



AGENDA

BOARD OF TRUSTEES

REGULAR MEETING

**February 21, 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**

February 21, 2024

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, February 21, 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 January 2024

IV. Awards, Presentations, and Recognitions

- A. Check Presentation by Caring Aggies Mentoring Program
- B. Check Presentation by Citgo
- C. Check Presentation by Barnes & Noble College
- D. Recognition of Black History Month
- E. Recognition of International Women's Day and Women's History Month

V. Chair's Report

- A. Trustees District Report

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 NVIDIA
- 2. Acceptance of Donated Item by Mylestone

3. Acceptance of Donated Item by Pepsi Bottling
4. Acceptance of Donated Item by FritoLay
5. Acceptance of Donated Item by Southern Healthcare
6. Acceptance of Donated Item by UT Physicians
7. Acceptance of Donated Item by Blick
8. Acceptance of Donated Item by Dr. Cheryl Peters
9. Acceptance of Donated Item by Let's Defend Inc
10. Acceptance of Donated Item by Ms. Reed Young
11. Acceptance of Donated Item by Memorial Hermann
12. Acceptance of Donated Item by SLEH/Common Spirit

A. **Academic and Student Affairs**

13. Approved Honorary Degrees for 2024

B. **Audit**

14. Approve Adding ERM Top 10 Risks Baseline Assessment to Internal Audit Plan

C. **Finance**

15. Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024
16. Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2024
17. Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024
18. Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024
19. Monthly Investment Report, Financial Statement and Budget Review for November 2023
20. Monthly Investment Report, Financial Statement and Budget Review for December 2023

IX. Topics for Discussion and/or Action

- A. Website Redesign with Content Management System (CMS) Recommendation & CMS Development (Project No. RFP 23-57)
- B. Legal Services (Project No. RFQ 24-01)
- C. Personnel Agenda (Faculty)
- D. HCC Foundation Quarterly Report
- E. Report on Capital Improvement Program
- F. Proposed Settlement Agreement Regarding the Charge of Discrimination filed by an HCC Employee (Charge No. 460-2023-05660)

- G. Approve One-time Variance to the Board Bylaws Relating to Article G, Section 9(d) and 9(e)
- H. Authority for Good Faith Participation in the Mediation of the Brown, Adams, Austin Litigations

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. Discuss Settlement Agreement Regarding the Charge of Discrimination filed by an HCC Employee (Charge No. 460-2023-05660)
2. Discuss Authority for Good Faith Participation in the Mediation of the Brown, Adams, Austin Litigations

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 charges against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

C. Real Estate Matters

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

XI. Additional Closed or Executive Session Authority:

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

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

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental

effect on the position of the governmental body in negotiations with a third person.

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

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

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

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

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Appendix - No Action Required

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **16th day of February 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: February 21, 2024

Approval of Minutes

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

RECOMMENDATION

Approve meeting minutes for January 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 January 2024:

- Academic and Student Affairs Committee on January 10, 2024
- Audit Committee on January 10, 2024
- Committee of the Whole on January 10, 2024.
- Marketing Committee on January 10, 2024
- Special Meeting on January 10, 2024
- Regular Meeting on January 24, 2024
- Special Meeting on January 31, 2024

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - January 2024	2/13/2024	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**

January 10, 2024

Minutes

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, January 10, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Charlene Johnson, Chair
Dave Wilson, Committee Member
Eva Loreda, Alternate Member
Sean Cheben
Laolu Davies

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
Katherine Fields for Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
James Mable 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, Vice Chancellor, 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

Trustee Charlene Johnson, Committee Chair, called the meeting to order at 2:43 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, Davies, Johnson, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

HONORS COLLEGE TRAVEL

Dr. Ford Fisher noted that the item provides a report on the Honors College Study Abroad travel for 2023 and apprised that Dr. Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services would provide an overview of the report.

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

Dr. Perez recognized the staff supporting the Honors College and provided an overview of the proposed travel. She noted that the number increased to 69 studying abroad and 10 students traveling domestically.

Dr. Ford Fisher expressed appreciation to the Board for the support of the students traveling abroad. She noted that Honors College will expand to Coleman College.

INTERNATIONAL STUDENT SERVICES AND PROGRAMS

Dr. Ford Fisher noted the report provides an update on International Student Services Programs and apprised that Dr. Villagran-Glover, Interim Vice Chancellor, Student Services/President, Southeast College would provide the report.

Dr. Villagran-Glover and Dr. Chassity Holliman-Douglas, Vice Chancellor of Student Services reported on the following:

- HCC's Global Reach
- Top 10 Countries for F-1 Students
- Enrollment Progression (Fall 2020 to Fall 2023)
- Annual Enrollment Trend (AY2020-AY2023)
- F-1 Student Persistence Rates (Fall 2020 - Fall 2022)
- F-1 Students Achievement Awards by Cohort Year (Fall 2020 – Fall 2023)
- International Student Success Interventions
- Outreach & Recruitment Efforts

Trustee Loredó inquired about the term for the F-1 students. Dr. Holliman-Douglas noted that they have three years based on their documentation.

Trustee Wilson inquired about the number of international students 10 to 12 years ago. Dr. Villagran Glover noted that there were approximately 6,000 students six to seven years ago.

SPRING 2024 ENROLLMENT UPDATE

Dr. Ford Fisher noted that the item provides an update on Spring 2024 Enrollment and apprised that Dr. Andrea Burrridge, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness would provide the update.

Dr. Burrridge provided an overview of the following:

- SCH (Funded semester credit hours)
- CEU (Continued Education -- funded non-credit)
- AHS and NCR (Non-funded noncredit and includes adult basic education, GED, ESL, adult high school, corporate college)
- Fall 2023 Credit (SCH): Enrollment
- Fall 2023 Noncredit CEU: Credit Enrollment
- Spring 2024 Credit (SCH): Credit Enrollment
- Spring 2024 Noncredit Enrollment
- THECB Enrollment Reporting

Trustee Davies inquired if students provided feedback regarding the enrollment process. He noted that the enrollment process needs to be improved, beginning with the college website. Dr. Burrridge noted that there is feedback regarding the enrollment process and apprised that there is also student feedback on the experience.

Trustee Davies referenced slide 11 regarding the Credential of Value (COV) and inquired about options for capturing students who may not be in the state for reporting purposes. Dr. Burrridge noted that the students could be counted and apprised that the distance-learning students could not be counted pertaining to certain funding purposes.

Dr. Ford Fisher noted that all staff and faculty are on point to welcome and serve students on each campus. She apprised that there have been discussions regarding the CRM and noted that staff is used to streamline the enrollment process in the interim. Dr. Ford Fisher apprised that all members are involved in the calls to the students to reduce the purged students. She apprised that a five-step process has been discussed to get students into the classes and to completion.

Trustee Loredó noted that enrollment dropped due to COVID-19 and apprised that there should be an all-hands-on-deck to get the enrollment back up.

Trustee Cheben inquired if there is a review of enrollment increase with peer institutions. Dr. Burrridge apprised that HCC was mid-middle based on the last conversation with peer institutions.

ADJOURNMENT

Houston Community College
Academic and Student Affairs Committee Meeting – January 10, 2024 – Page 4

With no further business coming before the Board, the meeting adjourned at 3:20 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

January 10, 2024

Minutes

The Audit Committee of Houston Community College met on Wednesday, January 10, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Pretta VanDible Stallworth, Chair
Laolu Davies, Committee Member
Dave Wilson, Committee Member
Sean Cheben, Alternate Member
Charlene Johnson

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
Katherine Fields for Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
James Mable 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, Vice Chancellor, 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 2:08 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, Davies, Johnson, VanDible Stallworth, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON PROPOSED SELECTION PROCESS FOR HCC'S EXTERNAL AUDIT FIRM

Dr. Ford Fisher noted that the item provides a report on the selection process for the External Auditor. She noted that Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer would provide the overview.

Vice Chancellor Heins provided an overview of the following:

- Purpose of Presentation
- Background
- Proposed Selection Process and Schedule
- Proposed Procurement Process
- RFQ Scope of Services

(Trustee Davies stepped out at 2:16 p.m.)

- Current Evaluation Criteria

Trustee Wilson asked who determines the evaluation criteria. Vice Chancellor Heins noted that the scoring criteria in place are what has been used for the last two cycles.

Dr. VanDible Stallworth inquired if the Enterprise Risk Management (ERM) be infused. Vice Chancellor Heins noted that the risks will be included in the audit scope.

HCC'S ENTERPRISE RISK ASSESSMENT (ERM) TOP 10 RISKS BASELINE AUDIT

Dr. Ford Fisher noted that the item provides a report on the HCC's Enterprise Risk Assessment (ERM) Top 10 Risks Baseline Audit. She noted that Mr. Terrance Corrigan, Director, Internal Auditing would provide the overview.

Mr. Corrigan apprised that the presentation provides an overview of the following on the process for the baseline audits:

- Enterprise Risk Management (ERM) Process
- Audit Process
- Metrics
- Timelines and Reporting

Mr. Robert (Bob) McCracken, Associate Vice Chancellor, Risk Management & Resilience provided an overview of the Enterprise Risk Management process including:

- Enterprise Risk Management Cycle

Houston Community College
Audit Committee Meeting – January 10, 2024 - Page 3

- Identify the Risks
- Assess the Risk
- Treat the Risk
- Monitor and Report

Mr. Corrigan provided an overview of the Audit Process to include:

- Request Board Input
- Review Top Risks Generated by Annual ERM Assessment
- Select specific top risk items within top risk for the Annual Audit Plan
- Get Board Approval of Plan
- Add Audit of specific risks included in baseline reporting

(Trustee Johnson stepped out at 2:29 p.m. and returned at 2:30 p.m.)

Dr. Andrea Burrridge, Interim Vice Chancellor, Strategic, Planning Institution Effectiveness provided an overview of the Metrics:

- Metrics
 - Readily available
 - Timely
 - Relevant
 - Valid
 - Actionable
 - Reporting Process and Timelines

(Trustee Davies returned at 2:33 p.m.)

- Baseline Audit Matrix: Draft Proposal

Mr. McCracken noted that the baseline audit matrix allows the scheduling of various reports to be provided to the Board.

Trustee Cheben expressed appreciation for the responses provided to questions submitted regarding the agenda items. He inquired if there are safeguards that would constitute the risks. Mr. McCracken noted that there may not be an apparent response to the inquiry and apprised that there will need to be a discussion. He noted that the compliance process may provide a root cause.

Dr. VanDible Stallworth requested that Dr. Burrridge provide feedback on the inquiry. Dr. Burrridge noted that many metrics may thread through the high-level risks and apprised that the strand may tell different matters regarding the risks.

ADJOURNMENT

Houston Community College
Audit Committee Meeting – January 10, 2024 - Page 4

With no further business coming before the Board, the meeting adjourned at 2:42 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

January 10, 2024

Minutes

The Board of Trustees of Houston Community College held a Committee of the Whole on Wednesday, January 10, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Eva Loreda, Secretary
Laolu Davies
Sean Cheben
Charlene Johnson
Pretta VanDible Stallworth
Dave Wilson

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
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Phillip Nicotera, President, Coleman College
Norma Perez, Interim Senior Vice Chancellor, Instructional Services and Student Services and Chief Academic Officer
Fheryl Prestage, Vice Chancellor, 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 6:00 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, Loreda, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

No citizens requested to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

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

Motion – Dr. Pretta VanDible Stallworth motioned and Trustee Sean Cheben seconded.

Dr. Ford Fisher recommended approving the Monthly Investment Reports, Financial Statements, and Budget Reviews for November 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 noted that the college has been operating under the new funding model and announced that the college will receive \$2.0 million per semester in payments for the FAST Program in association with dual credit students.

Vice Chancellor Heins provided a report on the following:

- Executive Summary of HCCS Financial Update as of November 30, 2023 (3rd month of FY 2024 = 25%)
- HCAD Tax Base is now certified at \$281.6B for FY 2024
- Tuition and Fees Revenues
- Unduplicated enrollment as of November 30, 2023 increased by 3.16%
- HCC investment interest income for November 2023 was \$1.42M compared to \$1.44M earned in October 2023
- HCCS pre-COVID balance was over \$400M spread over 10 years.
- HEERF Grant process ended June 30, 2023
- Development of Dual Credit Waivers strategies is in progress in conjunction with implementation of the FAST program.
- FY 2024 budgeted revenue is \$468.5 million.
- Focus remains to increase enrollment and increase Student Success as measured by the State of Texas
- The overall CPI rate increased 3.1 percent for the 12 months ending November 30, 2023
- FY 2024 Net Revenue/ (Expenses) is \$19,176,972 as of November 30, 2023

Trustee Cheben referenced slide 12 and inquired as to when to expect a tuition impact. Vice Chancellor Heins noted that there are already multiple entry points for enrollment and apprised that the college is seeing the impact on the tuition.

Trustee Cheben inquired as to when will the college experience a surplus. Vice Chancellor Heins noted that it should be seen around February and March.

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

FY2025 BUDGET WORKSHOP #2 OVERVIEW OF BUDGET PHILOSOPHY AND FINANCIAL TRENDS

Dr. Ford Fisher noted that Budget Workshop #2 provides an overview of the budget philosophy and financial trends. She apprised that Vice Chancellor Marshall Heins would provide the overview.

Vice Chancellor Heins presented the following:

- Key Factors to Consider in Developing the FY2025 Operating Budget
- Historical vs. revised major capital need management
- Major Operating Expense needs vs. budget surplus
- Recent annual end-of-year budget surplus
- HCC major Operating Expenditures that require action
- Exceptional balance in Fund Balance
- Status Cash on Hand
- FY 2024 Operating Budget - Major Categories
- Operating Revenue Philosophy: Ad Valorem Taxes
- Operating Revenue Philosophy: Tuition and Fees
- Operating Revenue Philosophy: State Appropriations
- Operating Revenue Philosophy: Investments and Other Local Income
- Operating Expense Philosophy: Salaries and Benefits
- Operating Expense Philosophy: Modified Maintenance & Repairs Strategy
- Operating Expense Philosophy: Other Operational Expenses
- Total Revenue Per Enrollment Large Urban Peer Comparison
- Ad Valorem Tax Revenue Large Urban Peer Comparison
- Exemptions and Ad Valorem Tax Rate Peer Comparison
- Tuition and Fees In-District Rate Large Urban Peer Comparison
- Preparation for Next Month
- Establish and Present Enrollment Strategies/Projections/Targets
- Review and Select Tuition and Fees/Dual Credit and Waivers Model
- First Overview of Budget Forecast and Known Commitments
- FY 2025 Facilities Master Plan
- System Deferred Maintenance Current Status FY2024

Trustee Wilson inquired about the average bond interest paid on the debt. Vice Chancellor Heins noted that it is probably half of the payment for Katy and apprised that there are additional options.

Trustee Wilson inquired if we are receiving more money from out-of-district than in-district. Vice

Chancellor Heins apprised that the cost is double for out-of-district and noted that the item is scheduled for discussion at the next budget workshop. He apprised that the Board would need to approve the college to do a study regarding the tuition comparison for in-district and out-of-district.

Trustee Wilson inquired about HCC's tax base in comparison to other community colleges. Vice Chancellor Heins noted that the HCC is averaging better than many community colleges.

Trustee Wilson noted that he is interested in getting the Board to allocate more funding for healthcare.

Dr. VanDible Stallworth inquired if the high school students could take one CNA certificate of value. Dr. Phillip Nicotera, President of Coleman College, concurred.

Trustee Davies referenced the deferred maintenance and inquired if there was an offset to the expense. Vice Chancellor Heins noted that the college is open 7 days a week and apprised that the buildings are being run as efficiently as possible; however, repairs are needed.

Trustee Davies inquired about the impact of deferred maintenance and the optics. Vice Chancellor Heins apprised that if the buildings were modernized, there could be maintenance savings.

Trustee Cheben inquired if there is an opportunity to bundle large scopes of work to decrease the unit cost. Vice Chancellor Heins noted that HCC buildings are open 7 days a week and could be a challenge with the closure of the buildings.

Vice Chancellor Heins introduced Vice Chancellor Fheryl Prestage, Chief Information Officer, Information Technology to provide an overview of the Information Technology Plan.

Vice Chancellor Prestage provided an overview of the following:

- Replacement Plan Best Practices and in Alignment with Cybersecurity Requirements
- Network infrastructure equipment current status and historical acquisition and funding
- Forecasted Information Technology replacement plan required budget needs.
- IT Network Equipment Requirement Expenditures
- Network Device Acquisitions (Of the Total 304 Required)
- Preliminary Information Technology Infrastructure Replacement Plan

Dr. VanDible Stallworth noted that she will submit her feedback on the IT Replacement Plan.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:08 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

January 10, 2024

Minutes

The Marketing Committee of the Board of Trustees of Houston Community College held a meeting on Wednesday, January 10, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Dave Wilson, Chair
Charlene Johnson, Committee Member
Sean Cheben, Alternate Member
Laolu Davies
Eva Loredó

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
Katherine Fields for Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
James Mable 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, Vice Chancellor, 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

Trustee Dave Wilson, Committee Chair, called the meeting to order at 3:21 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, Loreda, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

MARKETING, COMMUNITY ENGAGEMENT, & DISTRICT SPONSORSHIPS

Dr. Ford Fisher introduced the item and apprised that Remmele Young, Vice Chancellor, Public Information Communication and External Affairs would provide the overview.

Vice Chancellor Young provided an overview to highlight the following:

- Marketing Overview
- Campaign Goals
- Media Channels
 - Broadcasts
 - Digital
 - Outdoor
 - Print
- Campaign Total (2M estimated impressions from May-Aug 2023)
- FY23-24 Campaign Goals
- Community Engagement
 - District Sponsorships Events (Galas, Chamber and Award Events, parades, etc.)
 - College-sponsored events (Town halls, ribbon cuttings, MOU Signings, Recruiting)
- District Sponsorships
- Sample of Entities Sponsored by Category
- Sponsorship Impact

Trustee Davies inquired if there is a priority on branding or marketing. Vice Chancellor Young noted that the focus is to market the college to increase enrollment.

Trustee Davies inquired about the core audience. Vice Chancellor Young noted that the targeted audience is adults 18-34 as identified on slide 7.

Trustee Cheben noted that TikTok was not listed on the social media platform and inquired about the social media target process, including the phased-in and phased-out. Vice Chancellor Young noted that TikTok is prohibited due to statutory requirements.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:43 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

January 10, 2024

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, January 10, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
Katherine Fields for Daejan Grigsby, Faculty Senate President
Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer
James Mable 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, Vice Chancellor, 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 3:45 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, Richart, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

RATIFY APPROVAL OF RESOLUTION IN MEMORIAM OF TOMMIE JEAN (WILSON) LENTON

Motion – Trustee Eva Loredo motioned and Trustee Charlene Ward Johnson seconded.

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

RATIFY APPROVAL OF LETTER OF SUPPORT FOR DR. PRETTA VANDIBLE STALLWORTH REGARDING POSITION ON ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) BOARD OF DIRECTORS

Motion – Trustee Eva Loredo motioned and Trustee Charlene Ward Johnson seconded.

Trustee Loredo inquired about the fiscal impact on the college to attend the ACCT Board meetings. Dr. VanDible Stallworth noted that ACCT covers the cost of attending the Board meetings.

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

ADJOURNED TO CLOSED SESSION

Dr. Lenton-Gary adjourned the meeting to Executive Session at 3:50 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 5:59 p.m. and entertained any motions on pending matters.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned a 5:59 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

DRAFT

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

January 24, 2024

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, January 24, 2024, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Interim Chancellor/President Online College
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
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, Vice Chancellor, Chief Information Officer, Information Technology
Karen Schmidt, Executive Director, HCC Foundation
Kathleen Fleming for 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 4:03 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, Richart, Tamez, VanDible Stallworth, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Lenton-Gary led in the prayer and pledges.

APPROVAL OF MINUTES

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The following awards and recognitions were presented:

- Check Presentation by Texas Mutual
- Recognition of Achieving the Dream Scholar
- Recognition of NASA MUREP Innovation Tech Transfer Idea Competition (MITTIC) Challenge

CHAIRMAN'S REPORT

- **TRUSTEES DISTRICT REPORT**

District I – Trustee Richart expressed appreciation to the faculty and staff.

District IX – Dr. VanDible Stallworth acknowledged Dr. Ravi Brahmabhatt, Director for Entrepreneurship Initiative Community Relations and noted that he has been diligent in making certain students are involved and participate in community programs.

District VIII – Trustee Loredo expressed appreciation to the students for all their efforts and encouraged the faculty and staff to keep the dream going.

District IV – Trustee Davies noted The Kinsey African American Art & History Collection will be on exhibit at the Holocaust Museum Houston opening on January 12, 2024, celebrating the achievements and contributions of Black Americans. He apprised that the Martin Luther King (MLK) Parade has been rescheduled to February 10, 2024, in Downtown Houston.

Dr. VanDible Stallworth noted that a former staff member of HCC, Ava Cosey's artwork will be displayed as a part of the Kinsey Collection.

- **BOARD MEETING SCHEDULED**

Dr. Lenton-Gary announced the following upcoming meetings:

- Committees and COTW Meetings on Wednesday, February 14, 2024
- Regular Meeting on Wednesday, February 21, 2024

- **BIRTHDAY WISHES**

Dr. Cynthia Lenton expressed a happy birthday wish to Trustee Loreda who celebrated her birthday on January 17th.

CHANCELLOR'S REPORT

Dr. Ford Fisher provided an overview of the following:

- Introduction of Chancellor's Executive Council
- Enrollment Projection Overview (Presented by Dr. Andrea Burrridge)

UNITED STUDENT COUNCIL REPORT

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

- Tree Lighting Ceremony
- Space Workforce
- Student Engagement
- General Assembly

FACULTY SENATE REPORT

Dr. Daejan Grisby provided the Faculty Senate Report to include the following:

- Happy New Year and Welcome Back Greetings
- Academic Calendar
- Condolences to Dr. VanDible Stallworth and Dr. Cynthia Lenton-Gary
- Instructional Day
- Faculty Conference
- Faculty Art Exhibits
- Congratulations to Dr. Margaret Ford Fisher as the Sole Finalist for Permanent Chancellor

STAFF SENATE REPORT

Aaron Henry provided the Staff Senate report to include:

- Condolences to Dr. VanDible Stallworth and Dr. Cynthia Lenton-Gary
- Staff Senate Resolution acknowledging Dr. Margaret Ford Fisher as Sole Finalist Chancellor

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 Saja Sosa.

HEARING OF THE CITIZENS

The following citizen(s) spoke before the Board:

- Joseph Gavin (Closed Session)

ADJOURNED TO CLOSED SESSION

Houston Community College
Regular Meeting – January 24, 2024 Page 4

Dr. Cynthia Lenton-Gary adjourned the meeting to Executive Session at 4:59 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 6:24 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Davies, Johnson (videoconference), Lenton-Gary, Loreda, Richart, Tamez (videoconference), and Wilson)

CONSENT AGENDA

Trustee Davies requested to take the agenda out of order to consider Items F and G. There were no objections.

(Dr. VanDible Stallworth joined the meeting at 6:30 p.m.)

APPROVE THE APPOINTMENT AND EMPLOYMENT OF HOUSTON COMMUNITY COLLEGE SYSTEM (HCCS) PERMANENT CHANCELLOR, AND AUTHORIZE BOARD CHAIR TO NEGOTIATE AND EXECUTE EMPLOYMENT CONTRACT

Motion – Trustee David Wilson motioned and Trustee Eva Loreda seconded.

Vote – The motion passed with a vote of 7-1 with Trustees Lenton-Gary, Loreda, Cheben, Davies, Johnson, VanDible Stallworth, and Wilson in favor and Trustee Richart opposing. Dr. Tamez was not present for the vote.

(Dr. Tamez joined the meeting via videoconference at 6:35 p.m.)

ELECTION OF BOARD OFFICERS FOR 2024

Dr. Lenton-Gary announced the Board would elect officers for 2024 and opened the floor for nominations for Board Chair.

Election of Board Chair:

Trustee Johnson nominated Dr. Lenton-Gary.

Trustee Richart nominated Trustee Davies.

Vote on Dr. Lenton-Gary as Board Chair – The motion passed with a vote of 5-1-3 with Trustees Lenton-Gary, Cheben, Johnson, VanDible Stallworth, and Wilson in favor; Trustee Davies opposing; and Trustees Richart, Loreda, and Tamez abstaining.

Election of Vice Chair:

Dr. Lenton-Gary opened the floor for 2024 Vice Chair nominations.

Houston Community College
Regular Meeting – January 24, 2024 Page 5

Trustee Loredo nominated Trustee Davies.

Dr. Lenton-Gary nominated Trustee Johnson.

Vote on Trustee Davies as Vice Chair – The motion passed with a vote 5-3-1 with Trustees Richart, Loredo, Cheben, Davies, and Tamez in favor; Trustees Lenton-Gary, Johnson, and Wilson opposing; and Trustee VanDible Stallworth abstaining.

Election of Secretary:

Dr. Lenton-Gary opened the floor for 2024 Secretary nominations.

Trustee Davies nominated Trustee Loredo for Secretary.

Dr. Lenton-Gary nominated Trustee Wilson for Secretary.

Trustee Loredo called for the close of nominations for Secretary.

Vote on Trustee Loredo as Secretary – The motion failed with a vote of 4-3-2 with Trustees Richart, Loredo, Davies, and Tamez in favor; Trustees Lenton-Gary, Johnson, and Wilson opposing; and Trustees Cheben and VanDible Stallworth abstaining.

Vote on Trustee Wilson as Secretary – The motion passed with a vote of 6-1-1 with Trustees Lenton-Gary, Cheben, Davies, Johnson, VanDible Stallworth, and Wilson in favor; Trustee Richart opposing; and Trustee Loredo abstaining. Dr. Tamez was not present for the vote.

Dr. Lenton-Gary recessed the meeting at 6:40 p.m. and reconvened the meeting at 6:52 p.m.

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

Due to a lack of quorum, the meeting adjourned at 6:52 p.m.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:52 p.m.

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

Minutes Approved as Submitted: _____

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

January 31, 2024

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, January 31, 2024, at the HCC Administration Building, 3100 Main, Second Floor, Seminar B, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Eva Loreda (via videoconference)
Charlene Johnson
Monica Richart (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 Burrridge, Interim Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
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
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, Vice Chancellor, 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 1:38 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, Loreda, Richart, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

STUDENT SERVICES RENOVATIONS AT WEST LOOP CAMPUS (PROJECT NO. IFB 24-15)

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

Dr. Ford Fisher noted that Vice Chancellor Marshall Heins, Senior Vice Chancellor, Finance and Administration and Chief Financial Officer would provide an overview of the item regarding the Student Services renovation at West Loop Campus.

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

PERSONNEL AGENDA (FACULTY)

Motion – Trustee Laolu Davies motioned and Trustee Eva Loreda seconded.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned a 1:47 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: February 21, 2024

Consent Agenda

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

RECOMMENDATION

Acceptance of the donation of 200 certificates for an NVIDIA online course valued at \$90 each.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College in the DIT program.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$18,000.00

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_NVIDIA	12/18/2023	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 Interim Chancellor

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

December 13, 2023

Mr. Joe Bungo
NVIDIA
2788 San Thomas Expy
Santa Clara, CA 95051

Dear Mr. Bungo:

Thank you for the in-kind donation of 200 certificates (\$90 each) for HCC students to take an NVIDIA course. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$18,000.00. 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

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

RECOMMENDATION

Acceptance of the donation of snacks, water bottles and pizza for the Design-A-Thon held on October 14, 2023.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Southwest College in the DIT program.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$208.97

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_Mylestone	12/18/2023	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*

Antreice 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 Interim Chancellor

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

December 13, 2023

Shelle Vernon
Milestone Development & Management
9894 Bissonnet Ste. 246
Houston, Texas 77036

Dear Ms. Vernon:

Thank you for the in-kind donation of snacks, pizza and water bottles for HCC students and faculty who participated in the Design-A-Thon on October 14, 2023. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$208.97. 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 are focused on serving our students. 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.

Hi Kristina,

Please see attached two receipts for the donated items (pizza and drinks/snacks) to support the Design-A-Thon held through HCC DigiComm at the West Houston Institute this past Saturday, October 14, 2023.

Mylestone Development & Management was happy to support the event.
The total donation is valued at \$208.97.



La Shelle Vernon
President/CEO

m. 281.971.3283 tf. 877.767.1547
d. 281.766.7415 f. 281.746.9216



www.MylestoneDMC.com



Shelle@MylestoneDMC.com

"Development in Motion...Achieving Mylestones"



Delivery Address: 2811 HAYES RD, HOUSTON, TX 77082-2642

Callback Phone #: 832-489-1323

Your Domino's Store:

Domino's #6659

1498 Wilcrest Dr Houston TX 77042-2229

713-782-4311

Delivery Time: Approximately 18-28 minutes

**DON'T FORGET TO CLAIM YOUR REWARDS POINTS
TOWARD FREE PIZZA AND MORE!**

CLAIM POINTS

Order Details

Order #: 95

Date: 10/14/2023 11:06AM

The following order is being delivered hot and fresh to your door:

Quantity	Description	Amount
5	Large (14") Hand Tossed Pizza Whole: Robust Inspired Tomato Sauce, Cheese	\$54.95
5	Large (14") Hand Tossed Pizza Whole: Pepperoni, Robust Inspired Tomato Sauce, Cheese	\$54.95

Coupon Used: 2 or More Large 2 Topping Pizzas. Each Priced At:

Coupon Used: 2 or More Large 2 Topping Pizzas. Each Priced At:

Food & Beverage: \$109.90

Delivery Charge: \$4.49

Taxes: \$9.44

Total: \$123.83

Payment Details

Payment Method: Credit Card \$123.83

Any Delivery Charge is not a tip paid to your driver.

**Drivers carry less than \$20 in change and checks are NOT accepted for online orders.*



ACTION ITEM

Meeting Date: February 21, 2024

Consent Agenda

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

RECOMMENDATION

Acceptance of the variety of drinks and waters donated for four events: Welcome Back Week, National Night Out, Manufacturing Day, and Fall Fest.

COMPELLING REASON AND BACKGROUND

This gift will support the students in the events at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,881.46

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_Pepsi Bottling	12/18/2023	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

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

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

December 13, 2023

Odell Hamilton
Pepsi Bottling Group
9300 LaPorte Freeway
Houston, Texas 77471

Dear Odell:

Thank you for the in-kind donation of the variety of drinks and waters to provide support for Houston Community College – Southwest College, and specifically for the August Welcome Back, Manufacturing Day, Fall Fest and National Night Out. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 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 \$1,881.46. Your generosity has furthered the efforts of the student programs in Southwest College. 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 are focused on serving our students. 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.



Hamilton, Odell (PEP) <Odell.Hamilton@pepsico.com>
To: kristina.perez



Mon 11/13/2023 7:31 AM

Hi - @ floor cost, the value of the items would be:

Welcome Back - \$102.30
National Night Out & Manufacturing Day were together - \$987.44
Fall Fest - 791.72

From: kristina.perez <kristina.perez@hccs.edu>
Sent: Wednesday, November 8, 2023 3:41 PM
To: Hamilton, Odell (PEP) <Odell.Hamilton@pepsico.com>
Subject: need value?

WARNING: Email originated outside of PepsiCo.

Hi Odell,
I have to complete the paperwork on my end for the donated items. Can you let me know the value for each of the following events that we picked up drinks?

August 2023, Welcome Back Week, estimated 500 and would divide between campuses (pick up August 10th) *need value?
National Night Out for all HCC - 400 variety snack and drinks, held across campuses, held on October 3, 2023 *need value?
Manufacturing Day - 300 variety snack and drinks, October 6, 2023 *need value?
Fall Fest - 300 variety snack and drinks, held across two campuses, held October 31, 2023 - *need value?

Thank you so much! We value our partnership and know it makes a difference for the students we serve.

Sincerely,
Kristina

Kristina Pérez, M.Ed.
Director of Development, HCC Foundation

HOUSTON COMMUNITY COLLEGE

📍 3100 Main Street, MC1148 #12B12, Houston, Texas 77002
📞 713.718.8253 📠 832.489.1323 🌐 <https://www.hccsfoundation.org/>



♻️ Please consider the environment before printing.

ACTION ITEM

Meeting Date: February 21, 2024

Consent Agenda

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

RECOMMENDATION

Acceptance of the variety of snacks donated for events (welcome back, national night out, and manufacturing day).

COMPELLING REASON AND BACKGROUND

This gift will support the students in the events at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$340.00

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_FritoLay	12/18/2023	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

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

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

December 13, 2023

Mr. Carlos Becerra
Frito-Lay, Inc.
3310 N Hwy 36
Rosenberg, Texas 77471

Dear Mr. Becerra:

Thank you for the in-kind donation of the variety of snacks to provide support for Houston Community College – Southwest College events. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 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 \$340.00. 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
5.	Acceptance of Donated Item by Southern Healthcare	Dr. Margaret Ford Fisher Dr. Phillip Nicotera

RECOMMENDATION

Acceptance of variety of laboratory supplies.

COMPELLING REASON AND BACKGROUND

This gift will support the students in the Coleman College - Health Sciences Center of Excellence.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,000.00

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_Southern Healthcare	12/18/2023	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 Interim Chancellor

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

December 13, 2023

Mitchell Rico
Laboratory Analyst
Southern Healthcare Services
9100 Southwest Fwy, Suite 114
Houston, Texas 77074

Dear Mitchell:

Thank you for the in-kind donation of a variety of lab supplies for Coleman College – Health Sciences. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$1,000.00. Your generosity has furthered the efforts of the student programs in the Health Sciences 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Acceptance of Donated Item by UT Physicians	Dr. Margaret Ford Fisher Dr. Phillip Nicotera

RECOMMENDATION

Acceptance of variety of medical and lab supplies.

COMPELLING REASON AND BACKGROUND

This gift will support the students in the Coleman College - Health Sciences Center of Excellence.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$200.00

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_UT Physicians	12/18/2023	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 Interim Chancellor

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

December 13, 2023

Leanne I. Doringo, MSN, RN
Nurse Manager/Practice Manager, Pediatrics
UT Physicians Pediatric Center – Katy
23920 Katy Freeway, Suite 220
Katy, Texas 77494

Dear Irene:

Thank you for the in-kind donation of a variety of supplies for Coleman College – Health Sciences. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$200.00. Your generosity has furthered the efforts of the student programs in the Health Sciences 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Acceptance of Donated Item by Blick	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the in kind donation of six \$100 and six \$50 gift cards by Blick.

COMPELLING REASON AND BACKGROUND

Improve innovation and learning outcomes.

Blick, an art supply company, has offered to donate six gift certificates of \$100 each and six gift certificates of \$50 each. The Art Department plans to use the gift cards as prizes for winners of HCC Art Competitions.

FISCAL IMPACT

Donation Value: in-kind contribution at \$900

Additional Costs: none

LEGAL REQUIREMENT

Approved by OGC

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Blick	12/18/2023	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 Interim Chancellor

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

November 8, 2023

Blick
695 US HIGHWAY 150 E
GALESBURG, IL 61401-8310

Dear Jessika,

Thank you for your very generous in-kind donation received in November 2023. Your gift of six \$100 gift cards and six \$50 gift cards will benefit Houston Community College art students and be a great prize for the winners of this year's art competitions. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at its January 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 \$900.00. Because of your generosity, these are dollars saved which we are able to 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. We plan to use the gift cards to give as prizes for our 2023-24 student art competitions.

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 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	Acceptance of Donated Item by Dr. Cheryl Peters	Dr. Margaret Ford Fisher Dr. Zachary Hodges

RECOMMENDATION

Acceptance of the in kind donation of a Baldwin Baby Grand Piano, donated by Dr. Cheryl Peters.

COMPELLING REASON AND BACKGROUND

Improve innovation and learning outcomes.

Dr. Cheryl Peters has generously offered to donate her baby grand piano to HCC's Media, Visual and Performing Arts Department. The piano is a DH Baldwin, Model C152 Baby Grand Piano with Ebony Polish Finish and is a Size 5'. The serial number is 58704. This piano, used and in excellent condition , is valued at \$8,970. If accepted, the piano will be located at the HCC West Houston Institute.

FISCAL IMPACT

Donation Value: in-kind contribution at \$8,970

Additional Costs: normal maintenance costs included in HCC Budget, Dr. Peters has offered to pay the cost to have the piano moved

LEGAL REQUIREMENT

Approved by OGC

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Acknowledgement Letter_Dr. Cheryl Peters	12/18/2023	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*

Antre 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 Interim Chancellor

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

December 4, 2023

Dr. Cheryl Peters
1120 Texas St. Apt 7B
Houston, TX 77002-3135

Dear Dr. Peters,

Thank you for your very generous in-kind donation of your beautiful baby grand piano to be used by HCC's Visual and Performing Arts Department and will be installed at the HCC West Houston Institute. HCC is honored to receive such a generous gift, and we know it will enhance the student experience and for our student's studying music. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at its January 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 \$8,970. 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.

DH Baldwin, Model C152
Baby Grand Piano
Ebony Polish Finish
Size 5'

Serial number 58704.



ACTION ITEM

Meeting Date: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
9.	Acceptance of Donated Item by Let's Defend Inc	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the donation for support and access for the Cybersecurity Competition.

COMPELLING REASON AND BACKGROUND

This gift will support the students in the events at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$2,500.00

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_LetsDefendInc	1/2/2024	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 Interim Chancellor

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

December 17, 2023

Omer Arslan
LetsDefend Inc.
45305 Catalina Ct.
Sterling, VA. 20166

Dear Mr. Arslan:

Thank you for the in-kind donation and support for Southwest College – Digital Information and Technology Center of Excellence. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$2,500.00. Your generosity has furthered the efforts of the student programs in the Digital Information and Technology Center of Excellence, and specifically Cybersecurity. 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
10.	Acceptance of Donated Item by Ms. Reed Young	Dr. Margaret Ford Fisher Dr. Madeline Burillo Hopkins

RECOMMENDATION

Acceptance of the donation for support to the Digital Communication program at Southwest College.

COMPELLING REASON AND BACKGROUND

This gift will support the students at Southwest College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,698.00
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_Reed Young_Jan BOT	1/2/2024	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 Interim Chancellor

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

December 14, 2023

Ms. Reed Young
5218 Kinglet St.
Houston, TX. 77035

Dear Ms. Young:

Thank you for the in-kind donation and support for Southwest College – Digital Information and Technology Center of Excellence. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the January 24, 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 \$1,698.00. Your generosity has furthered the efforts of the student programs in the Digital Information and Technology Center of Excellence, and specifically Digital Communication. 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 are focused on serving our students. 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
11.	Acceptance of Donated Item by Memorial Hermann	Dr. Margaret Ford Fisher Dr. Phillip Nicotera

RECOMMENDATION

Acceptance of the donation of OR supplies for Coleman College.

COMPELLING REASON AND BACKGROUND

This gift will support the students at Coleman College in the Health Sciences Center of Excellence.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,347.00

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_Memorial Hermann	1/30/2024	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

January 30, 2024

Joseph Avila
Regional Director Memorial Hermann
6411 Fannin Street
Houston, TX 77030

Dear Mr. Avila:

Thank you for the in-kind donation and support for Coleman College. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at the February 21, 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 \$1,347.00. Your generosity has furthered the efforts of the student programs in the Health Sciences 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. 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 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: February 21, 2024

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
12.	Acceptance of Donated Item by SLEH/Common Spirit	Dr. Margaret Ford Fisher Marshall Heins Samantha Manjarrez

RECOMMENDATION

Acceptance of the in-kind furniture donation by SLEH/Common Spirit.

COMPELLING REASON AND BACKGROUND

The furniture donation will be utilized to furnish HCC office spaces around the district.

SLEH/Common Spirit would like to donated furniture on the 5th floor – St Luke's vacated space - to HCC District Building Operations. The furniture was valued by Smarketing and G&L Installations, Inc in the total of \$27,725.00.

FISCAL IMPACT

Donation Value: in- kind contribution at \$27,725.00

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_SLEH_CommonSpirit	1/30/2024	Attachment

This item is applicable to the following: District



**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 29, 2024

Chad Johnson
System Director – Real Estate Portfolio
SLEH/CommonSpirit
3100 Main, 8th Floor
Houston, Texas 77002

Dear Mr. Chad Johnson:

Thank you for your very generous in-kind donation received on 10/27/2023. Your gift of variety furniture pieces will be used by HCC District for as working spaces for various departments in HCC. We anticipate that HCC's Board of Trustees will determine its formal acceptance of the donation at its February 21, 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 \$27,725. Because of your generosity, these are dollars saved which we are able to 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

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: February 21, 2024

Consent-Academic and Student Affairs

ITEM #	ITEM TITLE	PRESENTER
13.	Approved Honorary Degrees for 2024	Dr. Margaret Ford Fisher Dr. Norma Perez

RECOMMENDATION

Approved honorary degree recipients for the 2024 Spring commencement ceremony.

COMPELLING REASON AND BACKGROUND

- In March 2001, the Board began a policy of awarding honorary degrees. The policy stipulates that the Board, upon recommendation of the Chancellor, will bestow HCCS honorary degrees at the Commencement Ceremony.
- In February 2019, the Board modified the policy regarding nominations of honorary degree recipients. Each Board member from Districts I, II, IV and IX may nominate at most one honorary degree recipient in even-numbered years, and each Board member from Districts III, V, VI, VII, and VIII may nominate at most one honorary degree recipient in odd-numbered years.
- The Board will consider nominations for awarding honorary degrees according to the following criteria:
 1. Excellence in the fields of public affairs, the sciences, humanities and the arts, scholarship and education, business, philanthropy, or social services which exemplify the mission and scope of the institution;
 2. Meritorious and outstanding public service to the institution, the community, the state of Texas, the United States, or to humanity at large; and
 3. Individuals from business and industry who have achieved local, state, national or international distinction by significant contributions to the economy and society at large.

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

In accordance to Board policy EFBB (Local)

STRATEGIC ALIGNMENT

4. *Community Investment*

ATTACHMENTS:

Description	Upload Date	Type
Honorary Degree Nominees - 2024	2/7/2024	Attachment

This item is applicable to the following: District

HCC Honorary Degree Nominees for 2024

1. Sheriff Ed Gonzalez -- Nominated by Trustee Monica Flores Richart, District I

A lifelong Houstonian, Sheriff Gonzalez started his journey in public service at the Houston Police Department, first as a civilian, then a peace officer, homicide detective, hostage negotiator, and sergeant.

After nearly two decades of service as a peace officer, Sheriff Gonzalez won a seat on the Houston City Council, serving three terms as the representative for residents in District H, an area north and east of downtown Houston. As a city councilman, he chaired the Public Safety and Homeland Security Committee and was appointed Mayor Pro-Tem. He was instrumental in creating the Houston Recovery Center, a diversion facility where people with public intoxication cases connect with a recovery coach rather than going to jail. Sheriff Gonzalez also worked to lead from the front, personally assisting in multiple water rescues of stranded residents. has elevated discussions on mental health, substance abuse, homelessness, and rehabilitation programs and services. He prioritizes public safety and trust while maintaining fairness and dignity in the criminal justice system. He prioritizes innovation and collaboration regarding the care and response to those with mental illness, developmental disabilities, and neurocognitive disorders.

Sheriff Gonzalez continues to identify critical tools and search for creative ways to improve public safety. His commitment to a more effective, equitable, and thoughtful approach to peace keeping has served as a model across the state and country.

Sheriff Gonzalez holds a bachelor's degree in criminal justice from the University of Houston-Downtown and a master of liberal arts degree from the University of St. Thomas. Sheriff Gonzalez serves on the advisory Board of Trustees for the Council on Criminal Justice and he serves as Vice-Chair of the Harris County Criminal Justice Coordinating Council.

2. Janice Weaver -- Nominated by Trustee Charlene Johnson, District II

Janice Weaver is known for her tireless good work in the community. Christian, humanitarian, and commitment to helping others are all metaphors used when describing Janice Weaver.

With a vast amount of corporate and community outreach experience, she currently serves the City of Houston working in the office of City Controller Chris Hollins. She most recently was the Director of Community Relations for the City of Houston and former Mayor Sylvester Turner. Previously, she served as Executive Assistant & Office Manager for Congresswoman Sheila Jackson Lee (18th Congressional District of Texas) and earlier retired from AT&T after twenty-four years of faithful service.

She loves dedicating her time volunteering in the community throughout the Houston area with several organizations including: the United Way, Aldine Youth Center, St. Monica Youth Sports Ministry, Acres Home Youth Association, Grove Community Outreach, For His Glory Ministries, Fr. Alphonsus Kidney Foundation, NAACP, LCLAA, A. Phillip Randolph Organization, LULAC Board Member for Houston Area Community Services (HACS), Gospel Music Heritage Committee, Precinct Judge #0698, Telephone Pioneers and the African American Chamber of Commerce of Greater Houston to name a few.

As a native Houstonian, she attended Kashmere Senior High School and Houston Community College. Due to her commitment and community engagement, she has received numerous awards including: the Aldine ISD VISA Award, Girl Scouts, Starlight Missionary Baptist Church Youth & Young Adults Award, Starlight MBC "Mother of the Year" Award, A.H.C.D.C. Corp. "Volunteer Spirit" Award, Acres Home Youth Association S.I.S.T.A Circle

However, Janice considers her greatest accomplishments are being a wife, mother, grandmother, great grandmother and having a rewarding family life. She is married to Alvin Weaver and is the mother of four children, and grandmother of seven and great grandmother of two.

3. Brad "Scarface" Jordan -- Nominated by Trustee Laolu Davies, District IV

Scarface (born Brad Jordan, November 9, 1970) is a rapper from the South Acres neighborhood in Houston, Texas, originally known for his work as a member of the Geto Boys. The Texas storyteller pioneered what would become known as "Southern rap" in the early 1990s through his work with Houston outfit Geto Boys, not to mention a solo career that has spawned 11 albums (three platinum, four gold). He headed up Def Jam South from 1999-2003. Scarface's musical journey extends far beyond rap and hip-hop as he grew up around a collection of family members who played in bands and encouraged him to pick up guitars and basses as a kid.

Scarface is widely regarded as one of the greatest hip-hop artists of all time and has had a huge influence on the genre. His influence can still be heard today in many up-and-coming rappers who have cited him as an inspiration. Scarface continues to make music.

4. Beverly Mitchell Jackson -- Nominated by Dr. VanDible Stallworth, District IX

Bio forthcoming

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
2023	Juan Hernandez	Eva Laredo – District VIII
2023	Stephanie Brown	Cynthia Lenton-Gary – District VII
2023	William A. Callegari	David Wilson – District VI
2023	Roopa Gir	Robert Glaser – District V
2023	Gloria Alvarez Rodriguez	Adriana Tamez – District III
2023	Senfronia Thompson	Charlene Johnson – District II
2022	Marlys “Marcy” Williams	Pretta VanDible Stallworth – District IX
2022	Lucy J. Bremond	Reagan Flowers – District IV
2022	Emily Cole	Monica Richart – District I
2021	Council Member Robert Gallegos	Adriana Tamez – District III
2021	Lawrence Matthews	Robert Glaser – District V
2021	Raj Salhotra	John Hansen – District VI
2021	Cynthia Ginyard	Cynthia Lenton-Gary – District VII
2021	Robert Moreno and Vina Moreno	Eva Loredó – District VIII
2020	Jessica Farrar	Monica Richart - District I
2020	Carol Mims Galloway	Rhonda Skillern-Jones - District II
2020	James Matthew Douglas	Reagan Flowers - District IV
2020	Clara Caldwell	Pretta VanDible Stallworth - District IX
2019	HD Chambers	John P. Hansen – District VI
2019	Adrian Garcia	Adriana Tamez – District III
2019	Scott Hochberg	Robert Glaser – District V

HCC Honorary Degree Recipient Listing

2019	Hugo J. Mojica	Eva Laredo – District VIII
2018	Anthony Scott	Pretta VanDible Stallworth – District IX
2018	Judge Zinetta Burney	Carolyn Evans-Shabazz – District IV
2017	Christina Morales	Eva Laredo – District VIII
2017	Representative Mary Ann Perez	Adriana Tamez – District III
2017	Commissioner Grady Prestage	Neeta Sane – District VII
2017	Michael Segal	Robert Glaser – District V
2017	Sarah Winkler	John Hansen – District VI
2016	Ponnu Pillai	Neeta Sane – District VII

2016	Jesse Rodriguez	Eva Laredo – District VIII
2016	Gracie Saenz	Adriana Tamez – District III
2016	Linda Toyota	Zeph Capo – District I
2015	Yolanda Black Navarro	Eva Laredo – District VIII
2015	Barry Morris (Posthumously)	Zeph Capo – District I
2015	Carmen Nuncio	Zeph Capo – District I
2015	Max Miller	Christopher Oliver – District IX
2015	James Dixon II	Carroll Robinson – District IV
2014	Eliza Contreras DeLeon	Eva Laredo – District VIII
2014	Dr. Lee P. Brown	Carroll G. Robinson – District IV
2014	Rev. William A. Lawson	Carroll G. Robinson – District IV Adriana Tamez – District III
2013	Johnny Mata	Herlinda Garcia – District III
2013	Lupe Salinas	Yolanda Navarro Flores – District II

HCC Honorary Degree Recipient Listing

2013	Linda Scurlock	Christopher W. Oliver – District IX
2013	Munir Ibrahim	Neeta Sane – District VII
2012	Becky Edmondson	Christopher W. Oliver – District IX
2012	Dr. Thomas F. Freeman	Bruce Austin – District II
2012	Koshy Thomas	Neeta Sane – District VII
2011	Rogene Gee Calvert	Neeta Sane – District VII
2011	Olga Ramirez Gallegos	Eva Loreda – District VIII
2011	Pat Rosenberg	Richard Schechter – District V
2010	Diane Johnson	Richard Schechter – District V
2010	Bangar Reddy Aaloori	Neeta Sane – District VII

2009	Bruce Austin	Christopher Oliver – District IX
2009	Leonel Castillo	Yolanda Navarro Flores – District I
2009	Jessica Castillo-Hulsey	Able Davila – District VIII
2009	Crystle Stewart	Dr. Williams – District IV
2009	Martha Countee Whiting	Bruce Austin – District II
2008	Victor Trevino	Yolanda Navarro Flores – District I
2008	Edna McGowan Grovey Walker	Bruce Austin – District II
2008	Rita Woodward	Richard Schechter – District V
2008	Danny Nguyen	Neeta Sane – District VII
2007	Nellie Joyce Punch	Bruce Austin – District II
2007	Alfredo Blanco	Diane Olmos Guzman – District III
2007	Nancy Lomax	Richard Schechter – District V

HCC Honorary Degree Recipient Listing

2005	Alan Helfman	
2005	Jodie Lee Jiles	
2005	Gordon Quan	
2005	U. S. Attorney General Alberto Gonzales	
2003	Michael Dell	
2002	Jim Box	
2002	Johnny Mata	
1999	Robert "Steve" Hall	
1994	Felix (Janie) Tijerina	
1992	George Foreman	

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Audit

ITEM #	ITEM TITLE	PRESENTER
14.	Approve Adding ERM Top 10 Risks Baseline Assessment to Internal Audit Plan	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Per the discussion requested by the Audit Committee Chair in the January 2024 Audit Committee Meeting, approve adding a project to the FY 2024 Internal Audit Plan to facilitate an ERM Top 10 Risks Internal Control Baseline Assessment with the assistance of the Risk Management and Strategic Planning Offices and the Chancellor Executive Council (CEC) members.

COMPELLING REASON AND BACKGROUND

The International Standards for the Professional Practice of Internal Auditing require that changes to internal audit plans be approved by the Board.

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
15.	Approval of HCC's Schedule of Tuition and Fees Effective Fall 2024	Dr. Margaret Ford Fisher Dr. Norma Perez Marshall B. Heins

RECOMMENDATION

Approve the attached list of HCC's Schedule of Tuition and Fees effective Fall 2024.

COMPELLING REASON AND BACKGROUND

- Annually the Board of Trustees approves HCC's Schedule of Tuition and Fees.
- The Board of Trustees is currently in the planning and development process for the fiscal year 2025 budget and has set forth the approved budget priorities upon which the administration will be basing the budget recommendations. They have also provided guidance to management on building a sustainable budget and established a revenue philosophy.
- The tuition and fees will remain the same and adhere to the Board's approved priorities, sustain the proposed FY 2025 Operating Budget, ensure the continued delivery of high-quality education and support to students and instructional programs.
- HCC's tuition and fee rate changes remain competitive among our local community college peers.
- In accordance with FD local Policy, it is the responsibility of the Board of Trustees to set and collect any amount of tuition, rentals, rates, charges, or fees it considers necessary for the efficient operation of the college district. Annually, the Board of Trustees considers and determines the forgoing year's tuition and fees.
- On May 17, 2023, the Board of Trustees approved the schedule of tuition and fees which became effective in Fall 2023. Unless the Board of Trustees takes further action to adjust the current tuition and fees, the Fall 2023 tuition and fees schedule set in May 2023 will remain in effect.

FISCAL IMPACT

All tuition and fees will remain the same offset with related costs.

LEGAL REQUIREMENT

Texas Education code section 130.0084(b).

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
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This item is applicable to the following:

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



**Semester Credit Tuition
Effective Fall 2024**

Semester Credit Tuition

Description	Fall 2023	Proposed Fall 2024	Change
<i>In District</i>			
Tuition	\$33.00 per hour (\$50.00 minimum)	\$33.00 per hour (\$50.00 minimum)	\$0.00
General Fee	\$25.50 per hour	\$25.50 per hour	\$0.00
<i>Out of District</i>			
Tuition	\$121.00 per hour (\$138 minimum)	\$121.00 per hour (\$138 minimum)	\$0.00
General Fee	\$33.50 per hour	\$33.50 per hour	\$0.00
<i>Out-of-State</i>			
Tuition	\$151.00 per hour (\$240 minimum)	\$151.00 per hour (\$240 minimum)	\$0.00
General Fee	\$50.00 per hour	\$50.00 per hour	\$0.00

Mandatory Fees

Description	Fall 2023	Proposed Fall 2024	Change
Technology Fee	\$25.00 per hour	\$25.00 per hour	\$0.00
Student Activity Fee	\$1.00 per hour (\$12.00 maximum)	\$1.00 per hour (\$12.00 maximum)	\$0.00
Recreation/Athletics Fee	\$6.00 per semester	\$6.00 per semester	\$0.00

Other Incidental Fees

Description	Fall 2023	Proposed Fall 2024	Change
Deferment/Reproduction Fee	\$50.00	\$50.00	\$0.00
Distance Education (Online) Fee	\$42 per online course	42 per online course	\$0.00
Drop/Add Fee	\$15.00	\$15.00	\$0.00
Lab Fee	\$4.00 - \$80.00	\$4.00 - \$80.00	\$0.00
International Student Application Fee	\$75.00	\$75.00	\$0.00
International Student Insurance Fee	Based on Insurance Vendor	Based on Insurance Vendor	\$0.00
International Student Orientation Fee	\$50.00	\$50.00	\$0.00
Installment Plan Enrollment Fee	\$30.00	\$30.00	\$0.00
Installment Plan Late Fee	\$10.00 per late installment	\$10.00 per late installment	\$0.00
Katy Building Use Fee	\$0.00	\$5.00 per hour	\$0.00
Reinstatement Fee	\$75.00	\$75.00	\$0.00
Repeater Fee	\$50.00 per hour	\$50.00 per hour	\$0.00
Returned Check Payment Fee	\$25.00	\$25.00	\$0.00
Schedule Change Fee	\$15.00	\$15.00	\$0.00
Stop Payment Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$5.00	\$5.00	\$0.00
Transcript Fee through Service Provider	Based on Service Provider Price	Based on Service Provider Price	\$0.00

Testing Fees

Description	Fall 2023	Proposed Fall 2024	Change
Advance Standing Examination for College Credit Fee	\$25.00 per course	\$25.00 per course	\$0.00
Advance Standing Credit Evaluation	\$25.00 per evaluation	\$25.00 per evaluation	\$0.00
Accuplacer College Level Math	\$10.00 per attempt	\$10.00 per attempt	\$0.00
Accuplacer ESL	\$29.00 Initial Test \$10.00 Retest	\$29.00 Initial Test \$10.00 Retest	\$0.00
CLEP Test	\$12.00	\$12.00	\$0.00
Correspondence Test - Proctoring Fee	\$25.00	\$25.00	\$0.00
EMT Testing Fee	\$29.00 - \$209.00	\$29.00 - \$209.00	\$0.00
HESI	\$45.00 - \$75.00	\$45.00 - \$75.00	\$0.00
National Registry Test Fee	\$80.00 - \$125.00	\$80.00 - \$125.00	\$0.00
NCLEX-RN Prep Fee	\$23.00 - \$45.00	\$23.00 - \$45.00	\$0.00
Medical Assistant Exam Fee	\$125.00	\$125.00	\$0.00
State Fire Fighter Exam Fee	\$85.00	\$85.00	\$0.00
Surgical Technology Exam Fee	\$190.00	\$190.00	\$0.00
TEAS	\$86.00	\$86.00	\$0.00

TSI Assessment	\$29.00 All Sections \$10.00 Per section	\$29.00 All Sections \$10.00 Per section	\$0.00
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Course Specific Fee

Description	Fall 2023	Proposed Fall 2024	Change
Adult High School Materials Fee	\$10.00/\$20.00 (Art, BCIS, & BIM)	\$10.00/\$20.00 (Art, BCIS, & BIM)	\$0.00
Adult High School Tuition	\$275.00	\$275.00	\$0.00
Cert Nursing Aid Liability Fee	\$12.00	\$12.00	\$0.00
Computer Science Program Fee	\$24.00-\$75.00	\$24.00-\$75.00	\$0.00
Commercial Music Fee	\$75.00	\$75.00	\$0.00
Commercial Truck Clearing Acct	\$225.00 - \$350.00	\$225.00 - \$350.00	\$0.00
EMS AHA Card Fee	\$3.00 (CPR) \$15.00 (Advanced)	\$3.00 (CPR) \$15.00 (Advanced)	\$0.00
EMS OR Fee	\$25.00 (Basic) \$40.00 (Advanced)	\$25.00 (Basic) \$40.00 (Advanced)	\$0.00
EMT Online Web Tool Fee	\$110.00	\$110.00	\$0.00
HS-Film Badge Fee	\$10.00 - \$26.00	\$10.00 - \$26.00	\$0.00
HS-Liability Insurance Fee	\$10.00 - \$34.00	\$10.00 - \$34.00	\$0.00
Music Fee	\$145.00	\$145.00	\$0.00
Phlebotomy Liability Fee	\$12.00	\$12.00	\$0.00
Phlebotomy Materials and Supplies	\$10.00 - \$60.00	\$10.00 - \$60.00	\$0.00
Police In Service Mat/Test Fee	\$50.00	\$50.00	\$0.00
AEL Registration Fee Literacy	\$20.00	\$20.00	\$0.00
AEL Registration Fee Math & Reading	\$60.00	\$60.00	\$0.00
Course Materials Fee	Varies per course	Varies per course	\$0.00

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
16.	Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2024	Dr. Margaret Ford Fisher Dr. Norma Perez Marshall B. Heins

RECOMMENDATION

Approve the continued waiver of all tuition and fees for all Early College High School (ECHS) and P-TECH students, In-District and Out-of-District/State, effective Fall 2024.

COMPELLING REASON AND BACKGROUND

- Annually the Board of Trustees approves HCC's Tuition and Fees including waivers of Tuition and Fees.
- State appropriations and the estimated allocation of tax revenue are covering the cost of providing instruction to In-District ECHS/P-Tech students.
- Administration recommends waiving the Tuition and Fees for all ECHS and P-TECH students.
- While there is a shortfall related to Out-of-District/State ECHS and P-TECH students, it is relatively small, the number of Out-of-District/State ECHS/P-TECH students are limited, and these students have a high completion and success rate.
- HCC has waived all tuition and fees for ECHS and P-TECH students since inception of the programs.
- HCC renegotiated the Memorandum of Understanding agreements (MOUs) for academic year 2023-2024 with its partner independent school districts (ISDs) and charter schools. These waivers were incorporated in the MOUs in addition to benchmarks, enrollment targets and other success goals.
- Unless the Board of Trustees takes further action to adjust the current waiver of tuition and fees, the effective Fall 2023 waiver of tuition and fees will remain in effect.

FISCAL IMPACT

The actual amount of revenues waived for Fiscal Year 2022-2023 for the Early College High School and P-Tech exemptions was \$5M. The estimated amount of revenues to be waived for Fiscal Year 2023-2024 is \$5.8M. The estimated waiver for Fiscal Year 2024-2025 is \$6M.

LEGAL REQUIREMENT

Texas Administrative Code section 102.1091 (d)(3) and Texas Education code section 130.0008.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 4. Community Investment , 5. College of Choice

This item is applicable to the following:

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

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
17.	Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2024	Dr. Margaret Ford Fisher Dr. Norma Perez Marshall B. Heins

RECOMMENDATION

Approve the following flat rate and waiver for Traditional Dual Credit students effective Fall 2024:

- A flat rate of \$65 per course for Out-of-District/State Traditional Dual Credit students, and
- A waiver of all tuition and fees for In-District Traditional Dual Credit students.

COMPELLING REASON AND BACKGROUND

- State appropriations and the estimated allocation of tax revenue are covering the cost of providing instruction to In-District Traditional Dual Credit students; however, there is a shortfall related to providing instruction to Out-of-District/State Traditional Dual Credit students.
- For these reasons, administration is recommending that the Board of Trustees approve the flat rate fee per course charged for Out-of-District/State Traditional Dual Credit students to recognize and partially offset the tax-free standing of these students, while remaining affordable for the students and competitive in our region.
- The administration is also recommending that the Board of Trustees continue waiving all tuition and fees for In-District Traditional Dual Credit students.
- HCC has waived all tuition and fees for Traditional Dual Credit students since September 1, 2016.
- HCC renegotiated the Memorandum of Understanding agreements (MOUs) with its partner independent school districts (ISDs) and charter schools, and fee increases are contemplated in the MOUs in addition to benchmarks, enrollment targets and other success goals.
- A program financial analysis is performed annually in conjunction with the annual review of tuition and fees and waiver and exemptions.
- While some of our Out-of-District/State Traditional Dual Credit students pay this fee directly, most of our partner ISDs pay the fee on their students' behalf.
- On May 17, 2023, the Board of Trustees approved the flat rate of \$65 per course for Out-of-District/State Traditional Dual Credit students effective Fall 2023. Unless the Board of Trustees takes further action to adjust the current waiver of tuition and fees, the effective Fall 2023 waiver of tuition and fees will remain in effect.

FISCAL IMPACT

The actual amount of revenues waived for Fiscal Year 2022-2023 for Traditional Dual Credit exemption was \$10M. The estimated amount of revenues to be waived for Fiscal Year 2023-2023 is

\$11.8M. It is estimated that with the current level of Out-of-District/State Traditional Dual Credit students, HCC should recover an estimated \$800,000 in Fiscal year 2023-2024, for a net total waiver of \$11M.

LEGAL REQUIREMENT

Texas Administrative Code section 102.1091 (d)(3) and Texas Education code section 130.0008.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 4. Community Investment , 5. College of Choice

This item is applicable to the following:

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

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
18.	Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2024	Dr. Margaret Ford Fisher Dr. Norma Perez Marshall B. Heins

RECOMMENDATION

Approve the attached list of optional student tuition and fee exemptions and waivers effective Fall 2024.

COMPELLING REASON AND BACKGROUND

- The Texas Legislature authorizes certain optional exemptions and waivers of tuition and fees. Exemptions and waivers are intended to encourage targeted populations to persist and complete college coursework.
- At the Regular Board meeting on May 17, 2023, the Board of Trustees approved optional tuition and fee exemptions and waivers for Fall 2023.
- This request is for approval to continue offering the same optional exemptions and waivers effective Fall 2024. The Administration is not proposing any additional changes to the optional exemptions and waivers offered by HCC at this time.
- Unless the Board of Trustees takes further action to approve the attached list of optional student tuition and fee exemptions and waivers, the Fall 2023 list, set in May 2023 will remain in effect.

FISCAL IMPACT

The amount of revenues waived for the optional exemptions and waivers listed in the attached sheet was \$463,582 for Fiscal year 2022-2023. The estimated amount of revenues to be waived for Fiscal Year 2023-2024 is \$520,000. The estimated amount to be waived for Fiscal Year 2024-2025 is \$546,000.

LEGAL REQUIREMENT

Statutory references for each exemption and/or waiver are cited on the attached worksheet.

STRATEGIC ALIGNMENT

1. Student Success, 3. Academic Rigor , 4. Community Investment , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Optional Exemptions and Waivers Effective Fall 2024	1/27/2024	Attachment

This item is applicable to the following:

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



HOUSTON COMMUNITY COLLEGE
Optional Exemptions and Waivers
Effective Fall 2024

HCC CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FY2022 AMOUNT WAIVED	FY2023 AMOUNT WAIVED	FY2024 AMOUNT WAIVED (As of 12/31/2023)
W003	Highest Graduate Exemption - Valedictorians of each accredited Texas High School	Tuition	State Optional TEC 54.301	\$ 1,991	\$ 396	\$ 1,694
W004	Good Neighbor Program Exemption - Students from other nations of the Western Hemisphere (other than Cuba)	Tuition	State Optional TEC 54.331	\$ 68,870	\$ 43,101	\$ 57,423
W007	Employee Exemption - Full time employees, including spouse and children; part-time instructors, counselors and librarians actively employed	General Fees for Semester Credit Hours; 50% not to exceed \$100 for CEU and NCR courses except NCR taught thru a 3rd Party Contractor	State Optional TEC 130.0851 HCC Board Approved	\$ 40,088	\$ 46,650	\$ 24,033
W018	Competitive Scholarship Waiver - Non-resident or foreign students who receive competitive scholarships of at least \$1,000 from HCC or the HCC Foundation	Non-resident Tuition and General Fee	State Optional TEC 54.213	\$ 5,771	\$ 17,528	\$ 7,695
W020	Dept. of Corrections Exemption - Persons incarcerated in the Harris County Jail	Tuition & All Fees	Training Agreement HCC Board Approved	\$ 109,021	\$ -	\$ -
W086	ABE - NCR Class Waiver - Students who are incarcerated, homeless, cash welfare recipients, disabled veterans and refugees enrolled in traditional Adult Education courses	Registration Fee	HCC Board Approved	\$ -	\$ -	\$ -
W087	Disabled Peace Officers - Exemption for student who is permanently disabled as a result of injury suffered during the performance of duty as a peace officer	Tuition & Mandatory Fees, and course fees up to 12 semesters	State Optional TEC 54.352	\$ -	\$ -	\$ -
W088**	Senior Citizen Exemption - 55 years* and older	50% discount of tuition and mandatory fees for SCH; 50% discount of tuition for CEU/NCR. Space availability requirement applies. Effective Fall 2018	State Optional TEC 54.263 HCC Board Approved	\$ 197,865	\$ 214,372	\$ 89,576
W089**	Senior Citizen Exemption - 65 years* and older	Tuition & mandatory fees for up to six credit hours each semester or summer term if space available. Credit hours in excess of six each term will be subject to the 50% discount under HCC Waiver W088. Specific course fees, if applicable, are paid by the student.	State Optional TEC 54.365 (c) HCC Board Approved	\$ 135,268	\$ 141,535	\$ 173,863
Total				\$ 558,874	\$ 463,582	\$ 354,284

*Age at start of term

** These senior citizen exemptions were established in Fall 2018 and replaced W019, which only provided a \$10 discount. The exemptions cover tuition and mandatory fees (General Fee, Technology Fee, and Student Activity and Athletics Fees). The exemption does not apply to course and class fees such as lab fees, computer science fees, etc.

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
19.	Monthly Investment Report, Financial Statement and Budget Review for November 2023	Dr. Margaret Ford Fisher Marshall B. Heins Jacob Atkin

RECOMMENDATION

Accept the Investment Report, Financial Statement and Budget Review for the month of November 2023.

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 60% 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.
- No Investments were matured, sold, or purchased during November 2023.

FISCAL IMPACT

For November, the interest income earned for the month and fiscal year to date totaled \$1,424,777 and \$4,315,932, respectively. The weighted average interest rate (WAR) on November 30, 2023, was 5.03% compared to 5.03% last month and 3.27% a year ago.

Interest expense on outstanding debt was \$1,513,491 for the month of November 2023.

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	1/2/2024	Presentation
Investment Report - November 2023	1/2/2024	Attachment
Financial Statement - November 2023	1/2/2024	Attachment

This item is applicable to the following: District



FY 2024 Summary of November 2023 Monthly Investment Report, Financial Statements, and Budget Review

Dr. Margaret Ford Fisher, Interim Chancellor

Marshall B. Heins, Senior Vice Chancellor Finance &
Administration and CFO/CBO

Jacob Atkin, Associate Vice Chancellor Finance & Accounting

January 10, 2024

Executive Summary

HCCS Financial Update As of November 30, 2023

3rd month of FY 2024 = 25%

- 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** - move into major collection period December 2023-February 2024
 - **Tuition & Fees** - Enrollment is up 3.16% SCH as of November 30, 2023
 - **State Appropriations** (Performance Funding increases focus by HCCS on increasing Student Success, Enrollment Increases, and managing outcomes to new funding model) - \$32.5M or 47.4% due to State's new funding model timing of payments
 - **Investment Earnings** – Interest earnings for November 2023 were \$1.425M and \$4.316M year-to-date. Weighted Average Return was 5.03% for November 2023

Executive Summary

HCCS Financial Update As of November 30, 2023 Continued

3rd month of FY 2024 = 25%

- FY 2025 Budget Workshop #1 was conducted on December 6, 2023
- Ad valorem tax revenue collections will peak in January/February 2024 and matches historical payment timing trends. Collections as of November 2023 total \$209K or 0.1% of the FY 2024 approved budget. Matching November 30, 2022
- 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 \$68.6M or 64.5% of the total annual budget vs November 2022 of \$64.2M – a \$4.4M increase. HCCS must continue to aggressively increase enrollment
- Tuition and fees collected for Extended Learning are \$3.1M or 63.2% of the total FY 2024 budget vs FY 2023 of \$3M – a 3.1% increase
- No tuition rate or fee increase recommendations were presented or approved for the FY 2024 budget. 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 \$32.5M or 47.4% of the total annual budget of \$68.6M

Executive Summary

HCCS Financial Update As of November 30, 2023 Continued

3rd month of FY 2024 = 25%

- Unduplicated enrollment as of November 30, 2023 increased by 3.16%
 - Fall 2023 49,719
 - Fall 2022 48,196
- The HCCS investment interest income for November 2023 was \$1.42M compared to \$1.44M earned in October 2023. Weighted Average Rate of Interest (WAR) for November 2023 is at 5.03%, compared to 5.03% as of last month and 3.27% for November 2022. Interest income of \$876K was earned for the same period last year. Interest rates remain strong as Feds continue to use interest rates to fight inflation impact to the economy. No interest rate increase by the Feds since last report. Returns remain strong and flat
- **FY 2024 year-to-date interest earnings are \$4.32M** compared to **\$1.98M** earned in FY 2023. The Feds Rates hikes were neutral in the month of November. The probability of additional rate hike by the Feds for the remaining part of 2023 is decreasing significantly as data collected and published indicates that inflation in the economy is moderating. Fed is signaling at a reduction for Q1 2024
- **Actual total operating expenses are \$97.9M or 24.6% of budget, right at budgeted 25%.** HCCS will continue to monitor and manage operating expenses efficiently
- **Actual salaries for FY 2024 are \$59M or 24.9% of the total budget, and at budget for November 30, 2023.** Employee benefits are higher by 7.2% for FY 2024 compared to FY 2023

Executive Summary

HCCS Financial Update As of November 30, 2023 Continued

3rd month of FY 2024 = 25%

- 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. **HCCS has released the first \$4M for FY 2024 YTD**
- The HCCS HEERF Grant process ended on June 30, 2023. During the **recently introduced 120-day grant close-out period**, all HEERF Grant obligations were closed by HCCS by October 31, 2023. **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 of a contractor will come to the January 24th regular Board Meeting
- 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**
- A travel moratorium has been activated, with exceptions for critical travel needs. Effective December 2023

Executive Summary

State Appropriations Funding Formula Model Monthly Update

3rd month of FY 2024 = 25%

- HCCS has collected \$32.5 million or 47.4% 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 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 is working with ISDs to implement the FAST program for Spring Semester FY2024
- **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

- Impacts HCCS enrollment and interest rates
- The core CPI rose 0.3 percent in November 2023 compared to an increase of 0.2 percent recorded in October 2023. **The overall CPI rate increased 3.1 percent for the 12 months ending November 30, 2023, compared to 3.2% rate increase for the 12 months ending October 31, 2023. However, the inflation rate less food and energy index rose 4.0 percent in November 2023** which is the same as 4.0 percent rate for the month of October 2023.(Source: U.S. Bureau of Labor Statistics)
- The general trend going into the last quarter of 2023 is that the Feds may be done with the most aggressive hiking campaign in four decades as data from Bureau of Labor Statistics indicates that economy is cooling down as unemployment dropped to 3.7%, monthly wage growth slowed and inflation decreasing. The Feds may have achieved their soft-landing objective, without a drastic disruption of factors of production. The Feds have indicated that objective and unbiased review of data will guide their next move as regards to interest rate hike
- 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
- Fitch Rating Agency lowered U.S. Debt Rating to AA+ from AAA and holding
- Moody credit rating Agency downgraded the US economic outlook from stable to negative

Executive Summary

US Economic Update / HCCS Economic Environment Continued

- Gold has risen above \$2K per ounce
- WTI Crude Oil was trading at \$72 per barrel at the writing of this report, a price that supports Houston and Texas
- Crude oil could witness additional price increases per barrel as OPEC members reduce supply output. This factor could pose a serious threat to the Fed's use of monetary policy to control inflation
- 30-year home mortgages have dropped to 7.03%. Houston home prices and sales remain strong, however, 20 months of gradually declining homes sold. Supply inventory remains low at 3 months. Home prices remain stable
- US November Unemployment Rate was 3.7%, down from 3.9% in October
- Houston Texas Unemployment Rate was 4.1% in October, down from 4.4% in September
- Social Security Administration has announced 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 November 30, 2023

**3rd month
of FY 2024 = 25%**

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 November 30, 2023

3rd month of FY 2024 = 25%

- All investments follow Board policy and statutes with High Liquidity and High Security
 - Investment instruments are laddered to optimize safety, liquidity and yield
 - 60% of assets are invested in government pools, money market funds, and interest-bearing checking accounts
 - 40% 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 slight interest rate volatility downwards in the 1st and 2nd 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 97%)**, 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 November 30, 2023

3rd month
of FY 2024 = 25%

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru November 30, 2023	Actuals as a % of Budget
REVENUES			
State Appropriations	\$ 68,550,037	\$ 32,522,927	47.4%
Ad Valorem Taxes	205,735,996	208,617	0.1%
Tuition & Fees, Net	106,400,157	68,649,273	64.5%
Other Local Income ²	5,000,000	5,414,275	108.3%
Tuition & Fees, Net -- Extended Learning	4,862,714	3,071,396	63.2%
Grant Revenue - HEERF Funds	-	-	0.0%
Grant Revenue - Indirect Cost	650,000	179,659	27.6%
Total Revenues	391,198,904	110,046,147	28.1%
Fund Balance Transfers In¹	7,045,981	7,045,981	100.0%
Total Revenues and Fund Balance Transfers	\$ 398,244,885	\$ 117,092,129	29.4%

¹Deferred Maintenance

²Includes interest income and gain/loss on investments, royalties, fines and penalties, and other sales

Unrestricted Expenses

As of November 30, 2023

3rd month
of FY 2024 = 25%

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru November 30, 2023	Actuals as a % of Budget
EXPENSES			
Salaries	236,854,019	58,987,589	24.9%
Employee Benefits	35,127,911	7,567,818	21.5%
Supplies & General Expense	4,929,748	905,145	18.4%
Travel	1,229,314	112,600	9.2%
Marketing Costs	3,793,222	290,340	7.7%
Rentals & Leases	460,435	12,709	2.8%
Insurance/Risk Mgmt.	8,146,460	3,625,677	44.5%
Contracted Services	33,357,698	2,988,529	9.0%
Utilities	8,729,257	1,907,179	21.8%
Other Departmental Expenses	4,092,487	453,404	11.1%
Instructional & Other Materials	10,660,782	4,943,527	46.4%
Maintenance & Repair	1,897,851	259,941	13.7%
Transfers\Debt ¹	40,923,584	15,281,929	37.3%
Contingency/Initiatives	1,840,762	-	0.0%
Capital Outlay	5,511,356	578,770	10.5%
Scholarship Distribution ²	690,000	-	0.0%
Total Expenses	\$ 398,244,885	\$ 97,915,157	24.6%
NET REVENUE/(EXPENSES)	\$ -	\$ 19,176,972	

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 November 30, 2023

3rd month of FY 2024 = 25%

- HEERF I and HEERF II institutional funds have been fully recovered by HCCS. HEERF III final closed on October 31, 2023. HEERF I and II Internal Audits are complete
 - HCCS is working diligently to fully recover the full balance of HEERF funds. Administration presented multiple HEERF III direct funded projects, totaling approximately \$17.4 million. As of October 31, 2023, all final invoices have been received and payments issued
 - HEERF I, II and III funds for student aid have been totally disbursed. This total disbursement source consisting of Student Aid, Institutional, MSI and GEER funds = \$118.7M
 - 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 November 30, 2023

3rd month
of FY 2024 = 25%

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	(239,421)	(336)	(238,243)
Total Amount	\$118,684,539	\$26,960,443	\$17,107,688	\$55,442,523	\$218,195,193

NOTE: The last official HEERF detailed report was presented at the September 21, 2022 Board meeting. This summary report will continue through November 30, 2023

¹The total HEERF Project budget for eight BOT projects is \$17.4M. All have been in process and took time for design, procurement, mobilization and payment. All projects have been completed and final payments have been issued, according to current receipts

New HEERF Close-Out Calculation

HCCS utilized **\$10.9M 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 November 30, 2023

3rd month of FY 2024 = 25%

- Actual salaries for FY 2024 are 7.8% 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 \$19,176,972 as of November 30, 2023
- FY 2023 Net Revenue/ (Expenses) was \$14,108,064 as of November 30, 2022

Thank You



HOUSTON COMMUNITY COLLEGE SYSTEM

MONTHLY INVESTMENT REPORT

For the Month of November 2023

**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

November 30, 2023

Beginning Book Value (November 1, 2023)	\$	386,847,266
Beginning Market Value (November 1, 2023)	\$	388,450,228
Additions/Subtractions (Book Value - Net)	\$	(11,973,453)
Change in Market Value	\$	1,251,716
Ending Book Value (November 30, 2023)	\$	374,873,813
Ending Market Value (November 30, 2023)	\$	377,102,760
Unrealized Gain/(Loss)	\$	2,228,947
WAM (60% of Portfolio's Weighted Average Maturity)		1 day
WAM (40% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		225 days

* Net amount provided/(for) operations	\$	(12,057,860)
* Net amount provided/(for) CIP/others		84,407
	\$	<u>(11,973,453)</u>

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

November 30, 2023

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 119,512,259	\$ 121,787,500	\$ 2,275,241
US Agencies	30,007,229	29,960,935	(46,294)
Local Government Pools	181,210,507	181,210,507	-
Money Market Funds	44,096,844	44,096,844	-
Interest Bearing Checking	46,974	46,974	-
Total	<u>\$ 374,873,813</u>	<u>\$ 377,102,760</u>	<u>\$ 2,228,947</u>
WAR (Weighted Average Interest Rate)		<u>5.03%</u>	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
November 30, 2023

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	\$ 8,677	\$ 8,612	\$ 10,146	\$ (55)	\$ 10,091	\$ 8,580	\$ (31)	\$ (1,510)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	9,555	9,505	15,488	(72)	15,417	9,484	(21)	(5,933)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	4.88%	02/17/23	09/13/24	10,000,000	9,945,164	9,989,125	-	9,989,125	9,968,824	23,661	(20,301)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.00%	02/16/23	02/21/24	10,000,000	9,981,690	10,000,000	-	10,000,000	9,981,247	(443)	(18,753)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.25%	03/06/23	03/06/24	10,000,000	9,986,787	9,992,597	-	9,992,597	9,992,800	6,013	203
U.S. Treasury Notes US Govt National	Bank of America	2.38%	02/17/23	08/15/24	5,000,000	4,879,688	4,827,050	-	4,827,050	4,898,242	18,555	71,192
U.S. Treasury Notes US Govt Treasury	Bank of America	3.25%	02/16/23	08/31/24	15,000,000	14,724,609	14,655,469	-	14,655,469	14,773,242	48,633	117,773
U.S. Treasury Notes US Govt Treasury	Bank of America	0.13%	03/23/22	02/15/24	10,000,000	9,848,828	9,633,910	-	9,633,910	9,893,750	44,922	259,840
U.S. Treasury Notes US Govt Treasury	Bank of America	0.25%	03/24/22	03/15/24	20,000,000	19,620,312	19,279,000	-	19,279,000	19,710,938	90,625	431,938
U.S. Treasury Notes US Govt Treasury	Bank of America	0.38%	02/10/23	04/15/24	25,000,000	24,434,570	23,744,141	-	23,744,141	24,548,828	114,258	804,687
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	04/18/23	11/15/24	20,000,000	19,062,500	18,893,750	-	18,893,750	19,171,094	108,594	277,344
U.S. Treasury Notes US Govt Treasury	Bank of America	0.63%	04/26/23	10/15/24	10,000,000	9,553,906	9,479,695	-	9,479,695	9,611,328	57,422	131,633
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	05/03/23	11/15/24	10,000,000	9,531,250	9,487,500	-	9,487,500	9,585,547	54,297	98,047
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	9,535,156	9,511,744	-	9,511,744	9,594,531	59,375	82,787
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				1,249	1,249	3	1,251	1,251	625,858	-
HCCS Merchant Service	Bank of America	0.79%				44,648	44,648	(1,247)	43,400	43,400	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				82,780	82,780	(80,457)	2,323	2,323	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	3.70%				53,954,571	53,954,571	(12,734,647)	41,219,924	41,219,924	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				2,864,155	2,864,155	12,765	2,876,920	2,876,920	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				82,570,170	82,570,170	381,072	82,951,242	82,951,242	-	-
TexPool	State Street Bank	4.03%				97,810,080	97,810,080	449,185	98,259,264	98,259,264	-	-
TOTAL						\$ 388,450,228	\$ 386,847,266	\$ (11,973,453)	\$ 374,873,813	\$ 377,102,760	\$ 1,251,716	\$ 2,228,947



Summary Operating Statements

For the Period
September 1, 2023 - November 30, 2023

For the Meeting of the Board of Trustees - January 10, 2024

for

Houston Community College System



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For the Period September 1, 2023 - November 30, 2023

Houston Community College System

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Summary of Financial Statements As of November 30, 2023

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 November 30, 2023, total revenues and fund balance transfers are \$117.1 million. This represents 29.4% of the budgeted total of \$398.2 million. Expenses total \$97.9 million to date, which is 24.6% of the total expense budget of \$398.2 million. Compared with the same period last year, revenues and transfers are higher by 10.6% and expenses are higher by 6.7%. Actual net revenue is \$19.2 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%. Due to greater collections and Tax Base growth, Ad Valorem tax revenue is higher when compared to last year. Taxes are billed in October and collected during the periods of December through February. This explains the tax revenue variance during this period.

State appropriations are higher by \$11.2 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 **6.9%** higher than last year at this time. **Gross tuition and fee revenues are up 9.8%** 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 31.5% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 3.1% higher than last year at this time. **Gross tuition and fees revenues are up by 3.1%.**

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 7.8% 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 7.2% 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 \$1,513,491 compared to this time in FY 2023 of \$1,899,125.

HOUSTON COMMUNITY COLLEGE SYSTEM
Statement of Revenues, Expenses and Fund Balances - All Funds
As of November 30, 2023

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 110,046,147	\$ 12,122,573	\$ 2,573,070	\$ -	\$ 50,561,367	\$ 889,594	\$ (106,743)	\$ 2,613,602	\$ 179,268	\$ 178,878,878
Expenses										
Salaries	58,987,589	1,610,324	227,910	-	527,771	-	-	-	-	61,353,595
Employee Benefits	7,567,818	4,933,843	41,423	-	-	-	-	-	-	12,543,084
Supplies & General Expense	905,145	64,687	112,336	-	-	23,369	24,222	-	-	1,129,760
Travel	112,600	24,004	2,075	-	-	-	-	-	-	138,680
Marketing Costs	290,340	11,052	-	-	-	-	-	-	-	301,392
Rentals & Leases	12,709	732	-	-	-	-	-	-	-	13,440
Insurance/Risk Mgmt.	3,625,677	-	182	-	-	-	-	-	-	3,625,859
Contracted Services	2,988,529	(62,099)	82,900	-	-	11,299	2,811	-	-	3,023,439
Utilities	1,907,179	-	78,136	-	-	-	-	-	-	1,985,315
Other Departmental Expenses	453,404	157,554	84,965	-	74,257	-	-	-	-	770,180
Instructional & Other Materials	4,943,527	160,958	-	-	-	-	-	-	-	5,104,485
Maintenance & Repair	259,941	-	302	-	-	-	2,002	-	-	262,244
Transfers (In)/Out ¹	15,281,088	-	-	-	(407,753)	(1,597,324)	(15,594,243)	2,318,232	-	-
Debt	841	-	-	-	-	-	-	767,758	-	768,599
Capital Outlay	578,770	90,168	6,802	-	-	2,993,733	2,133,222	-	-	5,802,696
Depreciation	-	-	-	-	-	-	-	-	8,641,108	8,641,108
Scholarship Distribution	-	-	890,043	-	50,576,356	-	-	-	-	51,466,399
Total Expenses	97,915,157	6,991,223	1,527,074	-	50,770,631	1,431,078	(13,431,986)	3,085,990	8,641,108	156,930,274
Net Revenues/(Expenses)	12,130,990	5,131,350	1,045,996	-	(209,265)	(541,483)	13,325,243	(472,388)	(8,461,840)	21,948,604
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	412,873	78,361	6,232	-	-	3,258,521	1,130,267	-	536,264	5,422,518
Transfers of Completed Projects/Assets	(412,873)	(78,361)	(6,232)	-	-	(2,638,159)	(156,844)	-	3,292,469	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	620,362	973,423	-	3,828,733	5,422,518
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	\$ 59,391,517	\$ 5,984,361	\$ 22,073,688	\$ 238,698	2,227,969	\$ 54,938,826	\$ 47,639,090	\$ 18,356,781	\$ 472,401,353	\$ 683,252,283

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 November 30, 2023
25% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2024 Adjusted Budget & Actuals						
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru November 30, 2023	Actuals as a % of Budget	Year-to-Date Actuals Thru November 30, 2023	Year-to-Date Actuals Thru November 30, 2022	Increase (Decrease) FY 2024 Compared to FY 2023	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,550,037	\$ 32,522,927	47.4%	\$ 32,522,927	\$ 21,301,714	\$ 11,221,213	52.7%
Ad Valorem Taxes	205,735,996	208,617	0.1%	208,617	18,406	190,211	1033.4%
Tuition & Fees, Net	106,400,157	68,649,273	64.5%	68,649,273	64,221,772	4,427,501	6.9%
Other Local Income	5,000,000	5,414,275	108.3%	5,414,275	2,173,946	3,240,329	149.1%
Tuition & Fees, Net -- Extended Learning	4,862,714	3,071,396	63.2%	3,071,396	2,979,530	91,866	3.1%
Grant Revenue - HEERF Funds	-	-	0.0%	-	5,008,012	(5,008,012)	0.0%
Grant Revenue - Indirect Cost	650,000	179,659	27.6%	179,659	161,576	18,083	11.2%
Total Revenues	391,198,904	110,046,147	28.1%	110,046,147	95,864,957	14,181,191	14.8%
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	\$ 117,092,129	29.4%	\$ 117,092,129	\$ 105,864,957	\$ 11,227,172	10.6%
EXPENSES							
Salaries	236,854,019	58,987,589	24.9%	58,987,589	54,720,241	4,267,349	7.8%
Employee Benefits	35,127,911	7,567,818	21.5%	7,567,818	7,061,592	506,226	7.2%
Supplies & General Expense	4,929,748	905,145	18.4%	905,145	787,715	117,430	14.9%
Travel	1,229,314	112,600	9.2%	112,600	99,218	13,382	13.5%
Marketing Costs	3,793,222	290,340	7.7%	290,340	70,146	220,193	313.9%
Rentals & Leases	460,435	12,709	2.8%	12,709	32,155	(19,447)	-60.5%
Insurance/Risk Mgmt.	8,146,460	3,625,677	44.5%	3,625,677	3,078,064	547,613	17.8%
Contracted Services	33,357,698	2,988,529	9.0%	2,988,529	4,043,346	(1,054,818)	-26.1%
Utilities	8,729,257	1,907,179	21.8%	1,907,179	1,559,306	347,873	22.3%
Other Departmental Expenses	4,092,487	453,404	11.1%	453,404	521,838	(68,434)	-13.1%
Instructional & Other Materials	10,660,782	4,943,527	46.4%	4,943,527	6,775,651	(1,832,124)	-27.0%
Maintenance & Repair	1,897,851	259,941	13.7%	259,941	187,032	72,909	39.0%
Transfers\Debt	40,923,584	15,281,929	37.3%	15,281,929	12,261,354	3,020,575	24.6%
Contingency/Initiatives	1,840,762	-	0.0%	-	-	-	0.0%
Capital Outlay	5,511,356	578,770	10.5%	578,770	559,234	19,536	3.5%
Scholarship Distribution	690,000	-	0.0%	-	-	-	0.0%
Total Expenses	\$ 398,244,885	\$ 97,915,157	24.6%	\$ 97,915,157	\$ 91,756,893	\$ 6,158,264	6.7%
NET REVENUE/(EXPENSES)	\$ -	\$ 19,176,972		\$ 19,176,972	\$ 14,108,064	\$ 5,068,908	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses by Fund

As of November 30, 2023

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Revenues	\$ 937,164	\$ 160,156	\$ 498,470	\$ -	\$ -	\$ 1,595,790
Expenses						
Salaries	75,790	24,354	-	-	35,744	135,887
Employee Benefits	18,382	3,158	-	-	540	22,081
Supplies & General Expense	2,563	6,005	-	-	-	8,568
Travel	-	-	-	-	-	-
Marketing Costs	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-
Contracted Services	78,437	2,813	-	-	-	81,250
Utilities	78,136	-	-	-	-	78,136
Other Departmental Expenses	-	76,031	-	-	-	76,031
Instructional & Other Materials	-	-	-	-	-	-
Maintenance & Repair	302	-	-	-	-	302
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	526	6,232	-	-	-	6,758
Scholarship Distribution	-	-	-	-	890,043	890,043
Total Expenses	254,134	118,593	-	-	926,327	1,299,054
Contribution to Fund Balance	\$ 683,030	\$ 41,563	\$ 498,470	\$ -	\$ (926,327)	296,736
Beginning Fund Balance, Audited						16,887,134
Ending Fund Balance						\$ 17,183,870

* 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 November 30, 2023

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 548,653	\$ 428,627	\$ 977,280	\$ 2,573,070
Expenses									
Salaries	-	-	-	-	-	9,435	82,588	92,023	227,910
Employee Benefits	-	-	-	-	-	2,575	16,768	19,343	41,423
Supplies & General Expense	-	-	-	-	-	93,448	10,320	103,768	112,336
Travel	-	-	-	-	-	2,075	-	2,075	2,075
Marketing Costs	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	182	-	182	182
Contracted Services	-	-	-	-	-	1,650	-	1,650	82,900
Utilities	-	-	-	-	-	-	-	-	78,136
Other Departmental Expenses	-	-	-	-	-	5,959	2,975	8,934	84,965
Instructional & Other Materials	-	-	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	-	-	302
Transfers/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	44	-	44	6,802
Scholarship Distribution	-	-	-	-	-	-	-	-	890,043
Total Expenses	-	-	-	-	-	115,370	112,650	228,020	1,527,074
Contribution to Fund Balance	-	-	-	-	-	433,283	315,977	749,260	1,045,996
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)	\$ 2,252,950	\$ 2,216,668	\$ 3,185,538	\$ 22,073,689

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of November 30, 2023
25% of Year

Division	FY 2024 Adjusted Budget	Actuals as of November 30, 2023	% Spent	FY 2023 Adjusted Budget	Actuals as of November 30, 2022	% Spent
Central College	\$ 13,484,939	\$ 3,329,589	24.7%	\$ 12,663,972	2,980,092	23.5%
Northwest College	16,287,884	3,978,821	24.4%	15,114,238	3,542,114	23.4%
Northeast College	14,393,072	3,662,338	25.4%	13,515,298	3,294,516	24.4%
Southwest College	14,982,966	3,898,602	26.0%	13,950,350	3,671,643	26.3%
Southeast College	15,454,983	3,946,395	25.5%	14,908,210	3,672,360	24.6%
Coleman College	19,270,527	4,536,152	23.5%	17,382,304	3,918,879	22.5%
Online College	2,628,501	534,862	20.3%	2,454,712	520,967	21.2%
Academic Instruction	76,466,805	20,369,640	26.6%	72,289,636	19,388,105	26.8%
Office of the Chancellor	10,550,646	1,977,827	18.7%	10,170,953	2,268,975	22.3%
Finance & Administration	66,111,010	16,705,523	25.3%	63,012,426	17,047,224	27.1%
Strategy, Planning & Institutional Effectiveness	6,974,285	1,303,401	18.7%	5,685,289	941,053	16.6%
Instructional Services	9,259,142	1,593,316	17.2%	8,477,929	1,623,936	19.2%
Student Services	11,577,361	1,725,241	14.9%	9,798,485	1,668,993	17.0%
System	92,460,334	23,259,924	25.2%	92,662,677	21,348,825	23.0%
Legal & Compliance	16,278,648	4,793,236	29.4%	14,344,481	4,149,334	28.9%
Public Information, Communication & External Affairs	8,252,586	1,541,905	18.7%	8,244,693	1,038,501	12.6%
Division of Workforce Instruction	3,811,196	758,386	19.9%	3,704,129	681,378	18.4%
Grand Total	\$ 398,244,885	\$ 97,915,157	24.6%	\$ 378,379,782	\$ 91,756,893	24.2%

HOUSTON COMMUNITY COLLEGE SYSTEM

Balance Sheet by Fund

As of November 30, 2023

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	RESTATED PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 165,051,867	\$ 26,714,985	\$ 191,766,852	\$ 215,380,323
Short-term Investments	76,740,178	-	76,740,178	73,696,899
Accounts receivable (net)	35,060,656	794,755	35,855,411	25,237,456
Deferred charges	19,315	-	19,315	7,147,785
Prepays	6,255,970	-	6,255,970	11,347,398
Total Current Assets	283,127,986	27,509,740	310,637,726	332,809,861
Non-current Assets:				
Restricted cash & cash equivalents	-	36,298,053	36,298,053	35,805,948
Restricted long-term investments	-	18,065	18,065	18,268
Long-term investments	77,567,188	-	77,567,188	67,150,000
Long-term lease receivable	29,810,554	-	29,810,554	32,097,702
Capital assets, net	4,210,330	1,148,711,362	1,152,921,692	1,156,138,754
Total Non-current Assets	111,588,072	1,185,027,480	1,296,615,552	1,291,210,672
Total Assets	\$ 394,716,058	\$ 1,212,537,220	\$ 1,607,253,277	\$ 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	\$ 459,799,507	\$ 1,214,364,105	\$ 1,674,163,611	\$ 1,690,930,867
LIABILITIES				
Current Liabilities:				
Accounts payable	9,826,251	1,489,588	11,315,839	12,570,107
Accrued Interest- SBITA	99,920	-	99,920	99,920
Accrued liabilities	733,837	669,320	1,403,157	7,805,749
Compensated absences	4,675,803	-	4,675,803	4,675,803
Funds held for others	652,621	189,208	841,829	834,820
Deferred revenue	983,141	-	983,141	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	23,686,341	47,127,547	70,813,888	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	\$ 258,621,335	\$ 609,702,558	\$ 868,323,893	\$ 911,812,384
Deferred Inflows of Resources:				
Leases	30,508,223	-	30,508,223	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	\$ 111,261,938	\$ 11,325,497	\$ 122,587,435	\$ 123,237,321
Total Liabilities and Deferred Inflows of Resources	\$ 369,883,273	\$ 621,028,055	\$ 990,911,328	\$ 1,035,049,705
Beginning Fund Balances, Audited	71,817,161	584,064,001	655,881,162	576,161,614
Net Revenue/(Expenses)				
Unrestricted	13,176,986	-	13,176,986	38,987,703
Restricted	4,922,086	-	4,922,086	1,032,274
Net Investment in Plant	-	9,272,049	9,272,049	39,699,571
Ending Fund Balances	\$ 89,916,233	\$ 593,336,050	\$ 683,252,283	\$ 655,881,162
Total Liabilities & Fund Balances	\$ 459,799,506	\$ 1,214,364,105	\$ 1,674,163,611	\$ 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 November 30, 2023

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 08/31/2023	Year-to-Date Activity thru 11/30/2023	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	72,828,546	79,968,578	9.8%
Waivers & Exemptions:				
Dual Credit & Early College HS	(11,908,933)	(7,659,432)	(10,110,928)	32.0%
Other	(1,914,551)	(947,342)	(1,208,377)	27.6%
Total Waivers & Exemptions	(13,823,484)	(8,606,774)	(11,319,305)	31.5%
Total Tuition & Fees Revenue, Net	\$ 98,476,720	\$ 64,221,772	\$ 68,649,273	6.9%

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	2,979,530	3,071,396	3.1%
Waivers & Exemptions:				
Department of Corrections	(109,021)	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 6,238,378	\$ 2,979,530	\$ 3,071,396	3.1%

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 08/31/2023	Year-to-Date Activity thru 11/30/2023	Actuals % Inc/(Dec)YTD vs. PriorYTD
Exemptions & Waivers				
Dept of Corrections	\$ 109,021	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	11,908,933	7,659,432	10,110,928	32.0%
Other Exemptions:				
Employee Fee Exemptions	40,808	22,331	20,904	-6.4%
Firemen	20,729	8,149	16,665	104.5%
Hazelwood	812,123	334,711	509,120	52.1%
Deaf & Blind	147,111	92,599	79,046	-14.6%
High Ranking High School Grad	1,991	396	1,331	236.1%
Good Neighbor Program	68,870	32,834	45,465	38.5%
Child of Disabled Vet	(220)	-	2,368	0.0%
Non-resident Teach/Research Assistant	1,995	4,973	4,418	-11.2%
Non-resident Competitive Scholarships	5,771	6,270	3,705	-40.9%
Senior Citizens	333,133	182,582	223,842	22.6%
Foster Children-Resident	200,338	119,222	146,778	23.1%
Surviving Spouse/Children	7,216	2,364	1,589	-32.8%
Peace Officer Exemption	3,333	1,089	2,475	127.3%
Adopted Student Waiver	271,353	139,822	150,671	7.8%
Total Other Exemptions	1,914,551	947,342	1,208,377	27.6%
Grand Total Exemptions & Waivers	\$ 13,932,506	\$ 8,606,774	\$ 11,319,302	31.5%

*Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: February 21, 2024

Consent-Finance

ITEM #	ITEM TITLE	PRESENTER
20.	Monthly Investment Report, Financial Statement and Budget Review for December 2023	Dr. Margaret Ford Fisher Marshall B. Heins Jacob Atkin

RECOMMENDATION

Accept the Investment Report, Financial Statement and Budget Review for the month of December 2023.

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 61% 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.
- No Investments were matured, sold, or purchased during December 2023.

FISCAL IMPACT

For December, the interest income earned for the month and fiscal year to date totaled \$1,427,877 and \$5,743,809, respectively. The weighted average interest rate (WAR) on December 31, 2023, was 5.03% compared to 5.03% last month and 3.63% a year ago.

Interest expense on outstanding debt was \$1,563,940 for the month of December 2023.

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	1/27/2024	Presentation
Investment Report - December 2023	1/27/2024	Attachment
Financial Statement - December 2023	1/27/2024	Attachment

This item is applicable to the following: District



FY 2024 Summary of December 2023 Monthly Investment Report, Financial Statements, and Budget Review

Dr. Margaret Ford Fisher, Chancellor

Marshall B. Heins, Senior Vice Chancellor Finance &
Administration and CFO/CBO

Jacob Atkin, Associate Vice Chancellor Finance & Accounting

February 14, 2024

Executive Summary

HCCS Financial Update As of December 31, 2023

4th month of FY 2024 = 33.3%

- MAJOR FOCUS: HCCS must develop the FY2025 budget and allocate resources to support operations and 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
 - HB8 State Appropriations documented funding success
- HCCS main revenue sources remain:
 - **Ad Valorem Taxes** - move into major collection period December 2023 - February 2024
 - **Tuition & Fees** - Enrollment is up 3.18% SCH as of December 31, 2023
 - **State Appropriations** (Performance Funding increases focus by HCCS on increasing Student Success, Enrollment Increases, and managing outcomes to new funding model) – current \$32.5M or 47.4% due to State's new funding model timing of payments
 - **Investment Earnings** – Interest earnings for December 2023 were \$1.428M and \$5.744M year-to-date. Weighted Average Return was 5.03% for December 2023. **Rates remain elevated and stable**

Executive Summary

HCCS Financial Update As of December 31, 2023 (Continued)

4th month of FY 2024 = 33.3%

- FY 2025 Budget Workshop #2 was conducted on January 10, 2024, Budget Workshop #3 occurs February 8, 2024
- Ad valorem tax revenue collections will peak in January/February 2024 and matches historical payment timing trends. Collections as of December 2023 total \$27.3M or 13.3% of the FY 2024 approved tax revenue budget
- HCAD Tax Base is now certified by HCAD at \$281.6B (10.2% increase) 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 (6.2% increase). Houston/Harris County maintains a very large and growing tax base
- Tuition and fees collected to date are \$82.9M or 77.9% of the total annual budget (includes Spring early enrollment) vs December 2022 of \$78.2M – a \$4.7M increase. HCCS must continue to aggressively increase enrollment
- Tuition and fees collected for Extended Learning are \$3.8M or 77.2% of the total FY 2024 budget vs FY 2023 of \$3.4M – a 10.2% increase
- No tuition rate or fee increase recommendations were presented or approved for the FY 2024 budget. HCCS continues to evaluate differential tuition cost/revenue models
- FY 2024 State Appropriations received to date totaled \$32.5M or 47.4% of the total annual budget of \$68.6M. The first FAST payment for Dual Credit totals \$2.2M for the Fall Semester

Executive Summary

HCCS Financial Update As of December 31, 2023 (Continued)

4th month of FY 2024 = 33.3%

- Unduplicated enrollment as of December 31, 2023 increased by 3.18%. Targeted enrollment increase for FY2025 will be 5.00%
 - Fall 2023 49,719
 - Fall 2022 48,186
- The HCCS investment interest income for December 2023 was \$1.43M compared to \$1.42M earned in November 2023. Weighted Average Rate of Interest (WAR) for December 2023 is at 5.03%, did not change from last month and 3.63% for December 2022. Interest income of \$914K was earned for the same period last year. Returns remain strong and stable
- **FY 2024 year-to-date interest earnings are \$5.74M** compared to **\$2.90M** earned in FY 2023. The Fed's Rates hikes were neutral in the month of December, and have signaled no increase and possibly a decrease for Q1 2024
- **Actual total operating expenses are \$125.5M or 31.5% of budget, almost exactly on target.** HCCS will continue to monitor and manage operating expenses efficiently
- **Actual salaries for FY 2024 are \$76.3M or 32.3% of the total budget, almost exactly on target, and at budget for December 31, 2023.** Employee benefits are higher by 9.6% for FY 2024 compared to FY 2023 due to inflation
- **Current forecast:** Interest/Investment revenue has already exceeded 100% of FY 2024 budget, Tuition revenue will exceed FY 2024 budget due to enrollment growth, Tax revenue expected to be collected in excess of FY 2024 budget, and State Appropriations expected to be at FY 2024 Budget.

Executive Summary

HCCS Financial Update As of December 31, 2023 (Continued)

4th month of FY 2024 = 33.3%

- Administration will visit with the Board of Trustees regarding the forecasted FY 2024 Budget Surplus to consider funding **Major Expenditures** with the forecasted surplus:
 - Safety & Security Requirements
 - IT Infrastructure Needs
 - Additional Deferred Maintenance Funding
 - Website Replacement
 - Remainder of FY 2024 Surplus to Fund Balance
- 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*. \$41M has now been allocated/funded over 5 years. However, recent inflation has increased the balance. **HCCS has released the first \$4M for FY 2024 YTD (no change since last month)**

*Note: Please recall the \$400M estimate was a ten (10) year needs assessment. HCCS is 5 years into the assessment plan and has funded only 10% of the \$400M estimate. (HEERF projects helped reduce other year needs)

Executive Summary

HCCS Financial Update As of December 31, 2023 (Continued)

4th month of FY 2024 = 33.3%

- The HCCS HEERF Grant process ended on June 30, 2023. During the recently introduced 120-day grant close-out period, all HEERF Grant obligations were closed by HCCS by October 31, 2023. A huge success and benefit for HCCS
- The West Loop Campus receives visits from over 36,500 students per fiscal year for registration and advising for West Loop and many other campuses. Approximately \$4.3M of the HEERF MSI funds was formally approved by the US Department of Education for West Loop Student Services Renovation to be completed by June 30, 2024. Procurement of a contractor was brought to the January 24th regular Board Meeting
- Development of Dual Credit Waiver strategies are in progress by HCCS and the State (HB8), 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 and direct the New HCCS Dual Credit strategy development
- A travel moratorium has been activated, with exceptions for critical travel needs. Effective December 2023. Travel Expenses through December total \$180K, only 14.6% of the annual Travel Budget
- A hiring chill remains in place across the HCCS District
- **Reminder:** the External Auditor Procurement is in process

Executive Summary

State Appropriations Funding Formula Model Monthly Update

4th month of FY 2024 = 33.3%

- 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
- Multiple Shared Services and Campus Leadership moving forward with aligned strategies to improve Student Success/HB8
- FY 2024 budgeted State Appropriations revenue is \$68.5 million
 - Hold Harmless for FY 2024-2025 (State Appropriations not less than FY 2023)
 - Payments now 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 for Dual Credit. Payments will be made to HCCS shortly after the end of each semester. HCCS is working with ISDs to further implement the FAST program for Spring Semester FY2024
- Multi-pronged approach to Greatly increase HCCS Student Success and State Appropriations Revenue is in progress
- Continuing monthly BOT reports/updated data via the BOT Financial Report and initiatives progress via Student Services
- HCCS compensation consultant Gallagher is on board and he will provide the first data at the April Board of Trustees Meeting and in Budget Workshop #4

Executive Summary

Economic Update / HCCS Economic Environment Impact

- The core CPI rose 0.3 percent in December 2023, the same percentage increase recorded in November 2023. The overall CPI rate increased 3.4 percent for the 12 months ending December 31st, 2023, compared to 3.1% rate increase for the 12 months ending November 30th, 2023. However, the inflation rate less food and energy index rose 3.9 percent in December 2023 after rising 4.0 percent over the 12 months ending November 2023.(Source: U.S. Bureau of Labor Statistics)
- The Feds may have achieved their soft-landing objective, without a drastic disruption of factors of production. According to the Chicago Mercantile Exchange, 160 basis points of US Fed Funds cuts are still priced into the market for CY 2024. Market optimism on rate cuts and a soft landing (no recession) prevail as we end the first month of Q1 2024. Optimism extends to the equity markets
- 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 last interest rate hike was in July 2023
- Gold continues to trade above \$2,030 per ounce
- WTI Crude Oil was trading at \$73 per barrel at the writing of this report. A price that supports Houston and Texas oil economy

Executive Summary

Economic Update / HCCS Economic Environment Impact

(Continued)

- HCCS Ad Valorem Tax Base impact: 30-year home mortgages have increased slightly to 7.44%. Houston home prices and sales remain strong, with 102K homes sold in 2023. However, homes sold has declined steadily since peaking at 131K sold in 2021. Supply inventory remains very low at 3.3 months. Home prices declined slightly in 2023. 21 months of declining home sales
- US December Unemployment Rate was 3.7%, same rate in November
- Houston Texas Unemployment Rate was 4.1% in November, same rate for October
- Social Security Administration has announced 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 December 31, 2023

**4th month
of FY 2024 = 33.3%**

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 December 31, 2023

4th month of FY 2024 = 33.3%

- All investments follow Board policy and statutes with High Liquidity and High Security
 - Investment instruments are laddered to optimize safety, liquidity and yield
 - 61% of assets are invested in government pools, money market funds, and interest-bearing checking accounts
 - 39% 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 slight interest rate volatility downwards in the 1st and 2nd 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 December 31, 2023

4th month
of FY 2024 = 33.3%

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru December 31, 2023	Actuals as a % of Budget
REVENUES			
State Appropriations	\$ 68,550,037	\$ 32,522,927	47.4%
Ad Valorem Taxes	205,735,996	27,277,435	13.3%
Tuition & Fees, Net	106,400,157	82,922,782	77.9%
Other Local Income ²	5,000,000	7,770,697	155.4%
Tuition & Fees, Net -- Extended Learning	4,862,714	3,755,787	77.2%
Grant Revenue - HEERF Funds	-	-	0.0%
Grant Revenue - Indirect Cost	650,000	218,137	33.6%
Total Revenues	391,198,904	154,467,766	39.5%
Fund Balance Transfers In¹	7,045,981	7,045,981	100.0%
Total Revenues and Fund Balance Transfers	\$ 398,244,885	\$ 161,513,747	40.6%

¹Deferred Maintenance

²Includes interest income and gain/loss on investments, rents, royalties, fines and penalties, and other sales.
Investment earnings totaled \$5.74M

Unrestricted Expenses

As of December 31, 2023

4th month
of FY 2024 = 33.3%

FY 2024 Adjusted Budget & Actuals			
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru December 31, 2023	Actuals as a % of Budget
EXPENSES			
Salaries	236,331,733	76,268,599	32.3%
Employee Benefits	35,127,911	9,799,931	27.9%
Supplies & General Expense	4,950,553	1,128,509	22.8%
Travel	1,234,847	180,206	14.6%
Marketing Costs	3,758,122	491,071	13.1%
Rentals & Leases	478,341	28,239	5.9%
Insurance/Risk Mgmt.	8,146,460	3,576,401	43.9%
Contracted Services	33,849,387	7,803,759	23.1%
Utilities	8,729,257	2,624,463	30.1%
Other Departmental Expenses	4,104,905	798,007	19.4%
Instructional & Other Materials	11,521,265	5,666,798	49.2%
Maintenance & Repair	1,905,050	354,419	18.6%
Transfers\Debt ¹	41,569,102	15,942,727	38.4%
Contingency/Initiatives	1,232,033	-	0.0%
Capital Outlay	4,615,920	829,576	18.0%
Scholarship Distribution ²	690,000	-	0.0%
Total Expenses	\$ 398,244,885	\$ 125,492,704	31.5%
NET REVENUE/(EXPENSES)	\$ -	\$ 36,021,043	

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 December 31, 2023

4th month of FY 2024 = 33.3%

- HEERF I, II & III institutional grants are fully closed. HEERF MSI grant funds are still available for expenditure until June 30, 2024, all invoices must be processed by July 31, 2024. **HEERF I and II Internal Audits are complete**
 - 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 December 31, 2023

4th month
of FY 2024 = 33.3%

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	(162,071)	(336)	(160,893)
Total Amount	\$118,684,539	\$26,960,443	\$17,185,038	\$55,442,523	\$218,272,543

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 December 31, 2023

4th month of FY 2024 = 33.3%

- Actual salaries for FY 2024 are 7% 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 \$36,021,043 as of December 31, 2023
- FY 2023 Net Revenue/ (Expenses) was \$54,019,823 as of December 31, 2022

Thank You



HOUSTON COMMUNITY COLLEGE SYSTEM

MONTHLY INVESTMENT REPORT

For the Month of December 2023

**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

December 31, 2023

Beginning Book Value (December 1, 2023)	\$	374,873,813
Beginning Market Value (December 1, 2023)	\$	377,102,760
Additions/Subtractions (Book Value - Net)	\$	9,140,697
Change in Market Value	\$	1,350,054
Ending Book Value (December 31, 2023)	\$	384,014,510
Ending Market Value (December 31, 2023)	\$	386,918,590
Unrealized Gain/(Loss)	\$	2,904,080
WAM (61% of Portfolio's Weighted Average Maturity)		1 day
WAM (39% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		194

* Net amount provided/(for) operations	\$	8,941,931
* Net amount provided/(for) CIP/others		198,766
	\$	<u>9,140,697</u>

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

December 31, 2023

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 119,512,259	\$ 122,423,269	\$ 2,911,010
US Agencies	30,007,124	30,000,194	(6,930)
Local Government Pools	182,069,853	182,069,853	-
Money Market Funds	52,348,968	52,348,968	-
Interest Bearing Checking	76,306	76,306	-
Total	<u>\$ 384,014,510</u>	<u>\$ 386,918,590</u>	<u>\$ 2,904,079</u>

WAR (Weighted Average Interest Rate) 5.03%

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
December 31, 2023

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	\$ 8,622	\$ 8,580	\$ 10,091	\$ (56)	\$ 10,035	\$ 8,547	\$ (33)	\$ (1,488)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	9,506	9,484	15,417	(50)	15,367	9,468	(16)	(5,899)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	4.88%	02/17/23	09/13/24	10,000,000	9,968,824	9,989,125	-	9,989,125	9,992,825	24,000	3,699
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.00%	02/16/23	02/21/24	10,000,000	9,981,247	10,000,000	-	10,000,000	9,993,666	12,419	(6,334)
Federal Home Loan BankUS Domestic Unsecured	Bank of America	5.25%	03/06/23	03/06/24	10,000,000	9,992,800	9,992,597	-	9,992,597	9,995,688	2,888	3,091
U.S. Treasury Notes US Govt National	Bank of America	2.38%	02/17/23	08/15/24	5,000,000	4,898,242	4,827,050	-	4,827,050	4,918,359	20,117	91,309
U.S. Treasury Notes US Govt Treasury	Bank of America	0.13%	03/23/22	02/15/24	10,000,000	9,893,750	9,633,910	-	9,633,910	9,937,917	44,167	304,007
U.S. Treasury Notes US Govt Treasury	Bank of America	0.25%	03/24/22	03/15/24	20,000,000	19,710,938	19,279,000	-	19,279,000	19,800,781	89,844	521,781
U.S. Treasury Notes US Govt Treasury	Bank of America	0.38%	02/10/23	04/15/24	25,000,000	24,548,828	23,744,141	-	23,744,141	24,656,250	107,422	912,109
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	04/18/23	11/15/24	20,000,000	19,171,094	18,893,750	-	18,893,750	19,300,781	129,687	407,031
U.S. Treasury Notes US Govt Treasury	Bank of America	0.63%	04/26/23	10/15/24	10,000,000	9,611,328	9,479,695	-	9,479,695	9,671,875	60,547	192,180
U.S. Treasury Notes US Govt Treasury	Bank of America	0.75%	05/03/23	11/15/24	10,000,000	9,585,547	9,487,500	-	9,487,500	9,650,391	64,844	162,891
U.S. Treasury Notes US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	9,594,531	9,511,744	-	9,511,744	9,664,453	69,922	152,709
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				1,251	1,251	3	1,254	1,254	675,027	-
HCCS Merchant Service	Bank of America	0.79%				43,400	43,400	(1,465)	41,935	41,935	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				2,323	2,323	30,795	33,117	33,117	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	3.70%				41,219,924	41,219,924	8,239,706	49,459,630	49,459,630	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				2,876,920	2,876,920	12,418	2,889,338	2,889,338	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				82,951,242	82,951,242	394,475	83,345,717	83,345,717	-	-
TexPool	State Street Bank	4.03%				98,259,264	98,259,264	464,871	98,724,135	98,724,135	-	-
TOTAL						\$ 377,102,760	\$ 374,873,813	\$ 9,140,697	\$ 384,014,510	\$ 386,918,590	\$ 1,350,054	\$ 2,904,080



Summary Operating Statements

For the Period
September 1, 2023 - December 31, 2023

For the Meeting of the Board of Trustees - February 14, 2024

for

Houston Community College System



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For the Period September 1, 2023 - December 31, 2023

Houston Community College System

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Summary of Financial Statements As of December 31, 2023

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 December 31, 2023, total revenues and fund balance transfers are \$161.5 million. This represents 40.6% of the budgeted total of \$398.2 million. Expenses total \$125.5 million to date, which is 31.5% of the total expense budget of \$398.2 million. Compared with the same period last year, revenues and transfers are lower by 5.6% and expenses are higher by 7.2%. Actual net revenue is \$36 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 37.4% lower 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 **6.1%** higher than last year at this time. **Gross tuition and fee revenues are up 9.6%** 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 36.8% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 10.2% higher than last year at this time. **Gross tuition and fees revenues are up by 10.2%.**

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% 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 9.6% 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 December 31, 2023

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 154,467,766	\$ 14,498,734	\$ 3,175,012	\$ -	\$ 51,217,155	\$ 1,117,114	\$ (106,743)	\$ 8,372,245	\$ 179,268	\$ 232,920,552
Expenses										
Salaries	76,268,599	2,055,806	289,399	-	626,463	-	-	-	-	79,240,267
Employee Benefits	9,799,931	6,633,099	54,253	-	-	-	-	-	-	16,487,283
Supplies & General Expense	1,128,509	87,596	172,710	-	-	23,369	25,393	-	-	1,437,577
Travel	180,206	30,184	2,824	-	-	-	-	-	-	213,214
Marketing Costs	491,071	12,281	-	-	-	-	-	-	-	503,353
Rentals & Leases	28,239	2,962	-	-	-	-	-	-	-	31,201
Insurance/Risk Mgmt.	3,576,401	-	427	-	-	-	-	-	-	3,576,828
Contracted Services	7,803,759	54,439	210,587	-	-	11,829	3,010	156,150	-	8,239,773
Utilities	2,624,463	-	105,400	-	-	-	-	-	-	2,729,863
Other Departmental Expenses	798,007	206,496	108,595	-	79,651	-	-	-	-	1,192,749
Instructional & Other Materials	5,666,798	262,344	240	-	-	-	35,300	-	-	5,964,682
Maintenance & Repair	354,419	-	477	-	-	-	3,336	-	-	358,232
Transfers (In)/Out ¹	15,941,886	-	-	-	(423,033)	(2,242,842)	(15,594,243)	2,318,232	-	-
Debt	841	-	-	-	-	-	-	767,758	-	768,599
Capital Outlay	829,576	129,609	8,101	-	-	3,439,504	2,579,598	-	-	6,986,387
Depreciation	-	-	-	-	-	-	-	-	11,546,093	11,546,093
Scholarship Distribution	-	-	951,675	-	51,147,641	-	-	-	-	52,099,316
Total Expenses	125,492,704	9,474,816	1,904,687	-	51,430,721	1,231,861	(12,947,606)	3,242,140	11,546,093	191,375,416
Net Revenues/(Expenses)	28,975,062	5,023,918	1,270,325	-	(213,566)	(114,747)	12,840,864	5,130,105	(11,366,826)	41,545,135
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	462,667	106,351	6,232	-	-	3,859,071	1,458,804	-	536,264	6,429,389
Transfers of Completed Projects/Assets	(462,667)	(106,351)	(6,232)	-	-	(2,802,110)	(206,289)	-	3,583,649	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	1,056,961	1,252,515	-	4,119,913	6,429,389
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	\$ 76,235,589	\$ 5,876,929	\$ 22,298,017	\$ 238,698	2,223,668	\$ 55,802,162	\$ 47,433,802	\$ 23,959,274	\$ 469,787,547	\$ 703,855,686

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 December 31, 2023
33.3% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2024 Adjusted Budget & Actuals						
	FY 2024 Adjusted Budget	Year-to-Date Actuals Thru December 31, 2023	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2023	Year-to-Date Actuals Thru December 31, 2022	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	27,277,435	13.3%	27,277,435	43,550,993	(16,273,557)	-37.4%
Tuition & Fees, Net	106,400,157	82,922,782	77.9%	82,922,782	78,191,296	4,731,486	6.1%
Other Local Income	5,000,000	7,770,697	155.4%	7,770,697	3,355,477	4,415,221	131.6%
Tuition & Fees, Net -- Extended Learning	4,862,714	3,755,787	77.2%	3,755,787	3,407,939	347,849	10.2%
Grant Revenue - HEERF Funds	-	-	0.0%	-	5,008,012	(5,008,012)	-100.0%
Grant Revenue - Indirect Cost	650,000	218,137	33.6%	218,137	224,079	(5,942)	-2.7%
Total Revenues	391,198,904	154,467,766	39.5%	154,467,766	161,080,295	(6,612,529)	-4.1%
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	\$ 161,513,747	40.6%	\$ 161,513,747	\$ 171,080,295	\$ (9,566,548)	-5.6%
EXPENSES							
Salaries	236,331,733	76,268,599	32.3%	76,268,599	71,256,708	5,011,890	7.0%
Employee Benefits	35,127,911	9,799,931	27.9%	9,799,931	8,943,294	856,637	9.6%
Supplies & General Expense	4,950,553	1,128,509	22.8%	1,128,509	1,063,914	64,595	6.1%
Travel	1,234,847	180,206	14.6%	180,206	169,351	10,855	6.4%
Marketing Costs	3,758,122	491,071	13.1%	491,071	342,864	148,207	43.2%
Rentals & Leases	478,341	28,239	5.9%	28,239	134,008	(105,769)	-78.9%
Insurance/Risk Mgmt.	8,146,460	3,576,401	43.9%	3,576,401	3,151,452	424,949	13.5%
Contracted Services	33,849,387	7,803,759	23.1%	7,803,759	8,410,963	(607,204)	-7.2%
Utilities	8,729,257	2,624,463	30.1%	2,624,463	2,439,960	184,503	7.6%
Other Departmental Expenses	4,104,905	798,007	19.4%	798,007	731,856	66,151	9.0%
Instructional & Other Materials	11,521,265	5,666,798	49.2%	5,666,798	6,961,641	(1,294,843)	-18.6%
Maintenance & Repair	1,905,050	354,419	18.6%	354,419	253,501	100,918	39.8%
Transfers\Debt	41,569,102	15,942,727	38.4%	15,942,727	12,502,356	3,440,371	27.5%
Contingency/Initiatives	1,232,033	-	0.0%	-	-	-	0.0%
Capital Outlay	4,615,920	829,576	18.0%	829,576	698,603	130,973	18.7%
Scholarship Distribution	690,000	-	0.0%	-	-	-	0.0%
Total Expenses	\$ 398,244,885	\$ 125,492,704	31.5%	\$ 125,492,704	\$ 117,060,472	\$ 8,432,232	7.2%
NET REVENUE/(EXPENSES)	\$ -	\$ 36,021,043		\$ 36,021,043	\$ 54,019,823	\$ (17,998,780)	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses by Fund

As of December 31, 2023

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Cafe Club NEO 3100 Main	Scholarships	Subtotal Uncommitted
Revenues	\$ 1,334,179	\$ 166,981	\$ 498,470	\$ 28	\$ -	\$ 1,999,658
Expenses						
Salaries	99,218	29,683	-	-	40,786	169,687
Employee Benefits	24,367	4,197	-	-	613	29,178
Supplies & General Expense	3,586	19,699	-	-	-	23,285
Travel	-	-	-	-	-	-
Marketing Costs	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	-
Contracted Services	199,132	5,375	-	-	-	204,507
Utilities	105,400	-	-	-	-	105,400
Other Departmental Expenses	-	97,621	-	-	-	97,621
Instructional & Other Materials	-	-	-	-	-	-
Maintenance & Repair	477	-	-	-	-	477
Transfers/Debt	-	-	-	-	-	-
Capital Outlay	1,824	6,232	-	-	-	8,057
Scholarship Distribution	-	-	-	-	941,810	941,810
Total Expenses	434,003	162,808	-	-	983,210	1,580,022
Contribution to Fund Balance	\$ 900,176	\$ 4,172	\$ 498,470	\$ 28	\$ (983,210)	419,636
Beginning Fund Balance, Audited						16,887,134
Ending Fund Balance						\$ 17,306,770

* 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 December 31, 2023

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 661,107	\$ 514,247	\$ 1,175,354	\$ 3,175,012
Expenses									
Salaries	-	-	-	-	-	9,941	109,771	119,712	289,399
Employee Benefits	-	-	-	-	-	2,575	22,500	25,075	54,253
Supplies & General Expense	-	-	-	-	-	135,259	14,166	149,425	172,710
Travel	-	-	-	-	-	2,824	-	2,824	2,824
Marketing Costs	-	-	-	-	-	-	-	-	-
Rentals & Leases	-	-	-	-	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-	350	77	427	427
Contracted Services	-	-	-	-	-	6,080	-	6,080	210,587
Utilities	-	-	-	-	-	-	-	-	105,400
Other Departmental Expenses	-	-	-	-	-	7,999	2,975	10,974	108,595
Instructional & Other Materials	-	-	-	-	-	-	240	240	240
Maintenance & Repair	-	-	-	-	-	-	-	-	477
Transfers/Debt	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	44	-	44	8,101
Scholarship Distribution	-	-	-	-	-	9,865	-	9,865	951,675
Total Expenses	-	-	-	-	-	174,936	149,729	324,665	1,904,687
Contribution to Fund Balance	-	-	-	-	-	486,171	364,518	850,689	1,270,325
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)	\$ 2,305,838	\$ 2,265,209	\$ 3,286,967	\$ 22,298,017

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of December 31, 2023
33.3% of Year

Division	FY 2024 Adjusted Budget	Actuals as of December 31, 2023	% Spent	FY 2023 Adjusted Budget	Actuals as of December 31, 2022	% Spent
Central College	\$ 13,451,402	\$ 4,296,838	31.9%	\$ 12,569,101	3,842,327	30.6%
Northwest College	16,265,313	5,170,098	31.8%	15,030,423	4,600,828	30.6%
Northeast College	14,301,298	4,714,880	33.0%	13,627,634	4,329,963	31.8%
Southwest College	14,870,787	5,036,084	33.9%	13,855,553	4,751,454	34.3%
Southeast College	15,404,244	5,047,403	32.8%	14,806,653	4,737,711	32.0%
Coleman College	19,173,062	5,888,238	30.7%	17,319,654	5,104,137	29.5%
Online College	2,607,968	713,685	27.4%	2,438,943	694,106	28.5%
Academic Instruction	76,299,482	26,436,695	34.6%	72,088,652	25,464,641	35.3%
Office of the Chancellor	10,454,742	2,662,001	25.5%	9,759,195	3,030,901	31.1%
Finance & Administration	66,339,034	22,603,676	34.1%	64,076,939	21,762,953	34.0%
Strategy, Planning & Institutional Effectiveness	6,883,148	1,773,540	25.8%	5,653,022	1,303,946	23.1%
Instructional Services	9,220,106	2,062,031	22.4%	8,453,657	2,185,412	25.9%
Student Services	11,552,684	2,551,149	22.1%	9,779,792	2,389,143	24.4%
System	93,197,702	27,956,202	30.0%	92,413,095	25,171,217	27.2%
Legal & Compliance	16,202,964	5,550,359	34.3%	14,271,379	5,047,800	35.4%
Public Information, Communication & External Affairs	8,241,711	2,058,490	25.0%	8,216,990	1,653,350	20.1%
Division of Workforce Instruction	3,779,238	971,337	25.7%	3,669,100	990,582	27.0%
Grand Total	\$ 398,244,885	\$ 125,492,705	31.5%	\$ 378,029,782	\$ 117,060,472	31.0%

HOUSTON COMMUNITY COLLEGE SYSTEM

Balance Sheet by Fund

As of December 31, 2023

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	RESTATED PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 170,498,545	\$ 78,645,296	\$ 249,143,841	\$ 215,380,323
Short-term Investments	76,846,576	-	76,846,576	73,696,899
Accounts receivable (net)	46,687,784	837,172	47,524,956	25,237,456
Deferred charges	19,315	-	19,315	7,147,785
Prepays	6,263,671	-	6,263,671	11,347,398
Total Current Assets	300,315,891	79,482,468	379,798,359	332,809,861
Non-current Assets:				
Restricted cash & cash equivalents	-	36,466,127	36,466,127	35,805,948
Restricted long-term investments	-	18,015	18,015	18,268
Long-term investments	78,026,198	-	78,026,198	67,150,000
Long-term lease receivable	29,622,444	-	29,622,444	32,097,702
Capital assets, net	4,210,330	1,098,813,248	1,103,023,578	1,156,138,754
Total Non-current Assets	111,858,972	1,135,297,390	1,247,156,362	1,291,210,672
Total Assets	\$ 412,174,863	\$ 1,214,779,858	\$ 1,626,954,721	\$ 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	\$ 477,258,312	\$ 1,216,606,743	\$ 1,693,865,055	\$ 1,690,930,867
LIABILITIES				
Current Liabilities:				
Accounts payable	10,694,543	39,026	10,733,569	12,570,107
Accrued Interest- SBITA	99,920	-	99,920	99,920
Accrued liabilities	733,837	715,784	1,449,621	7,805,749
Compensated absences	4,675,803	-	4,675,803	4,675,803
Funds held for others	657,784	189,208	846,992	834,820
Deferred revenue	812,601	-	812,601	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	24,389,256	45,723,449	70,112,705	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	\$ 259,324,250	\$ 608,298,460	\$ 867,622,710	\$ 911,812,384
Deferred Inflows of Resources:				
Leases	30,307,447	-	30,307,447	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	\$ 111,061,162	\$ 11,325,497	\$ 122,386,659	\$ 123,237,321
Total Liabilities and Deferred Inflows of Resources	\$ 370,385,412	\$ 619,623,957	\$ 990,009,369	\$ 1,035,049,705
Beginning Fund Balances, Audited	71,817,161	584,064,001	655,881,162	576,161,614
Net Revenue/(Expenses)				
Unrestricted	30,245,387	-	30,245,387	38,987,703
Restricted	4,810,352	-	4,810,352	1,032,274
Net Investment in Plant	-	12,918,786	12,918,786	39,699,571
Ending Fund Balances	\$ 106,872,900	\$ 596,982,786	\$ 703,855,686	\$ 655,881,162
Total Liabilities & Fund Balances	\$ 477,258,312	\$ 1,216,606,743	\$ 1,693,865,055	\$ 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 December 31, 2023

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 08/31/2023	Year-to-Date Activity thru 12/31/2023	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	88,322,777	96,782,086	9.6%
Waivers & Exemptions:				
Dual Credit & Early College HS	(11,908,933)	(9,027,116)	(12,505,594)	38.5%
Other	(1,914,551)	(1,104,365)	(1,353,710)	22.6%
Total Waivers & Exemptions	(13,823,484)	(10,131,481)	(13,859,304)	36.8%
Total Tuition & Fees Revenue, Net	\$ 98,476,720	\$ 78,191,296	\$ 82,922,782	6.1%

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	3,407,939	3,755,787	10.2%
Waivers & Exemptions:				
Department of Corrections	(109,021)	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 6,238,378	\$ 3,407,939	\$ 3,755,787	10.2%

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2023	Year-to-Date Activity thru 08/31/2023	Year-to-Date Activity thru 12/31/2023	Actuals % Inc/(Dec)YTD vs. PriorYTD
Exemptions & Waivers				
Dept of Corrections	\$ 109,021	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	11,908,933	9,027,116	12,505,594	38.5%
Other Exemptions:				
Employee Fee Exemptions	40,808	26,012	24,033	-7.6%
Firemen	20,729	10,327	18,733	81.4%
Hazelwood	812,123	385,057	533,723	38.6%
Deaf & Blind	147,111	108,506	90,605	-16.5%
High Ranking High School Grad	1,991	396	1,694	327.8%
Good Neighbor Program	68,870	39,658	57,423	44.8%
Child of Disabled Vet	(220)	-	2,529	0.0%
Employee of State College & University	-	-	2,139	0.0%
Non-resident Teach/Research Assistant	1,995	4,973	4,418	-11.2%
Non-resident Competitive Scholarships	5,771	15,390	7,695	-50.0%
Senior Citizens	333,133	217,577	263,439	21.1%
Foster Children-Resident	200,338	130,215	169,923	30.5%
Surviving Spouse/Children	7,216	2,364	1,589	-32.8%
Peace Officer Exemption	3,333	1,947	2,475	27.1%
Adopted Student Waiver	271,353	161,943	173,292	7.0%
Total Other Exemptions	1,914,551	1,104,365	1,353,710	22.6%
Grand Total Exemptions & Waivers	\$ 13,932,506	\$ 10,131,481	\$ 13,859,304	36.8%

*Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Website Redesign with Content Management System (CMS) Recommendation & CMS Development (Project No. RFP 23-57)	Dr. Margaret Ford Fisher Marshall B. Heins

RECOMMENDATION

Authorize the Chancellor to execute a contract with OHO Interactive, to provide a complete Website Redesign/Replacement Service with a Content Management System (CMS) Recommendation and CMS Development in support of HCC, the Communications & Marketing Department and in accordance with RFP 23-57.

COMPELLING REASON AND BACKGROUND

- The College's existing public-facing website is in need of a complete Redesign/Replacement. The current website was originally designed in 2017/updated in 2019. A website is the most cost-efficient way to engage with, recruit, and retain new students, and communicate with all HCC constituents.
- The new design will emphasize user experience, be aesthetically pleasing and will be functional with a great variety of devices and screen sizes. To ensure that the College's new website is not a barrier to student enrollment and Student Success, the functionality and content must be restructured and streamlined for peak performance, usability, and digital connectivity.
- The HCC website is a vital communications link. It is the HCC "window to the College" that helps with engaging existing and new students, faculty, communicating with Alumni, Fundraising, and updating all audiences and the community about the College latest endeavors and events.
- The number one objective of the new website is greatly improved/faster access for all. The new HCC website will significantly improve access to and Visibility of HCC information. A sample of functions is listed below.
 - Complete enrollment process
 - HCC major component for Communication, recruitment, and retention of students
 - Office of Civil Rights (OCR) Compliance
 - Major Support tool for Student Success
 - HCC Foundation Access and Information
 - HCC Higher Education Institutions Affiliations
 - Office of Veteran and Military Affiliated Student Access
 - Advisor Access
 - HCC Business Partners interface/attraction
 - HCC Community Access and Program Marketing

- Recruitment tool to support Talent Engagement
- Provision of information regarding HCC
- Wayfinding for HCC Colleges and campuses
- Announcements of all types regarding HCC
- Financial Aid access and information
- Enrollment for all student types
- Presentation of HCC Financial information
- Access to HCC public postings
- Access to HCC video meeting library
- All HCC contact information for all website users
- Virtual Lobby Access
- HCC System maps and locations
- Course offerings
- Financial reporting requirements
- Major Support tool for HB8 initiatives
- HCC weather alerts
- HCCPD access and information
- Academic Advising and Enrollment Services
- HCC Alumni information and Portal
- Office of International Students
- HCC Governance

FISCAL IMPACT

The cost of all goods and/or services under the resulting PO contract is for a collective amount of \$1,227,988.71 over a five-year period. This project will be funded through the HCC FY2024 Unrestricted Fund budget.

LEGAL REQUIREMENT

Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP 23-57.

STRATEGIC ALIGNMENT

1. Student Success, 2. Personalized Learning , 3. Academic Rigor , 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP 23-57	1/28/2024	Attachment
Summary of Composite Scores - RFP 23-57	1/28/2024	Attachment

This item is applicable to the following:

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

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE:	RFP 23-57 Website Redesign with Content Management System (CMS) Recommendation & CMS Development
PROCUREMENT METHOD:	Request for Proposal (overall best value)
PROJECT DEPARTMENT:	Communications and Marketing Department
NAME OF BUYER:	Yasmeen Hasan, Senior Buyer
PURPOSE:	The College issued a Request for Proposal for the selection of a supplier capable of providing a complete Website Redesign with Content Management System (CMS) recommendation and CMS development in accordance with the Scope of Services specified in the RFP.
RECOMMENDED VENDOR:	OHO Interactive
LEGAL REQUIREMENTS:	This recommendation is being made to the Highest Ranked Firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.
LOCATION INFORMATION:	The recommended firm will be working from its Boston, Ma. office.
PROJECTED VALUE:	<p>The cost of all services under the resulting contract would be \$1,227,988.71.</p> <p>The funding source shall be through the Unrestricted Fund budget.</p>
CONTRACT TERM:	The contract term will be for two (2) years with the option to renew for three (3) additional one (1) year terms. Further, HCC reserves the right to extend the contract on a month-to-month basis, not to exceed three (3) months upon the expiration of the initial term and any successive renewal term.
PROCUREMENT ADVERTISEMENT & NOTICE:	<p>The procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none">• The Houston Chronicle on August 8, 2023, and August 15, 2023• Notice to HCC Board of Trustees on August 07, 2023• Texas State Procurement Website on August 02, 2023• HCC Procurement Operations Website on August 02, 2023

**SOLICITATION
INFORMATION:**

The Request for Proposal was published on August 02, 2023 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-proposal conference was held on August 15, 2023, and a question-and-answer period was allowed through October 03, 2023. Nineteen (19) proposals were received by the solicitation due date of October 12, 2023, at 2:00 p.m. All proposals received were evaluated in accordance with RFP 23-57.

COMPETITIVE:

Yes

**PROPOSAL
EVALUATION:**

Responses were evaluated by the Evaluation Committee using a two-phase evaluation process which consisted of nine (9) HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Total Available Points
Phase 1-Evalautions	
Firm’s qualification and experience	20
Demonstrated qualifications of personnel and team	
Proposed approach and methodology	40
Past performance and references	10
Small Business Practices	10
Phase 2-Evalautions	
Price Proposal	20
Interviews	40
Demonstrations	40
Reference Calls	20
Cybersecurity, Web Hosting, Backups, Networking, Performance and Scalability Questionnaire	Pass/Fail
<hr/>	
Total Available Points 200	

**EVALUATION
COMMITTEE
QUALIFICATIONS:**

Evaluator 1 – Represents the Department of Communications and Marketing who will be Business Owner and will manage the work following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the consultant and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Public Information Office and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the Enterprise Systems Administration and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Department of Auxiliary Application System and has in-depth understanding of the commodity and service requirements.

Evaluator 6 – Represents the Department Enterprise Business Application and has in-depth understanding of the commodity and service requirements.

Evaluator 7 – Represents the Department of AVC Enrollment Services and has in-depth understanding of the commodity and service requirements.

Evaluator 8 – Represents the Department of Auxiliary Application System and has in-depth understanding of the commodity and service requirements.

Evaluator 9 – Represents the Department of Instructional Services and has in-depth understanding of the commodity and service requirements.

**PRIOR HCC
EXPERIENCE:**

No.

The recommended supplier has experience with more than 100 colleges and universities. Institutions such as Boston University, Colgate University, Cornell University, Dartmouth University, Harvard, and Yale University, are just a few of their prior clients. Numerous successful work assignments with Community Colleges.

REFERENCES:

Evaluated and found all to be favorable.

**SMALL BUSINESS
GOAL:**

This solicitation included a 25% – Small Business participation goal. The recommended firm is not certified as a small business and will not subcontract with a small business contractor.

RFP 23-57 Website Redesign with CMS Recommendation & CMS Development

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	Price Proposal	Interviews	Demonstrations	Reference Calls	Cybersecurity, Networking, Performance & Scalability Questionnaire	Web Content Accessibility Guidelines 2.1 AA (or higher)	
<i>Available Points</i>	20	40	10	10	20	40	40	20	Pass/Fail	Pass/Fail	200
OHO Interactive	15.56	28.44	6.67	0.00	4.23	32.89	32.44	17.33	Pass	Pass	137.56
RDW Group	16.00	31.11	7.56	0.00	3.33	32.00	30.22	15.56	Pass	Pass	135.78
Carnegie	16.00	24.44	5.33	0.00	3.35	32.44	31.56	14.67	Pass	Pass	127.80
Sensis	15.56	28.00	7.33	0.00	1.24	24.44	24.44	12.67	Mixed	Pass	113.68
vTech Solution Inc.	8.67	20.00	4.56	10.00	20.00	14.22	9.78	11.11	Pass	Pass	98.33

ACTION ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Legal Services (Project No. RFQ 24-01)	Dr. Margaret Ford Fisher Marshall B. Heins

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.

Balance of page intentionally left blank.

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: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Personnel Agenda (Faculty)	Dr. Margaret Ford Fisher Dr. Izzy Anderson

RECOMMENDATION

Approve the personnel action items for February 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
February 2024 Personnel Agenda - Faculty	2/8/2024	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
February 21, 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. Lewis, Michelle	University of St. Thomas	F/T English Instructor	10.5 months Grade: 6	New Hire	\$ 57,939	02-01-2024
2. Ochoa, Tomas	HCC F/T (Temp) Pharmacy Technician Instructor	F/T Pharmacy Technician Instructor	12 months Grade: 8	Temporary to Regular	\$ 73,058	01-16-2024

REPORT ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
D.	HCC Foundation Quarterly Report	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_January 2024 BOT	1/12/2024	Presentation

This item is applicable to the following: District

HCC FOUNDATION QUARTERLY REPORT

INVEST IN
HOUSTON'S
FUTURE

FY2023 Report thru
August 31, 2023



HOUSTON COMMUNITY COLLEGE
FOUNDATION



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 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. Reagan Flowers, Trustee District IV
(Ex-Officio)

Dave Wilson, Trustee District VI
(Ex-Officio)

EX-OFFICIOS

Margaret Ford Fisher, Ed.D.
Interim Chancellor, HCC

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

FOUNDATION
QUARTERLY
REPORT



I ♥ HCC
Invest in Houston's Future



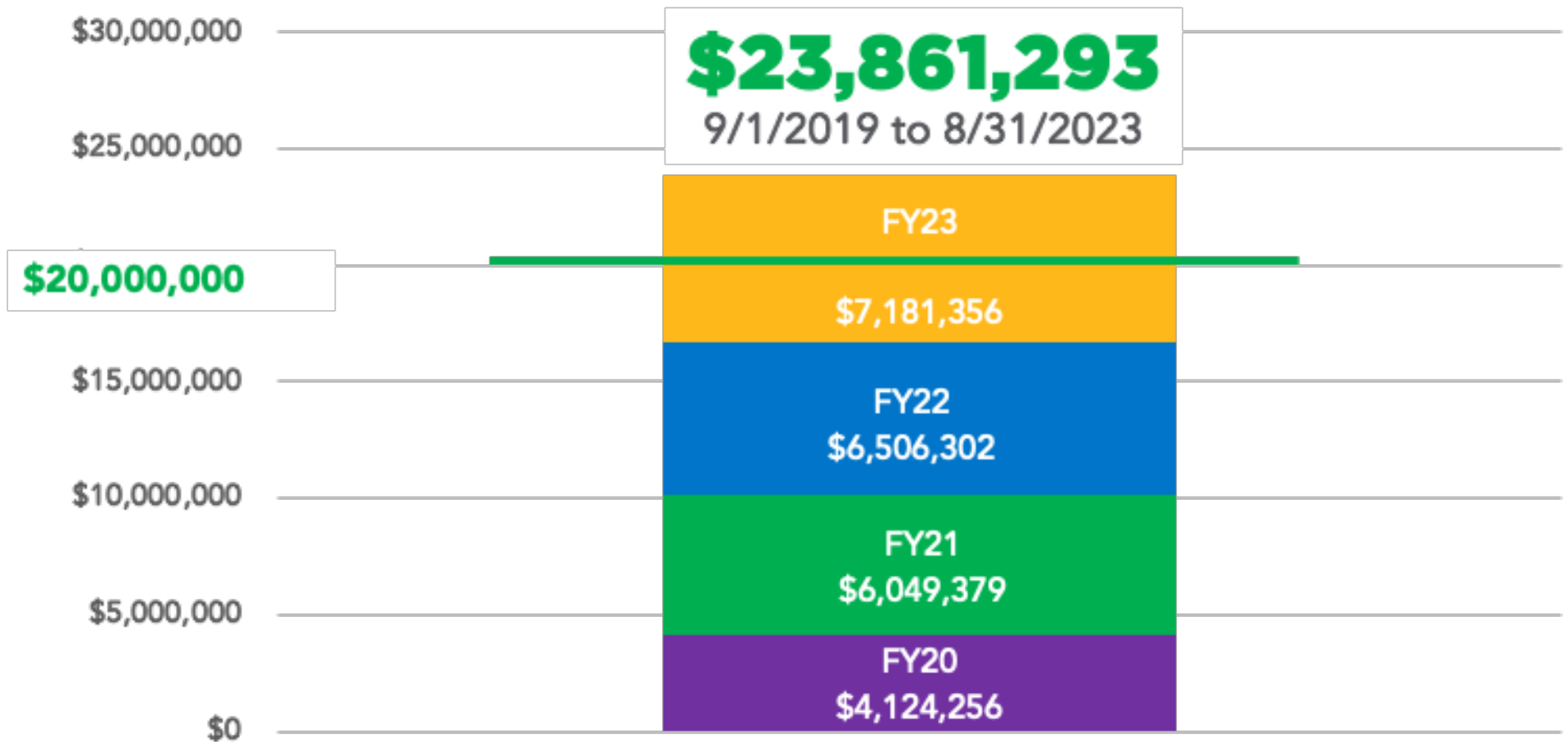
I ♥ HCC
Invest in Houston's Future



I ♥ HCC
Invest in Houston's Future

HCC's Invest in Houston's Future Campaign

Achieved Campaign **\$20M Goal**
16 months Ahead of the Schedule

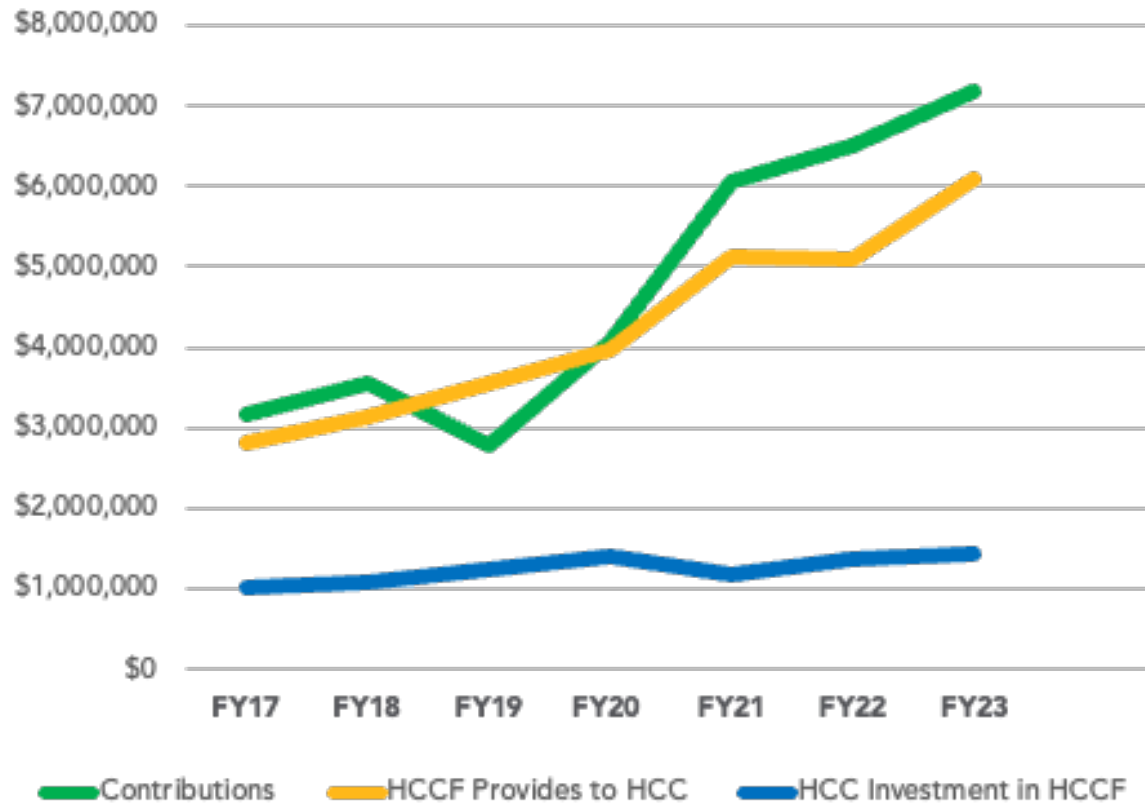


HCCF

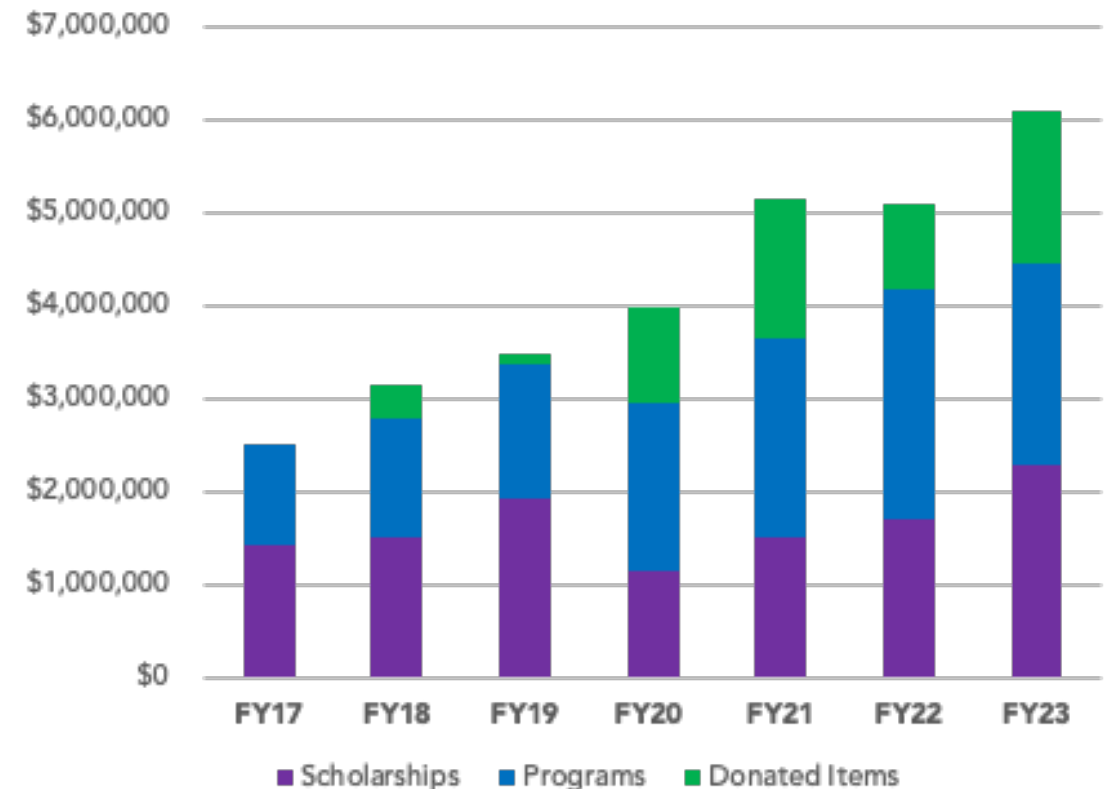
Financial Results

FY17 to FY23

HCC Foundation Growth



Funds Provided to HCC



Contributions: \$7,181,356

Funds Provided to HCC: \$6,078,552

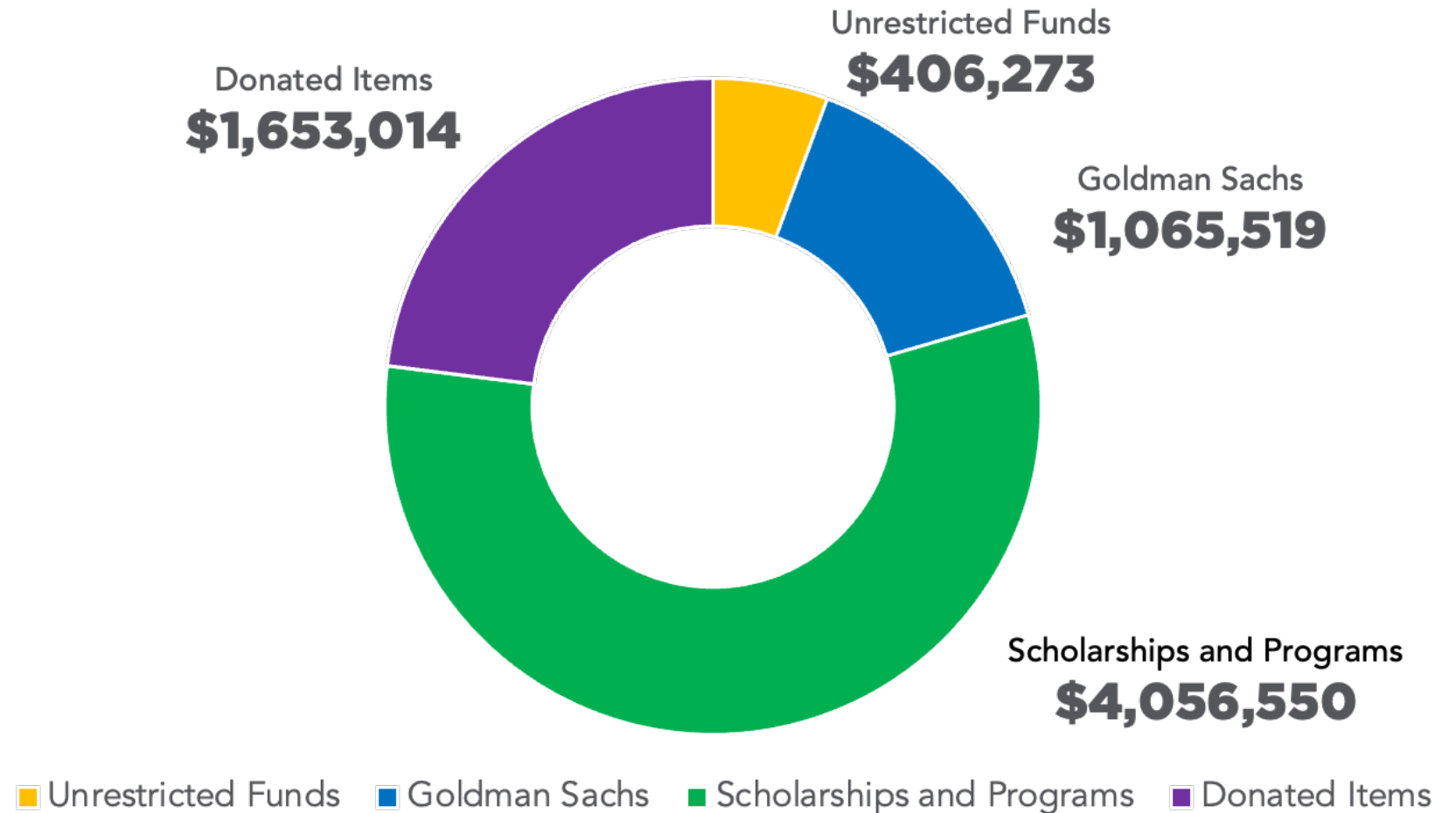
HCC Investment in HCCF: \$1,446,248

Total Assets: \$20,394,884

ROI: \$4.20 to \$1 or 320%

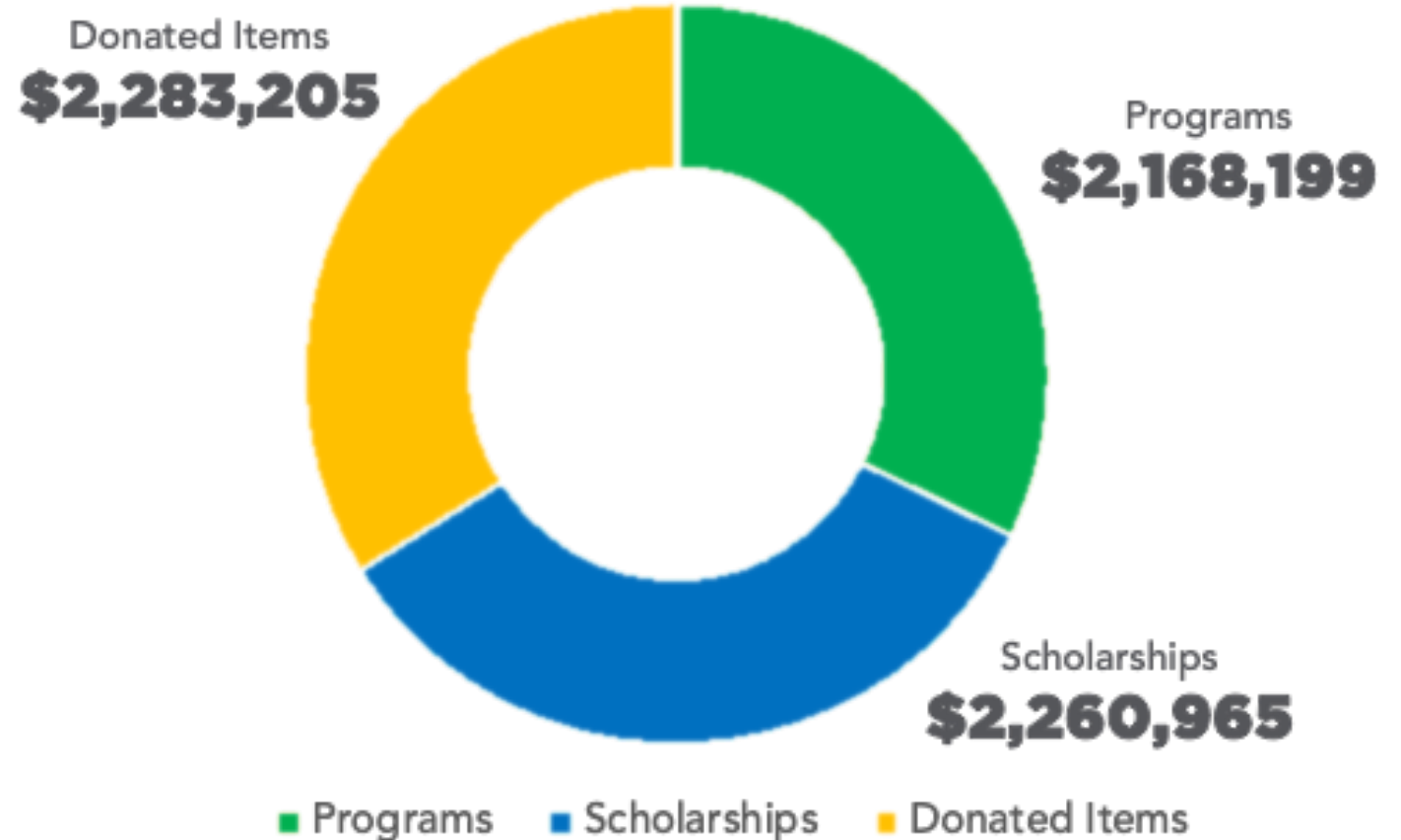
FY2023
Financial Highlights
thru 08/31/2023 (Audited)

HCCF Raised
\$7,181,356
for HCC Student
Success.



FY2023
Financial Highlights
thru 08/31/2023 (Audited)

HCCF Provided
\$6,078,552
to HCC for HCC
Student Success.



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GOLDEN EAGLE SOCIETY

SUMMA CUM LAUDE EAGLES
\$100,000 and above



Apple, Inc.

Arnold Ventures, LLC/ University of
Florida

Barnes and Noble College Booksellers

BridgeYear

CenterPoint Energy

David and Jean Wiley Foundation

JPMorgan Chase & Co.

National Association for Community
College Entrepreneurship

Scholarship America

The Goldman Sachs Foundation

The Marvy Finger Family Foundation

Wolfram



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GOLDEN EAGLE SOCIETY

MAGNA CUM LAUDE EAGLES

\$50,000 - \$99,999



Always do Good Scholarship

Anonymous

AON

Asian Pacific American Heritage
Association

East Harris County Manufacturers
Association

Antje & Harry Gee

Houston Livestock Show & Rodeo

Johnson Controls, Inc.

NextFlex

PROS Holdings, Inc.

PVF Roundtable

Lina & Michael Sabouni

Stanley Black & Decker

Wells Fargo Bank

Workcred, Inc.

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GOLDEN EAGLE SOCIETY

DEAN'S LIST EAGLE
\$25,000 - \$49,999



American Association of Community
Colleges

Anonymous

Bank of America

Boston Scientific

Luanne & Jay Carter

CITGO Petroleum Corporation

Dallas Community College Foundation

HCA Houston Healthcare

Houston Gateway Academy

Julie & David Itz

McGraw-Hill Education LLC

Janet & Anthony Parisi

Port Houston

The Teagle Foundation

Patricia Ugwu



FOUNDATION
QUARTERLY
REPORT



GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES

\$10,000 - \$24,999

Amaanah Refugee Services

Applied EQ Group

Army Emergency Relief

Assistance League of Houston

AWS Machine Learning University

Bloomington Independent School District

Boomer Esiason Foundation

Chapelwood United Methodist

Comcast Business Services

Dell Technologies

Emerson

Fatih Celenay Foundation

Gene Haas Foundation

George and Mary Josephine Hamman
Foundation

H-E-B

Glenn Hegar

Houck Family Foundation

Houston Country Club Scholarship

Houston Health Foundation, Inc.

Houston Independent School District

Houston Renewable Energy Group

International Scholarship and Tuition Services,
Inc.

Tracy D. & Kenneth Janda

Johnson Controls, Inc.



FOUNDATION
QUARTERLY
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GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES CONT...

\$10,000 - \$24,999

Kaleidoscope

Linda & David Knowles

Lakeside Country Club

Elizabeth & Cesar Maldonado

Memorial Hermann-Texas Medical Center

Gilbert Muniz

Gloria Pearson

Norma Perez

Reliant, an NRG Company

Resideo Technologies

River Oaks Country Club Scholarship

Samson Jenekhe

San Antonio Area Foundation

Shell Oil Company HERO Program

Shraman Foundation

Texas Capital Bank

Texas Mutual Insurance Company

Texas Solar Outfitters LLC

The Bevan Family Trust

The Rodger and Kate Graef Family Foundation

UnidosUS

UnigoEducation Dynamics

Wallis Bank

Work Texas Training Center

YMCA of Greater Houston



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Sachs

UF | UNIVERSITY of
FLORIDA

CenterPoint
Energy

NACCE
THE IMPACT OF ENTREPRENEURSHIP

DELL
Technologies

WOLFRAM

JPMORGAN CHASE & Co.

M Marvy Finger
Family Foundation
Scholarship

Johnson
Controls

BridgeYear

BARNES
& NOBLE

workcred
an affiliate of ANSI



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YOUR
PARTNERSHIP



NEXTFLEX®

WELLS
FARGO

Wells Fargo
Foundation

Glenn Hegar
State of Texas Comptroller



StanleyBlack&Decker



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HCA  **Houston
Healthcare
Medical Center®**

**Boston
Scientific**

**AA
CC** AMERICAN
ASSOCIATION OF
COMMUNITY
COLLEGES


PORT HOUSTON
THE INTERNATIONAL PORT OF TEXAS™


BANK OF AMERICA


Qualcomm



**Mc
Graw
Hill
Education**


CITGO
FUELING GOOD®


THE **TEAGLE**
FOUNDATION

UNIDOSUS

the 
YMCA

BLOOMINGTON ISD

Bobcats

 **Applied EQ
GROUP**


SHRAMAN
SHRAMAN FOUNDATION


assistance league®
Houston

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MEMORIAL
HERMANN
Texas Medical Center

TexasMutual®
WORKERS' COMPENSATION INSURANCE

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San Antonio Area Foundation
Where Giving and Community Connect



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COMCAST
BUSINESS

**George and Mary Josephine
Hamman Foundation**



DELL Technologies



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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

WHERE
Dreams
TAKE FLIGHT
CELEBRATING THE POWER OF EDUCATION

2024 HCC FOUNDATION GALA
APRIL 20, 2024



<https://www.hccsfoundation.org/2024Gala>





HOUSTON COMMUNITY COLLEGE
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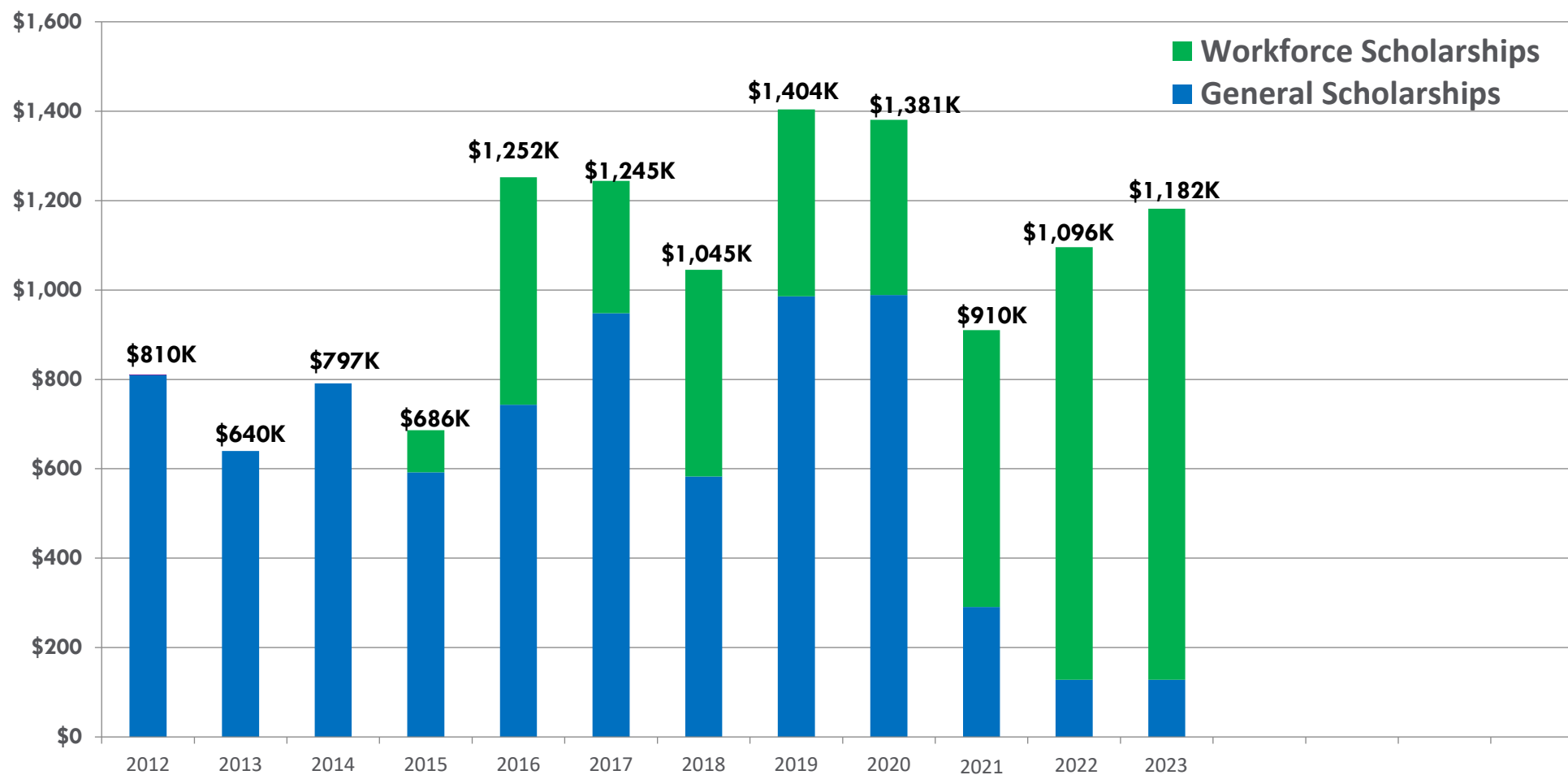
Karen L. Schmidt, M.B.A., CFRE

President, HCC Foundation

@ karen.schmidt2@hccs.edu

 3-718-8596

Scholarship Awarded 2012 to 2023



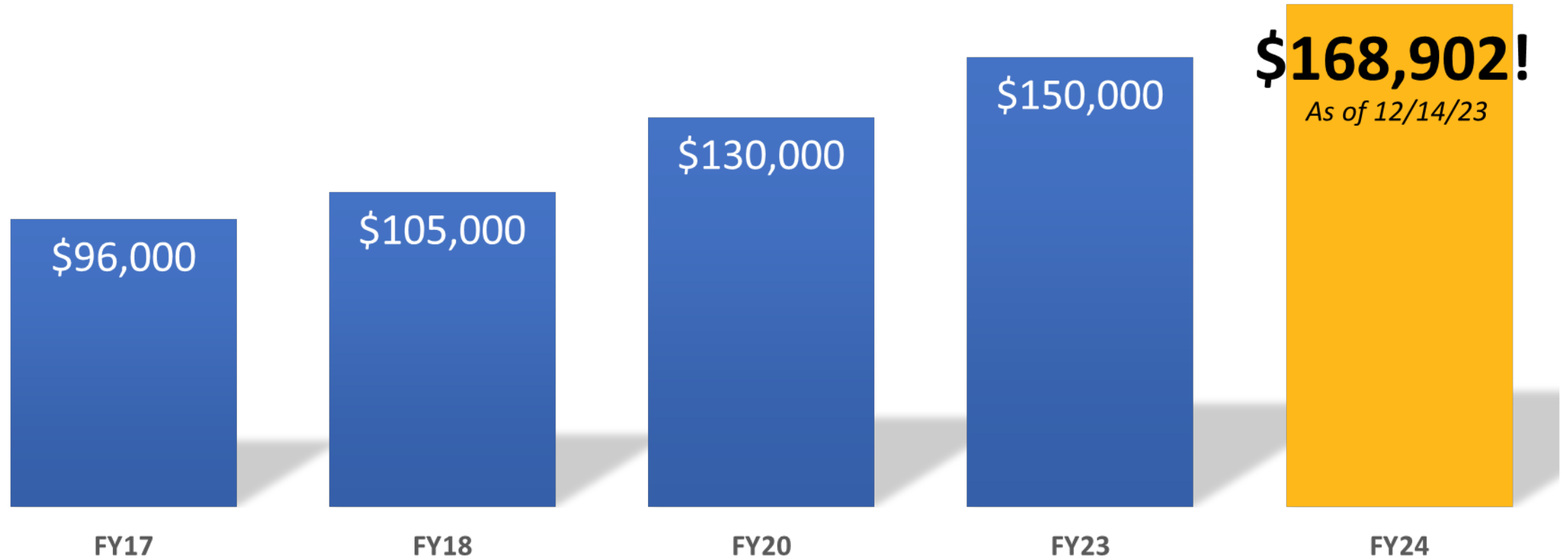
FY2023 Scholarship Details

	2018-19	2019-20	2020-21	2022-23	2023-24
General Scholarships					
Number	1092	978	268	130	130
Average Amount	\$903	\$1,011	\$1,088	\$986	\$983
Total Awards (\$)	\$986,436	\$989,016	\$291,470	\$128,224	\$127,791
Workforce Scholarships					
Number	438	470	846	861	660
Average Amount	\$955	\$833	\$732	\$1,124	\$1,597
Total Awards (\$)	\$418,229	\$391,667	\$619,001	\$967,958	\$1,054,092
TOTAL					
Number	1,530	1,448	1,114	991	790
Average Amount	\$918	\$954	\$817	\$1,106	\$1,496
Total Awards (\$)	\$1,404,665	\$1,380,683	\$910,472	\$1,096,182	\$1,181,883

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EMPLOYEE CAMPAIGN
GROWTH FY17-FY24





INVEST IN HOUSTON'S FUTURE

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
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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



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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



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ANNUAL FACULTY & STAFF
EMPLOYEE GIVING CAMPAIGN



♥ Join HCC Foundation President Karen Schmidt with your donation to the Annual Faculty & Staff Employee Giving Campaign!



Donate Now!



Annual Bedichek-Orman Auction



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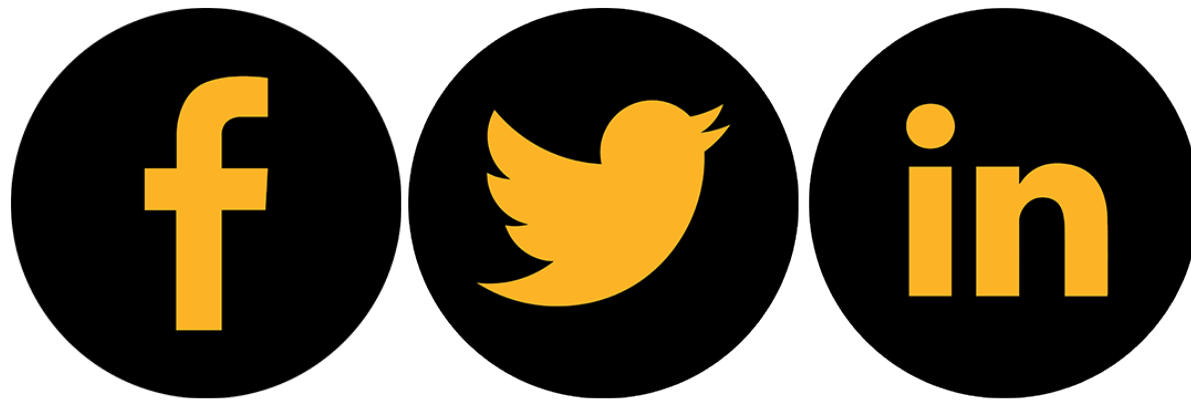


Karen L. Schmidt, M.B.A., CFRE

President, HCC Foundation

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 3-718-8596



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Houston Community College Foundation

REPORT ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
E.	Report on Capital Improvement Program	Dr. Margaret Ford Fisher Marshall B. Heins 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 - December 2023	2/13/2024	Presentation

This item is applicable to the following: District



Facilities Projects (CIP) Report

Dr. Margaret Ford Fisher, Chancellor

Marshall B. Heins, Senior Vice Chancellor Finance &
Administration and CFO/CBO

Samantha Manjarrez, Chief Facilities Officer

February 21, 2024

Major Capital Projects							
Location	Project	Phase					Update
		Budgeting	Design	Procurement	Construction	Complete	
Northeast	Resiliency Program	✓					1. Community engagement continues with Mike Edwards leading Community Resiliency Program Plans

General Construction Industry Update:

- The Houston Construction market impact for December inflation year over year is 3.1%
- Consumer Price Index (CPI) inflation has moderated from an annual rate of 8.2% in Q3 2022 to **3.7%** in Q3 2023 (Q4 data is pending)
- Following 2023 which was marked by a significant slowdown in the economy and construction starts, 2024 is anticipated to usher in a transition towards robust growth with a projected 7% increase in total construction starts

Signage: Pylon, Monument, Building Top

Phase	Location	Progress Phase						
		Design	Procurement	Construction % Complete				Est. Completion
				25	50	75	100	
II	Airline Automotive Center	✓	✓				<div><div></div></div>	Q1 2024
II	Eastside	✓	✓				<div><div></div></div>	Q4 2023
II	Missouri City ¹	✓	✓	<div><div></div></div>				Q2 2024
II	Spring Branch	✓	✓				<div><div></div></div>	Q4 2023
	Low bidder – Ezzi Signs: continued delays with fabrication and construction							
III	Remaining Pylon/Monuments/ Katy ²	✓	✓					2024
-	Building Top Signs (Coleman College on hold)	✓	✓					2024
	Low bidder – Comet Signs: contract currently being executed							

Update: 1 Missouri City updated design provided to fabricator – Delay caused by City Code
2 Phase III Pylon Signs BOT Approved and contract is currently being executed

Signage: Building Top

Projects Status as of
January 10, 2024

Building Top Signage Proposed Schedule							
Task	Phase						
	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
BOT Approval*	✓						
Contracting	✓	✓					
Submittals		✓	✓				
Permitting			✓	✓			
Fabrication			✓	✓	✓		
Installation					✓	✓	✓
Completion							✓

* BOT Approval moved from August to December 6, 2023

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 Q1 2024 2. Design is underway 3. Furniture samples delivered 4. Budget verification underway
Southeast: Retail Center Demolition	✓	✓			<ol style="list-style-type: none"> 1. Redesign to demolish worst rated HCCS building 2. Demolition plan submitted for COH permitting 3. Environmental reports complete 4. Procurement process underway 5. 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

2013 CIP 2.0 Program (See Appendix for photos)

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Central: Culinary Shell Build-out	✓	✓	✓		<ol style="list-style-type: none"> 1. Projected completion Q2 2024 2. Overhead ductwork installation 80% complete 3. Build-out of Electrical Room 75% complete 4. Kitchen equipment fabrication 50% complete 5. Air-handler delivery tracking March 2024

CIP 3.0 Projects

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Northeast Campus: Food Service Whitebox	✓	✓	✓		<ol style="list-style-type: none"> 1. Flooring pending 2. Projected completion date Q1 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 progressing; wall demolition is progressing 2. Projected completion Q1 2024
Stafford Campus: Food Service Whitebox	✓	✓	✓		<ol style="list-style-type: none"> 1. Plumbing RFI is being resolved 2. Projected completion Q1 2024

Note: Evaluating dining options for the System in 2024; will provide BOT with recommendations and funding request

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. Furniture package received and furniture proposal submitted for PO 3. COH Permitting activities in final comments 4. IT/ AV equipment proposals submitted for PO 5. Student Services area has been cleared out and is ready for construction 6. General Contractor contract pending BOT Approval 7. Special BOT Meeting set for Jan 31, 2024

Projects In Development

Project	Phase				Updates
	Design	Procurement	Construction	Complete	
Online College Relocation	✓	✓	✓		<ol style="list-style-type: none"> 1. Space planning complete 2. Contractor proceeding with build-out 3. Furniture procurement underway 4. IT and data cabling procurement underway
Foundation Relocation	✓				<ol style="list-style-type: none"> 1. Working with stakeholders on space planning 2. Design in progress
Workforce Space	✓				<ol style="list-style-type: none"> 1. Working with stakeholders on space planning 2. Design in progress

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"> Design Development complete Construction Documents target completion Q1 2024 Procurement recommendation for BOT Approval in Q2 2024
Manual Access Control <i>Includes classroom and office door locks, emergency keys, & upgraded exterior keyways</i>	✓	✓	✓	✓	✓	<ol style="list-style-type: none"> Assessment of Systemwide door and hardware is complete for bidding <ul style="list-style-type: none"> All campuses completed 9,600 doors evaluated

* Budgetary estimates are in development as 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	
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. Funding proposed for 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 December 31, 2023

	Total Budget	Expenditures	Encumbrances	Unexpended	Funding Source
Capital Projects					
2013 CIP Program 2.0					
Central Culinary	\$ 3,100,000	\$ 715,380	\$ 1,917,999	\$ 466,621	
Signage	6,329,665	2,160,816	586,010	3,582,839	
Eastside View Corridor	1,900,000	161,030	81,983	1,656,987	
Felix Fraga View Corridor	1,900,000	1,820,994	46,665	32,342	
Collaboratoriums	350,000	86,930	172,020	91,050	
Total 2013 CIP Program 2.0	<u>\$ 13,579,665</u>	<u>\$ 4,945,149</u>	<u>\$ 2,804,677</u>	<u>\$ 5,829,839</u>	
					Residual 2013 CIP Program
2013 CIP Program 3.0					
Central South	\$ 264,078	\$ 167,260	\$ 96,817	\$ -	
North Forest	1,765,233	1,457,443	229,065	78,725	
Acres Homes	350,000	88,259	114,529	147,212	
West Loop	346,994	338,101	8,860	33	
Total 2013 CIP Program 3.0	<u>\$ 2,726,305</u>	<u>\$ 2,051,064</u>	<u>\$ 449,271</u>	<u>\$ 225,970</u>	

*Individual projects are combined by campus for display

CIP Financials

HOUSTON COMMUNITY COLLEGE SYSTEM

Capital Project Summary

As of December 31, 2023

	Total Budget	Expenditures	Encumbrances	Unexpended	Funding Source
HEERF Projects - All Complete					HEERF II & III
Touchless Restroom/Breakroom	\$1,931,568	\$1,931,568	\$ -	\$ -	
Touchless Elevator	296,898	296,898	-	-	
Campus Security Cameras/ Emergency Generator Power	1,564,026	1,564,026	-	-	
Online Digital Access Labs	3,580,555	3,580,555	-	-	
Online Teaching Studios	2,379,509	2,379,509	-	-	
System Furniture & Carpet Replacement	2,896,976	2,896,976	-	-	
Faculty Professional Development	2,648,893	2,648,893	-	-	
HCCPD Vehicle COVID Safety Project	1,447,285	1,447,285	-	-	
Expanding Basic Needs Support	160,007	160,007	-	-	
Advising Certification Professional Developmen	225,030	225,030	-	-	
Total HEERF Projects	\$ 17,130,746	\$ 17,130,746	\$ -	\$ -	

Demolition of Woodridge Retail Center	\$ 3,500,000	\$ 30,875	\$ 209,374	\$ 3,259,751	Fund Balance
Challenger STEM Satellite Labs	\$ 3,000,000	\$ 266,503	\$ 66,533	\$ 2,666,964	Fund Balance
West Loop Student Services Renovation	\$ 4,304,000	\$ 112,356	\$ 210,863	\$ 3,980,781	HEERF/MSI

Resiliency Program Design	\$ 6,062,500	\$ 1,787,451	\$ 858,685	\$ 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

*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 January 10, 2024

Culinary Lab
Overhead MEPF Rough-in

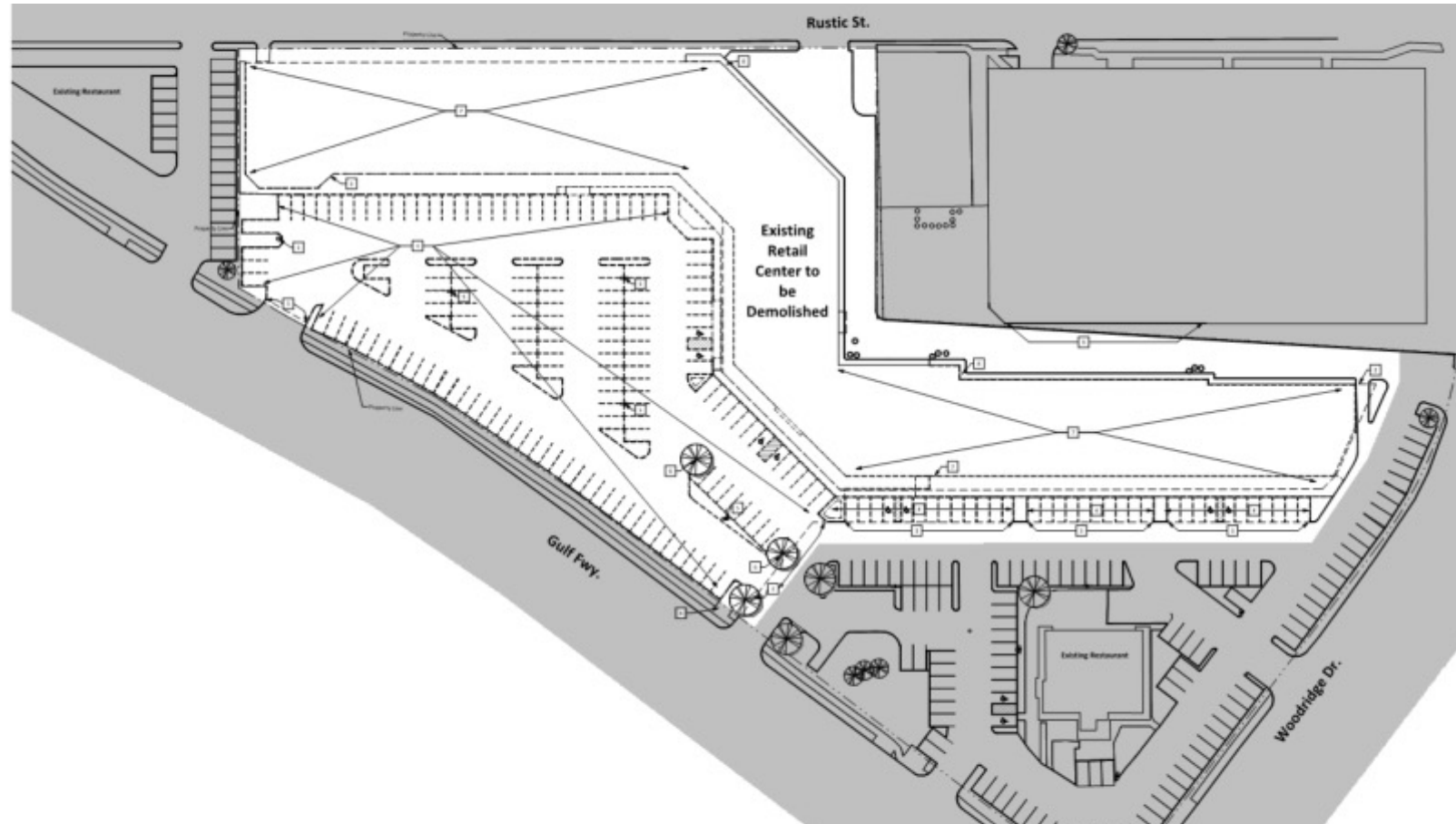


Pastry Lab
Overhead MEPF Rough-in

Woodridge Plaza Demolition/Awaiting BOT Vote on Contractor Eastside View Corridor Proposed Plan

Projects Status as of December 5, 2023

Demolition Site Plan



Woodridge Plaza Demolition/Awaiting BOT Vote on Contractor Eastside View Corridor Proposed Plan

Projects Status as of December 5, 2023

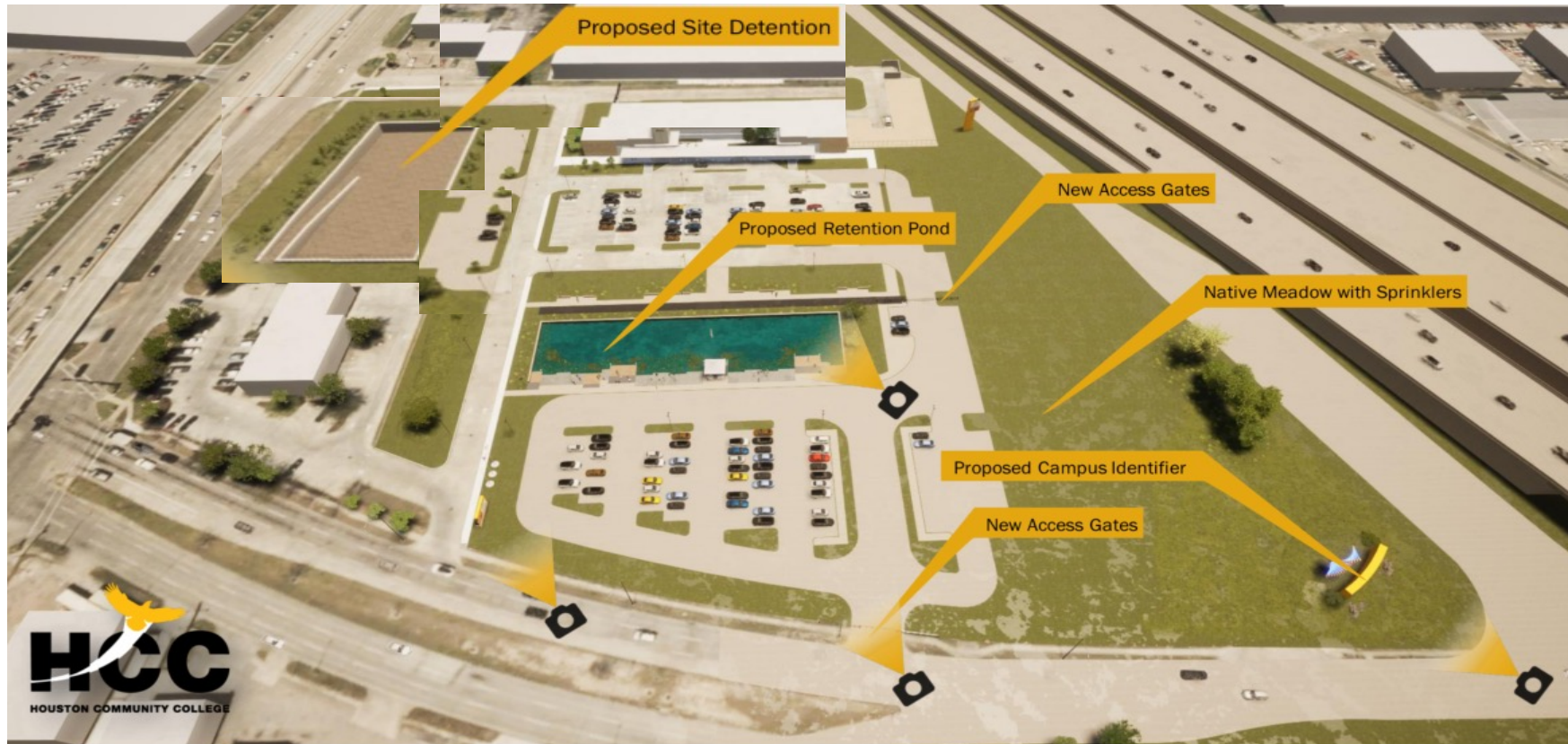
Demolition Site Plan



Acres Homes Gateway Enhancement Proposed Plan

Projects Status as of November 15, 2023

Site Plan



Acres Homes Gateway Enhancement Project | 09/12/2023

PhiloWilke

Acres Homes Gateway Enhancement Proposed Plan

Projects Status as of November 15, 2023

Detail View from Little York Road

Entrance from S. Victory Street/ Little York Road



Acres Homes Gateway Enhancement Project | 09/12/2023

HOUSTON COMMUNITY COLLEGE



Acres Homes Gateway Enhancement Project | 09/12/2023

PhiloWilke

Campus Identifier Signage at Little York Road

February 2024 Report

Deferred Maintenance Capital Projects Progress Summary

HOUSTON COMMUNITY COLLEGE SYSTEM
Deferred Maintenance FY 2020 - 2024
As of December 31, 2023

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	\$ 5,938,389	\$ 4,851,270	\$ 1,087,119	-
Northwest	3,516,781	2,390,016	1,126,765	-
Northeast	5,131,015	2,507,756	2,623,258	-
Southeast	560,475	342,866	217,608	-
Southwest	6,541,794	2,556,520	3,985,274	-
Coleman	2,835,465	1,574,718	1,260,747	-
System	7,323,704	6,204,451	1,119,253	-
Contingency	9,281,998			9,281,998
Total Deferred Maintenance	<u>\$ 41,129,621</u>	<u>\$ 20,427,599</u>	<u>\$ 11,420,024</u>	<u>9,281,998</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: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
F.	Proposed Settlement Agreement Regarding the Charge of Discrimination filed by an HCC Employee (Charge No. 460-2023-05660)	Dr. Margaret Ford Fisher E. Ashley Smith

RECOMMENDATION

Authorize the Chancellor to Execute a Settlement Agreement Regarding the Charge of Discrimination filed by an HCC Employee (Charge No. 460-2023-05660), pursuant to the terms discussed in closed session.

COMPELLING REASON AND BACKGROUND

The EEOC requested that the College attend mediation for a Charge of Discrimination filed by an HCC Employee (Charge No. 460-2023-05660).

In the event the parties agree to the settlement terms and execute the Settlement and Release Agreement, the proposed settlement will resolve and dismiss all claims against Houston Community College related to the above-referenced Charge.

FISCAL IMPACT

The amount and terms of the Agreement were disclosed to the Board in closed session.

LEGAL REQUIREMENT

The HCC Board of Trustees Bylaws and TASB BAA (Legal).

STRATEGIC ALIGNMENT

4. Community Investment , 5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
G.	Approve One-time Variance to the Board Bylaws Relating to Article G, Section 9(d) and 9(e)	Dr. Cynthia Lenton-Gary Board Counsel

RECOMMENDATION

Approve one-time variance to Article G, Sections 9(d) and 9(e) of the Board Bylaws to waive the requirement relating to distribution of the agenda and background material for the February 21, 2024, Regular meeting agenda item pertaining to agenda item H, "Authority for Good Faith Participation in the Mediation of the Brown, Adams, Austin Litigations."

COMPELLING REASON AND BACKGROUND

Article G, Sections 9(d) and 9(e) of the Board Bylaws requires the following:

- Copies of the agenda and related materials shall be delivered to Board members by Board Services five (5) business days in advance of the Board meeting. Paper copies of the agenda and related materials shall be delivered to Board members upon a written request submitted to Board Services. [Section 9(d)]
- Trustees shall be provided with all necessary background information on any issue being considered for a vote, no later than five (5) business days prior to said vote. [Section 9(e)]

FISCAL IMPACT

N/A

LEGAL REQUIREMENT

Board Bylaws Article G, Sections 9(d) and 9(e)

STRATEGIC ALIGNMENT

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

This item is applicable to the following: District

ACTION ITEM

Meeting Date: February 21, 2024

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
H.	Authority for Good Faith Participation in the Mediation of the Brown, Adams, Austin Litigations	Dr. Margaret Ford Fisher E. Ashley Smith Paul Lamp, Spalding Nichols Lamp Langlois

RECOMMENDATION

Approve authority for the authorized representative of Houston Community College to attend the mediation in good faith representation of the College and take action consistent with closed session discussions.

COMPELLING REASON AND BACKGROUND

The College has been ordered to mediation by the Honorable Drew B. Tipton, United States District Judge in the following cases:

1. Houston Community College System, et al v. Zelia Brown, Civil Case No. 4:20-CV-02186.
2. Houston Community College System v. Jimmy Adams, et al, Civil Case No. 4:22-CV-01547.
3. Houston Community College System v. Jeffery Austin, et al, Civil Case No. 4:21-CV-00686.

STRATEGIC ALIGNMENT

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

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
February 2024 Personnel Agenda-Staff	2/8/2024	Attachment

This item is applicable to the following:

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

**Board Meeting
February 21, 2024**

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

INTERNAL HIRES

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
1. Cormier, June	HCC P/T CE Support Specialist	F/T Administrative Assistant	Northeast	Non-Exempt Grade: 7	\$ 40,647	02-01-2024
2. Davis, James	HCC P/T Hardware/Software Technician	F/T Lab Assistant I	Northwest	Non-Exempt Grade: 2	\$ 32,500	12-01-2023
3. Fernandez, Esmeralda	HCC P/T Financial Aid Assistant	F/T Customer Service Representative, Financial Aid	Southeast	Non-Exempt Grade: 5	\$ 33,000	01-16-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

INTERNAL HIRES

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
4. Alvarez, Araceli	HCC F/T Executive Assistant	F/T Foundation Accountant	System	Exempt Grade: 9	\$ 72,700	02-01-2024
5. Dominguez, Cristina	HCC F/T Office Manager	F/T Manager, Conference Services	Northwest	Exempt Grade: 9	\$ 55,000	02-01-2024
6. Earl, Louis	HCC F/T Advisor, Admissions	F/T Manager, Admissions Advisor	Southeast	Exempt Grade: 9	\$ 63,000	02-01-2024

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

INTERNAL HIRES

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
7. Fernandez, Victoria	HCC F/T Associate, Enrollment Services (Southwest)	F/T Associate, Enrollment Services	System	Exempt Grade: 7	\$ 40,716	02-16-2024

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
8. Crayton, Robert	Houston Methodist Hospital	F/T Security Officer	System	Non-Exempt Grade: 6	\$ 47,000	02-16-2024
9. Deloney, Brenda	Wesley House	F/T Program Manager - CNA	Coleman	Exempt Grade: 8	\$ 59,000	01-16-2024
10. Hickerson, Terry	Houston Police Department	F/T Peace Officer	System	Non-Exempt Grade: LE2	\$ 67,045	02-01-2024
11. Newland, Lea	Pasadena Public Library	F/T Director, Library Services	System	Exempt Grade: 11	\$ 95,000	12-01-2023
12. Persaud, Surayya	Dance Spot Dance Studio	F/T Lab Assistant I	Northwest	Non-Exempt Grade: 2	\$ 32,448	02-01-2024
13. Smith, Cheryl	H.I.S.D.	F/T College Operations Officer	Southwest	Executive Grade: 10	\$120,000	01-16-2024
14. Stults, Barney	Lamar University	F/T Associate Vice Chancellor, Talent Technology & Total Rewards	System	Executive Grade: 30	\$170,000	02-01-2024

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
15. Clark, Joshua	Texas A&M University	F/T Associate, Enrollment Services	Northwest	Exempt Grade: 7	\$ 45,800	12-01-2023
16. Greene, Gerald	Lynn University	F/T Designated School Official, Student Advisor (International)	System	Exempt Grade: 8	\$ 69,000	01-16-2024

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	Annual Salary	Effective Date
1. Jackson, Judy	F/T Sr. Payroll Specialist	Non-Exempt Grade: 8	\$ 66,750	12-15-2023

INFORMATION ITEMS - NO BOARD ACTION REQUIRED

ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL – STAFF (REGULAR)

SEPARATIONS OF EMPLOYMENT

- | | |
|------------------------------|---|
| 1. Allen, Leila | Designated School Official, System, effective January 4, 2024. |
| 2. Arroyo Sanchez, Alfredo | Campus Service Technician, Southeast College, effective January 12, 2024. |
| 3. Batiste, Kendra | Records Management Specialist Sr., System, effective January 2, 2024. |
| 4. Brobbey, Raymond | Sr. Financial Analyst, System, effective January 19, 2024. |
| 5. Clark, Joshua | Enrollment Services Associate, Northwest College, effective January 22, 2024. |
| 6. Dembert, N'Zahria | Enrollment Services Assistant, Coleman College, effective January 23, 2024. |
| 7. Ezebuilo, Ijeoma | Sr. Programmer Analyst, System, effective January 22, 2024. |
| 8. Galindo, Nancy | Administrative Assistant, Southeast College, effective January 31, 2024. |
| 9. Hall, Leslie | Business Management Instructor, Southeast College, effective January 2, 2024. |
| 10. Harrison, Taylar | Sr. Analyst, IT Project, System, effective January 19, 2024. |
| 11. Ikharebhore, Eromosele | Sr. Financial Analyst, System, effective January 12, 2024. |
| 12. Johnson, Tamika | Financial Aid Advisor, Central College, effective January 18, 2024. |
| 13. Khan, Manzurul | Computer Science Instructor, Northeast College, effective January 2, 2024. |
| 14. Madkins-Pearson, Rachael | CE Records Specialist, Central College, effective February 1, 2024. |
| 15. Martinez, Alyssa | Admissions Advisor, Southwest College, effective January 13, 2024. |
| 16. Nelms, Yalonda | Paralegal, System, effective January 3, 2024. |
| 17. Ratliff, Jerry | Welding Instructor, Central College, effective January 15, 2024. |
| 18. Sanchez, Corina | Office Manager, System, effective January 19, 2024. |
| 19. Smith, Quiana | Administrative Assistant, System, effective January 2, 2024. |
| 20. Suresh, Lakshmi | Developmental Math Instructor, Northwest College, effective January 15, 2024. |
| 21. Walker, Artina | Police Captain, System, effective January 5, 2024. |