to read as follows:

Sec. 552.0031. BUSINESS DAYS. (a) Except as provided by this section, in this chapter "business day" means a day other than:

(1) a Saturday or Sunday;

(2) a national holiday under Section 662.003(a); or

(3) a state holiday under Section 662.003(b).

(b) The fact that an employee works from an alternative work site does not affect whether a day is considered a business day under this chapter.

(c) An optional holiday under Section 662.003(c) is not a business day of a governmental body if the officer for public information of the governmental body observes the optional holiday.

(d) A holiday established by the governing body of an institution of higher education under Section 662.011(a) is not a business day of the institution of higher education.

(e) The Friday before or Monday after a holiday described by Subsection (a)(2) or (3) is not a business day of a governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes the holiday on that Friday or Monday.

(f) Subject to the requirements of this subsection, a

governmental body may designate a day on which the governmental body's administrative offices are closed or operating with minimum staffing as a nonbusiness day. The designation of a nonbusiness day for an independent school district must be made by the board of trustees. The designation of a nonbusiness day for a governmental body other than an independent school district must be made by the executive director or other chief administrative officer. A governmental body may designate not more than 10 nonbusiness days under this subsection each calendar year.

SECTION 2. Section 552.012, Government Code, is amended by adding Subsection (b-1) to read as follows:

(b-1) The attorney general may require each public official of a governmental body to complete the course of training if the attorney general determines that the governmental body has failed to comply with a requirement of this chapter. The attorney general must notify each public official in writing of the attorney general's determination and the requirement to complete the training. A public official who receives notice from the attorney general under this subsection must complete the training not later than the 60th day after the date the official receives the notice.

SECTION 3. Section 552.103, Government Code, is amended by adding Subsection (d) to read as follows:

(d) The exception to disclosure provided by this section does not apply to information requested under this chapter if:

(1) the information relates to a general, primary, or special election, as those terms are defined by Section 1.005, Election Code;

1 (2) the information is in the possession of a
2 governmental body that administers elections described by
3 Subdivision (1); and

4 (3) the governmental body described by Subdivision (2)
5 is not a governmental body described by Section 552.003(1)(A)(i).

6 SECTION 4. Section 552.108(c), Government Code, is amended
7 to read as follows:

8 (c) This section does not except from the requirements of
9 Section 552.021 information that is basic information about an
10 arrested person, an arrest, or a crime. A governmental body shall
11 promptly release basic information responsive to a request made
12 under this chapter unless the governmental body seeks to withhold
13 the information as provided by another provision of this chapter,
14 and regardless of whether the governmental body requests an
15 attorney general decision under Subchapter G regarding other
16 information subject to the request.

17 SECTION 5. Subchapter C, Chapter 552, Government Code, is
18 amended by adding Section 552.163 to read as follows:

19 Sec. 552.163. EXCEPTION: CONFIDENTIALITY OF CERTAIN
20 ATTORNEY GENERAL SETTLEMENT NEGOTIATIONS. (a) In this section,
21 "attorney general settlement communication" means documentary
22 materials or information collected, assembled, drafted, developed,
23 used, received, or maintained by or on behalf of the attorney
24 general with respect to an investigation or litigation conducted
25 under Subchapter E, Chapter 17, Business & Commerce Code, and that
26 reflects or is regarding negotiations made for the purpose of
27 achieving a resolution of a matter without the need for continuing

1 with litigation or trial.

2 (b) An attorney general settlement communication is
3 privileged and not subject to disclosure under this chapter from
4 the date the attorney general's investigation begins, as indicated
5 in the attorney general's case management records, until the
6 earlier of:

7 (1) the 90th day after the date settlement discussions
8 are terminated; or

9 (2) the earliest of the date:

10 (A) the case is reported closed in the attorney
11 general's case management records;

12 (B) the final judgment, assurance of voluntary
13 compliance, or other settlement agreement is entered by the court,
14 and the period for filing a notice of appeal has passed;

15 (C) the settlement documents are executed by all
16 parties, if the documents are not filed in court;

17 (D) the order of dismissal or nonsuit disposing
18 of all parties is entered by the court; or

19 (E) all appeals are finalized.

20 (c) For the purpose of this section, a settlement
21 communication does not include a document attached to or referenced
22 in a delivered settlement proposal that is subject to disclosure
23 under this chapter.

24 SECTION 6. Section 552.271, Government Code, is amended by
25 adding Subsection (e) to read as follows:

26 (e) A requestor who has exceeded a limit established by a
27 governmental body under Section 552.275 may not inspect public

1 information on behalf of another requestor unless the requestor who
2 exceeded the limit has paid each statement issued by the
3 governmental body under Section 552.275(e).

4 SECTION 7. Section 552.272, Government Code, is amended by
5 adding Subsection (f) to read as follows:

6 (f) A requestor who has exceeded a limit established by a
7 governmental body under Section 552.275 may not inspect public
8 information on behalf of another requestor unless the requestor who
9 exceeded the limit has paid each statement issued by the
10 governmental body under Section 552.275(e).

11 SECTION 8. Section 552.275, Government Code, is amended by
12 amending Subsections (d), (g), and (h) and adding Subsections (n)
13 and (o) to read as follows:

14 (d) If a governmental body establishes a time limit under
15 Subsection (a), each time the governmental body complies with a
16 request for public information, the governmental body shall provide
17 the requestor with a written statement of the amount of personnel
18 time spent complying with that request and the cumulative amount of
19 time spent complying with requests for public information from that
20 requestor during the applicable monthly or yearly period. The
21 amount of time spent preparing the written statement may not be
22 included in the amount of time included in the statement provided to
23 the requestor under this subsection unless the requestor's time
24 limit for the period has been exceeded.

25 (g) If a governmental body provides a requestor with a the
26 written statement under Subsection (e) or (o) and the time limits
27 prescribed by Subsection (a) regarding the requestor have been

1 exceeded, the governmental body is not required to produce public
2 information for inspection or duplication or to provide copies of
3 public information in response to the requestor's request unless on
4 or before the 10th day after the date the governmental body provided
5 the written statement under that subsection, the requestor submits
6 payment of the amount stated in the written statement provided
7 under Subsection (e) or provides identification or submits payment
8 as required by Subsection (o), as applicable.

9 (h) If the requestor fails or refuses to provide
10 identification or submit payment under Subsection (g), the
11 requestor is considered to have withdrawn the requestor's pending
12 request for public information.

13 (n) A governmental body may request photo identification
14 from a requestor for the sole purpose of establishing that the
15 requestor has not:

16 (1) exceeded a limit established by the governmental
17 body under Subsection (a); and

18 (2) concealed the requestor's identity.

19 (o) A request for photo identification under Subsection (n)
20 must include a statement under Subsection (e) applicable to the
21 requestor who has exceeded a limit established by the governmental
22 body and a statement that describes each specific reason why
23 Subsection (n) may apply to the requestor. The governmental body
24 shall accept as proof of a requestor's identification physical
25 presentment of photo identification or an image of the photo
26 identification that is transmitted electronically or through the
27 mail. A requestor from whom a governmental body has requested photo

1 identification under Subsection (n) may decline to provide
2 identification and obtain the requested information by paying the
3 charge assessed in the statement.

4 SECTION 9. Subchapter G, Chapter 552, Government Code, is
5 amended by adding Section 552.3031 to read as follows:

6 Sec. 552.3031. ELECTRONIC SUBMISSION OF REQUEST FOR
7 ATTORNEY GENERAL DECISION. (a) This section does not apply to a
8 request for an attorney general decision made under this subchapter
9 if:

10 (1) the governmental body requesting the decision:
11 (A) has fewer than 16 full-time employees; or
12 (B) is located in a county with a population of
13 less than 150,000;

14 (2) the amount or format of responsive information at
15 issue in a particular request makes use of the attorney general's
16 electronic filing system impractical or impossible; or

17 (3) the request is hand delivered to the office of the
18 attorney general.

19 (b) A governmental body that requests an attorney general
20 decision under this subchapter must submit the request through the
21 attorney general's designated electronic filing system.

22 (c) The attorney general may adopt rules necessary to
23 implement this section, including rules that define the amount or
24 type of formatting of information described by Subsection (a)(2)
25 that makes use of the electronic filing system impractical or
26 impossible.

27 SECTION 10. Section 552.306, Government Code, is amended by

adding Subsections (c) and (d) to read as follows:

(c) A governmental body shall as soon as practicable but within a reasonable period of time after the date the attorney general issues an opinion under Subsection (b) regarding information requested under this chapter:

(1) provide the requestor of the information an itemized estimate of charges for production of the information if the estimate is required by Section 552.2615;

(2) if the requested information is voluminous:

(A) take the following actions if the governmental body determines that it is able to disclose the information in a single batch:

(i) provide a written certified notice to the requestor and the attorney general that it is impractical or impossible for the governmental body to produce the information within a reasonable period of time;

(ii) include in the notice the date and hour that the governmental body will disclose the information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice; and

(iii) produce the information at the date and time included in the notice; or

(B) take the following actions if the governmental body determines that it is unable to disclose the information in a single batch:

(i) provide a written certified notice to the requestor and the attorney general that it is impractical or

impossible for the governmental body to produce the information within a reasonable period of time and in a single batch;

(ii) include in the notice the date and hour that the governmental body will disclose the first batch of information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice;

(iii) provide a written certified notice to the requestor and the attorney general when each subsequent batch of information is disclosed to the requestor of the date and hour that the governmental body will disclose the next batch of information to the requestor, which may not be later than the 15th business day after the date the governmental body provides the notice; and

(iv) produce the requested information at each date and time included in a notice;

(3) produce the information if it is required to be produced;

(4) notify the requestor in writing that the governmental body is withholding the information as authorized by the opinion; or

(5) notify the requestor in writing that the governmental body has filed suit against the attorney general under Section 552.324 regarding the information.

(d) A governmental body is presumed to have complied with the requirements of Subsection (c) if the governmental body takes an action under that subsection regarding information that is the

1 subject of an opinion issued by the attorney general not later than
2 the 30th day after the date the attorney general issues the opinion.

3 SECTION 11. Section 552.308, Government Code, is amended to
4 read as follows:

5 Sec. 552.308. TIMELINESS OF ACTION BY UNITED STATES MAIL,
6 INTERAGENCY MAIL, OR COMMON OR CONTRACT CARRIER. (a) Except as
7 provided by Section 552.3031, when [~~When~~] this subchapter requires
8 a request, notice, or other document to be submitted or otherwise
9 given to a person within a specified period, the requirement is met
10 in a timely fashion if the document is sent to the person by first
11 class United States mail or common or contract carrier properly
12 addressed with postage or handling charges prepaid and:

13 (1) it bears a post office cancellation mark or a
14 receipt mark of a common or contract carrier indicating a time
15 within that period; or

16 (2) the person required to submit or otherwise give
17 the document furnishes satisfactory proof that it was deposited in
18 the mail or with a common or contract carrier within that period.

19 (b) Except as provided by Section 552.3031, when [~~When~~] this
20 subchapter requires an agency of this state to submit or otherwise
21 give to the attorney general within a specified period a request,
22 notice, or other writing, the requirement is met in a timely fashion
23 if:

24 (1) the request, notice, or other writing is sent to
25 the attorney general by interagency mail; and

26 (2) the agency provides evidence sufficient to
27 establish that the request, notice, or other writing was deposited

1 in the interagency mail within that period.

2 SECTION 12. Subchapter G, Chapter 552, Government Code, is
3 amended by adding Section 552.310 to read as follows:

4 Sec. 552.310. SEARCHABLE DATABASE. (a) The office of the
5 attorney general shall make available on the office's Internet
6 website an easily accessible and searchable database consisting of:

7 (1) information identifying each request for an
8 attorney general decision made under this subchapter; and

9 (2) the attorney general's opinion issued for the
10 request.

11 (b) The database at a minimum must allow a person to search
12 for a request or opinion described by Subsection (a) by:

13 (1) the name of the governmental body making the
14 request; and

15 (2) the exception under Subchapter C that a
16 governmental body asserts in the request applies to its request to
17 withhold information from public disclosure.

18 (c) The database must allow a person to view the current
19 status of a request described by Subsection (a)(1) and an estimated
20 timeline indicating the date each stage of review of the request
21 will be started and completed.

22 SECTION 13. The changes in law made by this Act to Sections
23 552.103, 552.271, 552.272, and 552.275, Government Code, apply only
24 to a request for information that is received by a governmental body
25 or an officer for public information on or after the effective date
26 of this Act. A request for information that was received before the
27 effective date of this Act is governed by the law in effect on the

1 date the request was received, and the former law is continued in
2 effect for that purpose.

3 SECTION 14. Section 552.3031, Government Code, as added by
4 this Act, and Section 552.306, Government Code, as amended by this
5 Act, apply to a request for an attorney general decision made under
6 Subchapter G, Chapter 552, of that code on or after the effective
7 date of this Act. A request for an attorney general decision made
8 before the effective date of this Act is governed by the law in
9 effect on the date the request was made, and the former law is
10 continued in effect for that purpose.

11 SECTION 15. As soon as practicable, but not later than
12 January 1, 2024, the office of the attorney general shall make the
13 database required by Section 552.310, Government Code, as added by
14 this Act, available on the office's Internet website.

15 SECTION 16. This Act takes effect September 1, 2023.

H.B. No. 3033

President of the Senate

Speaker of the House

I certify that H.B. No. 3033 was passed by the House on May 6, 2023, by the following vote: Yeas 134, Nays 1, 1 present, not voting; and that the House concurred in Senate amendments to H.B. No. 3033 on May 26, 2023, by the following vote: Yeas 133, Nays 1, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3033 was passed by the Senate, with amendments, on May 23, 2023, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Board Governance

ITEM #	ITEM TITLE	PRESENTER
22.	Proposed Revisions to Board Bylaws, Article H, Section 2: Board Expenditures, Board Account for Community Affairs	Melissa Mihalick, Board Counsel

RECOMMENDATION

Approve proposed revisions to Board Bylaws Article H, Section 2: Expenditures, Board Account for Community Affairs to ensure compliance with Senate Bill 17.

COMPELLING REASON AND BACKGROUND

Any expenditure of public funds must comply with restrictions related to diversity, equity and inclusion initiatives under Education Code, Ch. 51, Subchapter G.

The college district will be required to submit to the legislature and the Coordinating Board a report certifying the board's compliance regarding diversity, equity, and inclusion initiatives during the preceding state fiscal year, under Education Code 51.3525.

FISCAL IMPACT

None

LEGAL REQUIREMENT

Education Code, Ch. 51, Subchapter G; and
Education Code 51.3525

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Proposed Revisions-Board Bylaws-Article H, Section 2	3/26/2024	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

Amended June 16, 2016

Amended October 20, 2016

Amended June 15, 2017

Amended August 17, 2017

Amended November 16, 2017

Amended January 18, 2018

Amended May 17, 2018

Amended November 7, 2018

Amended May 1, 2019
Amended August 27, 2019
Amended December 4, 2019
Amended February 5, 2020
Amended May 6, 2020
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Amended September 2, 2020
Amended December 16, 2022
Amended January 18, 2023

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ARTICLE G: GENERAL BOARD MEETINGS

- Sec. 1. Open Meetings**
- Sec. 2. Definitions**
- Sec. 3. Time and Location** *(Amended December 2, 2010, May 17, 2018, September 2, 2020)*
- Sec. 4. Attendance at Meetings** *(Added November 16, 2017, August 27, 2019, May 6, 2020)*
- Sec. 5. Notice**
- Sec. 6. Voting** *(Amended April 16, 2015, November 16, 2017)*
- Sec. 7. Order of Business** *(Amended September 2, 2020)*
- Sec. 8. Efficiency** *(Amended November 7, 2018)*
- Sec. 9. Agenda** *(Added April 16, 2015, June 15, 2017, November 7, 2018, May 6, 2020)*
- Sec. 10. Rules of Order**

- Sec. 11. Minutes and Recordings** *(Amended May 6, 2020)*
- Sec. 12. Special Meetings** *(Amended November 7, 2018, May 6, 2020)*
- Sec. 13. Closed Meetings/Executive Session** *(Amended January 18, 2018)*
- Sec. 14. Prohibitions**
- Sec. 15. Citizen Participation**
- Sec. 16. Disruption**
- Sec. 17. Social Functions and Related Events**

ARTICLE H: BOARD OPERATIONS

- Sec. 1. Evaluation and Self-Assessment of the Board** *(Amended November 7, 2018)*
- Sec. 2. Expenditures** *(Amended September 23, 2010; Amended December 13, 2012, May 1, 2019, May 6, 2020, April 17, 2024)*
- Sec. 3. Public Statements and the Media** *(Amended January 21, 2016)*
- Sec. 4. Training** *(Amended September 23, 2010; Amended November 17, 2011, January 21, 2016, May 17, 2016, November 7, 2018)*
- Sec. 5. Requests for Information** *(Amended October 20, 2016, May 6, 2020, September 2, 2020)*
- Sec. 6. Requests for Legal Advice** *(Amended January 21, 2016, December 4, 2019, May 6, 2020)*
- Sec. 7. Board Member Complaints** *(Amended January 21, 2016, November 7, 2018)*

EXHIBITS

- Exhibit A. Houston Community College Board of Trustees and Senior Staff Conflict of Interest Certification**
- Exhibit B. Complaint Form** *(Amended November 7, 2018)*
- Exhibit C. HCC Trustee Board Account for Community Affairs Request**

Article H: Board Operations

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

1. EVALUATION AND SELF-ASSESSMENT OF THE BOARD. The Board shall, on a yearly basis, evaluate the efficiency and effectiveness of Board operations for the benefit of the College. With the assistance of the Chancellor's staff, operations shall be continuously streamlined and modernized for the efficient dispensation of College business. The community image of the College and the Board shall be periodically assessed for possible changes in Board operations. The self-assessment of the Board shall consist of:

- a. Review of the Board Bylaws.
- b. An assessment of Board expenditures and savings for the year.
- c. An estimation of Board budgetary needs for the following year.
- d. An evaluation of Board accomplishments in setting policy, uniting the community in and out of the College, managing debt, and improving the College.
- e. An assessment of Board Governance and Operations.
- f. An assessment of the Board Office functions (Board office staff shall be evaluated by the Chancellor).

2. EXPENDITURES. The Board shall have complete control of all Board accounts, and uses of the accounts must promote the College, develop the Board, or both.

Only Trustees in good standing are eligible to travel at College expense or have access to community funds, as discussed below. A Trustee in good standing is not indebted to nor owes the College money for any reason.

Travel. Trustees may attend conventions, conferences, workshops, and other events approved by the Board. See the Board Travel Reimbursement Policy for a list of approved Conferences. Conferences not listed in the Board Travel Reimbursement Policy require prior Board approval for reimbursement of related expenses. Trustees must be in good standing to travel at College expense.

Board Account for Community Affairs. At the beginning of each fiscal year, a Board Account for Community Affairs ("BACA") will be established for Trustees to fund activities related to their duties and responsibilities as Board members. Each Trustee

will be limited to Five Thousand Dollars (\$5,000.00) per fiscal year, and the funds must be used in such a way as not to violate Texas law as described in greater detail below. the gift of public funds doctrine. This doctrine, under Texas law, prevents political subdivisions from using public money or granting something of value for a private purpose. Trustees must be in good standing to access BACA funds.

- a. Trustees may use funds from the BACA for a community activity related to their duties and responsibilities as Trustees if the proposed use of funds complies with the gift of public funds doctrine, meaning that and only if all of the following requirements are met:

1. The activity serves a public purpose;
2. The College receives adequate value or benefit in return; and
3. Sufficient controls are in place to ensure the public purpose is met.

"Public purpose" is defined as an activity that adds value to or benefits the College as a whole by supporting the educational functions and mission of the College.

- b. Trustees may use funds from the BACA for a community activity related to their duties and responsibilities as Trustees if the proposed use of funds complies with restrictions related to diversity, equity and inclusion initiatives under Texas Education Code, Ch. 51, Subchapter G.

- b.c. Trustees may use funds from the BACA to sponsor community functions such as awards banquets, charitable events, and similar events and activities. Examples of proper educational public purposes are:

1. Solicitation of donations for College educational programs;
2. Enhancement of the reputation of the College in the community;
3. Support of activities that increase the morale of employees and/or students;
4. Support of events that enhance enrollment of students or recruitment of faculty, administration or staff; or
5. Support of events that enhance the academic advancement, workforce training, or career development of HCC students.

- c.d. Trustees will adhere to the following guidelines as controls to ensure that a proper educational purpose is served:

1. Trustees must complete the BACA Fund Request Form at Exhibit C at least five (5) business days prior to the event;

2. The Board Chair or the Chair of the Board Governance Committee will review the form for completeness and to ensure the public purpose requirements of 8.3.3(a) above are met and will promptly notify the Trustee of his or her decision. Neither the Board Chair nor the Chair of the Board Governance Committee may approve their own request;
3. The amount requested must be the exact amount of the cost of the event or activity;
4. The Board Services Office shall NOT process a requisition for a requested BACA expenditure without a completed BACA Fund Request form signed by the Board Chair or the Board Governance Committee Chair. No requisitions will be processed if the requesting Trustee's BACA account has insufficient funds for the requested expenditure; and
5. The Board Services Office will email each Trustee the balance in their BACA account on a monthly basis. The Board Services Office will make a semi-annual report to the Board Governance Committee, indicating the amount, the activity and the requesting Trustee for each BACA expenditure.
6. All BACA requests must be submitted by July 15 of each fiscal year. Requests submitted after that date will not be processed until September 1 of the following fiscal year.

d.e. Trustees may not use proceeds from the BACA for the following:

1. Events underwritten by or supporting religiously-affiliated organizations;
2. Personal or individual purposes, such as election campaign activities;
3. To support economic development or promote local businesses in a Trustee's district; or
4. Any other activity that supports an organization, public or private, or
5. That does not meet the requirements of this section 8.3.3(a) above.

3. PUBLIC STATEMENTS AND THE MEDIA. The Board shall be encouraged to speak with one voice, through the Chair (or in the Chair's absence, the Vice Chair), regarding College matters before the press.

4. TRAINING. The Board recognizes its responsibility to be actively and continuously engaged in developing individual Board member's skills and knowledge by keeping them abreast of new developments in fiduciary, governance, and ethics laws, norms and best practices. The Board shall, therefore, have an orientation and

development process in place. Board members may also attend regional, state, or national conventions, conferences, and workshops, and will be reimbursed for reasonable travel expenses for attendance at such as provided in the Board Travel Reimbursement Policy and these Bylaws. On an annual basis, Board Counsel will review all policies that address Board operations and will carry out (with assistance from General Counsel as needed), any necessary training for the Trustees and Staff, as follows:

- a. **General Requirement.** Each Trustee shall participate in the HCC Annual Trustee Orientation program, a training session of at least four hours in each calendar year. The training will be conducted by Board counsel and other professionals, as needed. The program will consist of at least one hour of ethics training, one hour of finance training, and sexual harassment and anti-discrimination training. Board members who do not complete this annual training by the end of April of each year shall be ineligible to serve as a Board officer or as Chair of a committee until the training is completed.
- b. **Mandatory Open Government Training.** Each Trustee shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the public information act. This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.
- c. **Mandatory Training with Texas Higher Education Coordinating Board.** Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training program established by the Texas Higher Education Coordinating Board pursuant to Section 61.084 of the Texas Education Code. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.
- d. **Mandatory Investment Training.** Within six months after taking office or assuming duties, each Trustee shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at least one training session relating to the Trustee's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code.

5. REQUESTS FOR INFORMATION

The College is committed to ensuring Trustee access to all information of the College to the extent permitted by law. This policy shall govern requests for information or

documents submitted by Board members in their official capacity. All other requests shall be submitted under the College Public Information Policy. (See Policy Series GCB). All requests under this section shall be initiated by a written request submitted to the Office of Board Services. Requests shall be assigned a tracking number and processed in accordance with the Office of Board Services' Trustee Inquiry Tracking Guidelines.

If a request seeks the preparation of reports that will, in the opinion of the Board Chair in consultation with the Chancellor, require excessive staff time or expense, or interfere with employee duties and cause a disruption to College business, the Board Chair may discuss with the requesting Board member ways in which the scope of the request may be narrowed.

6. REQUESTS FOR LEGAL ADVICE

An individual Board member, acting in his or her official capacity, shall have the right to seek legal advice from the Board Counsel. Requests for legal advice shall be submitted to the Board Chair or designee in accordance with Board Counsel Guidelines. If the Board Chair determines that the request is not reasonably related to official Trustee issues, the Board Chair shall instruct the requesting Board member to obtain independent legal counsel at the Board member's expense. Once a request is approved by the Board Chair, Board Counsel will provide the requesting Board member with an estimated response time.

7. BOARD MEMBER COMPLAINTS.

A member of the Board who has a complaint against another member of the Board or the HCC administration shall submit a written complaint, using the form at Exhibit B, to the Board Chair, or to the Vice-Chair if the Chair is the subject of the complaint, within 30 days of the date of the incident giving rise to the complaint or within 30 days of the date the Board member becomes aware of the complaint. The complaint shall be resolved in accordance with the procedures outlined in Article A, Section 11 of these Bylaws.

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
23.	Tuition and Fees for Continuing Education Units (CEU) and Non-Credit (NCR) Classes	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Madeline Burillo-Hopkins

RECOMMENDATION

Approve tuition and fees as presented in the attached schedule to be offered at HCC during the 2024-2025 academic year and authorize the Chancellor, or her designee, to establish tuition and fees for any new CEU or NCR courses that may be offered in the 2024-2025 academic year based on the then current market rate.

COMPELLING REASON AND BACKGROUND

- The Texas Education Code (TEC Section 130.084) requires that each community college annually present to their board tuition and fees for approval. The Houston Community College Board of Trustees approves continuing education courses tuition and fees annually. Based on Guidelines for Instructional Programs in Workforce Education (GIPWE), an Institution's governing body must approve or ratify changes in tuition rates at least annually. It further states that the board "may delegate interim authority for establishment of tuition and fees."
- Attached is a comprehensive list of all CEU and NCR Courses currently offered at HCC with the corresponding tuition and fees. There are no tuition fees increases being requested for 2024-2025. The list reflects courses that were approved the prior year and new additions.
- Annually the Board of Trustees approves HCC's Tuition and Fees including the Schedule of Continuing Education Units and Non-Credit Tuition and Fees.
- In pricing these programs, the Centers of Excellence consider all of the following for each CEU course:
 - all direct costs, indirect costs, and expected enrollments;
 - industry market-based pricing,
 - and pricing is benchmarked against the cost of our competitors.
- CEU and NCR rates remain competitive among our local community college peers.
- New Tuition and Fees for newly created courses during the course of the year will be set at the market rate. Any new CEU and NCR courses will be ratified by the Board of Trustees during the next annual CEU/NCR Tuition and Fees review.

FISCAL IMPACT

None. Tuition and fees will remain the same as the previous year.

LEGAL REQUIREMENT

N/A

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
2024-2025 CEU Tuition and Fees Proposal	3/4/2024	Attachment

This item is applicable to the following:

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

Continuing Education Course Pricing Proposal (CEU)
Academic Year 2024 - 2025
7251, 7252, 7253, 7254

Area	Subject	Catalog	HCC Course Title	WECM title	Contact Hours	Tuition	Fees for 3rd Party Expenses	Total Course Cost
ATCP - Teacher Certification	ATCP	1070	Cognitive Development, Literacy Strategies and Special Education	Cognitive Development, Literacy Strategies and Special Education	48	\$422		\$422
ATCP - Teacher Certification	ATCP	1071	Pre-service Field Observation	Pre-service Field Observation	32	\$422		\$422
ATCP - Teacher Certification	ATCP	1072	Content Preparation	Content Preparation	48	\$422		\$422
ATCP - Teacher Certification	ATCP	1073	Pedagogy for Curriculum and Instruction	Pedagogy for Curriculum and Instruction	48	\$422		\$422
ATCP - Teacher Certification	ATCP	2070	Science of Teaching Reading	Science of Teaching Reading	48	\$422		\$422
ATCP - Teacher Certification	ATCP	2072	Professional Practices in an Educational Environment	Professional Practices in an Educational Environment	48	\$422		\$422
ATCP - Teacher Certification	ATCP	2073	Teaching Second Language Learners	Teaching Second Language Learners	48	\$422		\$422
ATCP - Teacher Certification	ATCP	2074	Foundations of Reading	Foundations of Reading	24	\$422		\$422
ATCP - Teacher Certification	ATCP	2076	Internship I	Internship I	48	\$422		\$422
ATCP - Teacher Certification	ATCP	2078	Internship II	Internship II	48	\$422		\$422
Automotive	AUMT	1005	Introduction to Automotive Technology	Introduction to Automotive Technology	64	\$395		\$395
Business	ACNT	1003	Introduction to Accounting	Introduction to Accounting I	48	\$209		\$209
Business	ACNT	1013	QuickBooks	Computerized Accounting Applications	48	\$595		\$595
Business	BMGT	1013	Principles of Purchasing	Principles of Purchasing	48	\$275		\$275
RROC - Business	BMGT	1021	Introduction to Project Management for Crisis-Ready Professionals -RCOE	Information & Project Management	48	\$499		\$499
Business	BMGT	1077	Lean Six Sigma Green Belt	Lean Six Sigma Green Belt	48	\$1,525		\$1,525
Business	BMGT	1078	Retail Industry Fundamentals	Retail Industry Fundamentals	10	\$99		\$99
Business	BMGT	1079	Business of Retail	Business of Retail	16	\$135		\$135
Business	BMGT	1009	Project Management Basic	Information & Project Management	48	\$499		\$499
Business	BMGT	1094	PeopleSoft Applications, Intermediate Human Resources	Special Topics in Office Supply & Mgmt.	80	\$259		\$259
Business	BMGT	1095	PeopleSoft Applications, Operations Management	Special Topics in Operational Mgmt. & Supervision	80	\$259		\$259
Business	BMGT	2005	Advanced Communications in Management/PeopleSoft Applications	Advanced Communications in Management	64	\$275		\$275
Business	BMGT	2006	Project Management Professional (PMP) Exam Prep	General Business & Leadership	35	\$995		\$995
Business	BMGT	1070	Introduction to HR/PeopleSoft Applications	Introduction to HR/PeopleSoft Applications	80	\$275		\$275
Business	BMGT	1071	Intermediate HR/PeopleSoft Applications	Intermediate HR/PeopleSoft Applications	80	\$275		\$275
Business	BMGT	2031	PeopleSoft Applications, Total Quality Management	Prin. of Quality Management	80	\$258		\$258
Business	BUSG	1001	Introduction to Business	Introduction to Business	48	\$275		\$275
Business	BUSG	1008	Small Business Management	Small Business Management	20	\$145		\$145
Business	BUSG	1091	Mental Health First Aid Training for Business Professionals (AKA Partnership)	Special Topics in Business, General	8	\$50		\$50
Business	CNSE	1003	Forklift Technician	Forklift Operator Certification	7	\$85		\$85
RROC Business	HMSY	2028	Maximize Resilience with Business Continuity Planning -(RCOE)	Emergency Management Continuity	40	\$499		\$499
Business	HRPO	1000	Understanding the Human Resources Function	Understanding the Human Resources Function	8	\$189		\$189
Business	HRPO	1071	Employee Compensation Packages	Employee Compensation Packages	8	\$189		\$189
Business	HRPO	1072	Relationships Between Organizations and its People	Relationships Between Organizations and its People	8	\$189		\$189
Business	HRPO	1073	Developing and Strengthening Organizations	Developing and Strengthening Organizations	8	\$189		\$189
Business	HRPO	1074	Personnel Recruiting and Management	Personnel Recruiting and Management	8	\$189		\$189
Business	HRPO	2030	PHR/SPHR Exam Prep	PHR/SPHR Exam Prep	32	\$515		\$515
Business	LMGT	1019	Introduction to Logistics	Introduction to Logistics	48	\$395		\$395
Business	LMGT	1093	Certified Logistics Associate	S/T in Logistics and Materials Management	16	\$145		\$145
Business	LMGT	2002	Certified Logistics Technician	Specialized Training in Logistics and Matt. Mgmt.	32	\$205		\$205
Business	LMGT	1019	Introduction to Business Logistics	Introduction to Business Logistics	48	\$275		\$275
Business	LMGT	1023	Domestic & International Transportation Management	Domestic & International Transportation Management	48	\$275		\$275
Business	LMGT	1025	Warehouse and Distribution Center Management	Warehouse and Distribution Center Management	48	\$275		\$275
Business	LMGT	1021	Logistics CLA and CLT	Introduction to Materials Handling	48	\$555		\$555
Business	LMGT	1021	Introduction to Materials Handling (Mirror SCH)	Introduction to Materials Handling	48	\$259		\$259
Business	LMGT	1070	Certified Logistics Associate (Mirror SCH)	Certified Logistics Associate	32	\$225		\$225
Business	LMGT	1071	Certified Logistics Technician (Mirror SCH)	Certified Logistics Technician	32	\$225		\$225
Business	LGLA	1005	Mediation	Mediation	40	\$749		\$749

Continuing Education Course Pricing Proposal (CEU)
Academic Year 2024 - 2025
7251, 7252, 7253, 7254

Business	LGLA	1045	Civil Litigation	Civil Litigation	48	\$275		\$275
Business	LGLA	1051	Contracts	Contracts	48	\$275		\$275
Business	LGLA	1055	Family Law	Family Law	48	\$275		\$275
Business	LGLA	2003	Torts & Personal Injury Law	Torts & Personal Injury Law	48	\$275		\$275
Business	LGLA	2013	Criminal Laq & Procedures	Criminal Law & Procedures	48	\$275		\$275
Business	LGLA	2071	United States Law	United States Law	16	\$155		\$155
Business	LGLA	2072	Legal Studies I	Legal Studies I	16	\$155		\$155
Business	LGLA	2073	Legal Studies II	Legal Studies II	16	\$155		\$155
Business	LGLA	2074	Legal Studies III	Legal Studies III	16	\$155		\$155
Business	LGLA	2075	Paralegal Composition	Paralegal Composition	16	\$155		\$155
Business	LGLA	2076	Intro to Texas Law	Intro to Texas Law	16	\$155		\$155
Business	LGLA	2077	Intermediate Texas Law	Intermediate Texas Law	16	\$155		\$155
Business	LGLA	2078	Advanced Texas Law	Advanced Texas Law	16	\$155		\$155
Business	MRKG	1000	Customer Service and Sales	Customer Service	20	\$155		\$155
Business	MRKG	1000	Customer Service and Sales	Customer Service	48	\$209		\$209
Business	NAUT	1005	Introduction to Ships & Shipping	Introduction to Ships and Shipping	48	\$275		\$275
Business	POFT	1012	Business Writing	Business Writing	36	\$275		\$275
Business	POFT	1025	Business Math Using Technology	Business Math Using Technology	48	\$275		\$275
Business	POFT	1070	Introduction of Office Technology	Introduction to Office Technology	48	\$275		\$275
Business	ITSW	1030	Intro to Email & Calendaring Software	Email & Calendaring Software	12	\$79		\$79
Business	POFI	1004	Computer Fundamentals	Computer Fundamentals	48	\$309		\$309
Business	POFT	1049	Administrative Office Procedures	Administrative Office Procedures	48	\$309		\$309
Business	POFI	1001	Computer Applications I	Computer Applications I	80	\$275		\$275
Business	INSR	1001	Commercial Insurance	Commercial Insurance	48	\$275		\$275
Business	INSR	1005	Personal Insurance	Personal Insurance	48	\$275		\$275
Business	INSR	1091	Special Topics in Insurance	Special Topics in Insurance	16	\$119		\$119
Business	INSR	1009	Principles of Insurance	Principles of Insurance	48	\$275		\$275
Business	INSR	1092	Multi-line Insurance Sales & Marketing	Special Topics in Insurance	48	\$275		\$275
Business	INSR	1017	Insurance Customer Service Representative	Insurance Customer Service Representative	32	\$199		\$199
Business	ITSC	1012	Basic Computer Concepts	Beginning Computers	20	\$145		\$145
Business	RELE	1000	Promulgated Contract Forms: Texas	Contract Forms and Addenda	30	\$179		\$179
Business	RELE	1001	Principles of Real Estate I	Principles of Real Estate I	32	\$199		\$199
Business	RELE	1038	Principles of Real Estate II	Principles of Real Estate II	32	\$199		\$199
Business	RELE	1002	Principles of Real Estate I: Texas	Principles of Real Estate I (Texas specific)	30	\$179		\$179
Business	RELE	1039	Principles of Real Estate II: Texas	Principles of Real Estate II (Texas specific)	30	\$179		\$179
Business	RELE	1011	Law of Contracts	Law of Contracts	32	\$179		\$179
Business	RELE	1012	Law of Contracts: Texas	Law of Contracts (Texas specific)	30	\$179		\$179
Business	RELE	1019	Real Estate Finance	Real Estate Finance	32	\$179		\$179
Business	RELE	1020	Real Estate Finance: Texas	Real Estate Finance (Texas specific)	30	\$179		\$179
Business	RELE	2001	Law of Agency	Law of Agency	32	\$179		\$179
Business	RELE	2002	Law of Agency: Texas	Law of Agency (Texas specific)	30	\$179		\$179
Business	TRAI	1071	Technology for Translation and Interpretation	Technology for Translation and Interpretation	48	\$275		\$275
Business	TRAI	1071	Fundamentals of Theory & Practice of Translation & Interpretation	Fundamentals of Theory & Practice of Translation & Interpretation	48	\$275		\$275
Business	TRAI	1072	Writing, Editing & Revising for Translation	Writing, Editing & Revising for Translation	48	\$275		\$275
Business	TRAI	1072	Terminology Management & Research	Terminology Management & Research	48	\$275		\$275
Business	TRAI	2072	Introduction to Interpreting II (Medical Mirror)	Introduction to Interpreting II Medical	48	\$275		\$275
Business	TRAI	2079	Introduction to Interpreting I (Legal) (Mirror)	Introduction to Interpreting I (Legal)	48	\$275		\$275
Business	TRAI	2073	Introduction to Interpreting III (Simultaneous) (Mirror)	Introduction to Interpreting III (Simultaneous)	48	\$275		\$275
Community Education	LEAD	2000	IDEAS Academy	Corporate & Community Development w/ Critical Thinking	16	\$69		\$69

Continuing Education Course Pricing Proposal (CEU)
Academic Year 2024 - 2025
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Commercial Truck Driving	AUMT	2039	Autonomous/ Hybrid/Electric Vehicle Safety and Systems	Automotive Electrical/Electronic System Update	8	\$195		\$195
Commercial Truck Driving	CVOP	1011	Class B Driving Skills	Driving Skills for Transporting Passengers	80	\$1,700		\$1,700
Commercial Truck Driving	CVOP	1013	Professional Truck Driver I	Professional Truck Driver I	126	\$1,575		\$1,575
Commercial Truck Driving	CVOP	1040	Professional Truck Driver II	Professional Truck Driver II	160	\$2,425	\$350	\$2,775
Commercial Truck Driving	CVOP	1091	Commercial Vehicle Class B Training	Special Topics in Truck, Bus and Other Commercial Vehicle Operator	40	\$450		\$450
Computers	AERM	1001	Unmanned Aircraft System Report Pilot In Command (Drone Tech)	Introduction to Aviation	32	\$399		\$399
Computers	AERM	1043	Drone Maintenance	Instruments and Navigation Communication	64	\$695		\$695
Computers	AIRP	1041	Unmanned Aircraft System UAS Technology	Advanced Air Navigation	128	\$1,899		\$1,899
Computers	AIRP	1045	Drone Safety and Flight	Aviation Safety	48	\$525		\$525
Computers	AIRP	1071	Drone Applied Project	Drone Applied Project	64	\$695		\$695
Computers	ACNT	1092	SAP FICO Financial Training	ST/Accounting Technician	48	\$1,899		\$1,899
Computers	ARTC	2005	Google UX Design Certificate - Part II	Digital Imaging II	80	\$25		\$25
Computers	ARTC	1002	Google UX Design Certificate - Part I	Digital Imaging I	80	\$25		\$25
Computers	BMGT	1091	SAP End User Applications	Special Topics in Business Admin. & Mgmt. Gen.	48	\$1,899		\$1,899
Computers	BMGT	1092	SAP Sales and Distribution	Special Topics in Purchase Procurement & Contracts Mgmt.	48	\$1,899		\$1,899
Computers	ITSY	1091	SAP Security	SAP Security	48	\$1,899		\$1,899
Computers	CPMT	1045	Google IT Support Certificate - Part I	Computer Systems Maintenance	72	\$25		\$25
Computers	CPMT	1049	Network+ Fundamentals	Computer Networking Technology	64	\$695		\$695
Computers	CPMT	1049	Network+ Certification contract	Computer Networking Technology	128	\$928		\$928
Computers	CPMT	1049	(Cyber Security Boot Camp) Network+ Fundamentals	Computer Networking Technology	64	\$1,299		\$1,299
Computers	DFTG	1091	PDMS Basic and Functions	Special Topics/Drafting	16	\$525		\$525
Computers	DFTG	1091	PDMS Drawing Production, Advanced	Special Topics/Drafting	16	\$525		\$525
Computers	DFTG	1091	PDMS Drawing Production, Basic	Special Topics/Drafting	24	\$749		\$749
Computers	DFTG	1091	PDMS Equipment	Special Topics/Drafting	24	\$749		\$749
Computers	DFTG	1091	PDMS Piping	Special Topics/Drafting	24	\$749		\$749
Computers	DFTG	1091	PDMS Structural, Advanced	Special Topics/Drafting	16	\$525		\$525
Computers	DFTG	1091	PDMS Structural, Basic	Special Topics/Drafting	24	\$749		\$749
Computers	GISC	1002	ARC GIS Pro	Understanding Geographic Information Systems	64	\$795		\$795
Computers	GISC	1011	Introduction to GIS	GIS Applications	64	\$795		\$795
Computers	HRPO	2005	SAP Human Capital Management (HCM)	Human Resources Information	48	\$1,899		\$1,899
Computers	ITAI	1070	Artificial Intelligence (A.I.) History, Theory, and Platforms	Artificial Intelligence (A.I.) History, Theory, and Platforms	96	\$279		\$279
Computers	ITAI	2077	Introduction to Data Science	Introduction to Data Science	64	\$695		\$695
Computers	ITCC	1014	Cisco CCNA 1: Introduction to Networks	CCNA 1: Introduction to Networks	96	\$845		\$845
Computers	ITCC	1044	Cisco CCNA 2: Switching, Routing, and Wireless Essential	CCNA 2: Switching, Routing, and Wireless Essential	96	\$845		\$845
Computers	ITCC	2020	Cisco CCNA 3: Enterprise Networking, Security, and Automation	CCNA 3: Enterprise Networking, Security, and Automation	96	\$845		\$845
Computers	ITCC	2041	CCNA Security	CCNA Security	64	\$805		\$805
Computers	ITCC	2043	CompTIA Advanced Security Practitioner	CompTIA Advanced Security Practitioner	64	\$1,035		\$1,035
Computers	ITCC	2054	CCNP-Route Implementing IP Routing	CCNP-Route Implementing IP Routing	112	\$1,169		\$1,169
Computers	ITDF	1090	How to Make a Home Security System	Special Topics in Comp & Info Systems Security Info Assurance	64	\$645		\$645
Computers	ITNW	1009	AWS Cloud Foundations	Fundamental of Cloud Computing	48	\$695		\$695
Computers	ITNW	1009	CompTia Cloud Essentials + Certification Training	Fundamentals of Cloud Computing	64	\$695		\$695
Computers	ITNW	1009	AWS Cloud Practitioner	Fundamentals of Cloud Computing	96	\$696		\$696
Computers	ITNW	1013	Cloud + Certification	Computer Virtualization	112	\$928		\$928
Computers	ITNW	1013	Cloud+ Comp Virtualization	Computer Virtualization	64	\$615		\$615
Computers	ITNW	1013	Cloud+ Comp Virtualization (Mirror SCH)	Computer Virtualization	96	\$279		\$279
Computers	ITNW	1016	Google Cyber Security Part 1	Introduction to Network Administration	85	\$25		\$25
Computers	ITNW	1025	Network+ Fundamentals (Mirror SCH)	Fundamentals of Networking	96	\$279		\$279
Computers	ITNW	1036	AWS Cloud Practitioner	Cloud Deployment & Infrastructure Management	64	\$695		\$695
Computers	ITNW	1053	Installing and Configuring Windows Server 2016	Install & Configure Window	64	\$805		\$805
Computers	ITNW	1054	Administering Windows for Server 2016	Administering Windows for Server	64	\$805		\$805
Computers	ITNW	1092	Configuring Advanced Windows Server 2016 Services	Special Topics in Computer Syst Network & Telecom	64	\$805		\$805

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Computers	ITNW	1092	Build an IoT Smart Raspberry Pi Robot	Special Topics in Computer Syst Network & Telecom	8	\$105		\$105
Computers	ITNW	2027	Advanced Cloud Concepts (CompTia Cloud+Training)	Advanced Cloud Concepts	64	\$695		\$695
Computers	POFI	1004	Computers for Seniors	Computer Fundamentals	30	\$209		\$209
Computers	POFI	1004	Computer Fundamentals	Computer Fundamentals	48	\$359		\$359
Computers	ITSC	1003	C++ Programming, Introduction	Computer Control Language	40	\$559		\$559
computers	ITSC	1003	Applied Data Science	Computer Control Language	48	\$549		\$549
Computers	ITSC	1006	Microsoft Windows, Introduction	Introduction to Computer O.S.	24	\$185		\$185
Computers	ITSC	1007	Linux Fundamentals (Mirror SCH)	Unix Operating System 1	96	\$279		\$279
Computers	ITSC	1008	MS Office Suite, Professionals	Integrated Software App I	64	\$515		\$515
Computers	ITSC	1009	MS Office Suite, Professionals	Integrated Software App I	48	\$359		\$359
Computers	ITSC	1009	Microsoft Word 2019 Core	Integrated Software App I	48	\$359		\$359
Computers	ITSC	1009	Microsoft Excel 2019 Core	Integrated Software App I	48	\$359		\$359
Computers	ITSC	1009	Microsoft PowerPoint 2019 Core	Integrated Software App I	48	\$359		\$359
Computers	ITSC	1009	Microsoft Access 2019 Core	Integrated Software App I	48	\$359		\$359
Computers	ITSC	1009	Microsoft Office Fundamentals	Integrated Software Application I	48	\$359		\$359
Computers	ITSC	1010	STRATA-Introduction to Hardware and Software	Intro Hardware Software Select App	24	\$245		\$245
RROC - Informaiton Technology	ITSC	1015	Resilient Information Technology (IT) Project Management- (RCOE)	Information & Project Management	64	\$695		\$695
Computers	ITSC	1015	IT Project+ Fundamentals	Project Management Software	64	\$695		\$695
Computers	ITSC	1016	(Cyber Security Boot Camp) Linux + Certification	Linux Installation & Configuration	64	\$1,299		\$1,299
Computers	ITSC	1016	Linux + Certification contract	Linux Installation & Configuration	128	\$928		\$928
Computers	ITSC	1025	A+ Certification (Mirror SCH)	Personal Computer Hardware	96	\$279		\$279
Computers	ITSC	1091	Introduction to Artificial Intelligence	Special Topics in Computer and Information Science	64	\$695		\$695
Computers	ITSC	1091	Build a Sneaker Bot Using Raspberry Pi	Special Topics in Computer Info. Science	8	\$99		\$99
Computers	ITSC	1091	C#, Advanced	Special Topics in Computer Info. Science	24	\$435		\$435
Computers	ITSC	1092	Image Reviewer	Image Reviewer	72	\$795		\$795
Computers	ITSC	2031	Microsoft Office Suite Professional, Advanced	Integrated Software Application	48	\$515		\$515
Computers	ITSC	2040	A+ Hardware & Software (CE Certificate)	Hardware and/or Software Selection and Application	72	\$695		\$695
Computers	ITSC	2040	A+ Hardware & Software	Hardware and/or Software Selection and Application	96	\$695		\$695
Computers	ITSC	2040	A+ Hardware & Software	Hardware and/or Software Selection and Application	64	\$695		\$695
Computers	ITSC	2040	(Cyber Security Boot Camp) A+ Certification	Hardware & Software Application	64	\$1,299		\$1,299
Computers	ITSC	2040	A+ Certification contract	Hardware & Software Application	96	\$696		\$696
Computers	ITSC	2041	PC Building 3D Simulation	Hardware & Software Application	36	\$345		\$345
Computers	ITSE	1002	Python Programming	Computer Programming	64	\$695		\$695
Computers	ITSE	1002	Python Programming (Mirror SCH)	Computer Programming	96	\$279		\$279
Computers	ITSE	1004	Python For Data Science	Programming Languages	48	\$549		\$549
Computers	ITSE	1003	C#, Introduction	Special Topics in Computer Info. Science	24	\$435		\$435
Computers	ITSE	1011	Java Script Programming	Beginning Web Programming	64	\$645		\$645
Computers -	ITSE	1033	Apple Swift Programming	Mobile Applications Development	64	\$695		\$695
Computers	ITSE	1042	C#, Intermediate	Special Topics in Computer Info. Science	24	\$435		\$435
Computers	ITSE	1091	SAP Logistics with Materials Management & Production Planning	Special Topics in Computer Programming	48	\$1,899		\$1,899
Computers	ITSE	1091	Swift App Development Certificate Prep 1	Special Topics in Computer Programming	90	\$575		\$575
Computers	ITSE	1092	Swift App Development Certificate Prep 2	Special Topics in Computer Programming	90	\$575		\$575
Computers	ITSE	1092	Applied Machining Learning	Special Topics in Computer Programming	64	\$695		\$695
computers	ITSE	2043	Advanced Mobile Programming (Mirror)	Advanced Mobile Programming	96	\$279		\$279
Computers	ITSE	2059	Python Programming Advanced (Mirror)	Advanced Computer Programming	96	\$279		\$279
Computers	ITSW	1054	Google Data Analytics Certification - Part I	Database File Management	90	\$25		\$25
Computers	ITSW	2037	Google Data Analytics Certification - Part II	Advanced Database	90	\$25		\$25
Computers	ITSY	1000	(Cyber Security Boot Camp) Security+ Certification	Fundamentals of Information Security	64	\$1,299		\$1,299
Computers	ITSY	1000	Security+ Certification	Fundamentals of Information Security	48	\$735		\$735
Computers	ITSY	1000	Security+ Certification	Fundamentals of Information Security	64	\$695		\$695
Computers	ITSY	1000	Fundamentals of Information Security (CompTIA Security+ Certification Training)	Fundamentals of Information Security	64	\$695		\$695
Computers	ITSY	1042	Information Technology Security (Mirror SCH)	Information Technology Security	96	\$279		\$279
Computers	ITSY	1091	Introduction to Blockchain Technology	Special Topics in Information Technology/Security	64	\$635		\$635

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Computers	ITSY	1091	Introduction to Blockchain Technology (Mirror SCH)	Special Topics in Information Technology/Security	96	\$279		\$279
Computers	ITSY	2000	Google IT Support Certificate	Operating Systems Security	72	\$25		\$25
Computers	ITSY	2001	PenTest+ Certification	Firewalls and Network security Design	64	\$695		\$695
Computers	ITSY	2030	Cyber Security Analyst (CompTia CySA+)	Intrusion Detection	64	\$695		\$695
Computers	ITSY	2030	Intrusion Detection (CompTIA CySA+ Certification Training)	Intrusion Detection	64	\$695		\$695
Computers	ITSY	2042	Google Cyber Security Part 2	Incident Response and Handling	85	\$25		\$25
Computers	ITSY	2043	Cyber Security Analyst (CYSA)	Computer System Forensics	64	\$799		\$799
Computers	ITSY	2043	Cyber Security Analyst CYSA+ Certification	Computer System Forensics	96	\$799		\$799
Computers	POFT	1010	Keyboarding, Basic	Basic Keyboarding	12	\$95		\$95
Computers	POFT	1010	Keyboarding, Basic	Basic Keyboarding	24	\$185		\$185
Computers	POFT	1029	Beginning Keyboarding	Beginning Keyboarding	48	\$359		\$359
Computers	RBTC	1043	Build an IoT Smart Raspberry PI Robot	Robotics	64	\$639		\$639
Computers	RBTC	2045	Retail Floor Cleaning Robot to Work in BUC-EES Store	Robot Application, Set Up and Testing	64	\$639		\$639
Computers	RBTC	1005	Sneaker BOT Basic Raspberry PI Robotics 101	Robotics Fundamentals	64	\$639		\$639
Computers	RBTC	1047	Make a UAV Robot Using Machine Learning and Open CV	Electro-Mechanical Devices	64	\$639		\$639
Computers	SRVY	2009	Drone Mapping	Computer Aided Mapping	64	\$695		\$695
Construction Trades	DFTG	1014	CAD I	Intro to Computer Assisted Drafting and Design	32	\$525		\$525
Construction Trades	DFTG	1040	AutoCAD I	Intro. to Computer Aid Draft	48	\$589		\$589
Construction Trades	DFTG	2011	CAD II	Specialized (CAD) Package	32	\$525		\$525
Construction Trades	DFTG	2004	CAD III	Computer Assisted Drafting and Design II	32	\$525		\$525
Construction Trades	ELMT	1002	Solar Photovoltaic Systems	Solar Photovoltaic Systems	80	\$1,149		\$1,149
Construction Trades	ELMT	1011	Solar Fundamentals	Solar Fundamentals	60	\$499		\$499
Construction Trades	ELPT	1011	Electrical Technician I	Basic Electrical Theory	80	\$599		\$599
Construction Trades	ELPT	1029	Electrical Technician II	Residential Wiring	80	\$599		\$599
Construction Trades	ELPT	1041	Motor Control	Motor Control	80	\$564		\$564
Construction Trades	ELPT	1021	Introduction to Electrical Safety and Tools	Introduction to Electrical Safety and Tools	96	\$799		\$799
Construction Trades	ELPT	1025	National Electrical Code I	National Electrical Code I	40	\$329		\$329
Construction Trades	ELPT	1045	Commercial Wiring	Commercial Wiring	120	\$999		\$999
Construction Trades	ELPT	1091	Intro to Electrical Safety & Tools	Special Topics in Electrical and Power Transmission Installer, General	40	\$50		\$50
Construction Trades	ELPT	2019	Programmable Logic Controllers I	Programmable Logic Controllers I	80	\$775		\$775
Construction Trades	HART	1005	Air Conditioning II	Air Conditioning II	80	\$564		\$564
Construction Trades	HART	1038	Air Conditioning I	Air Conditioning I	80	\$564		\$564
Construction Trades	HART	1041	Air Conditioning, Bilingual	Residential Air Conditioning	160	\$1,128		\$1,128
Construction Trades	PFPB	1013	Introduction to Plumbing	Plumbing Technician I	80	\$599		\$599
Construction Trades	PFPB	1013	Plumbing 2A	Intro. to the Plumbing Trade	72	\$325		\$325
Construction Trades	PFPB	2008	Piping Standards and Materials	Plumbing Technician II	80	\$599		\$599
Construction Trades	PFPB	1019	Plumbing 2B	Commercial Plumbing I	72	\$325		\$325
Construction Trades	PFPB	1021	Plumbing 1B	Plumbing Maintenance & Repair	72	\$325		\$325
Construction Trades	PFPB	1025	Plumbing 1A	Mechanics of Plumbing	72	\$325		\$325
Construction Trades	PFPB	1047	Plumbing 3A	Backflow Prevention	72	\$325		\$325
Construction Trades	PFPB	1053	Plumbing 3B	Commercial Plumbing II	72	\$325		\$325
Construction Trades	PFPB	2036	Plumbing 4A	Comm. Const. & Fixture	72	\$325		\$325
Construction Trades	PFPB	2039	Plumbing 4B	Comm. & Indust. Sys. Start-up	72	\$325		\$325
Construction Trades	CBFM	1007	Stationary Engineering-2nd Grade License Review	Boiler Operation	80	\$545		\$545
Construction Trades	CBFM	1012	Basic Interior Finish	Basic Interior Finish	64	\$600		\$600
Construction Trades	CNBT	1001	Introduction to Construction Industry	Introduction to Construction Industry	72	\$615		\$615
Construction Trades	CNBT	1001	Introduction to Construction Industry (Residential Construction Cert)	Introduction to Construction Industry	64	\$615		\$615
Construction Trades	CNBT	1009	Basic Construction Management	Basic Construction Management	48	\$699		\$699
Construction Trades	CNBT	2044	Construction Management II	Construction Management II	48	\$699		\$699
Construction Trades	CNBT	1011	Construction Methods and Materials I	Construction Methods and Materials I	48	\$499		\$499
Construction Trades	CNBT	1016	Construction Technology I	Construction Technology I	64	\$649		\$649
Construction Trades	CNBT	1050	Construction Technology II	Construction Technology II	64	\$649		\$649

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Construction Trades	CNBT	1091	Application of VR/AR in Construction Industry	Special Topics in Construction/Building Technology	80	\$459		\$459
Construction Trades	CRPT	1045	Stairs and Interior Finish Systems	Interior Finish Systems	65	\$555		\$555
Construction Trades	CRPT	1041	Exterior Finish Systems	Exterior Finish Systems	48	\$415		\$415
Construction Trades	CRPT	1011	Roof and Ceiling Systems	Roof Systems	72	\$615		\$615
Construction Trades	CRPT	1001	Basic Framing	Basic Framing	48	\$629		\$629
Construction Trades	CRPT	1029	Introduction to Carpentry	Introduction to Carpentry	96	\$899		\$899
Construction Trades	CRPT	1000	Dry Wall Install and Repair Technician	Carpentry Maintenance Skills	16	\$199		\$199
Consumer Arts and Sciences	CHEF	1091	Professional Cooking Part I	S/T in Culinary Arts Chef Training	30	\$225		\$225
Consumer Arts and Sciences	PSTR	1001	Fundamentals of Baking	Fundamentals of Baking	64	\$259		\$259
Education	CDEC	1017	Child Development Associate Training I	Child Development Associate Training I	48	\$345		\$345
Education	CDEC	2022	Child Development Associate Training II	Child Development Associate Training II	48	\$345		\$345
Education	CDEC	2024	Child Development Associate Training III	Child Development Associate Training III	48	\$345		\$345
Engineering	HALT	1071	Texas Certified Landscape Associate	Texas Certified Landscape Associate	36	\$735		\$735
Health	CVTT	1060	Electrocardiography (EKG) Clinical	Clinical-Cardiovascular Tech.	120	\$534	\$12	\$546
Health	CVTT	2000	Phlebotomy Update I	EKG Update	8	\$65		\$65
Health	ECRD	1011	Electrocardiography (EKG)	Electrocardiography	64	\$626		\$626
Health	ECRD	1071	ECG Rhythm Strip Analysis for the Healthcare Professional	ECG Rhythm Strip Analysis for the Healthcare Professional	32	\$263		\$263
Health	ECRD	1072	ECG 12-Lead Fundamentals	ECG 12-Lead Fundamentals	32	\$362		\$362
Health	ECRD	1073	Diagnostic Electrocardiography	Diagnostic Electrocardiography	24	\$172		\$172
Health	EMSP	1050	ECG 12-Lead Interpretation	Intro. 12-Lead Interpretation	24	\$172		\$172
Health	EMSP	1019	Basic Life Support CPR	Basic Life Support CPR	7	\$40		\$40
Health	HITT	1003	Medical Terminology II	Medical Terminology II	48	\$258		\$258
Health	HITT	1005	Medical Terminology	Medical Terminology I	32	\$225		\$225
Health	HITT	1011	Health Information Systems	Health Information Systems	48	\$325		\$325
Health	HITT	1013	Basic Medical Coding	Insurance Coding	48	\$325		\$325
Health	HITT	2000	HIPAA Compliance	Prof. Development: Med Records Tech	8	\$125		\$125
Health	HITT	2046	Advanced Medical Coding	Advanced Medical Coding	48	\$325		\$325
Health	MDCA	1052	Phlebotomy Skills Laboratory	Medical Assistant Laboratory	64	\$365		\$365
Health	MLAB	2032	Seminar in Medical Lab Technology	Seminar in Medical Lab Technology	48	\$159		\$159
Health	MLAB	2038	Advanced Topics in Medical Lab Technician	Advanced Topics in Medical Lab Technician	48	\$159		\$159
Health	NURA	1001	Certified Nurse Aide	Nurse Aide for Health Care	108	\$883	\$12	\$895
Health	NURA	2005	Certified Nurse Aide Review	Nurse Aide Skills	32	\$185		\$185
Health	PLAB	1023	Phlebotomy	Phlebotomy	96	\$955		\$955
Health	PLAB	1060	Phlebotomy Clinical	Phlebotomy Clinical	120	\$543	\$12	\$555
Health	PLAB	1091	Phlebotomy for the Healthcare Professional	ST Phlebotomy/Phlebotomist	40	\$395		\$395
Health	PLAB	2000	Phlebotomy Update I	Phlebotomy Update I	8	\$65		\$65
Health	POFM	1017	Medical Administrative Support	Medical Administrative Support	48	\$325		\$325
Health	POFM	1027	Medical Billing	Medical Insurance	48	\$325		\$325
Health	POFM	2010	Intermediate Medical Coding	Intermediate Medical Coding	48	\$325		\$325
Health	RNSG	1003	Intravenous Therapy	Intravenous Therapy	24	\$295		\$295
Health Professional Institute	CHLT	1091	CHW Cert Prep Advocacy Skill	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert Prep Organization Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert Prep: Communication Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert. Prep. Capacity Building Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert. Prep. Interpersonal Relations Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert. Prep. Knowledge Base on Specific Health Issues.	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Cert. Prep. Service Coordination Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Instr. Cert. Prep: Teaching Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	CHLT	1091	CHW Instructor Cert. Prep Interpersonal Relation Skill	ST Community Health Liaison	20	\$125		\$125

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Health Professional Institute	CHLT	1091	CHW Instructor Certification Prep: Organization Skills	ST Community Health Liaison	20	\$125		\$125
Health Professional Institute	DHYG	1002	Nitrous Oxide Sedation	Nitrous Oxide Sedation Monitoring	8	\$225		\$225
Health Professional Institute	DHYG	2000	Assessment & Application of Soft-Tissue Laser	Professional Development: Dental Hygiene/Hygienist	12	\$395		\$395
Health Professional Institute	DNTA	2000	Comprehensive Assessment & Application of Pit and Fissure Sealants	Professional Development: Dental Assisting Assistant	9	\$300		\$300
Health Professional Institute	DNTA	2000	Comprehensive Assessment & Application of Coronal Polishing	Professional Development: Dental Assisting Assistant	9	\$300		\$300
Health Professional Institute	DNTA	2000	Registered Dental Asst Course and Exam	Professional Development: Dental Assisting Assistant	8	\$60		\$60
Health Professional Institute	DMSO	1001	Techniques of Medical Sonography	Techniques of Medical Sonography	64	\$625		\$625
Health Professional Institute	HITT	1005	Medical Terminology I	Medical Terminology I	48	\$300		\$300
Health Professional Institute	HITT	1011	Health Information Systems	Health Information Systems	80	\$500		\$500
Health Professional Institute	HITT	1091	ICD-10 Coding for Coders and Billers	ST Health Info. Technology	28	\$400		\$400
Health Professional Institute	HITT	1091	Working with Health IT Systems	S/T Health Info. Technology	45	\$127		\$127
Health Professional Institute	HITT	2011	Configuring EHRs	Configuring EHRs	64	\$400		\$400
Health Professional Institute	HITT	2021	EHR Training Methods	EHR Training Methods	32	\$200		\$200
Health Professional Institute	HPRS	1091	Healthcare Interpreter Training	Special Topics in Health Pro & Related Sciences	50	\$400		\$400
Health Professional Institute	MAMT	2037	Mammography Certification Training	Mammography	48	\$595		\$595
Health Professional Institute	MAMT	2064	Mammography Practicum	Mammography Practicum	160	\$595		\$595
Health Professional Institute	MDCA	1054	Medical Assisting Credentialing Exam Review	Medical Assisting Credentialing	48	\$260		\$260
Health Professional Institute	NURA	1091	Hospice Certif. Prep Course for the Hospice Aid	Nursing Assistant/Aide	60	\$310		\$310
Health Professional Institute	PHRA	1070	Pharmacy IV Admixture Training	Pharmacy IV Admixture Training	22	\$335		\$335
Health Professional Institute	PHRA	1091	Pharmacy IV admixture - CphT	Pharmacy Tech Assistant	22	\$430		\$430
Health Professional Institute	RNSG	1093	Hospice Certif. Prep. for the Registered Nurse	ST/Nursing-Reg. Nurse Training	112	\$310		\$310
Health Professional Institute	SCWK	1091	Child Adv. 1- Persp on Child Maltreat & Child Abuse	ST/Social Work	48	\$200		\$200
Health Professional Institute	SCWK	1091	Child Advocacy 2 - Global Child Advocacy Issues.	ST/Social Work	48	\$200		\$200
Health Professional Institute	SCWK	1091	Introduction to Child Advocacy	ST/Social Work	12	\$155		\$155
Health Professional Institute	SRGT	1091	Professional Readiness	Surgical/Operating Room Tech	32	\$100		\$100
Health Professional Institute	SRGT	2030	Professional Readiness	Professional Readiness	16	\$109		\$109
Health Professional Institute	VNSG	1091	Hospice Certif. Prep. Course for the LVN/LPN	S/Special Topics in Practical Nurse	92	\$310		\$310
Industrial Technology	CBFM	1021	Industrial Scaffolding	Industrial Scaffolding and Rigging	80	\$885		\$885
RROC -Industrial Technology	EMAP	2055	The Ultimate Guide to Safety & Compliance in Disaster Recovery (RCOE)	Disaster Recovery	48	\$405		\$405
Industrial Technology	ENER	1040	Employee Success in Energy	Employee Success in Energy	64	\$705		\$705
Industrial Technology	ENER	1030	Basic Mechanical Skills for Energy	Basic Mechanical Skills for Energy	64	\$1,369		\$1,369
Industrial Technology	PTAC	1008	Safety, Health, and Environment I	Safety, Health, and Environment I	48	\$395		\$395
Industrial Technology	PTRT	1003	Drilling	Drilling	64	\$1,305		\$1,305
Industrial Technology	PTRT	1071	Industrial Leadership	Industrial Leadership	48	\$395		\$395
Industrial Technology	OSHT	1015	OSHA 10 for Construction	Safety and Accident Prevention	10	\$105		\$105
Industrial Technology	OSHT	1015	OSHA 10 for General Industry	Safety and Accident Prevention	10	\$105		\$105
Industrial Technology	OSHT	1007	OSHA 30 for Construction	Construction Site Safety and Health	32	\$315		\$315
Industrial Technology	OSHT	1013	OSHA 30 for General Industry	Accident Prevention, Inspection, and Investigation	32	\$315		\$315
Industrial Technology	OSHT	1071	NCCER Core Introductory Craft Skills	NCCER Core Introductory Craft Skills	75	\$629		\$629
Industrial Technology	EPCT	1053	Hazwoper 40 Hour	Hazardous Materials Technician	40	\$475		\$475
Industrial Technology	EPCT	1015	Basic Water Works Operation	Basic Water Works Operation	20	\$349		\$349
Industrial Technology	EPCT	1025	Basic Wastewater Operations	Bastic Wastewater Operations	20	\$349		\$349
Languages	COMG	1000	Basic English Language Skills	Basic English Language Skills	60	\$260		\$260
Languages	COMG	1001	English Language Skills 1	English Language Skills 1	60	\$260		\$260
Languages	COMG	1004	English Language Skills 2	English Language Skills 2	60	\$260		\$260
Languages	COMG	1005	English Language Skills 3	English Language Skills 3	60	\$260		\$260
Languages	COMG	1007	English Language Skills 4	English Language Skills 4	60	\$260		\$260
Languages	COMG	1008	English Language Skills 5	English Language Skills 5	60	\$260		\$260
Languages	COMG	2073	Grammar Skills Workshop 1	LN/Communications, General	48	\$250		\$250
Languages	COMG	2074	Grammar Skills Workshop 2	LN/Communications, General	48	\$250		\$250
Languages	COMG	1075	Listening & Speaking Skills, Foundation	LN/Communications, General	60	\$260		\$260

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Languages	COMG	1076	Reading & Writing Skills, Foundation	LN/Communications, General	60	\$260	\$260
Languages	COMG	2076	Listening and Speaking Skills-Advanced Level 1	LN/Communications, General	60	\$260	\$260
Languages	COMG	2070	Listening and Speaking Skills-Intermediate	LN/Communications, General	70	\$275	\$275
Languages	COMG	1077	Listening and Speaking Skills-Introductory	LN/Communications, General	70	\$275	\$275
Languages	COMG	2071	Reading and Writing Skills-Intermediate	LN/Communications, General	70	\$275	\$275
Languages	COMG	1078	Reading and Writing Skills-Introductory	LN/Communications, General	70	\$275	\$275
Languages	COMG	1071	Practical Language Application 1	LN/Communications, General	20	\$87	\$87
Languages	COMG	1072	Practical Language Application 2	LN/Communications, General	20	\$87	\$87
Languages	COMG	1073	Practical Language Application 3	LN/Communications, General	20	\$87	\$87
Languages	COMG	1074	Practical Language Application 4	LN/Communications, General	20	\$87	\$87
Languages	COMG	1070	Practical Language Application Basic	LN/Communications, General	20	\$87	\$87
Languages	COMG	2075	Pronunciation Skills-Advanced	LN/Communications, General	48	\$250	\$250
Languages	COMG	2072	Pronunciation Skills-Intermediate	LN/Communications, General	48	\$250	\$250
Material Science	WLDG	1007	Welding Using Multiple Processes, Introduction (including Bilingual)	Introduction to Welding	160	\$1,919	\$1,919
Material Science	WLDG	1013	Introduction to Blueprint Reading for Welders	Introduction to Blueprint Reading for Welders	64	\$565	\$565
Material Science	WLDG	1015	Maintenance Welding	Maintenance Welding	40	\$575	\$575
Material Science	WLDG	1034	TIG Welding	Welding, TIG	96	\$789	\$789
Material Science	WLDG	1030	Introduction to Gas Metal ARC Welding - Robotics	Introduction to Gas Metal Arc Welding	96	\$895	\$895
Material Science	WLDG	1035	Pipe Welding, Introduction	Introduction to Pipe Welding	96	\$789	\$789
Material Science	WLDG	2032	Welding Automation - Robotics Welding	Welding Automation	96	\$895	\$895
Material Science	WLDG	2053	Advance Pipe Welding	Advance Pipe Welding	96	\$685	\$685
Material Science	WLDG	1091	Welder Certification/Qualification	S/T in Welding Technologist	10	\$69	\$69
Material Science	PFPB	1008	Basic Pipefitting Skills	Basic Pipefitting Skills	96	\$685	\$685
Material Science	PFPB	2007	Pipe Fabrication and Installation I	Pipe Fabrication and Installation I	96	\$685	\$685
Material Science	PFPB	2008	Pipefitting Standards and Materials	Pipefitting Standards and Materials	64	\$565	\$565
Material Science	PFPB	2010	Intermediate Blueprint Reading for Pipefitters	Intermediate Blueprint Reading for Pipefitters	64	\$565	\$565
Material Science	PFPB	2032	Advance Pipefitting Standards, Specifications, and Installation	Advance Pipefitting Standards, Specifications, and Installation	96	\$685	\$685
Material Science	PFPB	2041	Pipe Fabrication and Installation II	Pipe Fabrication and Installation II	96	\$685	\$685
Material Science	PFPB	1050	Plumbing and Pipefitting Equipment Safety	Plumbing and Pipefitting Equipment and Safety	80	\$569	\$569
Material Science	PFPB	1050	Plumbing & Pipefitting Equipment and Safety	Plumbing & Pipefitting Equipment and Safety	96	\$685	\$685
Material Science	QCTC	1046	Testing and Inspections - Robotic Welding	Testing and Inspections Systems	96	\$895	\$895
Material Science	QCTC	2031	Welding Codes and Standards	Standards	48	\$499	\$499
Material Science	NDTE	2011	Preparation for Certified Welding Inspector Exam	Preparation for Certified Welding Inspector Exam	48	\$499	\$499
Material Science	MCHN	1001	Sheetmetal I	Sheetmetal I	64	\$575	\$575
Material Science	MCHN	1049	Sheetmetal II	Sheetmetal II	64	\$575	\$575
Material Science	MCHN	1053	Sheetmetal III	Sheetmetal III	64	\$615	\$615
Material Science	MCHN	2030	Sheetmetal IV	Sheetmetal IV	64	\$615	\$615
MS & Smart Manufacturing	ARTV	1091	Laser Cutting Ornaments	Special Topics in Visual and Performing Arts	8	\$85	\$85
MS & Smart Manufacturing	ARTV	1091	AutoCad with 3D	Special Topics in Visual and Performing Arts	24	\$415	\$415
MS & Smart Manufacturing	ARTV	1091	SolidWorks with 3D	Special Topics in Visual and Performing Arts	24	\$459	\$459
MS & Smart Manufacturing	ARTV	1091	Introduction to 3D Printing	Special Topics in Visual and Performing Arts	16	\$165	\$165
MS & Smart Manufacturing	ARTV	1091	Advanced 3D Printing	Special Topics in Visual and Performing Arts	24	\$249	\$249
MS & Smart Manufacturing	ARTV	1091	Drawing with Fusion 360 and 3D	Special Topics in Visual and Performing Arts	24	\$265	\$265
MS & Smart Manufacturing	ARTC	1000	CorelDraw w/ Lazer Engraving	Specialized Graphic Application	24	\$199	\$199
MS & Smart Manufacturing	MCHN	1026	Introduction to Computer-Aided Manufacturing (CAM)	Introduction to Computer-Aided Manufacturing (CAM)	96	\$895	\$895
MS & Smart Manufacturing	MCHN	2003	Fundamentals of CNC Machine Controls	Fundamentals of CNC Machine Controls	96	\$895	\$895
MS & Smart Manufacturing	MCHN	2031	Operation of CNC Turning Centers	Operation of CNC Turning Centers	96	\$895	\$895
MS & Smart Manufacturing	MCHN	2034	Operation of CNC Machining Centers	Operation of CNC Machining Centers	96	\$895	\$895
MS & Smart Manufacturing	MCHN	2038	Advanced Computer-Aided Manufacturing (CAM)	Advanced Computer-Aided Manufacturing (CAM)	64	\$895	\$895
MS & Smart Manufacturing	MCHN	1038	Fundamentals of Machine Shop	Basic Machine Shop I	128	\$1,165	\$1,165
MS & Smart Manufacturing	MCHN	1041	Fundamentals of Machine Shop II	Basic Machine Shop II	128	\$1,165	\$1,165

Continuing Education Course Pricing Proposal (CEU)
Academic Year 2024 - 2025
7251, 7252, 7253, 7254

MS & Smart Manufacturing	DFTG	1000	Introduction to Solid Works	Specialized Computer-Aided Drafting (CAD)	24	\$359		\$359
MS & Smart Manufacturing	INMT	1005	Introduction to Industrial Maintenance	Introduction to Industrial Maintenance	48	\$555		\$555
MS & Smart Manufacturing	INMT	1011	3D Modeling with 3D Printing	Computer Integrated Manufacturing	48	\$575		\$575
MS & Smart Manufacturing	INMT	1043	Computer Aided Design/Computer Aided Manufacturing	Computer Aided Design/Computer Aided Manufacturing	48	\$575		\$575
MS & Smart Manufacturing	INMT	1045	Computer Numerical Controls	Computer Numerical Controls	48	\$249		\$249
MS & Smart Manufacturing	EPCT	1051	Introduction to Lean Six Sigma in Manufacturing	Quality Assurance and Quality Control	32	\$295		\$295
MS & Smart Manufacturing	MFGT	1091	Manufacturing Project Management of Production Process	Special Topics in Manufacturing Technology/Technician	48	\$429		\$429
MS & Smart Manufacturing	INMT	1091	Special Topics in Manufacturing Technology	Smart Manufacturing Camp (MSSC Contract)	30	\$59		\$59
MS & Smart Manufacturing	EDTC	1090	Special Topics in Education, General	CPT 4.0/CPT+Instructor Training (MSSC Contract)	24	\$1,250		\$1,250
MS & Smart Manufacturing	EDTC	2000	Professional Development: Education, General	CPT+ Instructor Training (MSSC Contract)	16	\$875		\$875
Public Safety: Fire Science	FIRS	1001	Firefighter Certification I	Firefighter Certification I	96	\$285		\$285
Public Safety: Fire Science	FIRS	1003	Firefighter Agility & Fitness	Firefighter Agility & Fitness	32	\$285		\$285
Public Safety: Fire Science	FIRS	1007	Firefighter Certification II	Firefighter Certification II	112	\$285		\$285
Public Safety: Fire Science	FIRS	1013	Firefighter Certification III	Firefighter Certification III	80	\$285		\$285
Public Safety: Fire Science	FIRS	1019	Firefighter Certification IV	Firefighter Certification IV	64	\$285		\$285
Public Safety: Fire Science	FIRS	1023	Firefighter Certification V	Firefighter Certification V	96	\$285		\$285
Public Safety: Fire Science	FIRS	1029	Firefighter Certification VI	Firefighter Certification VI	80	\$285		\$285
Public Safety: Fire Science	FIRS	1033	Firefighter Certification VII	Firefighter Certification VII	112	\$285		\$285
Public Safety: Fire Science	FIRS	1091	Grade Level Live Fire Training	Special Topics in Fire Science/Firefighting	8	\$125		\$125
Public Safety: Fire Science	FIRS	1091	Above Grade Level Live Fire Training	Special Topics in Fire Science/Firefighting	8	\$125		\$125
Public Safety: Fire Science	FIRS	1091	Below Grade Level Live Fire Training	Special Topics in Fire Science/Firefighting	8	\$125		\$125
Public Safety: Fire Science	FIRS	1091	Vehicle Extrication	Special Topics in Fire Science/Firefighting	8	\$79		\$79
Public Safety: Fire Science	FIRS	2050	Hazardous Material Technician	Hazardous Material Technician	80	\$469		\$469
Public Safety: Fire Science	FIRS	2071	Unmanned Aerial System for Public Safety	Unmanned Aerial System for Public Safety	20	\$389		\$389
Public Safety: Fire Science	FIRS	2072	Unmanned Aerial System Capstone	Unmanned Aerial System Capstone	40	\$779		\$779
Public Safety: Fire Science	FIRT	1002	Plans Examiner I	Plans Examiner I	32	\$169		\$169
Public Safety: Fire Science	FIRT	1070	Public Safety Telecommunicator: Fire Service: 911 Emer. Dispatcher	Fire Service Communication	57	\$169		\$169
Public Safety: Fire Science	FIRS	1071	Public Safety Telecommunicator: EMD	Emergency Medical Dispatcher	57	\$169		\$169
Public Safety: Fire Tech	FIRT	2005	Fire Instructor I	Fire Instructor I	112	\$299		\$299
Public Safety: Fire Tech	FIRT	2007	Fire Instructor II	Fire Instructor II	112	\$299		\$299
Public Safety: Fire Tech	FIRT	2059	Fire Instructor III	Fire Instructor III	128	\$349		\$349
Public Safety: Fire Tech	FIRT	1042	Fire Officer I	Fire Officer I	128	\$349		\$349
Public Safety: Fire Tech	FIRT	1043	Fire Officer II	Fire Officer II	128	\$349		\$349
Public Safety: Fire Tech	FIRT	2056	Fire Officer III	Fire Officer III	128	\$349		\$349
Public Safety: Fire Tech	FIRT	2057	Fire Officer IV	Fire Officer IV	128	\$349		\$349
Public Safety: Fire Tech	FIRT	2051	Company Fire Officer	Company Fire Officer	96	\$249		\$249
RROC - Public Safety: Fire	EMAP	2001	Team Building & Communication: Your Crisis-Proof Toolkit - (RCOE)	Leadership and Effective Communication	48	\$595		\$595
Public Safety: Health/EMSP	EMSP	1019	BLS Health Care Provider	CPR Basic Life Support	7.5	\$45		\$45
Public Safety: Health/EMSP	EMSP	1091	S/T in Emergency Medical Technology	S/T in Emergency Medical Technology	10	\$189		\$189
Public Safety: Health/EMSP	EMSP	2000	Methods of Teaching-EMS	Methods of Teaching-EMS	48	\$125		\$125
Public Safety: Law Enforcement	CJLE	1006	Basic Peace Officer I	Basic Peace Officer I	174	\$365		\$365
Public Safety: Law Enforcement	CJLE	1012	Basic Peace Officer II	Basic Peace Officer II	174	\$365		\$365
Public Safety: Law Enforcement	CJLE	1018	Basic Peace Officer III	Basic Peace Officer III	174	\$365		\$365
Public Safety: Law Enforcement	CJLE	1022	Basic Telecommunicator, 911 Dispatcher	Basic Telecommunicator	56	\$229		\$229
Public Safety: Law Enforcement	CJLE	1029	Basic Peace Officer V	Basic Peace Officer V	80	\$169		\$169
Public Safety: Law Enforcement	CJLE	1024	Basic Peace Officer IV	Basic Peace Officer IV	174	\$365		\$365
Public Safety: Law Enforcement	CJLE	1045	Intermediate Crime Scene Investigation	Intermediate Crime Scene Investigation	40	\$299		\$299
Public Safety: Law Enforcement	CJLE	1039	Crisis Intervention Training	Crisis Intervention Training	40	\$159		\$159
Public Safety: Law Enforcement	CJLE	2005	Intermediate Dispatcher, 911 Dispatcher	Intermediate Dispatcher, Communication Officer	24	\$149		\$149
Public Safety: Law Enforcement	CJLE	2025	Crisis Communication, 911 Dispatcher	Crisis Intervention Training	24	\$149		\$149
Public Safety: Law Enforcement	CJLE	2038	Firearms Instructor	Firearms Instructor Course	40	\$279		\$279
Public Safety: Law Enforcement	CJLE	2049	Basic Instructor	Basic Instructor	40	\$299		\$299

Continuing Education Course Pricing Proposal (CEU)
Academic Year 2024 - 2025
7251, 7252, 7253, 7254

Public Safety: Law Enforcement	CJSA	1006	Basic Civil Process Course	Civil Process Course	20	\$99		\$99
VAST	COMG	1003	Communication Skills for the Workplace	Communication Skills for the Workplace	39	\$259		\$259
VAST	COMG	1040	Enhancing Workplace Communication	Enhancing Workplace Communication	39	\$259		\$259
VAST	TECM	1013	Occupational Math I	Occupational Math	39	\$259		\$259
VAST	TECM	1013	Occupational Math II	Occupational Math	39	\$259		\$259
VAST	BUSG	1012	Professionalism in the Workplace	Professionalism in the Workplace	39	\$259		\$259
VAST	ITSW	1058	Specialized Computer Applications	Specialized Computer Applications	39	\$259		\$259
VAST	POFI	1024	Word Processing Applications	Word Processing Applications I	39	\$259		\$259
VAST	POFT	1071	Career Exploration	Career Exploration for CTP	39	\$259		\$259
VAST	POFT	1012	Communication Skills for Business & Industry	Communication Skills for Business & Industry	39	\$259		\$259
VAST	POFT	1020	Job Search Skills	Job Search Skills	39	\$259		\$259
VAST	POFT	1006	Job Search & Employment Skills	Job Search & Employment Skills	39	\$259		\$259
VAST	BMGT	1096	Retail Training	Special Topics in Retailing Operations	15	\$259		\$259
VAST	BUSG	1005	Intro to Customer Service	Introduction to Customer Service	15	\$259		\$259
VAST	ITNW	1007	Internet Basics	Internet, Basic	15	\$259		\$259
VAST	IMED	1002	Web Design	Web Site Creation I	15	\$259		\$259
VAST	PHTC	1004	Digital Photography	Introductory Professional Photography	15	\$259		\$259
VAST	POFT	1004	Business Writing	Business Writing	15	\$259		\$259
VAST	HPRS	1007	Health and Wellness	Health and Wellness Overview	39	\$259		\$259
VAST	HPRS	1007	Health and Wellness (Summer Camp)	Health and Wellness Overview	7.5	\$85		\$85
VAST	FLMC	1002	Event Video Making	Event Videography	39	\$259		\$259
VAST	FLMC	1002	Event Video Making (Summer Camp)	Event Videography	7.5	\$85		\$85
VAST	ARTC	1051	Digital Creative Art	Graphic Design Media Techniques	39	\$259		\$259
VAST	ARTC	1051	Digital Creative Art (Summer Camp)	Graphic Design Media Techniques	7.5	\$85		\$85
VAST	BMGT	1004	Workplace Critical Thinking & Problem Solving	Workplace Critical Thinking & Problem Solving	39	\$259		\$259
VAST	BUSG	1024	How to Start A Business	How to Start A Business	39	\$259		\$259
Visual & Performing Arts	ARTC	1091	Digital Imaging I (AISD)	Digital Imaging I	16	\$115		\$115
Visual & Performing Arts	RTVB	1091	Film & Video Editing (AISD)	S/T in Radio & Television Broadcasting	16	\$79		\$79

New courses since last Board Approval 05/03/2023

Includes new courses and course changes added after 05/03/2023

Continuing Education Course Pricing Proposal (NCR)
Academic Year 2024 - 2025
6251, 6252, 6253

Area	Subject	Catalog	HCC Course Title	Contact Hours	Total Course Cost
Automotive	CEC	1067	Auto Fuel Systems Service	16	\$129
Automotive	CEC	1068	Auto Power Steering Systems Service	16	\$129
Automotive	CEC	1069	Auto Cooling Systems Service	16	\$129
Automotive	CEC	1070	Auto Engine Systems & Oil Service	16	\$129
Automotive	CEC	1071	Auto Trans-axles Transmission Systems Service	16	\$129
Automotive	CEC	1072	Auto Brake Systems Service	16	\$129
MS & Smart Manufacturing	CEC	7159	Introduction to Fabrication Lab	open lab	\$75
MS & Smart Manufacturing	CEC	7158	3D Dimensional Love	4	\$75
Community Learning	CEC	0966	Adult Ballroom Dancing	6	\$139
Community Learning	CEC	0901	Adult Country & Western Dancing	6	\$139
Community Learning	CEC	0902	Adult Tap	17	\$139
Community Learning	CEC	0903	Adult Jazz	17	\$139
Community Learning	CEC	0904	Middle Eastern Belly Dancing I	17	\$139
Community Learning	CEC	0905	Teen Tap	17	\$139
Community Learning	CEC	0906	Middle Eastern Belly Dancing II	17	\$139
Community Learning	CEC	0907	Teen Ballet	17	\$139
Community Learning	CEC	0908	Scrapbooking Workshop	2	\$25
Community Learning	CEC	0909	Strong People Strong Bodies Workshop	21	\$25
Community Learning	CEC	0910	Youth Strength and Technique Conditioning Workshop 12+	8	\$89
Community Learning	CMED	1110	Adult Ballet for Exercise	14	\$139
Community Learning	CMED	1110	Youth Ballet	14	\$149
Community Learning	CMED	1110	Teen Ballet/Pointe (11 y.o. +)	9	\$89
Community Learning	CMED	1110	Youth Ballet (5-7 y.o.)	9	\$89
Community Learning	CMED	1110	Youth Ballet (8-11 y.o.)	9	\$89
Community Learning	CMED	1111	Yoga: Meditation and Movement	17.5	\$175
Community Learning	CMED	1112	Flamenco I	14	\$139
Community Learning	CMED	1112	Flamenco II	9	\$89
Community Learning	CMED	1113	Adult Tap I	14	\$139
Community Learning	CMED	1113	Youth Tap	14	\$149
Community Learning	CMED	1113	Teen Tap (11-15 y.o.)	9	\$89
Community Learning	CMED	1114	Adult Tap II	14	\$139

Community Learning	CMED	1114	Adult Tap II	9	\$89
Community Learning	CMED	1115	Adult Jazz for Exercise	14	\$139
Community Learning	CMED	1115	Adult Jazz for Exercise	14	\$149
Community Learning	CMED	1116	Adult Jazz II	14	\$139
Community Learning	CMED	1116	Adult Jazz II	9	\$89
Community Learning	CMED	1117	Ballroom Dancing	6	\$65
Community Learning	CMED	1118	Country & Western Dance	6	\$65
Community Learning	CMED	1119	Middle Eastern Dance	14	\$139
Community Learning	CMED	1119	Middle Eastern Dance	9	\$89
Community Learning	CMED	1121	Middle Eastern Dance II	9	\$89
Community Learning	CMED	1156	Designing for 3D Printing in Autodesk AutoCAD	8	\$29
Community Learning	CMED	1157	3D Design in Autodesk Tinkercard	8	\$29
Community Learning	CMED	1158	Drawing & Modeling in Autodesk Fusion 360	8	\$29
Community Learning	CMED	1159	Intro to Vector Graphic Design Using Inkscape	8	\$29
Community Learning	CMED	1170	Group Piano	9	\$119
Community Learning	CMED	1171	Group Guitar	9	\$99
Community Learning	CMED	1172	Making Music: Getting Started in Ableton	16	\$99
Community Learning	CMED	1175	Canaan & Tribal Israel in the Egyptian Period	3	\$29
Community Learning	CMED	1176	Israel & Judah in Pre-Exilic Assyrian Period	3	\$29
Community Learning	CMED	1177	The Exile of Judah & Babylonian Period	3	\$29
Community Learning	CMED	1178	Israel After Edict of Cyrus in Persian Period	3	\$29
Community Learning	CMED	1179	Judea & Greeks in Intertestamental Period	3	\$29
Community Learning	CMED	1180	Apostolic Period Under Roman Empire	3	\$29
Community Learning	CMED	1181	Personal Money Management	2	\$19
Community Learning	CMED	1182	How to Improve My Credit	2	\$19
Community Learning	CMED	1183	Prepare for Retirement	2	\$19
Community Learning	CMED	1187	MS Word Basics	12	\$105
Community Learning	CMED	1188	MS Excel Basics	12	\$105
Community Learning	CEC	1284	Creating a Personal Budget in an Excel Spreadsheet	9	\$45
Community Learning	CEC	1294	Teen/Adult Line Dancing Workshop	3	\$50
Community Learning	CEC	1295	Teen Tap Workshop	8	\$89
Community Learning	CEC	1417	Zumba	17	\$139
Community Learning	CEC	1417	Zumba for Kids (5 - 9 y.o.)	9	\$89
Community Learning	CEC	2215	U.S. Citizenship Prep Class	24	\$25
Community Learning	CEC	2402	Youth Zumba Workshop	8	\$89
Community Learning	CEC	2403	Youth Musical Theater Dance Camp	18	\$89
Community Learning	CEC	2404	Adult Beginner Salsa Dance Workshop	6	\$89
Community Learning	CEC	2433	Art Class	2	\$25
Community Learning	CEC	2438	Cricut Maker & Beyond Workshop	2	\$25

Community Learning	CEC	2515	Yoga	17	\$139
Community Learning	CEC	2577	Basic Conversational Spanish II	6	\$29
Community Learning	CEC	7083	Sports Officiating	24	\$79
Community Learning	CEC	8042	Floral Design Workshop	3	\$25
Community Learning	CEC	8060	Youth Ballet 5-7 Years Old	17	\$139
Community Learning	CEC	8061	Youth Ballet 8-11 Years Old	17	\$139
Community Learning	CEC	8062	Flamenco Dance	17	\$139
Community Learning	CEC	8063	Adult Ballet for Exercise	17	\$139
Community Learning	CEC	8064	Youth Strength and Technique Class	20	\$139
Community Learning	CEC	8065	Fundraising for the Indie Film Workshop	16	\$99
Community Learning	CEC	8066	Acting for Film	12	\$99
Community Learning	CEC	9092	Sewing Essentials	4	\$25
Community Learning	CEC	1779	Kids Summer Camp Space Challenge	35	\$79
Community Learning	CEC	1778	Kids Summer Camp Ecology	35	\$79
Commercial Truck Driving	CEC	9121	Freight Broker Training	8	\$50
Construction Trades	CEC	7093	Fundamentals of Carpentry	40	\$599
Construction Trades	CEC	7094	Fundamentals of Electrical Wiring	40	\$599
Construction Trades	CEC	7095	Fundamentals of HVAC	40	\$599
Construction Trades	CEC	7096	Fundamentals of Plumbing	40	\$599
Consumer Arts & Sciences	CEC	1149	Pastry & Culinary	2	\$39
Consumer Arts & Sciences	CEC	1149	Pastry & Culinary	3	\$49
Consumer Arts & Sciences	CEC	1149	Pastry & Culinary	4	\$59
Engineering	CEC	1130	Texas Certified Landscaping Associate	36	\$734
Health	CEC	1422	Test for Essential Academic Skills Prep Course	16	\$95
Health	CEC	1430	CPR	4	\$60
Health	CEC	1073	Basic Health Indicators Vital Signs	2	\$15
Health Professional Institute	CEC	7085	Pharmacy IV Admixture Re-exam	2	\$120
Health Professional Institute	CEC	7516	RDA Test and Exam	8	\$60
Health Professional Institute	CEC	1177	Dental Assistance Course Review and Re-Test	2	\$30
Health Professional Institute	CEC	1160	Nitrous Oxide Sedation Monitoring	8	\$85
Health Professional Institute	CEC	1196	Study Skills for Student Success	10	\$125
Health Professional Institute	CEC	1197	Successful Test Taking	8	\$100
Health Professional Institute	CEC	1198	HESI A2 Preparatory course: Critical Thinking	8	\$100
Health Professional Institute	CEC	1204	HESI TEAS Prep: Anatomy & Physiology	8	\$40

Health Professional Institute	CEC	7068	Differential Diagnosis of Body Systems for Physical Therapist	16	\$159
Health Professional Institute	CEC	7069	Regional Differential Diagnosis for Physical Therapists	15	\$159
Health Professional Institute	CEC	7098	Spanish Healthcare Interpreter Assessment	5	\$50
Health Professional Institute	CEC	7099	Spanish Healthcare Interpreter Training	50	\$199
Health Professional Institute	CEC	8005	Evidence-Based Nursing Practice	3	\$40
Health Professional Institute	CEC	8006	Participatory Action Research	5	\$50
Health Professional Institute	CEC	8007	Nursing for Aging Population-1	3.5	\$50
Health Professional Institute	CEC	8008	Nursing for Aging Population-2	3.5	\$50
Health Professional Institute	CEC	8009	Raising Literacy for CHWs	5	\$50
Health Professional Institute	CEC	8010	Healthcare Interpreter Assess	5	\$60
Health Professional Institute	CEC	8012	Assessing Individual Readiness	5	\$50
Health Professional Institute	CEC	8023	Developing Guidelines for CHW	1	\$10
Health Professional Institute	CEC	8027	CHW-An Emerging Workforce	1	\$10
Health Professional Institute	CEC	8052	Fund. Of Billing, Collecting & Credentialing for Behavioral Health	6	\$85
Health Professional Institute	CEC	8053	Claims Denials-Behavioral Health	6	\$85
Health Professional Institute	CEC	8054	Credentialing-Behavioral Health	8	\$85
Health Professional Institute	CEC	8055	Billing and Credentialing for Substance use Services Billing and Credentialing for Sub	4	\$55
Health Professional Institute	CEC	8056	ICD-10 Behavioral Health	4	\$55
Health Professional Institute - CHP	CEC	9010	Pharmaceutical GMP Professional Training	20	\$139
Information Technology	CEC	1088	Basic Operating Systems	6	\$39
Information Technology	CEC	1089	Online Identity Theft Protection	3	\$19
Smart Manufacturing/ Material Science	CEC	1034	NCCER Prep	48	\$335
Smart Manufacturing/ Material Science	CEC	9712	Manufacturing Summer Camp	30	\$59
Smart Manufacturing/ Material Science	CEC	1353	Fundamentals of Welding & Fabrication (#2659)	8	\$39
Smart Manufacturing/ Material Science	CEC	1353	Welding Machine Selection & Demonstration (# 2660)	8	\$39
VAST	CEC	1811	College Fundamentals	39	\$259
VAST	CEC	1813	Strategies for College Readers	39	\$259
VAST	CEC	9708	Internship (Field Work)	15	\$259

New courses since last Board Approval 05/03/2023

Includes new courses and course changes added after 05/03/2023

ACTION ITEM

Meeting Date: April 17, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
24.	Monthly Investment Reports, Financial Statements and Budget Review for January and February 2024	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Accept the Investment Reports, Financial Statements and Budget Review for the month of January and February 2024.

COMPELLING REASON AND BACKGROUND

- The monthly investment report provides the Board with a status of the investment portfolio, including book and market values, and complies with the relevant statute. This report includes the unexpended proceeds of various bond issues.
 - The portfolio is liquid and secure with 67% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
 - All pools and money market funds are rated “AAA” by Standard & Poor’s, which is the highest level. All 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.
- The monthly financial statement and budget review provides the Board with a status of the finances of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

FISCAL IMPACT

For February, the interest income earned for the month and fiscal year to date totaled \$1,758,876 and \$8,891,178, respectively. The weighted average interest rate (WAR) on February 29, 2024, was 5.08% compared to 5.00% last month and 4.45% a year ago.

Interest expense on outstanding debt was \$1,463,041 for the month of February 2024.

LEGAL REQUIREMENT

The investment 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

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	3/24/2024	Presentation
Investment Report - January 2024	3/24/2024	Attachment
Financial Statement - January 2024	3/24/2024	Attachment
Investment Report - February 2024	3/24/2024	Attachment
Financial Statement - February 2024	3/24/2024	Attachment

This item is applicable to the following: District



FY 2024

Summary of February 2024

Monthly Investment Report, Financial Statements, and Budget Review

Dr. Margaret Ford Fisher, Chancellor

Jacob Atkin, Interim Vice Chancellor for Finance

April 3, 2024

Executive Summary

HCCS Financial Update As of February 29, 2024

6th month of FY 2024 = 50%

- MAJOR FOCUS: HCCS must develop the FY2025 budget and allocate resources to implement Initiatives and Strategies with measurable results from all HCCS departments regarding Enrollment increases, State Appropriations Funding Model Metrics, and Student Success Improvement
 - Recruitment
 - Enrollment
 - Financial Aid
 - Retention
 - Student Success Support and Measurement
 - Marketing
- The HCCS main revenue sources remain:
 - **Ad Valorem Taxes** - major collection period December 2023 - February 2024
 - **Tuition & Fees** - Enrollment is up 6.94% SCH as of February 29, 2024
 - **State Appropriations** (Performance Funding increases focus by HCCS on increasing Student Success, Enrollment Increases, and managing outcomes to new funding model) - \$48.2M or 70.3% due to State's new funding model timing of payments
 - **Investment Earnings** – Interest earnings for February 2024 \$1.759M and \$8.891M year-to-date. Weighted Average Return was 5.08% for February 2024

Executive Summary

HCCS Financial Update As of February 29, 2024 Continued

6th month of FY 2024 = 50%

- Ad valorem tax revenue collections will peaked in January/February and matches historical payment timing trends. Collections as of February 2024 total \$199.6M or 97% of the FY 2024 approved budget. HCAD is slower to report than collections
- HCAD Tax Base is now certified at **\$281.6B** for FY 2024 vs **\$255.5B** for FY 2023. The Ad Valorem Tax Revenue Budget increased from FY 2023 Budget of \$238.3M to FY 2024 Budget of \$253.1M
- Tuition and fees collected to date are \$96.1M or 90.3% of the total annual budget vs February 2023 of \$90.1M – a \$6M increase. HCCS must continue to aggressively increase enrollment
- Tuition and fees collected for Extended Learning are \$5.3M or 108.1% of the total FY 2024 budget vs FY 2023 of \$4.9M – a 6.6% increase
- No tuition rate or fee increase recommendations were presented or approved for the FY 2024 and FY 2025 budgets. Increased enrollment is required to serve the HCCS District. HCCS is evaluating differential tuition cost/revenue models
- FY 2024 State Appropriations received to date totaled \$48.2M or 70.3% of the total annual budget of \$68.6M

Executive Summary

HCCS Financial Update As of February 29, 2024 Continued

6th month of FY 2024 = 50%

- HCCS will end FY 2024 with a significant budget surplus due to stronger than budgeted:
 - Ad Valorem taxes
 - Increasing tuition
 - Investment returns remain strong
 - Management of HCC operating expenses
- Unduplicated enrollment as of February 29, 2024 increased by 6.94%
 - Spring 2024 49,171
 - Spring 2023 45,979
- Online enrollment growth continues
- HCCS investment interest income for February 2024 was \$1.76M compared to \$1.39M earned in January 2024. Weighted Average Rate of Interest (WAR) for February was 5.08% compared to 5.00% earned in January 2024 and 4.45% for February 2023. Interest income of \$1.51M was earned for the same period last year. Interest rates remain strong and flat with no interest rate hike by the Feds since last report

Executive Summary

HCCS Financial Update As of February 29, 2024 Continued

6th month of FY 2024 = 50%

- FY 2024 year-to-date interest earnings are \$8.89M compared to \$5.45M earned in FY 2023. The Fed's rates hikes were neutral in the month of February. The probability of a rate cut by the Fed in the second quarter of 2024 has decreased significantly as data collected and published indicates that inflation (Core CPI 3.8% and all item CPI 3.2% for February 2024) in the economy though moderating is still higher than the Fed's target rate of 2%. There is strong probability that the Fed will start interest rate cut in the 2nd or 3rd quarter of 2024 unless the economy receives a massive external political or health stimulus
- Actual total operating expenses are \$178.63M or 44.8% of budget. HCCS will continue to monitor and manage operating expenses efficiently
- Actual salaries for FY 2024 are \$111.7M or 47.2% of the total budget, and 2.8% under budget for February 29, 2024. Employee benefits are lower by 5.9% for FY 2024 compared to FY 2023
- FY 2025 budget development process continues and indicates another strong year of revenue for HCC with a major focus on Student Success and Quality Academic Performance.

Executive Summary

HCCS Financial Update As of February 29, 2024 Continued

6th month of FY 2024 = 50%

- HCCS must continue to strategically and intentionally work to reduce and manage the Deferred Maintenance outstanding balance. Pre-COVID, the balance was over \$400M spread over 10 years. HCCS has historically been funding \$10M/year for this obligation. \$40M has now been allocated/funded over 4 years. However, recent inflation has increased the balance
- The HCCS HEERF Grant process ended on June 30, 2023. During the **120-day grant close-out period**, all HEERF Grant obligations were closed by HCCS by October 31, 2023. **HCCS HEERF collections totaled \$218.3 million, a huge success and benefit for HCCS**
- **The West Loop Campus serves over 36,500 students (visits) per year for registration and advising for West Loop and many other campuses.** Approximately \$4.3M of the HEERF MSI funds (construction was allowed and the project was formally approved by the Department of Education for **West Loop Student Services Renovation to be completed by June 30, 2024**). Procurement and construction of the project are underway
- Development of Dual Credit Waiver strategies are in progress by HCCS and the State, in conjunction with the implementation of the FAST program, for FY 2024 and beyond are in progress including review of ISD MOUs. All will be discussed with the Board. **The HISD TEA transition caused a pause in HISD discussions. The pending State Appropriations Funding model will assist in the New HCCS Dual Credit strategy development**
- **An HCCS travel moratorium has been activated**, with exceptions for critical travel needs. Effective December 2023

Executive Summary

State Appropriations Funding Formula Model Monthly Update

6th month of FY 2024 = 50%

- HCCS has collected \$48.2 million or 70.3% of FY 2024 budgeted State Appropriations
- FY 2024 budgeted revenue is \$68.5 million
 - Hold Harmless for FY 2024-2025 (State Appropriations not less than FY 2023)
 - Payments will be received in three installments during the fiscal year
 - **New this Fiscal Year** - FAST payments calculated and paid at an estimated \$2.0+ million per semester. Payments will be made to HCCS shortly after the end of each semester. HCCS implemented the program during the Fall 2023 semester
- **Multi-pronged approach to Greatly increase HCCS Student Success and State Appropriations Revenue is in progress**
- Focus remains to increase enrollment AND increase Student Success as measured by the State of Texas = Increased HCCS revenue. **This is #1 Initiative and a very large and complex Team Project**
- Beginning monthly BOT reports/updated data via the BOT Financial Report and **initiatives progress via Student Services**
- **Multiple Shared Services and Campus Leadership moving forward with aligned strategies to improve Student Success**

Executive Summary

US Economic Update / HCCS Economic Environment

- The overall CPI rate increased to 3.2 percent for the 12 months ending February 29, 2024, compared to 3.1% rate increase for the 12 months ending January 31st 2024. However, the inflation rate (Core CPI) less food and energy index decreased to 3.8 percent in February 2024 compared to 3.9 percent rate over the 12 months ending January 2024 (Source: U.S. Bureau of Labor Statistics). The Feds would like to see stability with a CPI at 2% or less
- The general trend going into the first quarter of 2024 is that the Feds have completed the most aggressive hiking campaign in four decades as data from Bureau of Labor Statistics indicates that economy is cooling down as unemployment remains at 3.9%. The Feds notion to achieve a soft-landing of the economy, without a drastic disruption of factors of production is still not guaranteed. The Feds have indicated that objective and unbiased review of data will guide their next move as regards to interest rate cut or hike or neutral in 2024
- The data published by the Bureau of Labor Statistics indicates that the monetary policy of the Feds are having a significant impact on labor market (demand) and price pressures (inflation). The Feds have been neutral on interest rate hike for more than 6 months. **The last interest rate hike was in July 2023**

Executive Summary

US Economic Update / HCCS Economic Environment Continued

- Gold has risen above \$2,162 per ounce
- WTI Crude Oil was trading at \$82.32 per barrel at the writing of this report, a price that supports Houston and Texas. Fiscal YTD decrease of 9.12%
- Crude oil could witness additional price increases per barrel as OPEC and its allies have extended their voluntary oil output cuts of 2.2 million barrels per day (bpd) into the second quarter. This factor could pose a serious threat to the Fed's use of monetary policy to control inflation
- 30-year home mortgages have increased to 7.59%. February Houston single family home sales were up 7.6% compared to February last year, while average sales price was up by 4.1%. Supply inventory remains low at 3.4 months, with median days on the market at 57 days
- US February Unemployment Rate was 3.9% in February compared to 3.7% in January 2024
- Houston Texas Unemployment Rate increased from 3.8% in December 2023 to 4.4% in January 2024
- Social Security Administration has confirmed a 3.2% Cost of Living Adjustment for 2024 payments

Thank You

Please see the Appendix for Additional Financial and
Budget Information

Appendix

As of February 29, 2024

**6th month
of FY 2024 = 50%**

Investment Report Summary

Unrestricted Revenues

Unrestricted Expenses

Summary of HEERF I, II, III and MSI HEERF
Grant Receipts

Summary of Cumulative COVID Tuition &
Fees, Auxiliary

Revenue Losses and Expense Recovery
funded by HEERF I, II & III

Summary of Financial Statements

Investment Report Summary

As of February 29, 2024

6th month of FY 2024 = 50%

- All investments follow Board policy and statutes with High Liquidity and High Security
 - Investment instruments are laddered to optimize safety, liquidity and yield
 - 67% of assets are invested in government pools, money market funds, and interest-bearing checking accounts
 - 33% of assets are invested in U.S. Treasuries and government sponsored AAA entities
- Management continuously monitors HCCS investment portfolio in relation to unfolding events in the national, state and local economies, banking and real estate sectors and aligning HCCS investment portfolio with investments that guarantee safety of principal
- We actively reinvest funds in Treasury bills and certificates in anticipation of interest rate volatility downwards in the 2nd and 3rd quarter of 2024
- HCCS deposits and money market investments are held with Bank of America. The deposits are insured by FDIC to the first \$250k and any amounts above the first \$250k are fully secured by BOA with securities valued at 102 percent of our deposited amount. This collateral is held by Bank of New York on behalf of HCCS in case of a default or failure of BOA
- Texpool and LoneStar investments are highly liquid and closely monitored by the State of Texas with very strict guidelines that preserve the investments held on behalf of HCCS
- Houston's economy is still showing strong signs of robust expansion, **with employment rate still very high (close to 96%)**, and increased price pressure in commodities, service and employment not yet curtailed with the interest rate hike by the Feds. HCCS Management will continuously monitor the impact of inflation and interest rate hike on HCCS revenue, operating expenses and safety of HCCS cash and investments

Unrestricted Revenues

As of February 29, 2024

6th month
of FY 2024 = 50%

Key:

Actual/Projected Revenue in Excess of Budget

Possible Revenue Deficit Compared to Budgeted Revenue

Minimal expected variance in Budget & Actuals

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru February 29, 2024	Actuals as a % of Budget
REVENUES			
State Appropriations	\$ 68,550,037	\$ 48,190,641	70.3%
Ad Valorem Taxes	+ 205,735,996	199,644,651	97.0%
Tuition & Fees, Net	+ 106,400,157	96,063,679	90.3%
Other Local Income ²	+ 5,000,000	11,152,194	223.0%
Tuition & Fees, Net -- Extended Learning	+ 4,862,714	5,258,392	108.1%
Grant Revenue - HEERF Funds	-	-	0.0%
Grant Revenue - Indirect Cost	650,000	340,096	52.3%
Total Revenues	391,198,904	360,649,654	92.2%
Fund Balance Transfers In ¹	7,045,981	7,045,981	100.0%
Total Revenues and Fund Balance Transfers	\$ 398,244,885	\$ 367,695,636	92.3%

¹Deferred Maintenance

²Includes interest income and gain/loss on investments, royalties, fines and penalties, and other sales

HOUSTON COMMUNITY COLLEGE

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Unrestricted Expenses

As of February 29, 2024

6th month
of FY 2024 = 50%

Key:



Actual/Projected Budget Surplus at Year-End



Potential Budget Deficit at Year-End



Minimal expected variance in Budget & Actuals

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru February 29, 2024	Actuals as a % of Budget
EXPENSES			
Salaries	236,549,791	111,671,949	47.2%
Employee Benefits	35,127,911	12,332,263	35.1%
Supplies & General Expense	5,060,804	2,069,615	40.9%
Travel	1,256,179	266,070	21.2%
Marketing Costs	3,763,922	1,146,904	30.5%
Rentals & Leases	451,024	151,734	33.6%
Insurance/Risk Mgmt.	8,146,495	7,621,315	93.6%
Contracted Services	33,230,282	12,130,741	36.5%
Utilities	8,711,857	4,145,069	47.6%
Other Departmental Expenses	4,103,889	1,157,583	28.2%
Instructional & Other Materials	10,619,029	7,094,953	66.8%
Maintenance & Repair	1,862,264	627,991	33.7%
Transfers\Debt ¹	41,220,078	16,446,672	39.9%
Contingency/Initiatives	1,232,169	-	0.0%
Capital Outlay	6,219,191	1,729,608	27.8%
Scholarship Distribution ²	690,000	-	0.0%
Total Expenses	\$ 398,244,885	\$ 178,592,466	44.8%
NET REVENUE/(EXPENSES)	-	\$ 189,103,169	

Note 1: Transfers/Debt are higher than last year due to resuming the large budgeted transfers for deferred maintenance and technology fees

Note 2: Scholarship Distribution available for students who may require additional financial assistance. No scholarship distributions have been made this year

Note: The first few months of any new year will have wide actual vs. budget variations due to timing of payments and invoicing of new fiscal year

Summary of HEERF Recovery

As of February 29, 2024

6th month of FY 2024 = 50%

- HEERF I, II & III institutional grants are fully closed. HEERF MSI grant funds are still active until June 30, 2024. HEERF I and II Internal Audits have been completed
 - HEERF I, II and III funds for student aid have been totally disbursed. This total disbursement of \$118.7M was funded by Student Aid, Institutional, MSI and GEER funds
 - HEERF MSI Grant Funded project **West Loop Student Services Renovation project** with a budget of \$4.3M was approved by the Department of Education with one year extension ending on June 30, 2024. **Project in progress and on schedule**

Summary of Cumulative COVID: Tuition & Fees, Auxiliary Revenue Losses and Expense Recovery Funded by HEERF I, II, III Grants

As of February 29, 2024

6th month
of FY 2024 = 50%

Fiscal Year	Student Aid Distribution	COVID Operational	COVID Projects	Lost Revenue Recovery	Total
FY 2020	\$14,214,200	\$1,279,919	\$0	\$1,013,208	\$16,507,327
FY 2021	23,122,704	15,186,874	0	32,592,127	70,901,705
FY 2022	59,966,289	7,987,163	643,806	19,618,731	88,215,989
FY 2023	21,380,445	2,505,874	16,703,303	2,218,793	42,808,415
FY 2024	901	613	(112,826)	(336)	(111,648)
Total Amount	\$118,684,539	\$26,960,443	\$17,234,283	\$55,442,523	\$218,321,788

NOTE: The last official HEERF detailed report was presented at the September 21, 2022 Board meeting. This summary report continued through November 30, 2023

¹All HEERF Institutional projects have been completed and final payments have been issued. Work on HEERF MSI funded West Loop Student Center project is in progress. HEERF MSI grant ends on June 30, 2024

New HEERF Close-Out Calculation

HCCS utilized **\$10.4M of institutional recovered funds** to pay off the HCCS defaulted student debt for **47K students** during the HEERF allowed years and **8,750 of those students returned to enroll at HCCS**.

Summary of Financial Statements

As of February 29, 2024

6th month of FY 2024 = 50%

- Actual salaries for FY 2024 are 7.5% higher compared to FY 2023. This is primarily due to a Board approved salary increase of 4% for full-time employees, part-time hourly staff, and an additional 3.5% for faculty leveling. The salary increases are partially offset by hiring chill, delayed hiring and reduction of positions (Faculty and Staff)
- Other line-item expenses - supplies, travel, marketing, insurance, contracted services, instructional and other materials, etc. have variances due to timing differences in recording transactions from year-to-year and the effects of employees returning from working remotely
- FY 2024 Net Revenue/ (Expenses) is \$189,103,169 as of February 29, 2024
- FY 2023 Net Revenue/ (Expenses) was \$167,100,271 as of February 28, 2023

Thank You



HOUSTON COMMUNITY COLLEGE SYSTEM

MONTHLY INVESTMENT REPORT

For the Month of January 2024

**Prepared by
Finance & Administration Division**

The investment portfolio of the Houston Community College System is in compliance with the Public Funds Investment Act and the College's Investment Policy and Strategies.

/s/ Marshall B. Heins

Marshall B. Heins
Senior Vice Chancellor, Finance & Administration and CFO/CBO

/s/ Jacob Atkin

Jacob Atkin, CPA
Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere
Executive Director, Finance & Treasury

HOUSTON COMMUNITY COLLEGE SYSTEM

INVESTMENT PORTFOLIO COMPOSITION

January 31, 2024

Beginning Book Value (January1, 2024)	\$	384,014,510
Beginning Market Value (January1, 2024)	\$	386,918,590
Additions/Subtractions (Book Value - Net)	\$	91,922,740
Change in Market Value	\$	802,110
Ending Book Value (January31, 2024)	\$	475,937,250
Ending Market Value (January31, 2024)	\$	479,295,435
Unrealized Gain/(Loss)	\$	3,358,185
WAM (63% of Portfolio's Weighted Average Maturity)		1 day
WAM (37% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		229

* Net amount provided/(for) operations	\$	108,869,797
* Net amount provided/(for) CIP/others		(7,806,360)
	\$	<u>101,063,438</u>

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

January 31, 2024

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 133,876,759	\$ 137,209,248	\$ 3,332,490
US Agencies	39,371,566	39,397,261	25,695
Local Government Pools	182,925,478	182,925,478	-
Money Market Funds	119,524,955	119,524,955	-
Interest Bearing Checking	238,493	238,493	-
Total	<u>\$ 475,937,250</u>	<u>\$ 479,295,435</u>	<u>\$ 3,358,185</u>
WAR (Weighted Average Interest Rate)		<u>5.00%</u>	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
January 31, 2024

Description	Held At	Interest Rate	Purchase Date	Maturity Date	Par	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.07%	02/22/05	05/01/33	\$ 8,566	\$ 8,547	\$ 10,035	\$ (56)	\$ 9,979	\$ 8,497	\$ (50)	\$ (1,482)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	9,456	9,468	15,367	(50)	15,317	9,419	(48)	(5,898)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	4.88%	02/17/23	09/13/24	10,000,000	9,992,825	9,989,125	-	9,989,125	9,985,785	(7,040)	(3,340)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.00%	02/16/23	02/21/24	10,000,000	9,993,666	10,000,000	-	10,000,000	9,998,693	5,026	(1,308)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.25%	03/06/23	03/06/24	10,000,000	9,995,688	9,992,597	-	9,992,597	9,999,008	3,320	6,411
Federal Home Loan Bank Global Unsecured	Bank of America	0.38%	01/19/24	09/04/25	10,000,000	-	-	9,364,548	9,364,548	9,395,859	-	31,312
U.S. Treasury Notes US Govt National	Bank of America	2.38%	02/17/23	08/15/24	5,000,000	4,918,359	4,827,050	-	4,827,050	4,927,734	9,375	100,684
U.S. Treasury Notes US Govt Treasury	Bank of America	3.25%	02/16/23	08/31/24	15,000,000	14,822,461	14,655,469	-	14,655,469	14,838,867	16,406	183,398
U.S. Treasury Notes US Govt Treasury	Bank of America	0.13%	03/23/22	02/15/24	10,000,000	9,937,917	9,633,910	-	9,633,910	9,980,453	42,536	346,543
U.S. Treasury Notes US Govt Treasury	Bank of America	0.25%	03/24/22	03/15/24	20,000,000	19,800,781	19,279,000	-	19,279,000	19,881,335	80,554	602,335
U.S. Treasury Notes US Govt Treasury	Bank of America	0.38%	02/10/23	04/15/24	25,000,000	24,656,250	23,744,141	-	23,744,141	24,749,024	92,774	1,004,883
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	04/18/23	11/15/24	20,000,000	19,300,781	18,893,750	-	18,893,750	19,367,969	67,188	474,219
U.S. Treasury Notes US Govt Treasury	Bank of America	0.63%	04/26/23	10/15/24	10,000,000	9,671,875	9,479,695	-	9,479,695	9,704,297	32,422	224,602
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	05/03/23	11/15/24	10,000,000	9,650,391	9,487,500	-	9,487,500	9,683,984	33,594	196,484
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	9,664,453	9,511,744	-	9,511,744	9,689,453	25,000	177,709
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	01/19/24	03/15/25	5,000,000	-	-	4,839,500	4,839,500	4,844,727	-	5,227
U.S. Treasury Notes US Govt Treasury	Bank of America	0.50%	01/19/24	03/31/25	10,000,000	-	-	9,525,000	9,525,000	9,541,406	-	16,406
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				1,254	1,254	3	1,256	1,256	401,055	-
HCCS Merchant Service	Bank of America	0.79%				41,935	41,935	(3,022)	38,913	38,913	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				33,117	33,117	165,207	198,324	198,324	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	3.70%				49,459,630	49,459,630	67,163,101	116,622,731	116,622,731	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				2,889,338	2,889,338	12,886	2,902,224	2,902,224	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				83,345,717	83,345,717	392,293	83,738,010	83,738,010	-	-
TexPool	State Street Bank	4.03%				98,724,135	98,724,135	463,332	99,187,467	99,187,467	-	-
TOTAL						\$ 386,918,590	\$ 384,014,510	\$ 91,922,740	\$ 475,937,250	\$ 479,295,435	\$ 802,110	\$ 3,358,185



Summary Operating Statements

For the Period
September 1, 2023 - January 31, 2024

For the Meeting of the Board of Trustees - April 3, 2024

for

Houston Community College System



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For the Period September 1, 2023 - January 31, 2024

Houston Community College System

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Summary of Financial Statements As of January 31, 2024

On June 21, 2023, the Board of Trustees approved the FY 2024 operating budget totaling \$398.2 million. The FY 2024 budget included conservative revenue and expense estimates. Included in the FY 2024 budget is a fund balance transfer totaling \$7 million to continue addressing deferred maintenance. The HEERF Grant process ended on October 31, 2023. No additional funds will be received in FY 2024 and beyond.

The Board approved the FY 2024 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2024 Auxiliary Services revenue budget totals \$7.8 million. Overall, this is a 3% increase compared to the prior year, primarily due to the rental of HCCS space for campus wide events. The Restricted budget totals \$138 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.3 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of January 31, 2024, total revenues and fund balance transfers are \$261.3 million. This represents 65.6% of the budgeted total of \$398.2 million. Expenses total \$150.3 million to date, which is 37.7% of the total expense budget of \$398.2 million. Compared with the same period last year, revenues and transfers are higher by 7% and expenses are higher by 8.2%. Actual net revenue is \$111 million to date. However, revenues and expenses are expected to fall within budget by year end.

Ad Valorem Tax revenue is estimated to increase by 8% for FY 2024 due to increased property tax valuations in the taxing district. The increase in property valuations has allowed HCC to decrease its overall tax rate by 3.5%. Ad Valorem tax revenue is 8.7% higher when compared to last year due to timing of collections. Timing of collections in December through March is different each year. Looking ahead tax revenue will normalize and is expected to fall within budget by year end.

State appropriations are higher by \$5.2 million when compared to this time last year. This is due to the State's new payment schedule, however, appropriations are expected to be within budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are **6.4%** higher than last year at this time. **Gross tuition and fee revenues are up 7.3%** compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 12.9% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 3.3% higher than last year at this time. **Gross tuition and fees revenues are up by 3.3%.**

Other local income is higher when compared to last year primarily due to an increase in investment interest income.

Actual salaries for FY 2024 are 7.4% higher compared to FY 2023; this is due primarily to a Board approved salary increase of 4% for full-time employees, part-time hourly staff, and an additional 3.5% for faculty leveling. Employee benefits are higher by 8.8% for FY 2024 compared to FY 2023.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year and the effects of employees returning from working remotely. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled \$1,563,940 compared to this time in FY 2023 of \$1,957,053.

HOUSTON COMMUNITY COLLEGE SYSTEM
Statement of Revenues, Expenses and Fund Balances - All Funds
As of January 31, 2024

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 254,246,494	\$ 17,227,308	\$ 3,773,682	\$ -	\$ 52,095,370	\$ 1,336,328	\$ (106,743)	\$ 25,184,816	\$ 188,086	\$ 353,945,341
Expenses										
Salaries	93,010,696	2,624,375	360,952	-	876,135	-	-	-	-	96,872,159
Employee Benefits	11,999,114	8,419,975	67,111	-	-	-	-	-	-	20,486,200
Supplies & General Expense	1,575,698	109,732	243,230	-	-	23,369	43,382	-	-	1,995,411
Travel	222,601	34,933	2,824	-	-	-	-	-	-	260,358
Marketing Costs	1,021,129	14,089	-	-	-	-	-	-	-	1,035,218
Rentals & Leases	129,849	2,962	-	-	-	-	-	-	-	132,811
Insurance/Risk Mgmt.	3,651,638	-	896	-	-	-	-	-	-	3,652,534
Contracted Services	10,194,559	107,968	261,864	-	-	11,829	14,211	337,835	-	10,928,267
Utilities	3,422,132	-	137,056	-	-	-	-	-	-	3,559,189
Other Departmental Expenses	1,043,489	259,665	146,844	-	91,967	-	-	-	-	1,541,966
Instructional & Other Materials	6,136,721	292,064	240	-	-	-	35,300	-	-	6,464,325
Maintenance & Repair	490,674	-	577	-	-	-	4,003	-	-	495,254
Transfers (In)/Out ¹	15,984,827	-	-	-	(465,974)	(2,242,842)	(15,594,243)	2,318,232	-	-
Debt	2,091	-	-	-	-	-	-	767,758	-	769,849
Capital Outlay	1,399,252	393,616	23,709	-	-	3,695,661	3,258,071	-	-	8,770,309
Depreciation	-	-	-	-	-	-	-	-	14,468,883	14,468,883
Scholarship Distribution	-	-	1,022,336	-	51,806,808	-	-	-	-	52,829,144
Total Expenses	150,284,471	12,259,379	2,267,639	-	52,308,936	1,488,018	(12,239,275)	3,423,826	14,468,883	224,261,876
Net Revenues/(Expenses)	103,962,023	4,967,928	1,506,043	-	(213,566)	(151,690)	12,132,533	21,760,990	(14,280,796)	129,683,465
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	713,562	370,358	19,941	-	-	4,179,750	2,016,630	-	566,959	7,867,200
Transfers of Completed Projects/Assets	(713,562)	(370,358)	(19,941)	-	-	(2,891,579)	(313,100)	-	4,308,540	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	1,288,171	1,703,530	-	4,875,499	7,867,200
Beginning Fund Balances, Audited	47,260,527	853,011	21,027,692	238,698	2,437,234	54,859,947	33,340,424	18,829,170	477,034,460	655,881,162
Ending Fund Balances	\$ 151,222,550	\$ 5,820,939	\$ 22,533,735	\$ 238,698	2,223,667	\$ 55,996,429	\$ 47,176,486	\$ 40,590,159	\$ 467,629,161	\$ 793,431,824

¹Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

²Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Revenues and Expenses
Comparison to Budget and Previous Fiscal Year
As of January 31, 2024
41.7% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2024 Adjusted Budget & Actuals						
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru January 31, 2024	Actuals as a % of Budget	Year-to-Date Actuals Thru January 31, 2024	Year-to-Date Actuals Thru January 31, 2023	Increase (Decrease) FY 2024 Compared to FY 2023	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,550,037	\$ 32,522,927	47.4%	\$ 32,522,927	\$ 27,342,500	\$ 5,180,427	18.9%
Ad Valorem Taxes	205,735,996	112,310,083	54.6%	112,310,083	103,289,165	9,020,918	8.7%
Tuition & Fees, Net	106,400,157	94,852,167	89.1%	94,852,167	89,184,870	5,667,297	6.4%
Other Local Income	5,000,000	9,516,428	190.3%	9,516,428	4,517,461	4,998,967	110.7%
Tuition & Fees, Net -- Extended Learning	4,862,714	4,777,346	98.2%	4,777,346	4,626,466	150,879	3.3%
Grant Revenue - HEERF Funds	-	-	0.0%	-	5,008,012	(5,008,012)	-100.0%
Grant Revenue - Indirect Cost	650,000	267,543	41.2%	267,543	265,180	2,363	0.9%
Total Revenues	391,198,904	254,246,494	65.0%	254,246,494	234,233,655	20,012,839	8.5%
Fund Balance Transfers In	7,045,981	7,045,981	100.0%	7,045,981	10,000,000	(2,954,019)	-29.5%
Total Revenues and Fund Balance Transfers	\$ 398,244,885	\$ 261,292,475	65.6%	\$ 261,292,475	\$ 244,233,655	\$ 17,058,820	7.0%
EXPENSES							
Salaries	236,468,647	93,010,696	39.3%	93,010,696	86,576,254	6,434,442	7.4%
Employee Benefits	35,127,911	11,999,114	34.2%	11,999,114	11,029,161	969,953	8.8%
Supplies & General Expense	5,020,212	1,575,698	31.4%	1,575,698	1,484,220	91,478	6.2%
Travel	1,257,522	222,601	17.7%	222,601	241,021	(18,419)	-7.6%
Marketing Costs	3,731,007	1,021,129	27.4%	1,021,129	475,036	546,094	115.0%
Rentals & Leases	472,766	129,849	27.5%	129,849	137,833	(7,983)	-5.8%
Insurance/Risk Mgmt.	8,146,460	3,651,638	44.8%	3,651,638	3,126,098	525,540	16.8%
Contracted Services	33,779,561	10,194,559	30.2%	10,194,559	10,233,365	(38,806)	-0.4%
Utilities	8,731,857	3,422,132	39.2%	3,422,132	3,113,872	308,260	9.9%
Other Departmental Expenses	4,110,144	1,043,489	25.4%	1,043,489	915,715	127,774	14.0%
Instructional & Other Materials	11,538,084	6,136,721	53.2%	6,136,721	7,548,959	(1,412,238)	-18.7%
Maintenance & Repair	1,884,962	490,674	26.0%	490,674	407,748	82,926	20.3%
Transfers\Debt	41,739,924	15,986,918	38.3%	15,986,918	12,705,550	3,281,368	25.8%
Contingency/Initiatives	616,456	-	0.0%	-	-	-	0.0%
Capital Outlay	4,929,372	1,399,252	28.4%	1,399,252	942,073	457,178	48.5%
Scholarship Distribution	690,000	-	0.0%	-	-	-	0.0%
Total Expenses	\$ 398,244,885	\$ 150,284,471	37.7%	\$ 150,284,471	\$ 138,936,903	\$ 11,347,568	8.2%
NET REVENUE/(EXPENSES)	\$ -	\$ 111,008,004		\$ 111,008,004	\$ 105,296,752	\$ 5,711,252	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses by Fund

As of January 31, 2024

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Revenues	\$ 1,756,871	\$ 178,499	\$ 498,470	\$ 27	\$ -	\$ 2,433,867
Expenses						
Salaries	120,689	38,888	-	-	50,478	210,054
Employee Benefits	30,128	5,273	-	-	741	36,142
Supplies & General Expense	8,192	23,247	-	-	-	31,438
Travel	-	-	-	-	-	-
Marketing Costs	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-
Contracted Services	249,484	4,070	-	-	-	253,554
Utilities	137,056	-	-	-	-	137,056
Other Departmental Expenses	-	130,961	-	-	-	130,961
Instructional & Other Materials	-	-	-	-	-	-
Maintenance & Repair	577	-	-	-	-	577
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	17,433	6,232	-	-	-	23,666
Scholarship Distribution	-	-	-	-	1,000,371	1,000,371
Total Expenses	563,559	208,670	-	-	1,051,590	1,823,819
Contribution to Fund Balance	\$ 1,193,312	\$ (30,171)	\$ 498,470	\$ 27	\$ (1,051,590)	610,048
Beginning Fund Balance, Audited						16,887,134
Ending Fund Balance						\$ 17,497,182

* Expenditures in this category include Minority Male Initiative, Government Relations, Mobile Go, etc.

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses By Fund

As of January 31, 2024

Auxiliary Funds - International and Committed Portions

	International				Committed				Total
	Saigon Tech	Qatar	Other International Initiatives	Subtotal International	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 756,745	\$ 583,070	\$ 1,339,815	\$ 3,773,682
Expenses									
Salaries	-	-	-	-	-	10,447	140,451	150,898	360,952
Employee Benefits	-	-	-	-	-	2,575	28,394	30,969	67,111
Supplies & General Expense	-	-	-	-	-	193,821	17,970	211,792	243,230
Travel	-	-	-	-	-	2,824	-	2,824	2,824
Marketing Costs	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	819	77	896	896
Contracted Services	-	-	-	-	-	8,310	-	8,310	261,864
Utilities	-	-	-	-	-	-	-	-	137,056
Other Departmental Expenses	-	-	-	-	-	12,908	2,975	15,883	146,844
Instructional & Other Materials	-	-	-	-	-	-	240	240	240
Maintenance & Repair	-	-	-	-	-	-	-	-	577
Transfers/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	44	-	44	23,709
Scholarship Distribution	-	-	-	-	-	21,965	-	21,965	1,022,336
Total Expenses	-	-	-	-	-	253,713	190,107	443,821	2,267,639
Contribution to Fund Balance	-	-	-	-	-	503,031	392,963	895,994	1,506,043
Beginning Fund Balance, Audited				1,704,280	(1,284,080)	1,819,667	1,900,691	2,436,278	21,027,692
Ending Fund Balance				\$ 1,704,280	\$ (1,284,080)	\$ 2,322,698	\$ 2,293,654	\$ 3,332,273	\$ 22,533,735

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of January 31, 2024
41.7% of Year

Division	FY 2024 Adjusted Budget	Actuals as of January 31, 2024	% Spent	FY 2023 Adjusted Budget	Actuals as of January 31, 2023	% Spent
Central College	\$ 13,423,067	\$ 5,218,872	38.9%	\$ 12,465,770	4,632,542	37.2%
Northwest College	16,186,649	6,365,447	39.3%	14,933,006	5,686,438	38.1%
Northeast College	14,185,323	5,803,611	40.9%	13,405,648	5,392,318	40.2%
Southwest College	14,783,088	6,097,859	41.2%	13,733,428	5,752,714	41.9%
Southeast College	15,408,131	6,112,421	39.7%	14,722,207	5,715,656	38.8%
Coleman College	19,091,926	7,211,069	37.8%	17,138,419	6,286,088	36.7%
Academic Instruction	76,260,199	31,666,690	41.5%	71,847,818	30,042,720	41.8%
Division of Workforce Instruction	3,739,472	1,254,826	33.6%	3,587,644	1,222,220	34.1%
Office of the Chancellor	10,589,199	3,484,127	32.9%	10,047,425	3,744,592	37.3%
Instructional Services	9,192,326	2,654,954	28.9%	8,520,506	2,748,719	32.3%
Online College	2,576,748	913,758	35.5%	2,428,511	858,718	35.4%
Student Services	11,543,379	3,177,877	27.5%	9,758,765	2,963,508	30.4%
Strategy, Planning & Institutional Effectiveness	6,865,013	2,284,540	33.3%	5,777,476	1,671,691	28.9%
Public Information, Communication & External Affairs	8,240,836	3,020,654	36.7%	8,135,024	2,097,532	25.8%
Legal & Compliance	16,347,394	5,931,821	36.3%	14,263,598	5,251,610	36.8%
Finance & Administration	66,237,203	27,470,033	41.5%	63,989,748	26,413,129	41.3%
System	93,574,932	31,615,913	33.8%	93,624,790	28,456,708	30.4%
Grand Total	\$ 398,244,885	\$ 150,284,471	37.7%	\$ 378,379,782	\$ 138,936,903	36.7%

HOUSTON COMMUNITY COLLEGE SYSTEM

Balance Sheet by Fund

As of January 31, 2024

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	RESTATED PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 221,782,294	\$ 102,711,080	\$ 324,493,374	\$ 215,380,323
Short-term Investments	77,459,815	-	77,459,815	73,696,899
Accounts receivable (net)	49,600,686	837,172	50,437,858	25,237,456
Deferred charges	18,294	-	18,294	7,147,785
Prepays	6,270,401	-	6,270,401	11,347,398
Total Current Assets	355,131,490	103,548,252	458,679,742	332,809,861
Non-current Assets:				
Restricted cash & cash equivalents	-	28,295,898	28,295,898	35,805,948
Restricted long-term investments	-	17,917	17,917	18,268
Long-term investments	102,089,483	-	102,089,483	67,150,000
Long-term lease receivable	31,694,062	-	31,694,062	32,097,702
Capital assets, net	4,210,330	1,097,337,085	1,101,547,415	1,156,138,754
Total Non-current Assets	137,993,875	1,125,650,900	1,263,644,775	1,291,210,672
Total Assets	\$ 493,125,365	\$ 1,229,199,152	\$ 1,722,324,517	\$ 1,624,020,533
Deferred Outflows of Resources:				
OPEB	28,637,337	-	28,637,337	28,637,337
Pension	36,446,112	-	36,446,112	36,446,112
Advance Funding Valuation	-	1,826,885	1,826,885	1,826,885
Total Deferred Outflows of Resources	\$ 65,083,449	\$ 1,826,885	\$ 66,910,334	\$ 66,910,334
Total Assets and Deferred Outflows of Resources	\$ 558,208,814	\$ 1,231,026,037	\$ 1,789,234,851	\$ 1,690,930,867
LIABILITIES				
Current Liabilities:				
Accounts payable	13,878,159	48,871	13,927,030	12,570,107
Accrued Interest- SBITA	99,920	-	99,920	99,920
Accrued liabilities	718,230	715,784	1,434,014	7,805,749
Compensated absences	4,675,803	-	4,675,803	4,675,803
Funds held for others	1,360,426	189,208	1,549,634	834,820
Deferred revenue	692,258	-	692,258	36,644,040
SBITA- Current portion	2,998,203	-	2,998,203	2,998,203
Net OPEB liability-current portion	3,716,565	-	3,716,565	3,716,565
Notes payable-current portion	-	774,431	774,431	952,172
Bonds payable-current portion	-	44,005,000	44,005,000	44,005,000
Total Current Liabilities	28,139,564	45,733,294	73,872,858	114,302,379
Non-current Liabilities:				
SBITA Liability	1,017,835	-	1,017,835	1,017,835
Net OPEB liability	139,239,945	-	139,239,945	139,239,945
Net pension liability	94,677,214	-	94,677,214	94,677,214
Notes payable	-	2,252,830	2,252,830	2,252,830
Bonds payable	-	560,322,181	560,322,181	560,322,181
Total Non-current Liabilities	234,934,994	562,575,011	797,510,005	797,510,005
Total Liabilities	\$ 263,074,558	\$ 608,308,305	\$ 871,382,863	\$ 911,812,384
Deferred Inflows of Resources:				
Leases	32,340,952	-	32,340,952	31,158,110
OPEB	63,670,153	-	63,670,153	11,325,497
Pension	17,083,562	-	17,083,562	63,670,152
Advance Funding Valuation	-	11,325,497	11,325,497	17,083,562
Total Deferred Inflows of Resources	\$ 113,094,667	\$ 11,325,497	\$ 124,420,164	\$ 123,237,321
Total Liabilities and Deferred Inflows of Resources	\$ 376,169,225	\$ 619,633,802	\$ 995,803,027	\$ 1,035,049,705
Beginning Fund Balances, Audited	71,817,161	584,064,001	655,881,162	576,161,614
Net Revenue/(Expenses)				
Unrestricted	105,468,066	-	105,468,066	38,987,703
Restricted	4,754,362	-	4,754,362	1,032,274
Net Investment in Plant	-	27,328,234	27,328,234	39,699,571
Ending Fund Balances	\$ 182,039,589	\$ 611,392,235	\$ 793,431,824	\$ 655,881,162
Total Liabilities & Fund Balances	\$ 558,208,814	\$ 1,231,026,037	\$ 1,789,234,851	\$ 1,690,930,867

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

HOUSTON COMMUNITY COLLEGE SYSTEM

Exemptions and Waivers Detail

As of January 31, 2024

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 01/31/2023	Year-to-Date Activity thru 01/31/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Tuition & Fees				
Budget:				
Adjusted Budget, Annual*	\$ 98,706,512	\$ 101,709,073	\$ 106,400,157	4.6%
Revenues:				
Gross Tuition & Fees	112,300,204	103,713,883	111,254,689	7.3%
Waivers & Exemptions:				
Dual Credit & Early College HS	(11,908,933)	(13,008,445)	(14,563,714)	12.0%
Other	(1,914,551)	(1,520,568)	(1,838,808)	20.9%
Total Waivers & Exemptions	(13,823,484)	(14,529,013)	(16,402,522)	12.9%
Total Tuition & Fees Revenue, Net	\$ 98,476,720	\$ 89,184,870	\$ 94,852,167	6.4%

Tuition & Fees - Extended Learning (EL)				
Budget:				
Adjusted Budget, Annual*	\$ 3,779,257	\$ 5,758,835	\$ 4,862,714	-15.6%
Revenues:				
Gross Tuition & Fees	6,347,399	4,626,466	4,777,346	3.3%
Waivers & Exemptions:				
Department of Corrections	(109,021)	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 6,238,378	\$ 4,626,466	\$ 4,777,346	3.3%

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 01/31/2023	Year-to-Date Activity thru 01/31/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Exemptions & Waivers				
Dept of Corrections	\$ 109,021	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	11,908,933	13,008,445	14,563,714	12.0%
Other Exemptions:				
Employee Fee Exemptions	40,808	33,599	32,595	-3.0%
Firemen	20,729	13,635	21,989	61.3%
Hazelwood	812,123	614,433	743,594	21.0%
Deaf & Blind	147,111	132,857	124,337	-6.4%
High Ranking High School Grad	1,991	396	1,694	327.8%
Good Neighbor Program	68,870	42,195	65,230	54.6%
Child of Disabled Vet	(220)	-	2,865	0.0%
Employee of State College & University	-	-	1,995	0.0%
Non-resident Teach/Research Assistant	1,995	4,973	4,418	-11.2%
Non-resident Competitive Scholarships	5,771	17,100	13,395	-21.7%
Senior Citizens	333,133	272,163	341,659	25.5%
Foster Children-Resident	200,338	166,378	206,978	24.4%
Surviving Spouse/Children	7,216	3,104	1,589	-48.8%
Peace Officer Exemption	3,333	2,772	4,488	61.9%
Adopted Student Waiver	271,353	216,963	271,982	25.4%
Total Other Exemptions	1,914,551	1,520,568	1,838,808	20.9%
Grand Total Exemptions & Waivers	\$ 13,932,506	\$ 14,529,013	\$ 16,402,522	12.9%

*Amount net of exemptions & waivers.



HOUSTON COMMUNITY COLLEGE SYSTEM

MONTHLY INVESTMENT REPORT

For the Month of February 2024

**Prepared by
Finance & Administration Division**

The investment portfolio of the Houston Community College System is in compliance with the Public Funds Investment Act and the College's Investment Policy and Strategies.

/s/ Marshall B. Heins

Marshall B. Heins
Senior Vice Chancellor, Finance & Administration and CFO/CBO

/s/ Jacob Atkin

Jacob Atkin, CPA
Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere
Executive Director, Finance & Treasury

HOUSTON COMMUNITY COLLEGE SYSTEM

INVESTMENT PORTFOLIO COMPOSITION

February 29, 2024

Beginning Book Value (February 1, 2024)	\$ 475,937,250
Beginning Market Value (February 1, 2024)	\$ 479,295,435
Additions/Subtractions (Book Value - Net)	\$ 73,167,664
Change in Market Value	\$ 9,103,383
Ending Book Value (February 29, 2024)	\$ 549,104,915
Ending Market Value (February 29, 2024)	\$ 552,204,001
Unrealized Gain/(Loss)	\$ 3,099,086
WAM (67% of Portfolio's Weighted Average Maturity)	1 day
WAM (33% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)	223

* Net amount provided/(for) operations	\$ 72,871,451
* Net amount provided/(for) CIP/others	296,214
	<u>\$ 73,167,664</u>

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

February 29, 2024

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 148,666,997	\$ 151,791,342	\$ 3,124,344
US Agencies	29,371,459	29,346,201	(25,258)
Local Government Pools	213,736,183	213,736,183	-
Money Market Funds	156,943,977	156,943,977	-
Interest Bearing Checking	386,298	386,298	-
Total	<u>\$ 549,104,915</u>	<u>\$ 552,204,001</u>	<u>\$ 3,099,086</u>
WAR (Weighted Average Interest Rate)		<u>5.08%</u>	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
February 29, 2024

Description	Held At	Interest Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.07%	02/22/05	05/01/33	\$ 8,510	\$ (1,469)	\$ 8,497	\$ 9,979	\$ (56)	\$ 9,923	\$ 8,449	\$ (48)	\$ (1,474)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	9,405	(5,912)	9,419	15,317	(51)	15,266	9,365	(55)	(5,901)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	4.88%	02/17/23	09/13/24	10,000,000	10,875	9,985,785	9,989,125	-	9,989,125	9,974,403	(11,382)	(14,723)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.00%	02/16/23	02/21/24	-	-	9,998,693	10,000,000	(10,000,000)	-	-	(9,998,693)	-
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.25%	03/06/23	03/06/24	10,000,000	7,403	9,999,008	9,992,597	-	9,992,597	9,999,443	435	6,846
Federal Home Loan Bank Global Unsecured	Bank of America	0.38%	01/19/24	09/04/25	10,000,000	635,453	9,395,859	9,364,548	-	9,364,548	9,354,542	-	(10,006)
U.S. Treasury Notes US Govt National	Bank of America	2.38%	02/17/23	08/15/24	5,000,000	172,950	4,927,734	4,827,050	-	4,827,050	4,934,375	6,641	107,325
U.S. Treasury Notes US Govt Treasury	Bank of America	3.25%	02/16/23	08/31/24	15,000,000	344,531	14,838,867	14,655,469	-	14,655,469	14,847,656	8,789	192,188
U.S. Treasury Notes US Govt Treasury	Bank of America	0.13%	03/23/22	02/15/24	-	-	9,980,453	9,633,910	(9,633,910)	-	-	(9,980,453)	-
U.S. Treasury Notes US Govt Treasury	Bank of America	0.25%	03/24/22	03/15/24	20,000,000	721,000	19,881,335	19,279,000	-	19,279,000	19,960,543	79,208	681,543
U.S. Treasury Notes US Govt Treasury	Bank of America	0.38%	02/10/23	04/15/24	25,000,000	1,255,859	24,749,024	23,744,141	-	23,744,141	24,846,423	97,400	1,102,283
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	04/18/23	11/15/24	20,000,000	1,106,250	19,367,969	18,893,750	-	18,893,750	19,392,969	25,000	499,219
U.S. Treasury Notes US Govt Treasury	Bank of America	0.63%	04/26/23	10/15/24	10,000,000	520,305	9,704,297	9,479,695	-	9,479,695	9,720,703	16,406	241,008
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	05/03/23	11/15/24	10,000,000	512,500	9,683,984	9,487,500	-	9,487,500	9,696,484	12,500	208,984
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	488,256	9,689,453	9,511,744	-	9,511,744	9,667,969	(21,484)	156,224
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	01/19/24	03/15/25	5,000,000	160,500	4,844,727	4,839,500	-	4,839,500	4,833,984	(10,742)	(5,516)
U.S. Treasury Notes US Govt Treasury	Bank of America	0.50%	01/19/24	03/31/25	10,000,000	475,000	9,541,406	9,525,000	-	9,525,000	9,529,297	(12,109)	4,297
U.S. Treasury Notes US Govt Treasury	Bank of America	2.75%	02/08/24	05/15/25	5,000,000	115,500	-	-	4,884,500	4,884,500	4,873,047	4,873,047	(11,453)
U.S. Treasury Notes US Govt Treasury	Bank of America	2.63%	02/08/24	04/15/25	15,000,000	348,047	-	-	14,651,953	14,651,953	14,614,453	14,614,453	(37,500)
U.S. Treasury Notes US Govt Treasury	Bank of America	2.88%	02/08/24	06/15/25	5,000,000	112,305	-	-	4,887,695	4,887,695	4,873,438	4,873,438	(14,258)
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				-	1,256	1,256	2	1,259	1,259	4,531,033	-
HCCS Merchant Service	Bank of America	0.79%				-	38,913	38,913	(5,806)	33,106	33,106	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				-	198,324	198,324	153,609	351,933	351,933	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	3.70%				-	116,622,731	116,622,731	37,406,156	154,028,887	154,028,887	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				-	2,902,224	2,902,224	12,867	2,915,090	2,915,090	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				-	83,738,010	83,738,010	15,371,724	99,109,734	99,109,734	-	-
TexPool	State Street Bank	4.03%				-	99,187,467	99,187,467	15,438,982	114,626,449	114,626,449	-	-
TOTAL							\$ 479,295,435	\$ 475,937,250	\$ 73,167,664	\$ 549,104,915	\$ 552,204,001	\$ 9,103,383	\$ 3,099,086



Summary Operating Statements

For the Period
September 1, 2023 - February 29, 2024

For the Meeting of the Board of Trustees - April 3, 2024

for

Houston Community College System



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For the Period September 1, 2023 - February 29, 2024

Houston Community College System

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Summary of Financial Statements As of February 29, 2024

On June 21, 2023, the Board of Trustees approved the FY 2024 operating budget totaling \$398.2 million. The FY 2024 budget included conservative revenue and expense estimates. Included in the FY 2024 budget is a fund balance transfer totaling \$7 million to continue addressing deferred maintenance. The HEERF Grant process ended on October 31, 2023. No additional funds will be received in FY 2024 and beyond.

The Board approved the FY 2024 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2024 Auxiliary Services revenue budget totals \$7.8 million. Overall, this is a 3% increase compared to the prior year, primarily due to the rental of HCCS space for campus wide events. The Restricted budget totals \$138 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.3 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of February 29, 2024, total revenues and fund balance transfers are \$367.7 million. This represents 92.3% of the budgeted total of \$398.2 million. Expenses total \$178.6 million to date, which is 44.8% of the total expense budget of \$398.2 million. Compared with the same period last year, revenues and transfers are higher by 11.2% and expenses are higher by 9.2%. Actual net revenue is \$189.1 million to date. However, revenues and expenses are expected to fall within budget by year end.

Ad Valorem Tax revenue is estimated to increase by 8% for FY 2024 due to increased property tax valuations in the taxing district. The increase in property valuations has allowed HCC to decrease its overall tax rate by 3.5%. Ad Valorem tax revenue is 6.8% higher when compared to last year due to timing of collections. Timing of collections in December through March is different each year. Looking ahead tax revenue will normalize and is expected to fall within budget by year end.

State appropriations are higher by \$20.8 million when compared to this time last year. This is due to the State's new payment schedule, however, appropriations are expected to be within budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are **6.6%** higher than last year at this time. **Gross tuition and fee revenues are up 7.4%** compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 12.3% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 6.6% higher than last year at this time. **Gross tuition and fees revenues are up by 6.6%.**

Other local income is higher when compared to last year primarily due to an increase in investment interest income.

Actual salaries for FY 2024 are 7.5% higher compared to FY 2023; this is due primarily to a Board approved salary increase of 4% for full-time employees, part-time hourly staff, and an additional 3.5% for faculty leveling. Employee benefits are lower by 5.9% for FY 2024 compared to FY 2023.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year and the effects of employees returning from working remotely. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled \$1,463,041 compared to this time in FY 2023 of \$1,767,660.

HOUSTON COMMUNITY COLLEGE SYSTEM
Statement of Revenues, Expenses and Fund Balances - All Funds
As of February 29, 2024

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 360,649,654	\$ 23,673,755	\$ 4,195,146	\$ -	\$ 88,199,893	\$ 1,484,028	\$ (106,743)	\$ 41,913,241	\$ 216,162	\$ 520,225,136
Expenses										
Salaries	111,671,949	3,195,557	417,617	-	1,149,938	-	-	-	-	116,435,060
Employee Benefits	12,332,263	13,172,891	79,197	-	-	-	-	-	-	25,584,351
Supplies & General Expense	2,069,615	155,997	296,326	-	-	25,317	43,382	-	-	2,590,637
Travel	266,070	37,509	8,008	-	-	-	-	-	-	311,588
Marketing Costs	1,146,904	22,713	-	-	-	-	-	-	-	1,169,617
Rentals & Leases	151,734	3,718	-	-	-	2,097	-	-	-	157,548
Insurance/Risk Mgmt.	7,621,315	537	966	-	-	-	-	-	-	7,622,818
Contracted Services	12,130,741	150,384	340,201	-	-	11,829	14,211	352,436	-	12,999,802
Utilities	4,145,069	-	174,126	-	-	-	-	-	-	4,319,195
Other Departmental Expenses	1,157,583	326,471	162,798	-	224,840	-	-	-	-	1,871,692
Instructional & Other Materials	7,094,953	449,657	240	-	-	-	91,300	-	-	7,636,151
Maintenance & Repair	627,991	-	853	-	-	-	11,671	-	-	640,514
Transfers (In)/Out ¹	16,440,456	-	-	-	(798,751)	(2,365,694)	(15,594,243)	2,318,232	-	-
Debt	6,216	-	-	-	-	-	-	32,598,669	-	32,604,885
Capital Outlay	1,729,608	456,029	23,709	-	-	4,678,687	3,977,378	-	-	10,865,411
Depreciation	-	-	-	-	-	-	-	-	17,388,988	17,388,988
Scholarship Distribution	-	-	1,664,272	-	87,836,968	-	-	-	-	89,501,240
Total Expenses	178,592,466	17,971,463	3,168,314	-	88,412,994	2,352,236	(11,456,301)	35,269,336	17,388,988	331,699,498
Net Revenues/(Expenses)	182,057,188	5,702,292	1,026,832	-	(213,101)	(868,208)	11,349,558	6,643,904	(17,172,827)	188,525,639
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	916,676	424,026	19,941	-	-	5,573,280	2,560,302	-	24,949,404	34,443,629
Transfers of Completed Projects/Assets	(916,676)	(424,026)	(19,941)	-	-	(3,348,564)	(332,830)	-	5,042,037	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	2,224,716	2,227,472	-	29,991,441	34,443,629
Beginning Fund Balances, Audited	47,260,527	853,011	21,027,692	238,698	2,437,234	54,859,947	33,340,424	18,829,170	477,034,460	655,881,162
Ending Fund Balances	\$ 229,317,715	\$ 6,555,303	\$ 22,054,524	\$ 238,698	2,224,133	\$ 56,216,455	\$ 46,917,454	\$ 25,473,073	\$ 489,853,073	\$ 878,850,428

¹Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

²Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Revenues and Expenses
Comparison to Budget and Previous Fiscal Year
As of February 29, 2024
50% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2024 Adjusted Budget & Actuals						
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru February 29, 2024	Actuals as a % of Budget	Year-to-Date Actuals Thru February 29, 2024	Year-to-Date Actuals Thru February 28, 2023	Increase (Decrease) FY 2024 Compared to FY 2023	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,550,037	\$ 48,190,641	70.3%	\$ 48,190,641	\$ 27,342,500	\$ 20,848,141	76.2%
Ad Valorem Taxes	205,735,996	199,644,651	97.0%	199,644,651	186,929,620	12,715,032	6.8%
Tuition & Fees, Net	106,400,157	96,063,679	90.3%	96,063,679	90,079,075	5,984,605	6.6%
Other Local Income	5,000,000	11,152,194	223.0%	11,152,194	6,052,442	5,099,752	84.3%
Tuition & Fees, Net -- Extended Learning	4,862,714	5,258,392	108.1%	5,258,392	4,932,378	326,015	6.6%
Grant Revenue - HEERF Funds	-	-	0.0%	-	5,008,012	(5,008,012)	-100.0%
Grant Revenue - Indirect Cost	650,000	340,096	52.3%	340,096	343,964	(3,868)	-1.1%
Total Revenues	391,198,904	360,649,654	92.2%	360,649,654	320,687,990	39,961,664	12.5%
Fund Balance Transfers In	7,045,981	7,045,981	100.0%	7,045,981	10,000,000	(2,954,019)	-29.5%
Total Revenues and Fund Balance Transfers	\$ 398,244,885	\$ 367,695,636	92.3%	\$ 367,695,636	\$ 330,687,990	\$ 37,007,646	11.2%
EXPENSES							
Salaries	236,549,791	111,671,949	47.2%	111,671,949	103,846,129	7,825,820	7.5%
Employee Benefits	35,127,911	12,332,263	35.1%	12,332,263	13,111,229	(778,967)	-5.9%
Supplies & General Expense	5,060,804	2,069,615	40.9%	2,069,615	1,867,542	202,073	10.8%
Travel	1,256,179	266,070	21.2%	266,070	315,238	(49,168)	-15.6%
Marketing Costs	3,763,922	1,146,904	30.5%	1,146,904	540,607	606,297	112.2%
Rentals & Leases	451,024	151,734	33.6%	151,734	141,087	10,647	7.5%
Insurance/Risk Mgmt.	8,146,495	7,621,315	93.6%	7,621,315	3,126,329	4,494,986	143.8%
Contracted Services	33,230,282	12,130,741	36.5%	12,130,741	11,699,912	430,829	3.7%
Utilities	8,711,857	4,145,069	47.6%	4,145,069	3,866,004	279,065	7.2%
Other Departmental Expenses	4,103,889	1,157,583	28.2%	1,157,583	1,079,203	78,379	7.3%
Instructional & Other Materials	10,619,029	7,094,953	66.8%	7,094,953	7,765,384	(670,431)	-8.6%
Maintenance & Repair	1,862,264	627,991	33.7%	627,991	557,683	70,308	12.6%
Transfers\Debt	41,220,078	16,446,672	39.9%	16,446,672	13,158,789	3,287,883	25.0%
Contingency/Initiatives	1,232,169	-	0.0%	-	-	-	0.0%
Capital Outlay	6,219,191	1,729,608	27.8%	1,729,608	2,512,581	(782,973)	-31.2%
Scholarship Distribution	690,000	-	0.0%	-	-	-	0.0%
Total Expenses	\$ 398,244,885	\$ 178,592,466	44.8%	\$ 178,592,466	\$ 163,587,719	\$ 15,004,747	9.2%
NET REVENUE/(EXPENSES)	\$ (0)	\$ 189,103,169		\$ 189,103,169	\$ 167,100,271	\$ 22,002,899	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses by Fund

As of February 29, 2024

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Revenues	\$ 1,988,899	\$ 188,706	\$ 658,726	\$ (20)	\$ -	\$ 2,836,311
Expenses						
Salaries	142,530	46,676	-	-	51,804	241,010
Employee Benefits	35,647	6,344	-	-	760	42,751
Supplies & General Expense	14,939	28,475	-	-	-	43,414
Travel	-	35	-	-	-	35
Marketing Costs	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-
Contracted Services	322,439	5,039	-	-	-	327,478
Utilities	174,126	-	-	-	-	174,126
Other Departmental Expenses	-	140,400	-	-	-	140,400
Instructional & Other Materials	-	-	-	-	-	-
Maintenance & Repair	853	-	-	-	-	853
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	17,433	6,232	-	-	-	23,666
Scholarship Distribution	-	-	-	-	1,642,307	1,642,307
Total Expenses	707,966	233,201	-	-	1,694,871	2,636,039
Contribution to Fund Balance	\$ 1,280,933	\$ (44,496)	\$ 658,726	\$ (20)	\$ (1,694,871)	200,272
Beginning Fund Balance, Audited						16,887,134
Ending Fund Balance						\$ 17,087,406

* Expenditures in this category include Minority Male Initiative, Government Relations, Mobile Go, etc.

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses By Fund

As of February 29, 2024

Auxiliary Funds - International and Committed Portions

	International				Committed				Total
	Saigon Tech	Qatar	Other International Initiatives	Subtotal International	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 765,801	\$ 593,034	\$ 1,358,835	\$ 4,195,146
Expenses									
Salaries	-	-	-	-	-	10,953	165,653	176,607	417,617
Employee Benefits	-	-	-	-	-	2,575	33,871	36,446	79,197
Supplies & General Expense	-	-	-	-	-	229,878	23,034	252,913	296,326
Travel	-	-	-	-	-	7,973	-	7,973	8,008
Marketing Costs	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	889	77	966	966
Contracted Services	-	-	-	-	-	11,985	738	12,724	340,201
Utilities	-	-	-	-	-	-	-	-	174,126
Other Departmental Expenses	-	-	-	-	-	19,424	2,975	22,399	162,798
Instructional & Other Materials	-	-	-	-	-	-	240	240	240
Maintenance & Repair	-	-	-	-	-	-	-	-	853
Transfers/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	44	-	44	23,709
Scholarship Distribution	-	-	-	-	-	21,965	-	21,965	1,664,272
Total Expenses	-	-	-	-	-	305,687	226,588	532,275	3,168,314
Contribution to Fund Balance	-	-	-	-	-	460,113	366,446	826,560	1,026,832
Beginning Fund Balance, Audited				1,704,280	(1,284,080)	1,819,667	1,900,691	2,436,278	21,027,692
Ending Fund Balance				\$ 1,704,280	\$ (1,284,080)	\$ 2,279,780	\$ 2,267,137	\$ 3,262,838	\$ 22,054,524

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of February 29, 2024
50% of Year

Division	FY 2024 Adjusted Budget	Actuals as of February 29, 2024	% Spent	FY 2023 Adjusted Budget	Actuals as of February 28, 2023	% Spent
Central College	\$ 13,406,096	\$ 6,283,228	46.9%	\$ 12,357,050	5,572,998	45.1%
Northwest College	16,163,822	7,605,967	47.1%	14,831,839	6,844,524	46.1%
Northeast College	14,311,101	6,957,661	48.6%	13,362,856	6,595,067	49.4%
Southwest College	14,920,175	7,369,482	49.4%	13,823,337	6,900,294	49.9%
Southeast College	15,387,559	7,369,733	47.9%	14,614,612	6,837,245	46.8%
Coleman College	19,126,736	8,874,434	46.4%	17,058,393	7,645,154	44.8%
Academic Instruction	76,256,646	37,761,532	49.5%	71,637,391	35,589,858	49.7%
Division of Workforce Instruction	3,761,481	1,543,308	41.0%	3,562,520	1,423,379	40.0%
Office of the Chancellor	10,617,867	4,232,441	39.9%	10,015,358	4,437,512	44.3%
Instructional Services	9,201,542	3,406,217	37.0%	8,487,187	3,281,743	38.7%
Online College	2,576,502	1,112,686	43.2%	2,418,079	1,029,629	42.6%
Student Services	11,551,196	3,719,597	32.2%	9,939,548	3,508,042	35.3%
Strategy, Planning & Institutional Effectiveness	6,853,003	2,682,318	39.1%	5,708,976	2,023,492	35.4%
Public Information, Communication & External Affairs	8,240,836	3,454,001	41.9%	8,157,321	2,559,621	31.4%
Legal & Compliance	16,356,457	10,155,813	62.1%	14,183,602	5,697,108	40.2%
Finance & Administration	65,804,245	32,730,562	49.7%	65,332,766	31,734,558	48.6%
System	93,709,621	33,333,486	35.6%	92,888,948	31,907,497	34.4%
Grand Total	\$ 398,244,885	\$ 178,592,467	44.8%	\$ 378,379,782	\$ 163,587,719	43.2%

HOUSTON COMMUNITY COLLEGE SYSTEM

Balance Sheet by Fund

As of February 29, 2024

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	RESTATED PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 312,337,777	\$ 85,596,914	\$ 397,934,691	\$ 215,380,323
Short-term Investments	71,242,793	-	71,242,793	73,696,899
Accounts receivable (net)	24,908,781	837,172	25,745,953	25,237,456
Deferred charges	33,693	-	33,693	7,147,785
Prepays	10,231,625	-	10,231,625	11,347,398
Total Current Assets	418,754,669	86,434,086	505,188,755	332,809,861
Non-current Assets:				
Restricted cash & cash equivalents	-	28,438,607	28,438,607	35,805,948
Restricted long-term investments	-	17,814	17,814	18,268
Long-term investments	116,517,429	-	116,517,429	67,150,000
Long-term lease receivable	31,580,030	-	31,580,030	32,097,702
Capital assets, net	4,210,330	1,096,869,484	1,101,079,814	1,156,138,754
Total Non-current Assets	152,307,789	1,125,325,905	1,277,633,694	1,291,210,672
Total Assets	\$ 571,062,458	\$ 1,211,759,991	\$ 1,782,822,449	\$ 1,624,020,533
Deferred Outflows of Resources:				
OPEB	28,637,337	-	28,637,337	28,637,337
Pension	36,446,112	-	36,446,112	36,446,112
Advance Funding Valuation	-	1,826,885	1,826,885	1,826,885
Total Deferred Outflows of Resources	\$ 65,083,449	\$ 1,826,885	\$ 66,910,334	\$ 66,910,334
Total Assets and Deferred Outflows of Resources	\$ 636,145,907	\$ 1,213,586,876	\$ 1,849,732,783	\$ 1,690,930,867
LIABILITIES				
Current Liabilities:				
Accounts payable	12,709,339	391,971	13,101,310	12,570,107
Accrued Interest- SBITA	99,920	-	99,920	99,920
Accrued liabilities	716,538	17,701	734,239	7,805,749
Compensated absences	4,675,803	-	4,675,803	4,675,803
Funds held for others	2,061,998	189,208	2,251,206	834,820
Deferred revenue	879,258	-	879,258	36,644,040
SBITA- Current portion	2,998,203	-	2,998,203	2,998,203
Net OPEB liability-current portion	3,716,565	-	3,716,565	3,716,565
Notes payable-current portion	-	774,431	774,431	952,172
Bonds payable-current portion	-	19,853,000	19,853,000	44,005,000
Total Current Liabilities	27,857,624	21,226,311	49,083,935	114,302,379
Non-current Liabilities:				
SBITA Liability	1,017,835	-	1,017,835	1,017,835
Net OPEB liability	139,239,945	-	139,239,945	139,239,945
Net pension liability	94,677,214	-	94,677,214	94,677,214
Notes payable	-	2,252,830	2,252,830	2,252,830
Bonds payable	-	560,322,181	560,322,181	560,322,181
Total Non-current Liabilities	234,934,994	562,575,011	797,510,005	797,510,005
Total Liabilities	\$ 262,792,618	\$ 583,801,322	\$ 846,593,940	\$ 911,812,384
Deferred Inflows of Resources:				
Leases	32,209,203	-	32,209,203	31,158,110
OPEB	63,670,153	-	63,670,153	11,325,497
Pension	17,083,562	-	17,083,562	63,670,152
Advance Funding Valuation	-	11,325,497	11,325,497	17,083,562
Total Deferred Inflows of Resources	\$ 112,962,918	\$ 11,325,497	\$ 124,288,415	\$ 123,237,321
Total Liabilities and Deferred Inflows of Resources	\$ 375,755,536	\$ 595,126,819	\$ 970,882,355	\$ 1,035,049,705
Beginning Fund Balances, Audited	71,817,161	584,064,001	655,881,162	576,161,614
Net Revenue/(Expenses)				
Unrestricted	183,084,019	-	183,084,019	38,987,703
Restricted	5,489,191	-	5,489,191	1,032,274
Net Investment in Plant	-	34,396,056	34,396,056	39,699,571
Ending Fund Balances	\$ 260,390,371	\$ 618,460,057	\$ 878,850,428	\$ 655,881,162
Total Liabilities & Fund Balances	\$ 636,145,907	\$ 1,213,586,876	\$ 1,849,732,783	\$ 1,690,930,867

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

HOUSTON COMMUNITY COLLEGE SYSTEM

Exemptions and Waivers Detail

As of February 29, 2024

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 02/28/2023	Year-to-Date Activity thru 02/29/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Tuition & Fees				
Budget:				
Adjusted Budget, Annual*	\$ 98,706,512	\$ 101,709,073	\$ 106,400,157	4.6%
Revenues:				
Gross Tuition & Fees	112,300,204	104,908,866	112,719,978	7.4%
Waivers & Exemptions:				
Dual Credit & Early College HS	(11,908,933)	(13,181,566)	(14,625,129)	11.0%
Other	(1,914,551)	(1,648,225)	(2,031,170)	23.2%
Total Waivers & Exemptions	(13,823,484)	(14,829,791)	(16,656,299)	12.3%
Total Tuition & Fees Revenue, Net	\$ 98,476,720	\$ 90,079,075	\$ 96,063,679	6.6%

Tuition & Fees - Extended Learning (EL)				
Budget:				
Adjusted Budget, Annual*	\$ 3,779,257	\$ 5,758,835	\$ 4,862,714	-15.6%
Revenues:				
Gross Tuition & Fees	6,347,399	4,932,378	5,258,392	6.6%
Waivers & Exemptions:				
Department of Corrections	(109,021)	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 6,238,378	\$ 4,932,378	\$ 5,258,392	6.6%

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 02/28/2023	Year-to-Date Activity thru 02/29/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Exemptions & Waivers				
Dept of Corrections	\$ 109,021	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	11,908,933	13,181,566	14,625,129	11.0%
Other Exemptions:				
Employee Fee Exemptions	40,808	36,439	34,581	-5.1%
Firemen	20,729	13,635	25,672	88.3%
Hazelwood	812,123	706,034	887,165	25.7%
Deaf & Blind	147,111	138,978	125,355	-9.8%
High Ranking High School Grad	1,991	396	1,694	327.8%
Good Neighbor Program	68,870	42,648	65,230	52.9%
Child of Disabled Vet	(220)	-	2,865	0.0%
Employee of State College & University	-	-	1,995	0.0%
Non-resident Teach/Research Assistant	1,995	6,826	6,555	-4.0%
Non-resident Competitive Scholarships	5,771	16,245	13,823	-14.9%
Senior Citizens	333,133	271,960	356,465	31.1%
Foster Children-Resident	200,338	179,243	216,460	20.8%
Surviving Spouse/Children	7,216	3,104	1,589	-48.8%
Peace Officer Exemption	3,333	3,497	4,686	34.0%
Adopted Student Waiver	271,353	229,220	287,035	25.2%
Total Other Exemptions	1,914,551	1,648,225	2,031,170	23.2%
Grand Total Exemptions & Waivers	\$ 13,932,506	\$ 14,829,791	\$ 16,656,299	12.3%

*Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Legal Services (Project No. RFQ 24-01)	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Authorize the Chancellor to negotiate and execute a contract with the highest ranked firms as noted in the attached Summary Composite Score Sheet by Category to provide Legal Services in support of the Office of General Counsel and in accordance with RFQ 24-01.

COMPELLING REASON AND BACKGROUND

- Houston Community College System issued a request for qualifications to provide legal services on an as needed basis. It shall be expressly understood that Houston Community College System is under no obligation to request any services from and no minimum amount of work shall be required under the contract(s) established as a result of this RFQ.
- The selected firm(s) must provide Legal Services and is responsible for all duties and services necessary or advisable to facilitate the issuance of bonds and other obligations and other Legal Services including but not limited to:
 1. General Education Services
 2. Public Financial & Tax Services
 3. Real Estate & Construction Services
 4. Labor and Employment Law
 5. Title IX Matters
 6. Hearing Officers, including but not limited to, Title IX, Employment, and Student Matters
 7. Intellectual Property
 8. Elections and Redistricting
 9. ADA and Disability
 10. Student Matters
 11. Immigration Law
 12. Appellate Law

FISCAL IMPACT

As required by Texas law, fee schedules shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel following selection of the firms and prior to contract award.

LEGAL REQUIREMENT

Section 2254.004 of the Texas Government Code and pursuant to the published RFQ 24-01.

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFQ 24-01	2/13/2024	Attachment
Summary of Composite Scores - RFQ 24-01	2/13/2024	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFQ 24-01 Legal Services

PROCUREMENT METHOD: Request For Qualifications (Professional Services)

PROJECT DEPARTMENT: Office of General Counsel

NAME OF BUYER: Yasmeen Hasan, Senior Buyer

PURPOSE: The College issued a Request for Qualifications (RFQ) for statements of qualifications for the selection of firms/consultants capable of providing Legal Services on an “as needed” basis in accordance with the terms, conditions, and requirements set forth in the RFQ.

The RFQ provided respondents with the information necessary to provide a variety of Legal Services. The Legal Services firms were ranked and placed in the following categories:

1. General Education Legal Services - provides legal advice and representation for Trustee Elections and Redistricting, Public Procurement Law, Contracts, Higher Education, and Student Matters, Labor & Employment, and Immigration;
2. Public Financial & Tax Services;
3. Real Estate & Construction Services;
4. Labor and Employment Law;
5. Title IX Matters;
6. Hearing Officers, including but not limited to, Title IX, Employment, and Student Matters;
7. Intellectual Property;
8. Elections and Redistricting;
9. ADA and Disability;
10. Student Matters;
11. Immigration Law; and
12. Appellate Law.

RECOMMENDED VENDOR: See the attached Summary Composite Score Sheet by Category

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked firms based on demonstrated competence, knowledge, and qualification of the services provided in accordance with Chapter 2254.003 of the Texas Government Code of the Texas Education Code.

LOCATION**INFORMATION:**

In performing the work under RFQ 24-01, the recommended firms will be working from their local Houston, Texas office. In addition, Brackett & Ellis, PC, will be working from their Fort Worth, Texas office. Leon Alcala, PLLC and Powell Law Group, LLP will be working from their Austin, Texas office. Bricker Graydon LLP will be working from their Columbus OH office.

PROJECTED VALUE:

Fee schedules shall be negotiated by the Procurement Department in cooperation with the Office of General Counsel prior to contract award.

CONTRACT TERM:

Three (3) years with the option to renew for two (2) additional one-year terms. HCC reserves the right to extend the contract term on a month-to-month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

**PROCUREMENT
ADVERTISEMENT
& NOTICE:**

This procurement was advertised, and a notice of procurement was distributed as follows:

- The Houston Chronicle on September 6, 2023 and September 13, 2023
- Notice to HCC Board of Trustees on September 5, 2023
- Texas State Procurement Website on September 5, 2023
- HCC Procurement Operations Website on September 5, 2023

**SOLICITATION
INFORMATION:**

The solicitation was advertised in the local newspaper and was distributed electronically. Additionally, the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A question-and-answer period was allowed. Twenty-four (24) proposals were received by the solicitation due date and all proposals received were evaluated in accordance with the criteria listed in the RFQ.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

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

Evaluation Criteria	Available Points
Firm's qualification and experience Demonstrated qualifications of personnel and team	30
Proposed approach and methodology	35
Past performance & references	35
Total	100

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 2 – Represents the Office of General Counsel and has in-depth understanding of the professional service requirements.

Evaluator 3 – Represents the Equal Opportunity and Title IX Department and has in-depth understanding of the professional service requirements.

Evaluator 4 – Represents the Equal Opportunity and Title IX Department and has in-depth understanding of the professional service requirements.

Evaluator 5 – Represents the Business Management Department and has in-depth understanding of the professional service requirements.

**PRIOR HCC
EXPERIENCE:**

All recommended firms have prior experience working with the College with the exception of the firms listed below:

1. Walsh Gallegos Trevino Kyle & Robinson P.C.
2. Holland & Knight LLP
3. Powell Law Group, LLP

REFERENCES:

Evaluated and found to be favorable.

**SMALL BUSINESS
GOAL:**

The college has determined that subcontracting opportunities and small business participation are not probable in connection with this procurement solicitation for legal services.

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RFQ 24-01 Legal Services

Summary Composite Score Sheet

1 - General Education Services

Firm	Evaluation Criteria			Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	
Available Points	30	35	35	100
Haynes & Boone, LLP	29.40	34.30	33.60	97.30
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Walsh Gallegos Trevino Kyle & Robinson P.C.	24.60	30.80	31.50	86.90
Spalding Nichols Lamp Langlois LLP	27.60	28.70	30.10	86.40
Jackson Walker LLP	23.40	28.70	26.60	78.70
Bricker Graydon LLP	23.40	23.80	23.80	71.00

2 - Public Financial & Tax Services

Firm	Evaluation Criteria			Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	
Available Points	30	35	35	100
Haynes & Boone, LLP	29.40	34.30	33.60	97.30
Husch Blackwell LLP	28.80	33.60	29.40	91.80
West & Associates, L.L.P.	26.40	28.70	31.50	86.60
Holland & Knight LLP	27.60	29.40	29.40	86.40
Bratton & Associates PLLC	27.00	26.60	31.50	85.10
Hunton Andrews Kurth LLP	28.20	28.70	28.00	84.90
Leon Alcala, PLLC	27.00	28.00	28.00	83.00
Jackson Walker LLP	23.40	28.70	26.60	78.70

3 - Real Estate & Construction Services

Firm

Evaluation Criteria

Available Points	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Walsh Gallegos Trevino Kyle & Robinson P.C.	24.60	30.80	31.50	86.90
West & Associates, L.L.P.	26.40	28.70	31.50	86.60
Holland & Knight LLP	27.60	29.40	29.40	86.40
Spalding Nichols Lamp Langlois LLP	27.60	28.70	30.10	86.40
Hunton Andrews Kurth LLP	28.20	28.70	28.00	84.90
Leon Alcala, PLLC	27.00	28.00	28.00	83.00
Powell Law Group, LLP	23.40	24.50	24.50	72.40

4 - Labor and Employment Law

Firm

Evaluation Criteria

<i>Available Points</i>	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Littler Mendelson, P.C.	27.60	32.90	32.90	93.40
Clark Hill PLC	28.20	31.50	32.90	92.60
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Brackett & Ellis, PC	27.60	29.40	30.80	87.80
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Walsh Gallegos Trevino Kyle & Robinson P.C.	24.60	30.80	31.50	86.90
Spalding Nichols Lamp Langlois LLP	27.60	28.70	30.10	86.40
Jackson Lewis P.C.	26.40	28.70	27.30	82.40
Jackson Walker LLP	23.40	28.70	26.60	78.70
Powell Law Group, LLP	23.40	24.50	24.50	72.40
Bricker Graydon LLP	23.40	23.80	23.80	71.00

5 - Title IX Matters

Firm

Evaluation Criteria

<i>Available Points</i>	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Clark Hill PLC	28.20	31.50	32.90	92.60
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Jackson Lewis P.C.	26.40	28.70	27.30	82.40
Jackson Walker LLP	23.40	28.70	26.60	78.70
Bricker Graydon LLP	23.40	23.80	23.80	71.00

6 - Hearing Officers, including but not limited to, Title IX, Employment, and Student Matters

Firm

	Evaluation Criteria			Total
	Firm’s Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	
Available Points	30	35	35	100
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Jackson Walker LLP	23.40	28.70	26.60	78.70
Bricker Graydon LLP	23.40	23.80	23.80	71.00

7 - Intellectual Property

Firm

Evaluation Criteria

<i>Available Points</i>	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Clark Hill PLC	28.20	31.50	32.90	92.60
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Walsh Gallegos Trevino Kyle & Robinson P.C.	24.60	30.80	31.50	86.90
Hunton Andrews Kurth LLP	28.20	28.70	28.00	84.90
Jackson Walker LLP	23.40	28.70	26.60	78.70
Bricker Graydon LLP	23.40	23.80	23.80	71.00

8 - Elections and Redistricting

Firm

	Evaluation Criteria			Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	
Available Points	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
West & Associates, L.L.P.	26.40	28.70	31.50	86.60
Spalding Nichols Lamp Langlois LLP	27.60	28.70	30.10	86.40
Leon Alcala, PLLC	27.00	28.00	28.00	83.00
Powell Law Group, LLP	23.40	24.50	24.50	72.40

9 - ADA and Disability

Firm

Evaluation Criteria

	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
<i>Available Points</i>	<i>30</i>	<i>35</i>	<i>35</i>	<i>100</i>
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30
Walsh Gallegos Trevino Kyle & Robinson P.C.	24.60	30.80	31.50	86.90
Spalding Nichols Lamp Langlois LLP	27.60	28.70	30.10	86.40
Leon Alcala, PLLC	27.00	28.00	28.00	83.00
Jackson Lewis P.C.	26.40	28.70	27.30	82.40
Jackson Walker LLP	23.40	28.70	26.60	78.70
Powell Law Group, LLP	23.40	24.50	24.50	72.40

10 - Student Matters

Firm

Available Points

Thompson & Horton LLP

Husch Blackwell LLP

Rogers, Morris, Grover, L.L.P

Spalding Nichols Lamp Langlois LLP

Jackson Walker LLP

Evaluation Criteria

Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
30	35	35	100
28.80	32.90	32.20	93.90
28.80	33.60	29.40	91.80
26.40	28.70	32.20	87.30
27.60	28.70	30.10	86.40
23.40	28.70	26.60	78.70

11 - Immigration Law

Firm

Available Points

Littler Mendelson, P.C.

Brackett & Ellis, PC

Walsh Gallegos Trevino Kyle & Robinson P.C.

Jackson Lewis P.C.

Jackson Walker LLP

Evaluation Criteria

Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
30	35	35	100
27.60	32.90	32.90	93.40
27.60	29.40	30.80	87.80
24.60	30.80	31.50	86.90
26.40	28.70	27.30	82.40
23.40	28.70	26.60	78.70

12 - Appellate Law

Firm

Evaluation Criteria

	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Total
Available Points	30	35	35	100
Thompson & Horton LLP	28.80	32.90	32.20	93.90
Littler Mendelson, P.C.	27.60	32.90	32.90	93.40
Husch Blackwell LLP	28.80	33.60	29.40	91.80
Monty & Ramirez LLC	27.60	29.40	32.20	89.20
Rogers, Morris, Grover, L.L.P	26.40	28.70	32.20	87.30

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Window and Glass Cleaning Services (Project No. RFP 24-22)	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Authorize the Chancellor to execute a contract with Fish Window Cleaning to provide window and glass cleaning services in accordance with RFP 24-22.

COMPELLING REASON AND BACKGROUND

- The College issued a Request for Proposal for Window and Glass Cleaning Services. The work to be performed includes both exterior and interior cleaning services across the College System.
- The College expects all glass and windows to be cleaned by the Contractor as part of this contract. The Contractor is required to provide all equipment and supplies necessary to complete window cleaning services. In addition, the Contractor is responsible for the safety inspection and safe use of any/all davit, docking, lifting or any other equipment that may be used by the contractor to access glass for the purpose of cleaning.

FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall be \$221,755 annually. The funding source shall be the Facilities Department Operational Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP 24-22.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP 24-22	4/9/2024	Attachment
Summary of Composite Score - RFP 24-22	4/10/2024	Attachment

This item is applicable to the following:

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

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE:	RFP 24-22 Window and Glass Cleaning Services
PROCUREMENT METHOD:	Request for Proposal (Overall Best Value)
PROJECT DEPARTMENT:	Facilities Department
NAME OF BUYER:	Art Lopez, Senior Buyer
PURPOSE:	The College issued a request for proposal for window and glass cleaning services of both exterior and interior windows. The general window cleaning services will include cleaning of window perimeter areas, glass doors and windows, removal of any hard water spots and the cleaning and wiping of windowsills.
RECOMMENDED VENDOR:	Fish Window Cleaning
LEGAL REQUIREMENTS:	<p>This recommendation to the Board of Trustees is being made regarding the proposal offering the best value and lowest price in accordance with Chapter 44.031 (a) of the Texas Education Code.</p> <p>Pursuant to the published RFP 24-22 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the lowest price proposal offering the best value is being recommended for award.</p>
LOCATION INFORMATION:	In performing the work under RFP 24-22, the recommended firm will be working from its Houston, TX office.
PROJECTED VALUE:	Based on the current scope of services, the cost of all services under the resulting contract shall be \$221,755 annually. The funding source shall be the Facilities Department Operational Budget.
CONTRACT TERM:	Two (2) years with the option to renew for three (3) one-year terms.
PROCUREMENT ADVERTISEMENT & NOTICE:	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none">• HCC Procurement Operations Website on January 18, 2024• The Houston Chronicle on January 17 and January 24, 2024• State of Texas Electronic Business Daily Website on January 18, 2024• Notice to HCC Board of Trustees on January 22, 2024

**SOLICITATION
INFORMATION:**

The Request for Proposal was published on January 17, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. A pre-bid conference was held on January 30, 2024, and a question-and-answer period was allowed through February 1, 2024. Eight (8) Proposals were received by the solicitation due date of February 8, 2024, by 2:00 p.m. and all bids received were evaluated in accordance with RFP 24-22.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

This award recommendation is the result of a two-step evaluation process. In Step 1, the Evaluation Committee evaluated all technical proposals in accordance with the published criteria. During Step 2, all proposers scoring a minimum of 80 points were re-ranked in the order of lowest price to highest price, giving price a weight of 100% at this phase for all qualifying proposers. All remaining proposers who did not receive the minimum 80 points in Step 1 remained in their same ranking position resulting from Step 1, and their price proposals had no weight in Step 2.

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

Evaluation Criteria	Available Points
Firm's qualification and experience & demonstrated qualifications of personnel and team	30
Proposed approach and methodology	30
Past performance & references	25
<u>Small business practices</u>	<u>15</u>
	Total 100

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Facilities Department; is business co-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 Facilities Department; is business co-owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the NW College Operations and has in-depth understanding of the service requirements.

Evaluator 4 – Represents the SE College Operations and has in-depth understanding of the service requirements.

Evaluator 5 – Represents the Coleman College Procurement Operations and has in-depth understanding of the service requirements.

**PRIOR HCC
EXPERIENCE:**

Yes

REFERENCES:

Evaluated and found to be favorable

**SMALL BUSINESS
GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 25% – Small Business Participation Goal.

The recommended firm is not a certified SBE and will not be subcontracting any of the work and has elected to self-perform all the work in this contract.

RFP 24-22 Window and Glass Cleaning Services

Summary Composite Score Sheet

Evaluation	Evaluation Criteria				Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices	
<i>Available Points</i>	<i>30</i>	<i>30</i>	<i>25</i>	<i>15</i>	<i>100</i>
Fish Window Cleaning	22.20	21.60	17.00	0.00	60.80
Tru Window Washers, LLC	22.20	22.20	16.00	0.00	60.40
Texas Liqua Tech services, LLC	17.40	13.20	16.00	0.00	46.60
Texas Window Cleaning Co., Inc.	18.60	10.80	15.00	0.00	44.40
Amazing Window Cleaners	15.00	15.00	11.50	0.00	41.50
Flint River Logistics	0.60	0.60	0.50	15.00	16.70
D&A Building Services, Inc.	0.60	0.60	0.50	0.00	1.70
Curb Quality	0.60	0.60	0.50	0.00	1.70

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Elevator Modernization & Repairs at 3100 Main (Project No. IFB 24-26)	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Authorize the Chancellor to execute a contract with Nouveau Elevator, the lowest responsible bidder meeting specifications, to provide Elevator Modernization and Repairs for the elevators located at 3100 Main in accordance with IFB 24-26.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for Elevator Modernization and Repairs, for four (4) of the eight (8) elevators located at the 3100 Main Administration Building. This project was recommended by the consultant who performed an assessment of the elevators and identified them as needing immediate modernization. The elevators have components that are past their useful life, and in need of replacement as outlined in the plans and specifications.
- The resulting contract provides the College with a contractor with over thirty-six (36) years of elevator modernization experience required to complete the elevator retrofit.
- The recommended contractor will also provide a minimum one-year warranty on all materials, labor, and workmanship.
- The project duration shall be four hundred and fifty-five (455) calendar days to complete all work listed on this project upon receipt of the notice to proceed.

FISCAL IMPACT

The total bid price received from the lowest responsible bidder shall not exceed \$1,205,700. This project is funded through the FY2024 Facilities Deferred Maintenance Budget.

LEGAL REQUIREMENT

This recommendation is being made in accordance with Chapter 2269.101 of the Texas Government Code Titled Subchapter C - Competitive Bidding Method and pursuant to the published IFB 24-26.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - IFB 24-26	4/9/2024	Attachment

This item is applicable to the following: District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE:	IFB 24-26 Elevator Modernization and Repairs - 3100 Main
PROCUREMENT METHOD:	Invitation for Bid (Lowest Responsible Bidder)
PROJECT DEPARTMENT:	Facilities Department
NAME OF BUYER:	Art Lopez, Senior Buyer
PURPOSE:	<p>The College issued an Invitation for Bid for Elevator Modernization and Repairs of four (4) of the eight (8) elevators located at the 3100 Main Administration Building. This project was recommended by the consultant that performed an assessment of these elevators and identified them as needing immediate modernization. The modernization improves the safety and quality of the HCC asset and experience for the students, staff, and faculty.</p> <p>The recommended contractor also provides a minimum one-year warranty on all materials, labor, and workmanship. The recommended contractor has four hundred and fifty-five (455) calendar days to complete all work listed in this project upon receipt of the notice to proceed.</p>
RECOMMENDED VENDOR:	Nouveau Elevator
RECOMMENDED SUBCONTRACTORS:	Xcel Elevator Works, provide building-related work
LEGAL REQUIREMENTS:	This recommendation is being made in accordance with Chapter 2269.101 of the Texas Government Code Titled Subchapter C - Competitive Bidding Method.
LOCATION INFORMATION:	In performing the work under IFB 24-26, the recommended firm will be working from its Houston, TX office.
PROJECTED VALUE:	The resulting PO Contract has a total base bid amount not to exceed \$1,205,700. This project is funded through the FY2024 Facilities Deferred Maintenance Budget.
CONTRACT TERM:	The contract term will be through the successful project completion, including individual project close-out and warranty period.
PROCUREMENT ADVERTISEMENT & NOTICE:	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none">• Houston Community College Website on January 19, 2024• State of Texas Electronic Business Daily Website on January 19, 2024

- The Houston Chronicle on January 23 and January 30, 2024
- Notice to HCC Board of Trustees on January 29, 2024

**SOLICITATION
INFORMATION:**

The Invitation for Bid was published on January 19, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-bid conference was held on January 31, 2024, and a question-and-answer period was allowed through February 7, 2024. Four (4) bids were received by the due date on February 21, 2024, by 2:00 p.m. All bids received were evaluated in accordance with IFB 24-26.

COMPETITIVE:

Yes

BID EVALUATION:

The lowest responsible bid was reviewed by the Facilities Department, who concurred with the recommended award and confirmed that the bid met the specifications and requirements of IFB 24-26.

**PRIOR HCC
EXPERIENCE:**

Yes

**HIGHER EDUCATION
EXPERIENCE:**

The recommended firm has previous elevator modernization and repair services experience with the following educational institutions:

- Prairie View A&M University
- Texas A&M University
- Texas A&M Commerce
- Texas A&M Dental School
- Texas A&M University

REFERENCES:

Evaluated and found to be favorable

**SMALL BUSINESS
GOAL:**

This project has thirty-five (35%) percent – Small Business participation goal.

The recommended contractor is not certified and will be fulfilling 88% of the contract work. In addition, the recommended contractor will be subcontracting 12% of the work to a non-certified firm.

IFB 24-26 Elevator Modernization and Repairs, 3100 Main

Bid Tally

Firm	Bid Response	
	Proposed Award Price	Project Duration (in calendar days)
Nouveau Elevator	\$1,205,700.00	455 Days
Prestige Elevator Services, LLC	\$1,229,222.60	720 Days
Prime Elevator Corp.	\$1,600,000.00	30 Days
Elevated	\$1,980,270.00	600 Days

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
D.	Eastside Campus Parking Garage Repairs (Project No. IFB 24-17)	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Authorize the Chancellor to execute a contract with Restocon Corporation, the lowest responsible bidder meeting specifications, to provide Eastside Campus Parking Garage Repairs, in accordance with IFB 24-17.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for the Eastside Campus Parking Garage Repairs.
- The project scope of work requires the Contractor to provide the construction and repair work at the Eastside Campus Parking Garage located at 6960 Rustic St, Houston, TX 77087 and consists of approximately 164,000 square feet of parking spaces. The Contractor shall coordinate all work with HCC Facilities Department and Campus Operations.
- The parking structure is in "Fair" condition, but exhibits some signs of deterioration, with specific elements classified as "Poor" or "Failed." Immediate action is imperative and needed, especially concerning the overhead concrete spalls that need to be removed to mitigate potential falling hazards. Other restorative work requires patching.
- The duration of the project shall take seventy (70) calendar days to complete all work.

FISCAL IMPACT

The responsible bid received from the lowest responsible bidder shall not exceed \$121,899.67. The project will be funded from the FY2024 Facilities Deferred Maintenance budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with section 2269.101 of the Texas Government Code and pursuant to the published IFB 24-17.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - IFB 24-17	4/9/2024	Attachment
Bid Tally - IFB 24-17	4/9/2024	Attachment

This item is applicable to the following: Southeast, District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: IFB 24-17 Eastside Campus Parking Garage Repairs

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT DEPARTMENT: Facilities Department

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: The College issued an Invitation for Bid for the Eastside Campus Parking Garage Repairs.

The design team of Walter P. Moore and Associates, Inc. conducted a comprehensive Phase I condition assessment of the referenced parking structure, employing a thorough walk-through visual review. The examination focused on identifying structural, water-proofing, and miscellaneous issues requiring attention. The parking structure, presently in a generally "Fair" condition, exhibits signs of deterioration, with specific elements classified as "Poor" or "Failed." Immediate action is imperative, especially concerning overhead concrete spalls, and patching that is necessary for restoration.

The project schedule of values includes but is not limited to: General concrete repairs to the topping slab, precast flange edge, floor, wall, and slab repairs, as well as the precast wall panel, grout pocket and column repairs. The project also includes crack and joint sealant, replacement of missing light fixture corners, plus clean and coat handrails, corroded precast connections, and corroded steel.

The recommended contractor has over 26 years of construction renovations experience.

The project duration shall have seventy (70) calendar days to complete the parking garage repairs project.

RECOMMENDED VENDOR: Restocon Corporation

LEGAL REQUIREMENTS: This recommendation is in accordance with Chapter 2269.101 of the Texas Government Code titled Subchapter C - Competitive Bidding Method.

LOCATION INFORMATION: In performing the work under IFB 24-17, the recommended firm will be working from its Humble, TX office.

PROJECTED VALUE: The resulting PO Contract is for the lowest responsible bid received for a total base bid amount not to exceed \$121,899.67. This project will be funded with the FY2024 Facilities Deferred Maintenance budget.

This project supports the Facilities Department FY24 Deferred Maintenance Program that improves the overall facilities conditions.

CONTRACT TERM:

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

**PROCUREMENT
ADVERTISEMENT
& NOTICE:**

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on December 5, 2023
- State of Texas Electronic Business Daily on December 5, 2023
- The Houston Chronicle on December 6, and December 13, 2023
- Notice to HCC Board of Trustees on December 11, 2023

**SOLICITATION
INFORMATION:**

The Invitation for Bid was published on December 5, 2023. The solicitation document was distributed electronically in addition to being published in the local newspaper. A pre-bid conference was held on December 14, 2023, and a question-and-answer period was allowed through December 18, 2023. Eight (8) bids were received by the solicitation due date of January 8, 2024, by 2:00 p.m. and all bids received were evaluated in accordance with IFB 24-17.

COMPETITIVE:

Yes

BID EVALUATION:

The lowest responsible bid was reviewed by the Facilities Department who concurs with the award and confirmed that the bid meets the specifications and requirements of IFB 24-17.

**PRIOR HCC
EXPERIENCE:**

Yes

**HIGHER EDUCATION
EXPERIENCE:**

The recommended firm has structural construction renovations experience with the following educational institutions:

- University of Arkansas Medical College
- University of Houston
- University of North Carolina
- University of North Carolina A&T
- University of Houston – Central Campus
- Lone Star College – Tomball Campus

REFERENCES:

Evaluated and found to be favorable

**SMALL BUSINESS
GOAL:**

This project has a thirty-five (35%) percent Small Business participation goal. The recommended contractor is not certified and will self-perform 100% of the work.

IFB 24-17 Eastside Campus Parking Garage Repairs

Bid Tally

Firm	Bid Response	
	Proposed Awarded Base Bid	Project Duration (in calendar days)
Restocon Corporation	\$121,899.67	70 Days
Sphere Superior Services, LLC	\$223,311.00	45 Days
United Restoration & Preservation, Inc.	\$265,790.00	150 Days
Prestige Building Group	\$312,000.00	180 Days
Geofill Construction	\$322,896.00	120 Days
Texas Liqua Tech Services, Inc.	\$365,709.00	140 Days
American Restoration, LLC	\$368,980.00	180 Days
General Commercial Solutions, LLC	\$460,281.69	120 Days

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
E.	HVAC Air Handler Unit Replacements, Spring Branch Campus (Phase II) (Project No. IFB 24-21)	Dr. Margaret Ford Fisher Jacob Atkin

RECOMMENDATION

Authorize the Chancellor to execute a contract with HTX Industries, LLC, the lowest responsible bidder meeting specifications, for replacement of the HVAC Air Handler Units at Spring Branch Campus, in accordance with IFB 24-21.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for the replacement of the HVAC Air Handler Units (AHUs) at the Spring Branch Campus. The HVAC Replacement project is based on the facility assessment that recommended the college replace and upgrade various HVAC equipment, including controls, at the Spring Branch Campus. Due to budget constraints, the original solicitation Phase I replaced only nine(9) Roof Top Units (RTUs) under IFB 23-67. Phase II consists of removing and installing the AHUs.
- The scope of work requires the Contractor to remove three (3) AHUs, and install two (2) new upgraded more efficient AHUs, including integration of the new AHUs to the new building control system. The recommended contractor will also provide a one-year warranty on all materials, labor, and workmanship.
- The project duration shall have two hundred and fifty-nine (259) calendar days to complete all work listed in this project upon receipt of the notice to proceed.

FISCAL IMPACT

The total responsible bid received from the lowest responsible bidder shall not exceed \$437,000. The FY2024 Facilities Deferred Maintenance Budget funds this project.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with section 2269.101 of the Texas Government Code and pursuant to the published IFB 24-21.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
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Summary of Procurement - IFB 24-21
Bid Tally - IFB 24-21

4/9/2024
4/9/2024

Attachment
Attachment

This item is applicable to the following: Northwest, District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: IFB 24-21 HVAC Air Handler Unit Replacements Upgrade, Spring Branch Campus (Phase II)

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT DEPARTMENT: Facilities Department

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: Phase I of this project was solicited and a contract was awarded under IFB 23-67 for the replacement of the Roof Top Units (RTUs)

The College issued this Invitation for Bid for the replacement of the HVAC Air Handler Units and Upgrade to complete the HVAC replacement and upgrades at the Spring Branch Campus (Phase II).

The scope of work requires the Contractor to provide improvements to the cooling system by replacing the HVAC air handler system as outlined in the plans and specifications.

The work includes the removal of three (3) AHUs and the installation of two (2) new upgraded more efficient AHUs and integration of the new AHUs into the new building control system.

The recommended mechanical contractor has over nine (9) years of construction experience.

The project duration shall be two hundred and fifty-nine (259) calendar days to complete the HVAC replacement project.

RECOMMENDED VENDOR: HTX Industries, LLC

RECOMMENDED SUBCONTRACTORS: 3G Controls, Inc., will provide electrical work, demolition, and controls services, and is a certified SBE with the City of Houston

LEGAL REQUIREMENTS: This recommendation is in accordance with Chapter 2269.101 of the Texas Government Code Titled Subchapter C - Competitive Bidding Method.

LOCATION INFORMATION: In performing the work under IFB 24-21, the recommended firm will be working from its Houston, TX office.

PROJECTED VALUE:	The resulting PO Contract to the lowest responsible bid received has a total amount not to exceed \$437,000. This project award supports the Facilities FY2024 Deferred Maintenance Budget that improves the overall facilities condition.
CONTRACT TERM:	The contract term will be through the successful project completion, including individual project closeout and warranty period.
PROCUREMENT ADVERTISEMENT & NOTICE:	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none"> • HCC Procurement Operations Website on January 3, 2024 • State of Texas Electronic Business Daily Website on January 3, 2024 • The Houston Chronicle on January 4, and January 11, 2024 • Notice to HCC Board of Trustees on January 8, 2024
SOLICITATION INFORMATION:	The Invitation for Bid was published on January 3, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-bid conference was held on January 10, 2024, and a question-and-answer period was allowed through January 18, 2024. Five (5) bids were received by the solicitation due date of February 5, 2024, by 2:00 p.m. All bids received were evaluated in accordance with IFB 24-21.
COMPETITIVE:	Yes
BID EVALUATION:	The lowest responsible bid was reviewed by the Facilities Department who concurred with the recommended award and confirmed that the bid met the specifications and requirements of IFB 24-21.
PRIOR HCC EXPERIENCE:	Yes
HIGHER EDUCATION EXPERIENCE:	<p>The recommended firm has HVAC renovations experience with the following educational institutions:</p> <ul style="list-style-type: none"> • Fort Bend ISD • Lone Star College • Del Mar College • San Jacinto College • Texas A&M University, College Station • University of Texas, Health Science Center, Houston
REFERENCES:	Evaluated and found to be favorable

**SMALL BUSINESS
GOAL:**

This project has thirty-five (35%) percent – Small Business participation goal.

The recommended contractor is not a certified small business firm but is a local small business minority owned business with a pending certification application with the City of Houston. The recommended firm will be performing 61.6% of the work.

Additionally, the recommended firm has subcontracted 38.4% of the work to 3G Controls, Inc., to provide electrical work, demolition, and HVAC controls services. 3G controls, Inc. is a certified SBE with the City of Houston.

IFB 24-21 HVAC Air Handler Unit Replacements, Spring Branch Campus

Bid Tally

Firm	Bid Response	
	Proposed Award Base Bid	Project Duration (in calendar days)
HTX Industries, LLC	\$437,000.00	259 Days
American Mechanical Services	\$561,000.00	365 Days
TDIndustries, Inc.	\$640,197.00	365 Days
Rincon Air and Heat Company, LLC	\$667,980.00	367 Days
Key HTX Development and Holdings	No Bid Provided	

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
F.	Personnel Agenda (Faculty)	Dr. Margaret Ford Fisher Dr. Izzy Anderson

RECOMMENDATION

Approve the personnel action items for April 2024.

COMPELLING REASON AND BACKGROUND

- Full-Time contracted Faculty are hired under one-year term contracts on an annual basis under DC (LOCAL): Employment Practices.
- The hiring process for full-time faculty involves a review of credentials, a screening process, evaluation and interviews by the hiring authority.
- The Board is being asked to approve one-year contracts for new Faculty hired for the 2023-2024 academic year to replace outgoing faculty or currently vacant faculty positions.

FISCAL IMPACT

Funds for these faculty positions are provided for in the FY 2024 Unrestricted Budget.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 4. Community Investment , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Faculty	3/26/2024	Attachment

This item is applicable to the following:

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

APPENDIX

(Board Action Required)

Personnel Agenda - Faculty

**Board Meeting
April 17, 2024**

**INFORMATION ITEMS - BOARD ACTION REQUIRED
FACULTY (REGULAR)**

Name	Previous Organization or HCCS Job Title	Proposed New Job Title	Contract Type/ Grade	Employment Action Reason	Annual Salary	Effective Date
1. Robertson- Shirdon, Diane	Faculty Program Director	F/T Medical Assistant Instructor	12 months Grade: 8	Moved from Director to Instructor	\$ 85,599	02-26-2024
2. Russell, Jada	HCC P/T Certified Nurse Aide Instructor	F/T Certified Nurse Aide Instructor	12 months Grade: 2	Part-time to Full-time	\$ 57,586	03-01-2024

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
G.	Nancy Dillon Itz Greenhouse Recognition for Remuneration	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Approve naming of the Nancy Dillon Itz Greenhouse at HCC's Katy Campus.

COMPELLING REASON AND BACKGROUND

Naming of an HCC facility in acknowledgement of donations totaling \$365,000.

The family of Nancy Dillon Itz committed an initial gift of \$350,000 in support of the construction of a greenhouse at the HCC Katy Campus, as referenced in the attached Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement. Subsequently an additional gift was received from the family of Nancy Dillon Itz, bringing the total of contributions received to \$365,000.

This educational greenhouse will support the programs and activities of the Warren Bernard Itz Agriculture, Horticulture and Environmental Studies Center within the HCC Engineering Center of Excellence. Nancy Dillon Itz was the mother of HCC Foundation Board member, David Itz, and the wife of Warren Bernard Itz. Her family has made this gift in her memory.

FISCAL IMPACT

Donation Value: \$365,000

Additional Costs: The gift covers the full cost of construction and contingency for the greenhouse. Normal maintenance and operational costs are included in the HCC Budget.

LEGAL REQUIREMENT

Approved by OGC.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Nancy Dillon Itz Greenhouse Named Facilities Agreement	3/19/2024	Attachment
Nancy Dillon Itz Greenhouse Fund of Excellence Agreement	3/19/2024	Attachment

This item is applicable to the following: Northwest

Houston Community College

Nancy Dillon Itz Greenhouse

Named Facilities Recognition for Remuneration

FACILITIES NAMING FOR REMUNERATION

1. **Acknowledgment.** In consideration of the \$365,000 gift by the family of Nancy Dillon Itz, as outlined in the attached **Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement** between the **David and Julie Itz and HCC Foundation**, Houston Community College will acknowledge the Gift by naming the **Greenhouse at the HCC Katy Campus** located at 22910 Colonial Pkwy, Katy, TX 77449 (“Facility”), the **Nancy Dillon Itz Greenhouse** (“Naming”). The cost for the naming signage will be deducted from the gift amount. Before the Naming is erected, Donor shall demonstrate reasonable and timely payments. Naming will be affixed after the \$365,000 gift is received in full. Subject to the terms of this Agreement, the Naming will last for a minimum of 20 years or for the useful life of the Facility if the useful life is less than 20 years from the date the naming signage has been affixed.
2. **Termination of Naming.** In addition to any rights and remedies available at law, HCC may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
 - a. In the event of any default in payment of the Gift as provided in this Agreement, or
 - b. In the unlikely event the HCC determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, or integrity of the HCC and/or HCCF.

Upon any such termination of this Agreement and/or the Naming hereunder, the HCCF and HCC shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The HCCF, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

3. **Modification of Naming.** If during the useful life of the Facility, the Facility is transferred or conveyed from HCC, closed, deconstructed, destroyed, or severely damaged, significantly renovated, upgraded, or modified; relocated, or replaced, then the Naming will cease. In such an event, however, the Donor, if available, and in consultation with and as mutually agreed by HCCF and HCC, will have the right, for no additional payment, to have another available and equivalent HCC facility named after the Donor.

4. **Publicity.** For purposes of publicizing the Gift and the Naming, HCC and HCCF will have the right, without charge, to use the name, likeness, and image of Nancy Dillon Itz and use the names, likenesses, and images Nancy Dillon Itz in photographic, audiovisual, digital or any other form of medium (the “Media Materials”) and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing HCC’s and/or HCCF’s development and business activities. However, the amount and names of the donors shall be held strictly confidential and anonymous unless stated by the Donor, and all donor recognition shall be stated as “the family of Nancy Dillon Itz” or “her family”.
5. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by any party without the prior written consent of the other parties, which consent shall be in the sole and absolute discretion of the non-assigning parties except that HCCF may assign its rights, benefits, and obligations hereunder to HCC without requiring the consent of the Donors.
6. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by all parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
7. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity and any other defenses or immunities of HCC and/or HCCF under Texas law any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be solely and exclusively filed and heard in Harris County, Texas, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
8. **Houston Community College Board of Trustees Approval.** This Agreement and the recognition and naming provided for herein are subject to the approval by the HCC Board of Trustees and this Agreement will not be effective unless and until approved by the HCC Board of Trustees.

Signatures

Donor:

David Itz
3068 Reba Drive
Houston, TX 77019-6204

Date

Houston Community College Foundation:

Ryan McCauley
Board Chair, HCC Foundation

Date

Karen L. Schmidt, M.B.A., CFRE
President, HCC Foundation

Date

Houston Community College:

Dr. Margaret Ford Fisher

Date

Chancellor, HCC

Dr. Cynthia Lenton-Gary Date
Chair, HCC Board of Trustees

For HCC Foundation Internal Use Only	HCC FOUNDATION ASSIGNED SOLICITOR: Jill Assir
FUND NUMBER:	ACCOUNTANT SIGNATURE:
SCHOLARSHIP COORDINATOR (for Scholarship Agreements ONLY)	SIGNATURE:
PROGRAM DIRECTOR	Dr. Zachary Hodges
COLLEGE or DISTRICT	Northwest College
COE or PROGRAM	Engineering COE

Houston Community College Foundation
Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement

The Houston Community College Engineering Center of Excellence hereby establishes a Houston Community College Foundation (“HCCF”), Nancy Dillon Itz Greenhouse Fund of Excellence (“FOE”) with a gift of \$350,000 from David and Julie Itz. This Nancy Dillon Itz Greenhouse Fund of Excellence (“FOE”) with HCCF will be administered according to the following provisions:

1. The property composing gifts may be merged for investment purposes with the general investment assets of HCCF, but gifts designated to the Nancy Dillon Itz Greenhouse FOE shall be entered into the books and records of HCCF as the Nancy Dillon Itz Greenhouse FOE and shall always be so designated.
2. The purpose of FOE is to provide funds in support of the mission of the Nancy Dillon Itz Greenhouse and its associated programs. The initial gift is designated to fund construction costs for a new educational greenhouse at the HCC Katy Campus. Any remaining funds after completion of construction may be used to support operations of the greenhouse. The FOE may be used, but is not limited to being used, to support the goals of the greenhouse at the HCC Katy Campus. Any gifts designated for and accepted into the Nancy Dillon Itz Greenhouse FOE from any donor are nonrefundable.
3. The Fund will support the Nancy Dillon Itz Greenhouse FOE which is in accordance with the policies established by the Board of Directors of HCCF and in accordance with The Texas Uniform Prudent Management of Institutional Funds Act, Texas Property Code 163.001 *et seq.*
4. Most overhead and administrative expenses incurred by the HCC Foundation are covered by Houston Community College. Therefore, rather than assessing an Administrative Fee, HCC Foundation instead places a percentage of the restricted donation, which is subject to change by the HCC Foundation Board. The current board determined rate is 4%. Therefore, a percentage of every restricted gift goes into the HCC Soar for Excellence Fund, which is an unrestricted fund designated to the greatest areas of need, further fulfilling the Foundation's mission of helping HCC students succeed by providing scholarships and grants.
5. Should the fulfillment of the purpose of gifts become impracticable, unlawful, impossible to achieve, wasteful, obsolete, or inappropriate, as determined by the Board of Directors of HCCF, then gifts should be used for the purpose most in keeping with the special interests as described in paragraph (2). However, the FOE shall always be retained as the Nancy Dillon Itz Greenhouse FOE in the books and records of HCCF.
6. Senate Bill 17 (SB17) of Texas State Law, which is effective as of January 1, 2024, prohibits Diversity, Equity, and Inclusion (DEI) offices, restricts DEI training, and restricts institutions from giving preferences in employment, academic, or service functions based on race, gender, and sexual orientation. Subject to Texas State Law and the provisions of SB17, the HCC Foundation honors donor intent and donor restrictions outlined in this agreement.

Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement

7. Should (a) the Fund balance fall below \$500 and (b) no additions or disbursements have been made to the fund for two (2) consecutive years, the Fund shall be considered to be dormant and may be closed, with any residual funds reclassified to the HCCF unrestricted fund.
8. Any individual, corporation or foundation may make additions to the Nancy Dillon Itz Greenhouse FOE at any time with the following exception: if the program directly benefits a named individual, then the named individual cannot make additions (contributions) to the Nancy Dillon Itz Greenhouse FOE.
9. The Primary and Secondary Contact will meet annually with HCC Foundation representatives, on or before September 1 of each year (the beginning of the fiscal year), to present, review, and approve a plan for spending for the upcoming current fiscal year. The spending plan will be reviewed and approved by the appropriate HCC College President or Dean or HCC Vice Chancellor.
10. The Primary and Secondary contact will receive an annual report annually of fund balance, contributions, and expenditures.
11. Only the primary or secondary contact can request disbursements from the fund or make requests for fund balances through the fiscal year. The expenditure request must be approved by the HCC fund approver for disbursement. The primary or secondary contact will make best efforts to keep the HCC Foundation informed of changes to the fund contacts. HCC Foundation approves and/or authorizes all expenditures from the Nancy Dillon Itz Greenhouse FOE.
12. This Acknowledgement and the rights and benefits hereunder may not be assigned by any party without the prior written consent of the other parties, which consent shall be in the sole and absolute discretion of the non-assigning parties except that HCCF may assign its rights, benefits and obligations hereunder to HCC without requiring the consent of the Donors.

Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement


The Primary Contact for the Nancy Dillon Itz Greenhouse FOE is:

Name:	Dr. Zachary Hodges
Title:	President, Northwest College
Phone:	713/718-5720
E-mail:	zachary.hodges@hccs.edu
Address:	HCC Katy Campus 22910 Colonial Pkwy Katy, TX 77449


The Secondary Contact for the Nancy Dillon Itz Greenhouse FOE is:

Name:	Dr. Kathy Anzivino
Title:	College Operations Officer, Northwest College
Phone:	713/718-5691
E-mail:	kathleen.anzivino@hccs.edu
Address:	HCC Katy Campus 22910 Colonial Pkwy Katy, TX 77449

Donor:


 <small>David D Itz (Feb 6, 2024 12:56 CST)</small>	Feb 6, 2024
Mr. David Itz	Date

Houston Community College Fund Approver:

	Feb 7, 2024
Dr. Zachary Hodges President, Northwest College	Date

Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement

Houston Community College Foundation:


Ryan McCauley
Board Chair, HCC Foundation


Feb 7, 2024

Date

Karen Schmidt
Karen L. Schmidt, M.B.A., CFRE
President, HCC Foundation

Feb 7, 2024

Date

For HCC Foundation Internal Use Only	HCC FOUNDATION ASSIGNED SOLICITOR: Jill Assir
FUND NUMBER: 2168	ADVANCEMENT SERVICES ACCOUNTING SPECIALIST SIGNATURE: 
STEWARDSHIP MANAGER (for Scholarship Agreements ONLY)	SIGNATURE:
PROGRAM DIRECTOR	Dr. Zachary Hodges
COLLEGE or DISTRICT	Northwest College
COE or PROGRAM	Engineering COE











Nancy Dillon Itz Greenhouse Fund of Excellence Acknowledgement_2168

Final Audit Report

2024-02-07

Created:	2024-02-06
By:	Stephen De La O (stephen.delao@hccs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgCtnCTCya1sPP_2OXA8s6BYTD3YIxeaS

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Agreement completed.

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ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
H.	Approve Resolution Supporting Community College Month	Dr. Margaret Ford Fisher Board of Trustees

RECOMMENDATION

Approve resolution supporting Community College Month.

COMPELLING REASON AND BACKGROUND

In 1985, in recognition of the important contribution of community and technical colleges to the total educational system, Congress authorized and requested to issue Proclamation 5418 establishing a National Community College Month.

April has been designated as Community College Month with the primary goal to amplify understanding and appreciation of the invaluable role community colleges play in shaping our communities, locally and nationally.

Community College Month presents a great opportunity to share why community colleges matter, how we are serving the community as well as meeting communities need, and why public support is more important than ever.

FISCAL IMPACT

None

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Resolution - Community College Month	4/10/2024	Attachment

This item is applicable to the following:

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



HOUSTON COMMUNITY COLLEGE

Resolution

IN SUPPORT OF
COMMUNITY COLLEGE MONTH

Whereas Community colleges such as Houston Community College stand as pillars of education, offering accessible pathways to success for individuals from all walks of life; and

Whereas April is designated as Community College Month by the Association of Community College Trustees (ACCT), a non-profit organization dedicated to the advancement of community, technical, and junior colleges across the United States and beyond; and

Whereas The primary goal of Community College Month is to amplify understanding and appreciation of the invaluable role community colleges play in shaping our communities, locally and nationally; and

Whereas Community colleges are engines of opportunity, providing vital real-world workforce training, traditional liberal arts and sciences education, community service, and fostering dynamic partnerships with businesses, thus preparing students for the evolving demands of the future economy; and

Whereas The 2024 theme, “Cultivating Skills for the Future,” underscores the visionary nature of community colleges in nurturing practical skills and fostering innovation to meet the challenges of tomorrow;

Whereas We call upon all citizens to join us in honoring the dedication and commitment of community colleges such as HCC in providing affordable, high-quality education, and in supporting initiatives that promote awareness and understanding of the invaluable role these institutions play in building a brighter future for all.

NOW, therefore, be it resolved the HCC Board of Trustees, declare April 2024 as Community College Month in our community, recognizing and celebrating the vital contributions of community colleges in shaping the educational landscape and empowering individuals to achieve their dreams.

In witness whereof, we have hereunto set our hands and caused the seal of our community to be affixed this 17th day of April in the year 2024.



Cynthia Lenton-Gary, Ph.D.
HCC Board of Trustees, Chair



David Wilson
HCC Board of Trustees, Secretary

REPORT ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
I.	HCC Foundation Quarterly Presentation	Dr. Margaret Ford Fisher Karen L. Schmidt

DISCUSSION

Provide quarterly report regarding the HCC Foundation.

COMPELLING REASON AND BACKGROUND

HCC Foundation provides student scholarships and enhances students’ educational experience.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
HCC Foundation Quarterly Report_April 2024 BOT	3/22/2024	Presentation

This item is applicable to the following: District

HCC FOUNDATION QUARTERLY REPORT

INVEST IN
HOUSTON'S
FUTURE

FY2023 Report thru
December 31, 2023



HOUSTON COMMUNITY COLLEGE
FOUNDATION



FOUNDATION
QUARTERLY
REPORT



SAVE THE DATE Saturday, April 20, 2024

 Hilton Americas-Houston

Gala Co-Chairs Cheryl & Al Payton and Dr. Kim Shelton-Brown
Auction Chair Vanessa Carter

Announcing 2024 Crystal Eagle Honoree **Dr. Ruth Simmons**



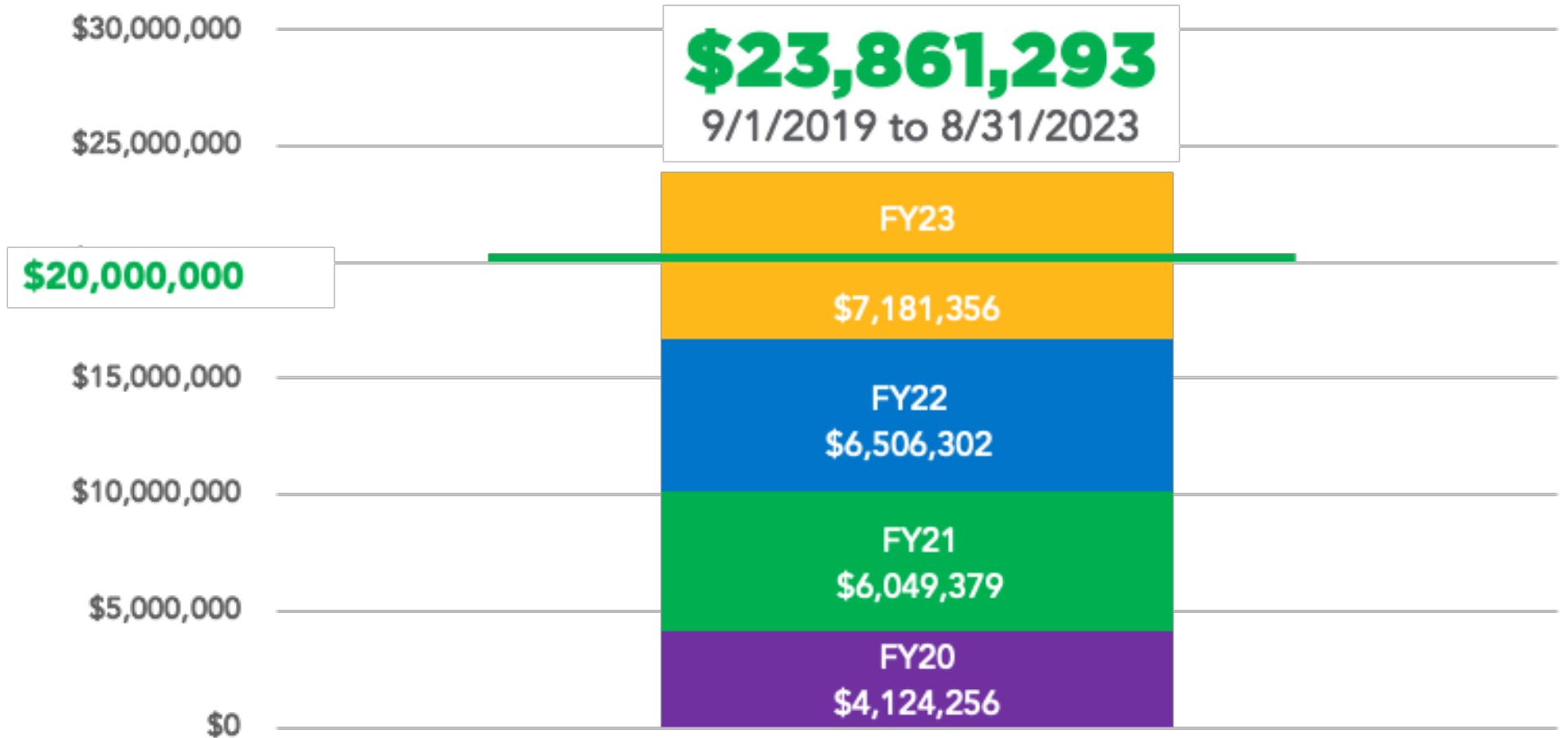
<https://www.hccsfoundation.org/2024Gala>

FOUNDATION
QUARTERLY
REPORT



HCC's Invest in Houston's Future Campaign

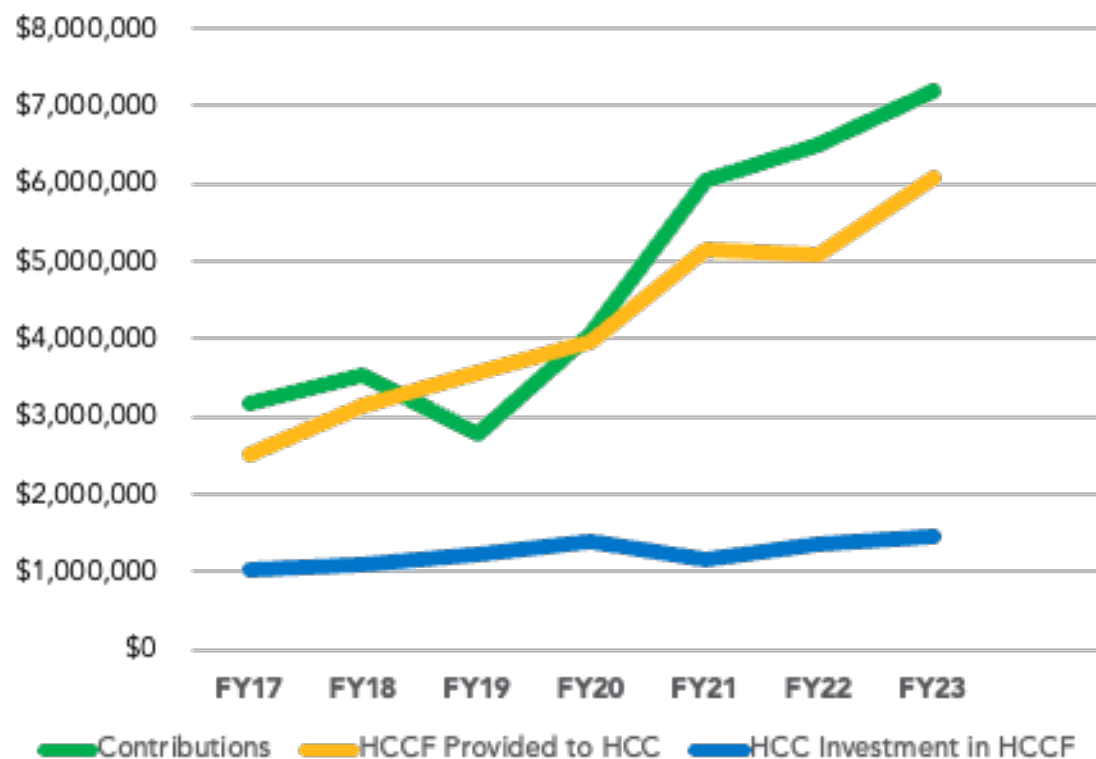
Achieved Campaign **\$20M Goal**
16 months Ahead of the Schedule



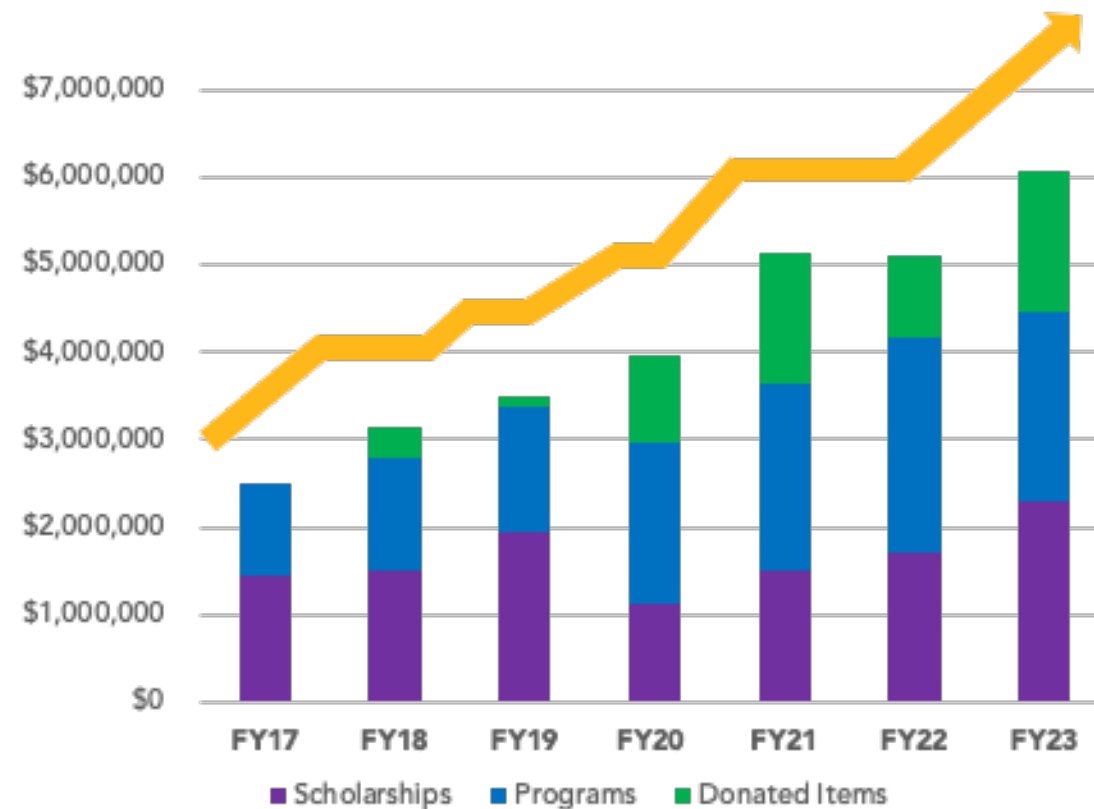
HCCF

Financial Results FY17 to FY23

HCC Foundation Growth



Funds Provided to HCC



FOUNDATION QUARTERLY REPORT



MISSION

HCC Foundation empowers HCC student success through philanthropic support, aligned with key HCC institutional initiatives.

VISION

The HCC Foundation will serve as a philanthropic force supporting high quality educational experiences for HCC students of all backgrounds to help them improve the trajectory of their lives.

HCC FOUNDATION BOARD OF DIRECTORS (as of 12/31/2023)

Ryan F. McCauley
Board Chair
Northern Trust

David Regenbaum
Immediate Past Chair
Entrepreneur

Tracy Janda
Vice Chair of Board Relations
Community Volunteer

Dr. Antrece L. Baggétt
Vice Chair of Fundraising
HCC, Faculty Liaison

Ed Fierro
Vice Chair of Governance
Bracewell

Jeanne M. Perdue
Secretary
Occidental Petroleum

Cecelia Allen
Treasurer
Kinder Morgan, Inc.

Joseph Avila
Memorial Hermann Health System

Doug Hohertz
Community Volunteer

Arturo G. Michel
City of Houston

Al M. Payton
CenterPoint Energy

Vanessa Carter
Angels On Call Home Care

David D. Itz
Community Volunteer

Sara Montelongo-Oyervidez
Valero Energy

Nicole Riley, CPA, CFE
Pannell, Kerr, Forster (PKF) Texas

Javeed Gire
Richmond Printing

Dr. Mary Lawson
HCC, Faculty Liaison

Darrell S. Morris
The Morris Capital Group, LLC

Dr. Kim Shelton-Brown
Welding Outlets Inc.

Jennifer Waldner Grant
AIG

Moises Lopez
PNC Bank

Juanita S. Parker
Williams

Melissa Vela
JPMorgan Chase & Co.

Jessica Herbst
Deloitte & Touche LLP

Lona McManus
Morgan Stanley – The Journey Groups

Dr. Eddie L. Patton, Jr.
Vyripharm Enterprises, LLC

HCC BOARD OF TRUSTEES LIAISONS

Dr. Adriana Tamez, Trustee District III
(Ex-Officio)

Sean Cheben, Trustee District V
(Ex-Officio)

EX-OFFICIOS

Dr. Margaret Ford Fisher
Chancellor, HCC

Karen L. Schmidt, M.B.A., CFRE
President, HCC Foundation

Total Assets

FY2024

(as of 12/31/2023)

\$20,364,624

FY2023

(as of 12/31/2022)

\$17,742,781

Invested Assets
Temporary Restricted
(as of 12/31/2023)

\$3,395,248

Permanently Restricted (Endowments)
(as of 12/31/2022)

\$14,841,746

Total Investment Income

FY2024

(as of 12/31/2023)

\$869,117

FY2023

(as of 12/31/2022)

\$(89,482)

Funds Provided To HCC

FY2024

(as of 12/31/2023)

\$2,200,585

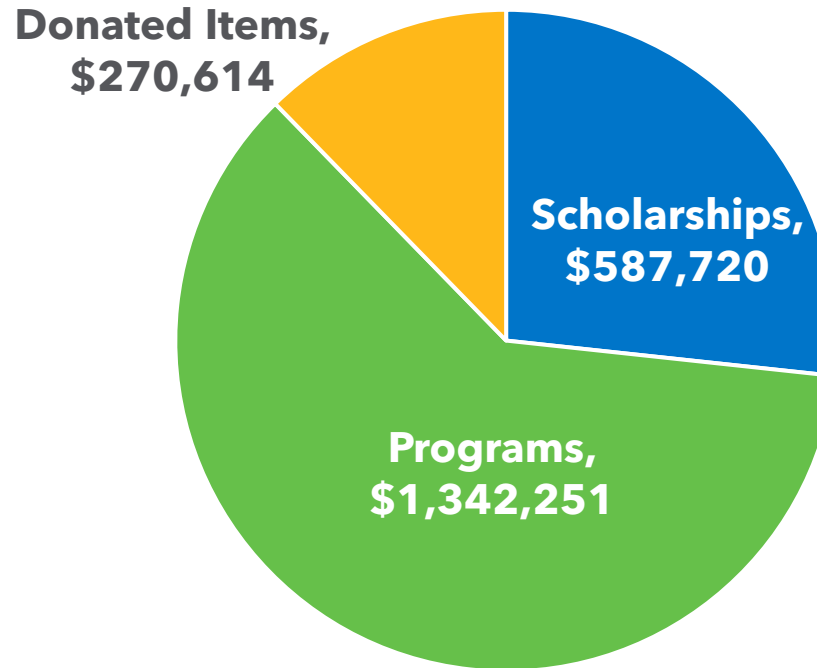
FY2023

(as of 12/31/2022)

\$1,298,326

HCCF Provided
\$2,200,585
to HCC for HCC
Student
Success.

Funds Provided to HCC



■ Scholarships ■ Programs ■ Donated Items

Total Revenue

FY2024

(as of 12/31/2023)

\$3,012,166

FY2023

(as of 12/31/2022)

\$1,901,090

FY2024

Financial Highlights
thru 12/31/2023 (unaudited)

Total Funds Raised

FY2024

(as of 12/31/2023)

\$2,243,284

FY2023

(as of 12/31/2022)

\$1,448,893

Total Contributions YTD thru 12/31/2023

Donated Items,
\$321,418, 14%

Events - 2024
Gala, \$67,500,
3%

Contributions -
Private
Scholarship,
\$521,828, 23%

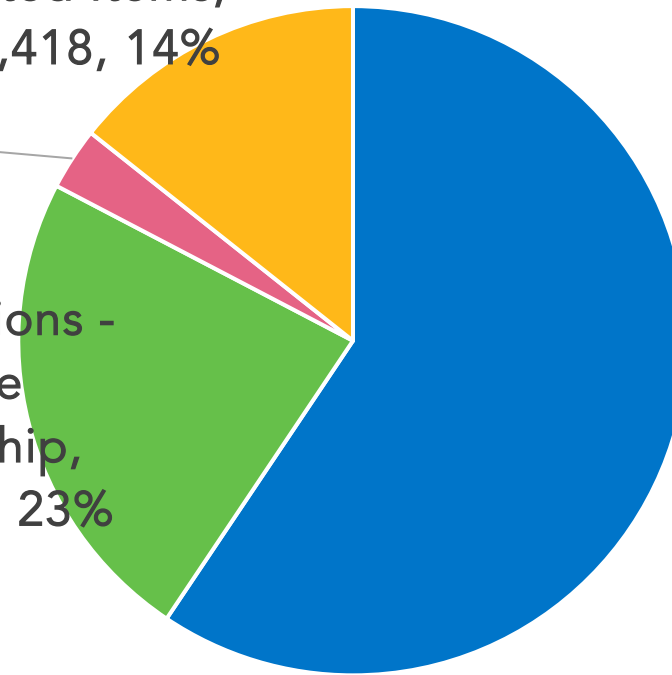
■ Contributions

■ Events - 2024 Gala

■ Contributions - Private Scholarship

■ Donated Items

HCCF Raised
\$2,243,284
for HCC
Student
Success.



HCC In-Kind Support

FY2024

(as of 12/31/2023)

\$460,867

ROI to HCC:

377%

\$4.77 to \$1

FOUNDATION

QUARTERLY
REPORT



GOLDEN EAGLE SOCIETY

SUMMA CUM LAUDE EAGLES
\$100,000 and above

Carolyn J. Keating

JP Morgan Chase & Co.

The Marvy Finger Family
Foundation

Texas Mutual Insurance
Company



FOUNDATION

QUARTERLY
REPORT



GOLDEN EAGLE SOCIETY

MAGNA CUM LAUDE EAGLES
\$50,000 - \$99,999

Houston Livestock Show &
Rodeo

PVF Roundtable

Boston Scientific

SeedAI

Capital One, N.A.

CenterPoint Energy

Dallas Community College
Foundation



FOUNDATION

QUARTERLY
REPORT



GOLDEN EAGLE SOCIETY

DEAN'S LIST EAGLE
\$25,000 - \$49,999

Horatio Alger Association

Auredia

Tricolor Holdings

Scholarship America

Patsy Chappellear

UnidosUS

CITGO Petroleum
Corporation

Houston A&M Club/CAMP

Morgan Stanley

Richard M. Schechter

Society of Iranian American
Women for Education



FOUNDATION

QUARTERLY
REPORT



GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES
\$10,000 - \$24,999

AT&T Foundation (AT&T)

Gene Haas Foundation

Shraman Foundation

Embassy of Ghana

Always Do Good Scholarship

David D. Itz

Houck Family Foundation

Lift High Foundation

Milby Hispanic Alumni Assoc.

Whataburger Family Foundation
Scholarship Fund

Fatih Celenay Foundation

The Bold Foundation

McGraw-Hill Education LLC

Comcast Business Services

Atje & Harry Gee

Port Houston

Ruth J. Simmons

Samsung

Tracy D. & Kenneth Janda





HOUSTON COMMUNITY COLLEGE
FOUNDATION



Karen L. Schmidt, M.B.A., CFRE

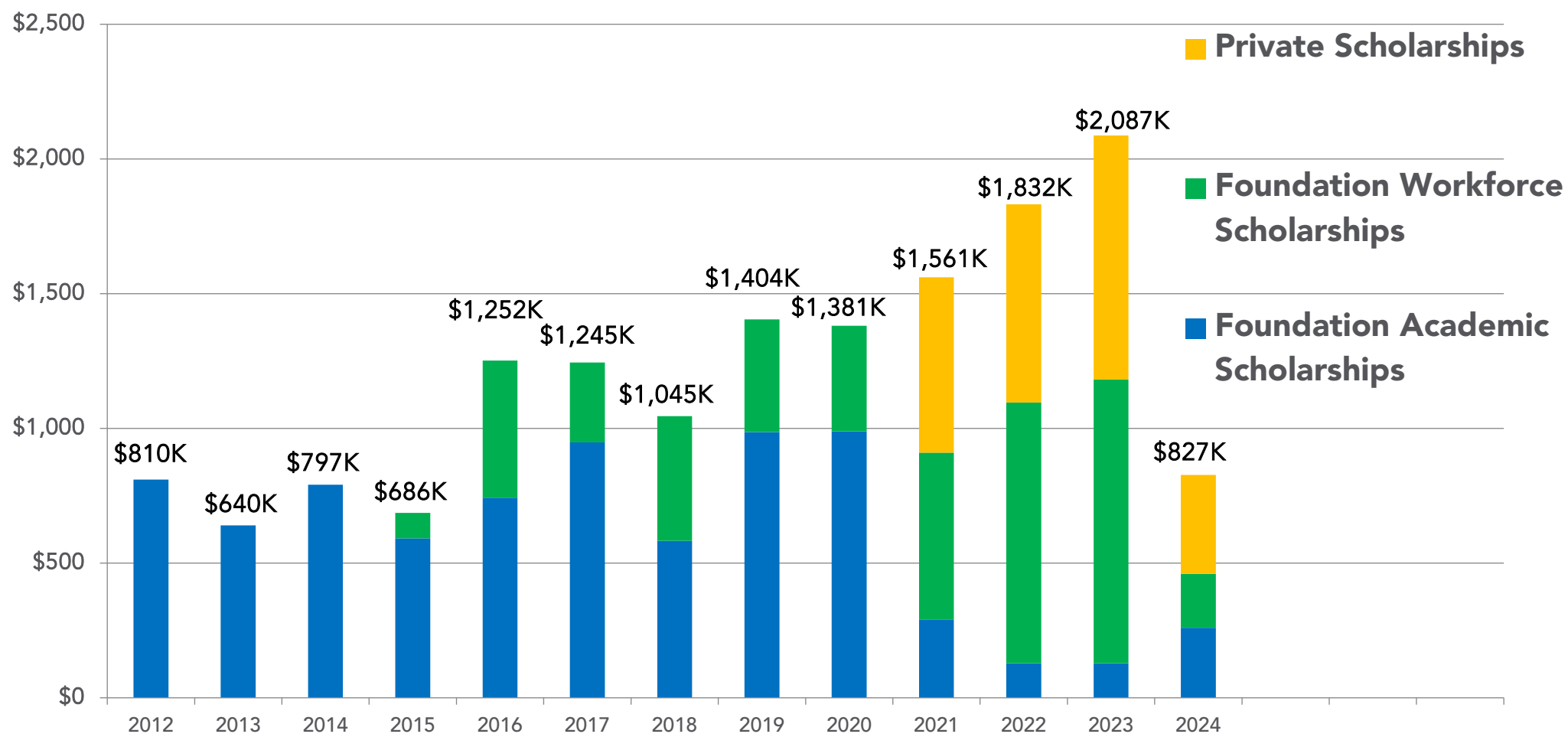
President, HCC Foundation

@ karen.schmidt2@hccs.edu



713-718-8596

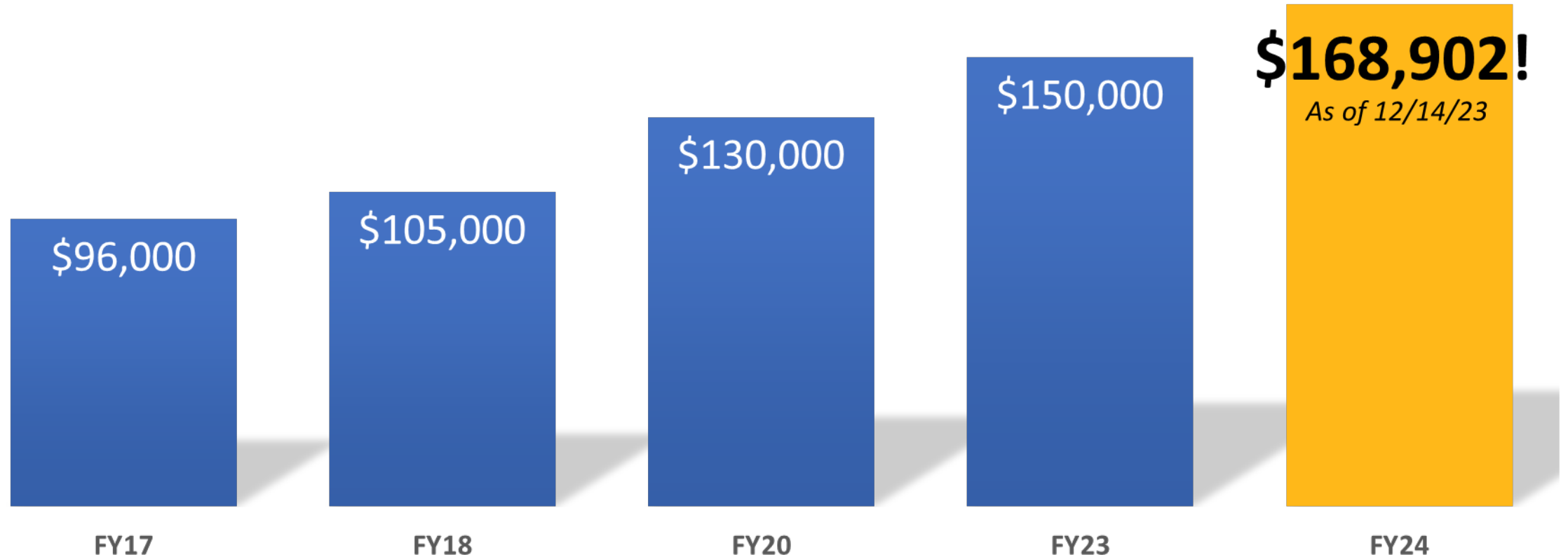
Scholarships Awarded 2012 to 2024



FOUNDATION QUARTERLY REPORT



EMPLOYEE CAMPAIGN GROWTH FY17-FY24





Annual Faculty & Staff Campaign

Easy way to help students at HCC. You can sign up online for payroll deduction to make your gift. Employees can donate year-round and designate the fund.



Make a Difference for Future Eagles!

Donate Now



Invest in Houston's Future

Why?
I give.

**"TO HELP BUILD A
BRIGHTER FUTURE FOR
HOUSTON AND OUR
SURROUNDING REGIONS."**

Margaret Ford Fisher, Ed.D.
HCC Interim Chancellor



**JOIN ME IN
GIVING HERE**



HOUSTON COMMUNITY COLLEGE
FOUNDATION



**Why?
I give.**

**"CRITICAL JOB SKILLS
EDUCATION MAKES A
DIFFERENCE, CHANGING THE
ECONOMIC WELL-BEING OF
OUR STUDENTS AND THEIR
FAMILIES."**

Karen L. Schmidt, CFRE
President, HCC Foundation



**JOIN ME IN
GIVING HERE**



HOUSTON COMMUNITY COLLEGE
FOUNDATION



Invest in Houston's Future

**Why?
I give.**

**"I GIVE TO REMOVE
THE OBSTACLES
BETWEEN OUR
STUDENTS AND A
BETTER ECONOMIC
FUTURE."**

Ryan McCauley

Board Chair, HCC Foundation Board of Directors



**JOIN ME IN
GIVING HERE**



HOUSTON COMMUNITY COLLEGE
FOUNDATION

FOUNDATION QUARTERLY REPORT



CAMPAIGN PROMOTION

Invest in Houston's Future. Donate Today to the Annual Employee Giving Campaign.

Houston Community College <communications.dept@hccs.edu>

Fri 9/29/2023 9:10 AM

To: cydney.peters <cydney.peters@hccs.edu>



HOUSTON COMMUNITY COLLEGE



JOIN US IN
GIVING HERE

ANNUAL FACULTY & STAFF
EMPLOYEE GIVING CAMPAIGN



♥ Join HCC Foundation President Karen Schmidt with your donation to the Annual Faculty & Staff Employee Giving Campaign!

I Love HCC
Invest in Houston's Future

Why I give?

"CRITICAL JOB SKILLS
EDUCATION MAKES A
DIFFERENCE, CHANGING THE
ECONOMIC WELL-BEING OF
OUR STUDENTS AND THEIR
FAMILIES."

Karen L. Schmidt, CFRE
President, HCC Foundation

JOIN ME IN
GIVING HERE

HCC FOUNDATION

Donate Now!

I Love HCC
Invest in Houston's Future

Why I give?

"TO HELP BUILD A
BRIGHTER FUTURE FOR
HOUSTON AND OUR
SURROUNDING REGIONS."

Margaret Ford Fisher, Ed.D.
HCC Interim Chancellor

JOIN ME IN
GIVING HERE

HCC FOUNDATION

I Love HCC
INVEST IN HOUSTON'S FUTURE

HCC FOUNDATION

JOIN US IN
GIVING HERE

ANNUAL FACULTY & STAFF
EMPLOYEE GIVING CAMPAIGN

Annual Bedichek-Orman Auction



www.hccsfoundation.org/BedichekOrman



**THANK
YOU**



**THANK
YOU**



**THANK
YOU**



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HOUSTON COMMUNITY COLLEGE
FOUNDATION

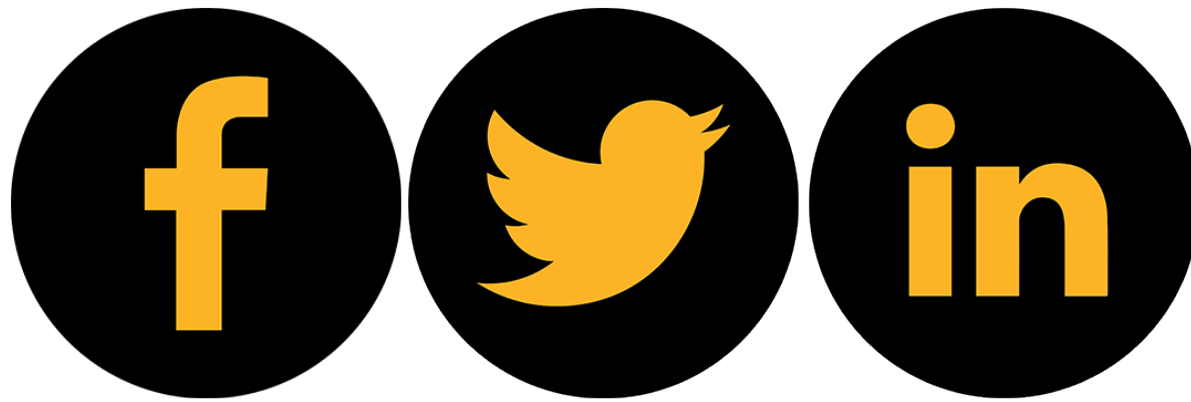


Karen L. Schmidt, M.B.A., CFRE

President, HCC Foundation

@ karen.schmidt2@hccs.edu

📞 713-718-8596



Follow us on social media!

Houston Community College Foundation

REPORT ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
J.	Report on Capital Improvement Program	Dr. Margaret Ford Fisher Samantha Manjarrez

DISCUSSION

Provide an update on HCCS capital improvement projects.

COMPELLING REASON AND BACKGROUND

- Review monthly project budget summary.
- Monthly project updates on bond program.
- Review project timelines.

FISCAL IMPACT

As budgeted and financed from the 2013 bond issuance and other financing sources.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 4. Community Investment , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Capital Improvement Program Update - February 2024	4/8/2024	Presentation

This item is applicable to the following: District



Facilities Projects (CIP) Report

Dr. Margaret Ford Fisher, Chancellor

Samantha Manjarrez, Chief Facilities Officer

Fernando Tezaguic, Executive Director of Facilities
and Real Estate Services

April 17, 2024

Signage: Pylon, Monument, Building Top

Phase	Location	Progress Phase						
		Design	Procurement	Construction % Complete				Est. Completion
				25	50	75	100	
II	Airline Automotive Center ³	✓	✓				<div></div>	Q1 2024
II	Eastside ⁴	✓	✓				<div></div>	Q4 2023
II	Missouri City ¹	✓	✓	<div></div>				Q2 2024
II	Spring Branch	✓	✓				<div></div>	Q4 2023
	Low bidder – Ezzi Signs: continued delays with fabrication and construction							
III	Remaining Pylon/Monuments ² 1) Katy 2) Northline 3) Alief Bissonnet 4) Alief Hayes 5) Central 6) Brays Oaks 7) Fraga 8) South 9) West Loop	✓	✓					2024

Update:

- 1 Missouri City updated design provided to fabricator – Delay caused by City Code
- 2 Phase III Bids due March 18, 2024. Contract due Q3 2024; Construction start Q3 2024
- 3 Automotive Tech working through Centerpoint meter connectivity; sign erected but not electrified
- 4 Eastside managing faulty LED board component with manufacturer warranty work

Signage: Pylon, Monument, Building Top

Phase	Location	Progress Phase						
		Design	Procurement	Construction % Complete				Est. Completion
				25	50	75	100	
-	<div>Building Top Signs</div> <div>1) Acres Homes</div> <div>2) AutoTech</div> <div>3) Northline</div> <div>4) North Forest</div> <div>5) South</div> <div>6) Central</div> <div>7) Northeast</div> <div>8) Eastside</div> <div>9) Fraga – Academic Building</div> <div>10) Fraga – STEM Building</div> <div>11) Missouri City</div> <div>12) Stafford</div> <div>13) West Loop</div> <div>14) Alief</div> <div>15) Spring Branch</div> <div>16) Coleman College (on hold)</div>	✓	✓					2024
	Awarded Bidder – Comet Signs: contract currently being executed							

Signage: Building Top

Projects Status as of
February 29, 2024

Building Top Signage Schedule									
Task	Phase								
	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024
BOT Approval*	✓								
Contracting	✓	✓	✓						
Submittals				✓	✓	✓			
Permitting					✓	✓			
Fabrication					✓	✓	✓		
Installation							✓	✓	✓
Completion									✓

2013 CIP 2.0 Program (See Appendix for photos)

Project	Phase				Update
	Design	Procurement	Construction	Complete	
North Forest: Collaboratorium	✓				<ol style="list-style-type: none"> 1. Projected completion Q2 2024 2. Design is underway 3. Furniture samples approved 4. Budget verification still underway
Central: Culinary Shell Build-out	✓	✓	✓		<ol style="list-style-type: none"> 1. Projected completion Q2 2024 2. Overhead ductwork installation 90% complete 3. Build-out of Electrical Room 90% complete 4. Kitchen equipment fabrication 75% complete 5. Air-handler delivery tracking March 2024
Northwest: Katy Irrigation and Greenhouse	✓	✓	✓		<ol style="list-style-type: none"> 1. Mobilization underway

2013 CIP 2.0 Program (See Appendix for photos)

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Southeast: Retail Center Demolition	✓	✓			<ol style="list-style-type: none"> 1. Redesign to demolish worst rated HCCS building 2. Procurement process underway 3. Demolition plan submitted for COH permitting 4. Environmental reports complete 5. Survey underway 6. Awaiting BOT Contractor Approval
Southeast: View Corridor	✓	✓			<ol style="list-style-type: none"> 1. Re-design to incorporate enlarged open area due to Woodridge Plaza 100% demo in order to beautify campus and surrounding area 2. Design plan submitted for COH permitting 3. Procurement process underway 4. Awaiting BOT Contractor Approval

CIP 3.0 Projects

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Northeast Campus: Food Service Whitebox	✓	✓	✓	✓	<ol style="list-style-type: none"> 1. Project completed 2. Punch walk scheduled for 3/1/2024
Central South Campus: Food Service Whitebox	✓	✓	✓		<ol style="list-style-type: none"> 1. Construction progressing; plumbing completed 2. Projected completion Q1 2024
Eastside Campus: Food Service Whitebox	✓	✓	✓	✓	<ol style="list-style-type: none"> 1. Construction almost complete 2. Punch walk scheduled for 3/1/2024 3. Projected completion Q1 2024
Stafford Campus: Food Service Whitebox	✓	✓	✓		<ol style="list-style-type: none"> 1. Plumbing RFI resolved, construction progressing 2. Projected completion Q1 2024

Note: Evaluating dining options for the System in 2024; will provide BOT with recommendations

HEERF/MSI-Funded Projects

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
West Loop: Student Services	✓	✓	✓		<ol style="list-style-type: none"> 1. Projected Completion Q4 2024 2. General Contactor mobilized and containment wall in place 3. Second floor opening closed and finished wall complete 4. Demolition of flooring, carpet, electrical and mechanical underway 5. Furniture PO received and order placed 6. COH Permit received 7. IT/ AV equipment proposals pending PO 8. IT scope coordination ongoing

Projects In Development

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Online College Relocation	✓	✓	✓	✓	<ol style="list-style-type: none"> 1. Space planning complete 2. Construction complete and punch list underway 3. Furniture installed 4. IT and data cabling complete 5. Move completed by Q2 2024
Foundation Relocation to 3100 Main Level 8	✓				<ol style="list-style-type: none"> 1. Working with stakeholders on space planning 2. Preliminary design in progress
Workforce Space at 3100 Main Level 7	✓				<ol style="list-style-type: none"> 1. Working with stakeholders on space planning 2. Preliminary design in progress
3100 Main Testing Center	✓				<ol style="list-style-type: none"> 1. Design and pricing complete; pending BOT Approval

System Wide Safety and Security Programs

Project	Phase					Updates
	Budgeting	Design	Procurement	Implementation	Complete	
Access Control Project <i>Updates to System Infrastructure to accommodate new badge reader (electronic door access) and camera technology</i>	✓	✓				<ol style="list-style-type: none"> 1. Construction Documents under review with target completion Q1 2024 2. Procurement recommendation for BOT Approval in Q2 2024
Manual Access Control** <i>Includes classroom and office door locks, emergency keys, and upgraded exterior keyways</i>	✓	✓	✓	✓		<ol style="list-style-type: none"> 1. Assessment of Systemwide door and hardware is complete <ul style="list-style-type: none"> • All campuses completed • 9,600 doors evaluated • 3,300 doors identified for update • Estimated project cost \$1.9M • Bid/Scope document under development • BOT Approval for project scope and cost on April 17, 2024

* Budgetary estimates are developed, are currently being verified and reconciled with HCCS departments

Note: Need to secure funding from BOT

* * Manual access control is under evaluation

System Wide Safety and Security Programs

Project	Phase					Updates
	Budgeting	Design	Procurement	Implementation	Complete	
Panic/Duress Alarms <i>Looking at optimum locations in classrooms, building entrances, public areas, etc.</i>	✓	✓				1. Assessment of Systemwide panic/duress alarm is ongoing for basis of design and final scope
PA System <i>Upgrade existing PA system and add new systems that have both audible and visual alerts for all buildings</i>	✓	✓				1. Assessment of Systemwide PA system is ongoing for basis of design and final scope
Lighting <i>Includes parking lots, walkways, street, exterior buildings, and interior corridors</i>	✓	✓	✓	✓		1. PM effort underway addressing ongoing lighting issues 2. A photometrics study RFP of all exterior lighting is under development per 2023 BFG Consultant Report 3. Possible presentation to BOT and funding may occur. BOT vote in Q2 2024

* Costing estimates are in development as the scope continues to be defined and will be presented for future consideration/approval

Note: Need to secure funding from BOT

System Wide Safety and Security Programs

Project	Phase					Updates
	Budgeting	Design	Procurement	Implementation	Complete	
Code Blue Emergency Phones <i>Assessment of existing and recommendation on optimum locations</i>	✓					1. Working with Procurement to locate a security design vendor to provide a system wide assessment
3200 Main Garage Parking Control System <i>Looking at updating system to lock down the garage and minimize unauthorized entry</i>	✓					1. Finalizing scope of equipment for bidding

* Budgetary estimates are in development as scope continues to be defined and will be presented for future BOT consideration/approval
 Note: Need to secure funding and BOT approval for construction

CIP Financials

HOUSTON COMMUNITY COLLEGE SYSTEM Capital Project Summary As of February 29, 2024

	Total Budget	Expenditures	Encumbrances	Unexpended	Funding Source
Capital Projects					
2013 CIP Program 2.0					
Central Culinary	\$ 3,100,000	\$ 928,012	\$ 1,736,202	\$ 435,786	
Signage	6,329,665	2,307,681	475,057	3,546,926	
Eastside View Corridor	1,900,000	164,732	78,281	1,656,987	
Felix Fraga View Corridor	1,900,000	1,823,694	73,055	3,252	
Eastside Challenger Learning Center	5,500,000	718,022	176,070	4,605,909	
Collaboratoriums	350,000	86,930	172,020	91,050	
Total 2013 CIP Program 2.0	<u>\$ 20,564,548</u>	<u>\$ 7,497,618</u>	<u>\$ 2,722,042</u>	<u>\$ 10,344,887</u>	
2013 CIP Program 3.0					
Central South	\$ 264,078	\$ 191,901	\$ 72,177	\$ -	
North Forest	1,765,233	1,550,028	136,480	78,725	
Acres Homes	350,000	104,606	161,506	83,889	
West Loop	346,994	338,101	8,860	33	
Total 2013 CIP Program 3.0	<u>\$ 3,215,946</u>	<u>\$ 2,460,044</u>	<u>\$ 593,256</u>	<u>\$ 162,647</u>	

2013 CIP
Program

*Individual projects are combined by campus for display

CIP Financials

HOUSTON COMMUNITY COLLEGE SYSTEM Capital Project Summary As of February 29, 2024

	Total Budget	Expenditures	Encumbrances	Unexpended	Funding Source
Online College Relocation	\$ 1,255,400	\$ 215,842	\$ 721,290	\$ 318,267	Operating Budget FY24
System Wide Safety & Security	\$ 298,018	\$ 251,395	\$ 18,523	\$ 28,101	Operating Budget FY24
Demolition of Woodridge Retail Center	\$ 3,500,000	\$ 30,875	\$ 246,001	\$ 3,223,124	Fund Balance
West Loop Student Services Renovation	\$ 4,304,000	\$ 161,600	\$ 1,959,422	\$ 2,182,978	HEERF/MSI
Resiliency Operations Center (ROC) Design	\$ 6,062,500	\$ 1,788,651	\$ 857,485	\$ 3,416,364	State Appropriations

* Completing the LAR for additional Resiliency Operations Center (ROC) design funding from State of Texas of \$2.38M

Deferred Maintenance (DM) Capital Projects (See Appendix for details)

FY	Amount	Total Projects	Phase			
			Design	Procurement	Construction	Complete
2020	\$13M	26	-	-	-	26
2021	\$3.1M	6	-	-	-	6
2022	\$8M	32	-	-	7	25
2023	\$10M	42	9	10	7	16
2024	\$7M	9*				

Notes:

- HCC is on track to invest \$8.22 million per year on average for the past 5 years
- The 10-year investment needed to maintain the Facility Condition Index is 426.9 Million as of 2019 Report

*Project currently in process of being completed

Thank you!

Please review Appendix 1 for additional Capital Improvements Projects information

Appendix 1:

Update on Highlighted Major Capital Improvement Projects

Capital Improvement Projects

Culinary Interior Shell Build-Out

Projects Status as of February 28, 2024



Electrical Room Build-out



Onsite Stored Equipment



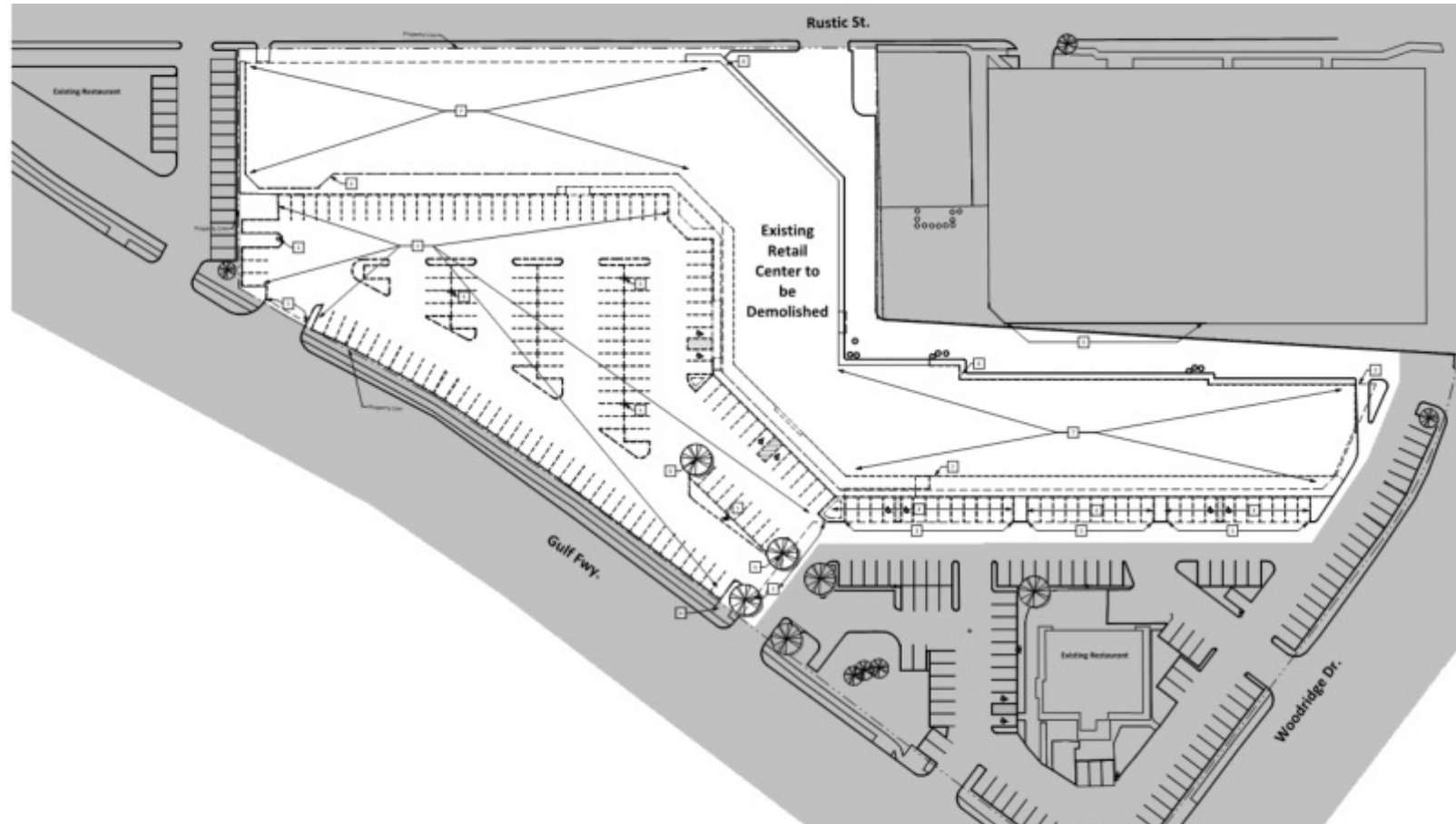
Overhead MEPF Rough-in

Woodridge Plaza Demolition/ Awaiting BOT Vote on Contractor

Eastside View Corridor Proposed Plan

Projects Status as of March 5, 2023

Demolition Site Plan



Deferred Maintenance Capital Projects Progress Summary

HOUSTON COMMUNITY COLLEGE SYSTEM
Deferred Maintenance FY 2020 - 2024
As of February 29, 2024

Deferred Maintenance Capital Projects Financials

	<u>Total Budget*</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Unexpended</u>
<u>Source of Funds:</u>				
FY2020 Operating Budget	13,000,000			
FY2021 Operating Budget	3,129,621			
FY2022 Operating Budget	8,000,000			
FY2023 Operating Budget	10,000,000			
FY2024 Operating Budget	7,000,000			
Total Available	<u>\$ 41,129,621</u>			
Central	\$ 6,192,537	\$ 4,925,486	\$ 1,267,051	-
Northwest	4,727,782	2,561,642	2,166,141	-
Northeast	5,530,850	2,508,566	3,022,284	-
Southeast	920,733	346,136	574,597	-
Southwest	6,723,786	2,830,977	3,892,809	-
Coleman	2,926,194	1,597,641	1,328,553	-
System	10,028,157	6,556,583	3,471,573	-
Contingency	4,079,582			4,079,582
Total Deferred Maintenance	<u>\$ 41,129,621</u>	<u>\$ 21,327,032</u>	<u>\$ 15,723,007</u>	<u>4,079,582</u>

Deferred Maintenance Capital Projects 2022 and 2023

Project Number	Project Description	College	Project Location/ Building	Facilities Assessment/ Emergency Repair	Contractor	Actual Encumbered Budget	2023 Estimated Budget	Phase
FCA-13-22	Truck Driving School Concrete Repair on Circular Drive includes Drainage Assessment and design	Northeast	NE Campus Roland Smith Building	Emergency Concrete Tract Need of Repair	DIG Engineers	\$2,643,745	\$ -	Procurement Contracting
FCA-20-22	Drainage Issue fix	Central	Central Campus Heinen Theater	Austin Street Floods during rain events	Skilled Construction	\$222,929	\$ -	Construction
FCA-29-23	Landscape and Irrigation Repairs System Wide Design	Various	Southeast, Southwest, Northeast, Northwest, Central	Urgent Need Plants dying after freeze	AT3 and RDC Architects	\$209,213	\$ -	Design
FCA-31-23	Design for Data Center Generator and Cooling System	System	3100 Main	Facility Condition Assessment	MWA Architects	\$24,299	\$ -	Design
FCA-39-23	Modernization and Repair of Conveyance Equipment	System	JB Whiteley, Fannin, West Loop, Coleman	Multiple Elevators on the Facilities Condition Report and Lift Report	Consultant PO	\$142,587	\$ 1,700,000	Procurement Contracting
FCA-39-24	Modernization and Repair of Conveyance	System	3100 Main	Multiple Elevators on the Facilities Condition Report and Lift Report	Consultant PO	\$61,680	\$ -	Design
FCA-52-23	Electrical Switch Gear and Parking Lot Lighting Improvements	Northwest	Alief Hayes Campus	Facilities Condition Assessment and Urgent Main switch gear doesn't work on Emergency Power for the AHU and chillers	Bovay Engineering	\$475,638	\$ 41,250	Procurement
FCA-55-22	Roof Replacement	Southwest	West Loop Campus	Facilities Condition Assessment	Marton Roofing	\$3,204,125	\$ -	Procurement Contracting
FCA-57-23	Welding Lab Ren and exhaust fan replacement Eco Upgrade Construction	Central	Central Campus JB Whiteley	Urgent Need	DBR Engineering	\$83,032	\$ -	Procurement
FCA-58-21	Cast Stone Repair	Southwest	Stafford Campus Learning Hub	Urgent Need Cast Stone is Loose in areas	Walter P. Moore	\$355,860	\$ -	Design

Note: Project list consists of only active projects.

Deferred Maintenance Capital Projects 2022 and 2023

Project Number	Project Description	College	Project Location/ Building	Facilities Assessment/ Emergency Repair	Contractor	Actual Encumbered Budget	2023 Estimated Budget	Phase
FCA-61-23	Mechanical Units Replacement	Central	Central Campus JD Boney and BSCC	Facility Condition Assessment	DBR Engineering	\$50,041	\$ -	Procurement
FCA-69-22	RTU and AHU Replacement	Northwest	Spring Branch Campus	Facilities Assessment and Urgent Need RTU's are down	Collaborate LLC	\$784,564	\$ -	Procurement Contracting
FCA-167-23	Garage Repairs	Southeast	Eastside Campus	Urgent Need	Walter P. Moore	\$42,900	\$ -	Procurement
FCA-168-22	Redundant Chiller Installation	Southwest	Stafford Campus Fine Arts Chiller	Urgent Need	DBR Engineering	\$27,321	\$ -	Design
FCA-173-22	EcoStruxure BAS Upgrade	System	Batch 1 Bldgs 3200 Garage, Alief Bissonnet Workforce Building B, Brays Oaks, Acres Homes, South Central WF, North Forest Campus, Stafford Campus LH, WF and Fine Arts	Urgent Need	Schneider Electric	\$481,375	\$ -	Construction
FCA-173-23	EcoStruxure BAS Upgrade	System	Batch 2 Bldgs: NE College Plant, Learning Hub, Technology, RH Smith, Northline, Academic and Plant, Workforce, Fraqa STEM	Urgent Need	Schneider Electric	\$455,737	\$ -	Design
FCA-173-24	EcoStruxure BAS Upgrade	System	Batch 3 Bldgs: Central Central Plant, EDC, Willie Lee Gay SB PAC, SB Science, Hayes Early College, Fraga, SE Garage, SE, LH, SE Student Center, SE Workforce, 1&2	Urgent Need	Schneider Electric	\$0	\$ 450,000	Design
FCA-175-22	Chiller Replacement	Central South	South Central Campus Willie Lee Gay Buidling	Urgent Need	Star Services	\$190,549	\$ -	Construction
FCA-179-22	Generator Rebuild	Southeast	Fraga Campus	Urgent Need	Basic IDI Q	\$348,416	\$ -	Construction
FCA-2022-9-22	TAS Deficiency Design	System	Workforce Buildings	Urgent Need	English & Associates	\$218,040	\$ -	Design

Note: Project list consists of only active projects.

Deferred Maintenance Capital Projects 2022 and 2023

Project Number	Project Description	College	Project Location/ Building	Facilities Assessment/ Emergency Repair	Contractor	Actual Encumbered Budget	2023 Estimated Budget	Phase
FCA-201-23	Paver Repair and Waterproofing of Basement	System	3100 Main	Urgent Need	Price Consulting Inc.	\$48,212	\$ -	Design
FCA-202-23	McKinstry Retro Commissioning of Buildings	System	-	Urgent Need	McKinstry Essention	\$67,680	\$ -	Construction
FCA -211-23	Parking Lot Assessment	System	-	Facilities Condition/Urgent Need	PGAL	\$186,272	\$ -	Design
FCA-214-23	Painting Exterior	Southwest and Northwest	Spring Branch and West Loop	Urgent Need	TBC	\$230,400	\$ -	Procurement
FCA-216-23	Fire Alarm	Coleman	Coleman Main Building	Urgent Need	TDI	\$103,707	\$ -	Procurement Contracting
FCA-218-23	Fire Pump Replacement	Northwest	Alief Hayes Campus/ Main Building	Urgent Need	TDI	\$73,719	\$ -	Construction
FCA-223-23	Building Envelope - Waterproofing	Central	Central Campus Harmon Learning Hub	Urgent Need	Liqua Tech	\$78,179	\$ -	Design

Note: Project list consists of only active projects.

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
K.	Review of Level Four Complaint - Employee 1	Dr. Margaret Ford Fisher E. Ashley Smith Dr. Izzy Anderson

RECOMMENDATION

Review of Level Four complaint under Policy DGBA (LOCAL) Employee Grievances.

COMPELLING REASON AND BACKGROUND

- Under Policy DGBA (LOCAL) employees may bring forth unresolved issues concerning the application of College District policy, practice or regulation in the form of a grievance or complaint at both informal and formal level.
- If issues are not resolved through the informal and lower level processes, the employee may bring issues forward through the formal process to the Board of Trustees (Level Four).
- The Level Four complaint will be a review by the Board of Trustees. The following provisions shall govern the review by the Board of this complaint:
 1. A decision may be remanded for further consideration upon finding that it was not made in accordance with applicable state or federal law, policy, or College District regulations; provided, however that the decision should not be remanded if the procedural error was not material to the decision and therefore constituted harmless error;
 2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law, or policy; provided, however that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error;
 3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or institutional policies, or regulations.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
L.	Consider options and potential action, including but not limited to authorizing the Chancellor to pay attorney's fees awarded in Hall Group PLLC et. al v. Houston Community College, Cause No. 2020-3138 in the 334th Judicial District, Harris County District Court.	Dr. Margaret Ford Fisher Jonathan G. Brush, Rogers, Morris & Grover, L.L.P.

RECOMMENDATION

Consider options and potential action, including but not limited to authorizing the Chancellor to pay attorney's fees awarded in Hall Group PLLC et. al v. Houston Community College, Cause No. 2020-3138 in the 334th Judicial District, Harris County District Court.

COMPELLING REASON AND BACKGROUND

This case revolves around a series of Texas Public Information (TPIA) requests at the outset of the COVID-19 pandemic. The requests were submitted to Houston Community College (HCC) by Petitioner The Hall Law Group and Intervenors Scott Laha and Dolcefino Consulting. The petitioner and intervenors disagreed with the Attorney General's guidance and sued HCC. This case is in District Court, Harris County, 334th Judicial District, Cause No. 2020-31380.

FISCAL IMPACT

The amount and terms were discussed with the Board in closed session.

LEGAL REQUIREMENT

Policy CF (Local)

STRATEGIC ALIGNMENT

4. Community Investment , 5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: April 17, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
M.	Approve Proposed Separation and Release Agreement with General Counsel	Dr. Margaret Ford Fisher

RECOMMENDATION

Approve proposed Separation and Release Agreement with the General Counsel.

COMPELLING REASON AND BACKGROUND

Consistent with applicable law, the Board has concluded that the payment made in connection with this agreement is offered in consideration of a release of any potential claims relating to the employee's employment with the college, and that:

1. The additional funds paid under this release agreement are in consideration for a release of claims that will eliminate the potential for the college to incur additional fees and expenses; and
2. The amount of funds, source of funds, and terms for the distribution of funds will be discussed with the Board in closed session pursuant to the Texas Open Meetings Act, and the payment will maintain the public purpose to be served by making the payment.

FISCAL IMPACT

Determined in accordance with the proposed Separation and Release Agreement.

STRATEGIC ALIGNMENT

This item is applicable to the following: District

Adjournment

ITEM #	ITEM TITLE	PRESENTER
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XIV.

Appendix - No Action
Required

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
Personnel Agenda - Staff	3/26/2024	Attachment

This item is applicable to the following:

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

**Board Meeting
April 17, 2024**

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

INTERNAL HIRES – (Part-time to Full-time)

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
1. Gonzalez, Saul	HCC P/T Campus Service Technician	F/T Campus Service Technician	Northeast	Non-Exempt Grade: 5	\$ 36,000	04-16-2024
2. Haynes, Veleka	HCC P/T Library Assistant	F/T Library Assistant	Central	Non-Exempt Grade: 5	\$ 32,507	03-18-2024
3. Lopez, Eduardo	HCC P/T Financial Aid Assistant	F/T Representative, Financial Aid Customer Service	Southwest	Non-Exempt Grade: 5	\$ 32,448	04-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF
(REGULAR)

INTERNAL HIRES – (Position Changes)

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
4. Awad, Christine	HCC F/T Program Coordinator, Retention	F/T Director, College P-16	Southwest	Exempt Grade: 10	\$ 78,000	03-01-2024
5. Ballard, Shelby	HCC F/T Advisor, Admissions	F/T Advisor, Pathways & Case Management	Southwest	Exempt Grade: 9	\$ 58,000	04-01-2024
6. Ghalib, Abdu	HCC F/T Representative, Distribution Services	F/T Office Manager	System	Non-Exempt Grade: 8	\$ 48,183	04-01-2024
7. Guzman, Daniel	HCC F/T Technician, Clinical Simulation Lab	F/T Director, Health Sciences Simulation Lab	Coleman	Exempt Grade: 11	\$100,000	03-01-2024
8. Hamilton, Shannah	HCC F/T Administrative Assistant	F/T Office Manager	System	Non-Exempt Grade: 8	\$ 50,130	04-01-2024
9. Jones, Gregory	HCC F/T Tech Lead, Campus Technology	F/T Supervisor, Campus Technology Support	System	Exempt Grade: 10	\$ 88,000	04-01-2024
10. Najera, Daisy	HCC F/T Reception Assistant	F/T Administrative Assistant	Northeast	Non-Exempt Grade: 7	\$ 40,647	03-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF
(REGULAR)

INTERNAL HIRES – (Position Changes)

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
11. Ware, Bruce	HCC F/T Interim Coordinator, Financial Aid Customer Service	F/T Coordinator, Financial Aid Customer Service	Central	Exempt Grade: 9	\$ 68,000	04-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

INTERNAL HIRES – (Position Relevant to HCCS Enrollment)

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
12. Irvin, Derek	HCC F/T Program Director (ATCP)	F/T Program Director, Transition (VAST)	Central	Exempt Grade: 10	\$ 91,568	03-18-2024
13. Vise, Jana	HCC F/T Coordinator, Student Life (Coleman)	F/T Coordinator, Student Life	HCC Online	Exempt Grade: 8	\$ 61,781	04-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF
(REGULAR)

EXTERNAL HIRES

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
14. Alvizo, Juan	E.A. Olle Middle School	F/T Service Desk Technician	System	Non-Exempt Grade: 8	\$ 46,800	04-16-2024
15. Cedillo, Imelda	Houston I.S.D.	F/T Office Manager	Northwest	Non-Exempt Grade: 8	\$ 46,313	03-18-2024
16. Estrella, Jeremy	Portland Community College	F/T Director, Quality Enhancement Plan	System	Exempt Grade: 11	\$ 94,000	04-01-2024
17. Gradney, Kevin	Apex Health Solutions	F/T Technology & Projects Analyst	System	Exempt Grade: 10	\$ 82,000	03-18-2024
18. Philips, Bea	Texas Southern University	F/T Peace Officer	System	Non-Exempt Grade: LE2	\$ 65,731	03-01-2024
19. Smith, Kimberli	Amazon/Insight Global	F/T Specialist Sr., Benefits & Wellness	System	Exempt Grade: 8	\$ 62,000	03-01-2024
20. Sparks, Donald	City of San Antonio	F/T Director, Communication Services	Central	Exempt Grade: 11	\$ 88,000	04-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF
(REGULAR)

EXTERNAL HIRES -

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
21. Greene, Nelson	Anthem Inc.	F/T Financial Aid Assistant	System	Non-Exempt Grade: 5	\$ 33,000	03-18-2024
22. Sheppard, Monique	Alvin I.S.D.	F/T Certifying Official, Veterans Affairs	System	Exempt Grade: 7	\$ 50,000	02-16-2024
23. Staley, Delvon	City of Houston	F/T Lead Counselor	Southwest	Exempt Grade: 10	\$ 80,000	03-18-2024
24. Zavala, Amanda	San Jacinto College	F/T Coordinator, Student Life	Southeast	Exempt Grade: 8	\$ 54,236	02-16-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
SALARY CHANGES DUE TO AN ADDITION TO OR CHANGE IN THE EMPLOYEE’S JOB ASSIGNMENT OR DUTIES, OR WHEN AN ADJUSTMENT IN THE MARKET VALUE OF THE JOB WARRANTS ADDITIONAL COMPENSATION

Name	Job Title	FLSA/Grade	Salary	Effective Date
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No data to report

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

SEPARATIONS OF EMPLOYMENT

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|-------------------------------|---|
| 1. Alkadar, Mustafa | Sr. Campus Technician, Southwest College, effective February 27, 2024. |
| 2. Amini, Mozghan | Program Manager, SCE, Southwest College, effective March 30, 2024. |
| 3. Burroughs, Kimberly | Executive Program Director, Goldman Sachs, System, effective March 4, 2024. |
| 4. Carroll, Mya | Associate, Enrollment Services, Central, effective March 21, 2024. |
| 5. Cornish, Jocelyn | Dual Credit Success Coach, Northwest College, effective February 15, 2024. |
| 6. Garcia, Priscilla | Financial Aid Associate, System, effective February 20, 2024. |
| 7. Gutierrez, Luis | Peace Officer, System, effective February 23, 2024. |
| 8. Harmon, Travion | Program Coordinator, Central College, effective February 16, 2024. |
| 9. Lambert, Latoya | Records Management Specialist, System, effective March 22, 2024. |
| 10. LeBlanc, Gary | Government Instructor, Northwest College, effective March 30, 2024. |
| 11. Patrice, Marcellin | Instructional Support Specialist, System, effective March 30, 2024. |
| 12. Pirzada, Shamira | Admissions Advisor, Northwest College, effective February 20, 2024. |
| 13. Saenz, Allison | Peace Officer, Central College, effective February 14, 2024. |
| 14. Scales, Megan | Talent Development Specialist, System, effective February 27, 2024. |
| 15. Stayshich, Gina | Administrative Assistant, Coleman College, effective February 28, 2024. |
| 16. Tiggs, Alden | Audio/Visual/Autocad Supervisor, System, effective February 28, 2024. |
| 17. Warren, Pauline | Director, Supplemental Instruction, System, effective April 30, 2024. |
| 18. White, Feddell | Program Coordinator, Central, effective March 18, 2024. |