



AGENDA

BOARD OF TRUSTEES

REGULAR MEETING

February 19, 2025

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 19, 2025

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, February 19, 2025 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 2025

IV. Awards, Presentations, and Recognitions

- A. Check Presentation by Lennar Homes
- B. Recognition of Black History Month
- C. Recognition 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 Butler Business Products
- 2. Acceptance of Donated Property Item by Wolfram
- 3. Acceptance of Donated Item by Meta
- 4. Approved Honorary Degrees for 2025

5. Proposed Revision to Contact Information in EO/TIX Policies
6. Approve BBBC (LOCAL) Policy: Elections - Reporting Campaign Funds
7. Approval of HCC's Schedule of Tuition and Fees Effective Fall 2025
8. Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2025
9. Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2025
10. Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2025
11. Monthly Investment Report, Financial Statement and Budget Review for December 2024

IX. Topics for Discussion and/or Action

- A. Pressure Washing Services (Supportive Pool) (Project No. RFP-C 25-11)
- B. Elevator Modernization and Repairs, 3100 Main Street (Re-Bid) (Project No. IFB 25-17)
- C. Access Control and Video Management System Replacements, Systemwide (Cooperative Contract) (Project No. RFQuote 25-01)
- D. Drop-In Childcare Services (Project No. RFP 24-18)
- E. Personnel Agenda (Faculty)
- F. HCC Foundation Quarterly Report
- G. Motion to Renew: Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)
- H. Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)

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 Proposed Settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v. Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)

B. Personnel Matters

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

C. Real Estate Matters

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

XI. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

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

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

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

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Appendix - No Action Required

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **14th day of February 2025**, 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 19, 2025

Approval of Minutes

ITEM #	ITEM TITLE	PRESENTER
A.	Approval of Minutes for January 2025	Dr. Margaret Ford Fisher Sharon Wright

RECOMMENDATION

Approve meeting minutes for January 2025.

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 2025:

- Academic and Student Affairs Committee on January 15, 2025
- Audit Committee on January 15, 2025
- Committee of the Whole on January 15, 2025
- Marketing Committee on January 15, 2025
- Special Meeting on January 15, 2025
- Regular Meeting on January 29, 2025
- Special Meeting on January 29, 2025

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - January 2025	2/11/2025	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 15, 2025

Minutes

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, January 15, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Sean Cheben, Committee Chair
Eva Loreda, Committee Member
Dave Wilson, Committee Member
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Andrea BurrIDGE, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Sean Cheben, Committee Chair, called the meeting to order at 2:30 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, Loreda, VanDible Stallworth, and Wilson)

(Dr. VanDible Stallworth stepped out at 2:31 p.m.)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

FALL ENROLLMENT UPDATE

Dr. Ford Fisher noted that the report provides an enrollment update and apprised that Dr. Andrea Burrridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness would provide the report.

Dr. Burrridge noted that the overall enrollment increased 9% for the Fall 2024 and apprised that spring enrollment increase is currently at 8% overall.

Dr. Burrridge reported on the following:

- Overview: Segments of Enrollment Analysis – Credentials of Value Enrollment
- HCC Fall Enrollment by Academic Year
- HCC Spring Enrollment by Academic Year, as of 1/2/2025
- Enrollment of Non-Dual Credit SCH Students
- Enrollment of Out-of-State
- HCC Enrollment: % Enrollment Change by Zip Code
- Enrollment Benchmarks
- Enrollment Historical Trends
- TAAC Preliminary Enrollment Report Percent Change in Unduplicated Enrollment from Fall 2023-Fall 2024
- Winter Break Virtual Student Services
- Outreach and Recruitment Events for Spring 2025
- MyOneFlow
- MyOneFlow Automated Campaigns
- Prospects & Applicants Communications
- Retention and Completion Communications
- Spring 2025 Registration & Funding Option Nudges
- Strategic Enrollment Plan

- Motivation for Strategic Enrollment Plan
- A Strategic Enrollment Plan
- Strategic Enrollment Plan: Status Update

Trustee Wilson inquired if the bulk of the increase is out-of-district. Dr. BurrIDGE noted that the bulk of the increase is out-of-district and online. She apprised that there is more population growth outside of the district; however, there is some enrollment growth in-district.

Trustee Cheben inquired about the significant growth in students older than 25 years of age and out-of-state. He inquired if there is a program students are most interested in. Dr. BurrIDGE noted that the older students gravitate towards the workforce program. She apprised that efforts are in place to reach the older students.

Trustee Cheben congratulated the administration on the increase in enrollment and all the efforts undertaken.

REPORT ON INTERNSHIPS AND APPRENTICESHIPS

Dr. Ford Fisher noted that the item presents data regarding the internship and apprenticeship programs. She apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer would provide the report.

Dr. Perez noted that the internship and apprenticeship programs play a huge role in the success of students. She apprised that the programs allow students to explore their interests and serve as steppingstones for students. She noted that Dr. Miguel Ramos, Interim Vice Chancellor, Instructional Services, would provide a summary of the presentation.

Dr. Ramos provided an overview of the following:

- Experiential Learning Programs
- Co-ops and Internships
- Path-to-Professional Program
- Campus Internship Program
- Hire Houston Youth Summer Internship Program
- CareerHub - Workforce Program
- Fall 2024 Graduation Application Date Survey
- Apprenticeship
- Pre-Apprenticeship
- Non-Traditional Apprenticeships
- ATAT Apprenticeships
- Pres-Apprenticeship Enrollment, Fall 2024
- Non-Technical Apprenticeship, Enrollment, AY25
- ATAT Apprenticeship Enrollment

Dr. Ramos acknowledged Dr. Christina Robinson, Executive Director of Work-Based Learning and Industry Partnership, and Mr. James Mable, Interim Director of Alumni Affairs and Career and Transfer Services.

Trustee Cheben inquired if any barriers could be removed to ease the path relating to the programs. Dr. Ramos noted that in some areas, the programs are funded by certain entities, and there are fund limitations. He apprised that the co-op programs are noted as dollar-limited and noted that the goal is to offer as many opportunities as possible.

Dr. Robinson noted that over 40 programs have been created and apprised that employers are reaching out for apprenticeship opportunities. She noted that the College structure is positioned to handle the apprenticeship programs for continued expansion.

ADJOURNMENT

With no further business coming before the Board, the meeting at 2:54 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

January 15, 2025

Minutes

The Audit Committee of Houston Community College Board of Trustees met on Wednesday, January 15, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Dave Wilson, Committee Member
Eva Loreda, Alternate Member
Sean Cheben
Pretta VanDible Stallworth (via Videoconference)

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Dave Wilson, Committee Member, called the meeting to order at 2:07 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: Loreda, VanDible Stallworth, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

UPDATE ON RISK 6: TITLE IX, COMPLIANCE, AND REPORTING PROCESSES

Dr. Ford Fisher noted that the item provides an update on the HCC identified Risk 6: Title IX, Compliance, and Reporting Processes. She apprised that Dr. Nicole Montgomery, Interim General Counsel, would provide the overview.

Dr. Montgomery informed that the College is committed to providing an educational climate conducive to each individual's personal and professional development. She noted that the report explores the College's responses and processes related to Title IX, SB17, and SB 212, investigations, and reporting processes.

Dr. Montgomery noted that Dr. Lucie Tredennick, Assistant General Counsel, would provide an overview of the Compliance component and Dr. Sandra B. Jacobson, Interim Director of Equal Employment Opportunities (EEO) and Compliance/Title IX Coordinator, would provide an overview of the Office of Equal Opportunity and Title IX.

(Trustee Cheben joined the meeting at 2:15 p.m.)

Dr. Tredennick provided an overview of the following:

- HCC's Compliance & Reporting Processes
- HCC's Compliance & Ethics Plan
- Reporting Mechanisms for Concerns and Complaints
- What is Maxient? How do I Submit a report?
- Address Reports
- Senate Bill 17
- Mitigation: Training
- Compliance Resources

Dr. Jacobson provided an overview of the following:

- Office of Equal Opportunity and Title IX
- Who are we serving? What is the benefit?

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- 2023-2024 Office Equal Opportunity and Title IX Five Year Trend by Complaint Type: September 1, 2019 - August 31, 2024
 - 2024 – 2025 Office of Equal Opportunity and Title IX Maxient Referral Activity: September 1, 2024 – November 30, 2024, Types of Incident Reports

(Dr. VanDible Stallworth joined the meeting in person at 2:20 p.m.)

- Senate Bill 212 - Mandatory Reporting Law
- Supportive Measures
 - Report is Received (Maxient Report)
 - Title IX Related Accommodations

Dr. Montgomery provided an overview the following:

- Community Partners (MOUs)
- Risk Mitigation
- Current State of Title IX Regulations

Dr. VanDible Stallworth inquired if the report includes human trafficking. Dr. Montgomery noted that the information includes sexual harassment.

Dr. VanDible Stallworth inquired about the partners the college associates with regarding human trafficking. Mr. Paul Calhoun, Specialist, External Reporting, noted that the college partners with Houston Area Women's Center.

Dr. VanDible Stallworth requested that the list be reviewed regarding human trafficking and noted that Crime Stoppers should be included. Dr. Montgomery apprised that Vice Chancellor Rima Adil, Student Services, could provide additional insight regarding our partnerships for human trafficking related to counseling services.

Dr. VanDible Stallworth requested that the college review human trafficking in more depth and provide a comprehensive listing of partners who are actively addressing it.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 2:30 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

January 15, 2025

Minutes

The Houston Community College Board of Trustees held a Committee of the Whole meeting on Wednesday, January 15, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Nichole Boulette-Heiniluoma, Faculty Senate President
Andrea Burrridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College

Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair, called the meeting to order at 4:09 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, Lenton-Gary, Loredo, Richart, VanDible Stallworth, Tamez, 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 2024

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

Dr. Ford Fisher noted that the item is to accept the Investment Report, Financial Statement, and Budget Review for November 2024. She apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations would provide an overview and entertain any questions.

Dr. Hawn provided an overview of the following:

- Fund 1: Unrestricted Revenues and Expenses (Current Year)
- Explanation of Variance Amounts
- Fund 1: Unrestricted Revenues and Expenses (Prior Year)

Trustee Wilson inquired whether the report provides an overview of three or four months. Dr. Hawn noted that the overview reflects three months.

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

BUDGET WORKSHOP #2: UPDATE ON FY 2026 BUDGET DEVELOPMENT

Dr. Ford Fisher noted that the item is Budget Workshop #2 to continue the budget development for FY26 and apprised that Dr. Hawn would provide the overview.

Dr. Hawn highlighted the following:

- Budget Development Timeline (FY26)
- FY26 Estimated Operating Revenue
- State Appropriations Methodology: Performance Tier
- State Appropriations Methodology: Financial Aid for Swift Transfer (FAST)
- Ad Valorem Taxes Review

Trustee Wilson inquired about the cap on the tax and whether the college can transfer a portion of the debt rate without tapping into the M&O. Mr. Jacobs Atkin, Associate Vice Chancellor Finance, noted that the college can take the effective percentage and add to the debt rate.

Trustee Richart inquired if there could be a potential tax cut if the college does not continue the M&O. She inquired if a scenario could be provided for the entire Board to consider. Dr. Hawn stated that a scenario will be presented.

Trustee Wilson noted that he would like to see the debt paid down where the College has no debt, and the Board would decide what to use the funds for going forward. He apprised that he would like to see that possibility down the road and incorporation in the budget if there is a consensus.

Trustee Wilson also noted that he would also like to see an expansion of healthcare programs.

Trustee Davies inquired about the weighted average of debt and noted that a historical contextual regarding the tax rate to include other community colleges around the state would be helpful for look-back purposes.

(Dr. Tamez left the meeting at 4:34 p.m.)

Trustee Wilson inquired about the last dollar tuition effect on the budget and the cost in revenue; the number of students needed if increased volume, and how much more out-of-district, out-of-state, etc. Dr. Hawn noted that a discussion was held with Mr. Atkin over the break regarding the review and noted that it would be provided as part of the discussion on tuition and fees in the February budget workshop.

Trustee Loreda noted that free tuition would be welcome as well.

Dr. Hawn continued with the presentation to include:

- Tuition and Fees Methodology
- Non-Operating Revenue (Investment) Methodology
- Board Initiative and Priorities Feedback and Recommendation
- Facility Master Plan: Deferred Maintenance
- Technology Master Plan

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Committee of the Whole – January 15, 2025, Page 4

- Associate Degree of Nursing
- Merit Pay
- Additional Initiatives Received from the Board

Trustee Cheben suggested that we consider harmonizing the homeowner exemption with other taxing entities and noted that our exemption at 17% is lower than other entities.

Trustee Cheben also apprised that he is excited about discussing the tuition and fees in February. He referenced recap programs discussed at the ACCT conference regarding stepwise. He noted that the program targets students who may have dropped out.

Trustee Cheben noted that the college trajectory has changed as an institution. He referenced the 9% enrollment growth and apprised that he would highly oppose discounting tuition based on enrollment. He requested that it be taken into consideration for a short period of time.

Dr. VanDible Stallworth inquired if the college has exceeded the hold harmless threshold. Mr. Atkin apprised that the college had exceeded the hold harmless threshold and noted that the college had not used the full hold harmless.

Dr. VanDible Stallworth noted that the college has not fully capitalized on the dual credit funding opportunities. Dr. Ford Fisher apprised that the college's efforts have focused on P-Tech and short-term credentials of value for high school students that will provide pathways to jobs. She noted that a Texas Association of Community Colleges (TAAC) summit was held to convene community college leaders to discuss funding and apprised that the focus on the workforce is being broadened. She noted that there is an effort to align partnerships with the ISDs and Community Colleges statewide.

Dr. Ford Fisher noted that the college is reviewing multiple options regarding the healthcare pathways and baccalaureate degree programs. She apprised that there are currently students at HCC who would qualify for the two baccalaureate degree programs.

Dr. VanDible Stallworth referenced AI and healthcare programs. Dr. Ford Fisher noted that there are other opportunities for AI and healthcare and asked Dr. Michael Webster, President, Southwest College, to provide a review on AI and Dr. Lutricia Harrison, President, Coleman College to provide highlights regarding healthcare.

Dr. VanDible Stallworth requested that the college market the stackable credentials regarding the AI and robotics programs.

Trustee Davies inquired if the fundamental credentials count for state funding and if there is a pathway to advance the credentials for Levels 1, 2, and 3 regarding AI and robotics. Dr. Webster noted that students can get credentials.

Dr. Harrison noted that students have multiple options and apprised that there will be an increase in short-term credentials in the healthcare industry.

Trustee Loredó inquired if the paramedic program would be expanded to other locations. Dr. Ford Fisher noted that the paramedic program and other Center of Excellence programs will be expanded throughout the district. She apprised that the process started with the spring semester.

Dr. Ford Fisher noted that an outreach effort had been undertaken with the legislators under the leadership of Dr. Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations.

Trustee Davies inquired if there is any insight into whether the Federal Reserve will reverse the rate reduction and if there is a plan of action for evaluating the investment portfolio. Dr. Hawn noted that the review is underway and noted that additional scenarios could be provided.

Trustee Wilson inquired if there has been an evaluation of payroll like HISD and an expense analysis. Mr. Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer apprised that a meeting is held with the Chancellor regularly to review the payroll budget and balance.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 5:07 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

January 15, 2025

Minutes

The Marketing Committee of Houston Community College Board of Trustees held a meeting on Wednesday, January 15, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Eva Loreda, Committee Chair
Cynthia Lenton-Gary
Monica Richart
Dave Wilson

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Andrea Burrridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loreda, Committee Chair, called the meeting to order at 3:04 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: Lenton-Gary, Loreda, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

UPDATE ON COMMUNITY ENGAGEMENT AND MARKETING HCC NORTHWEST COLLEGE

Dr. Ford Fisher noted that the report provides an overview of the community engagement and marketing efforts for HCC Northwest College. She apprised that Dr. Zachary Hodges, President, Northwest College would provide the overview.

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

Dr. Hodges provided an overview of the following:

- Northwest Enrollment Data
- Dual Credit Enrollment for Fall 2024 (4,573 Students)
- Student Engagement
- Student Recruitment and Outreach
- Northwest Marketing (Summer and Fall 2024)
- Annual Community Outreach (Events: 32 / Reach: 17,550)
- Community and Professional Partnerships
 - Chamber of Commerce
 - Boards
 - Community Partners
 - Non-Profits and Faith-based
- Media Arts, Visual Arts, and Performing Arts Center of Excellence
- West Houston Institute
- Engineering Center of Excellence
- Glenda and David Regenbaum Center for Entrepreneurship

Dr. Hodges noted that the 18th Business Plan Competition was held in January with over \$300,000 in donations to the business competition, with volunteer expertise valued at over \$3 million.

Houston Community College
Marketing Committee – January 15, 2025 – Page 3

With no further business coming before the Board, the meeting adjourned at 3:21 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 15, 2025

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, January 15, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Nichole Boulette-Heiniluoma, Faculty Senate President
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies

Houston Community College
Special Meeting – January 15, 2025 - Page 2

James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair, called the meeting to order at 3:33 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, Lenton-Gary, Lored, Richart, VanDible Stallworth, and Wilson)

HEARING OF THE CITIZENS

The following citizens signed up to speak before the Board:

- Bridgette Murray
- Fred Woods

ADJOURNED TO CLOSED SESSION

Dr. Lenton-Gary adjourned the meeting to Executive Session at 3:38 p.m. notice having previously been given and reiterated per 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 the Open Session or a subsequent Public Meeting.

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

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

TOPICS FOR DISCUSSION AND/OR ACTION

ANNOUNCEMENT OF VACANCY FOR HCC TRUSTEE POSITION IN DISTRICT II AND ADOPTION OF PROCESS FOR THE BOARD'S APPOINTMENT TO THE POSITION

Motion – Trustee Laolu Davies motioned, and Dr. Adriana Tamez seconded.

Dr. Lenton-Gary read the announcement regarding the vacancy for HCC Trustee Position in District II and the process the Board will undertake to fill the vacancy for the position.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:09 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 29, 2025

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, January 29, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Chair
Laolu Davies, Vice Chair
Dave Wilson, Secretary
Sean Cheben
Eva Loreda
Monica Richart
Adriana Tamez
Pretta VanDible Stallworth

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Nichole Boulette-Heiniluoma, Faculty Senate President
Andrea Burrigge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College

Houston Community College
Regular Meeting – January 29, 2025 - Page 2

Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Cynthia Lenton-Gary, Chair called the meeting to order at 4:33 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, Lenton-Gary, Loreda, Richart, VanDible Stallworth, and Wilson)

PRAYER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES FOR OCTOBER 2024

Motion – Trustee Laolu Davies motioned, and Monica Richart seconded.

(Dr. Tamez joined the meeting at 4:36 p.m.)

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

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The awards and recognition were as follows:

- Check Presentation by Bank of America
- Que Onda Magazine Recognition of HCC Southeast College
- Check Presentation by Tricolor
- Check Presentation by Faculty and Staff Campaign
- Recognition of HCC Volunteers at City-Wide Super Feast

(Trustee Wilson returned at 5:31 p.m.)

CHAIR'S REPORT

TRUSTEE DISTRICT REPORT

District III – Dr. Tamez expressed appreciation to the Chancellor and the entire team for all they do on behalf of the students and community.

District IV – Trustee Davies thanked the Central College staff members who participated in the Grand Martin Luther King (MLK) Day Parade in Midtown.

Houston Community College
Regular Meeting – January 29, 2025 - Page 3

District V – Trustee Cheben expressed appreciation for the efforts towards the increase regarding the fall-to-fall persistence and noted that the increase is the best performance the institution has seen. He thanked everyone for the incredible improvement. He also highlighted the celebration of the 76th Republic Day of India on January 26, 2025, and the Lunar New Year on January 29.

District VIII – Trustee Loredó expressed appreciation to the seniors for their support. She also attended the VEX Robotics Competition at Southeast College and expressed excitement about the students participating.

District IX – Dr. VanDible Stallworth expressed appreciation to Officer Petty at Worthing Early College High School and AARP 5414 Franz Road, Katy, Texas, with nearly 200 strong members who are students of HCC. She expressed appreciation to the HCC South Campus team for the mural depicting an image of the community.

- **BOARD MEETING SCHEDULED**

Dr. Lenton-Gary announced that the Committees/COTW meetings for February will be held on Wednesday, February 5, 2025; and the Regular meeting will be on Wednesday, February 19, 2025.

- **BIRTHDAY RECOGNITIONS**

Dr. Lenton-Gary expressed birthday wishes to Trustee Eva Loredó who celebrated her birthday on January 17.

CHANCELLOR'S REPORT

Dr. Ford Fisher reported on the following:

- 89th Legislative Session convened on January 14, 2025
- TACC Quarterly Meeting held in January at which an update was provided regarding SB1 and HB1 Funding.
- Community College Day at the Capitol on February 3, 2025
- HCC Total Enrollment Comparison – Spring enrollment is up by 7.7% with expected continued growth.
- HCC Enrollment in Careers Leading to Credentials of Value is up 9.2%
- City-wide Super Feast – HCC Staff members volunteered on Christmas Eve at the City-Wide Club of America's 46th Annual Christmas Super Fest with approximately 1,000 prospective students signed up to receive information.
- HCC Community Engagements:
 - January 7: Kicked off Instructional Week Activities
 - January 9-10: TAAC and THECB held their Funding Futures Regional Summit at the HCC District Office with over 100 participants from partnering Gulf Coast Colleges in attendance. Southeast Partnership

UNITED STUDENT COUNCIL REPORT

Jonah Garcia, United Student Council President, provided a report on Welcome Week and registration events as well as students' planned attendance at the upcoming Community College Day in Austin, Texas.

FACULTY SENATE REPORT

Dr. Nichole Boulette, Faculty Senate President, provided the following:

- Faculty Senate Meeting Schedule
- Executive Committee Q & A Sessions
- Extended an invitation to the Trustee to the Faculty Senate Annual Reception scheduled for February 20, 2025

STAFF SENATE REPORT

- Aaron Henry provided the Staff Senate Report and introduced Ms. Morgan Yette, Elected Staff Senate President.

(Trustee Wilson stepped out at 5:26 p.m.)

CREDENTIALS OF VALUE (COV) MONTHLY HIGHLIGHT

Dr. Ford Fisher noted that the monthly highlight focuses on students' success and outcomes through Credentials of Value. She noted that Dr. Frances Villagran-Glover, HCC Southeast College would provide the highlight.

Dr. Villagran-Glover highlighted Ms. Rebecca Molnar, an HCC graduate of Fall 2024

(Trustee Wilson returned at 5:31 p.m.)

HEARING OF THE CITIZENS

The following appeared before the Board:

- Scott Poerschke
- Fred Woods II

CONSENT AGENDA

Motion – Dr. Adriana Tamez motioned, and Trustee Monica Richart seconded to approve the Consent Agenda.

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

The following items were approved:

- Acceptance of Donated Item by Butler Business Products

- Monthly Investment Report, Financial Statement and Budget Review for November 2024

TOPICS FOR DISCUSSION AND/OR ACTION

Motion - Trustee Monica Richart motioned, and Dr. Adriana Tamez seconded to change the order of the agenda to make Item I-Election of Officers for 2025, the first item.

Vote – The motion passed with a vote of 5-2-1 with Trustees Davies, Cheben, Loredo, Richart, and Tamez in favor, and Trustees Wilson and VanDible Stallworth opposing. Dr. Lenton-Gary abstaining.

ELECTION OF BOARD OFFICERS FOR 2025

Dr. Lenton-Gary opened the floor for nominations for Board Chair.

Election of Board Chair:

Dr. Adriana Tamez nominated Trustee Eva Loredo as Chair. Trustee Loredo accepted the nomination. Trustee Loredo was elected Board Chair for 2025 by acclamation.

Election for Vice Chair:

Dr. Cynthia Lenton-Gary nominated Trustee Laolu Davies as Vice Chair and Trustee Monica Richart seconded. Trustee Davies accepted the nomination. Trustee Laolu Davies was elected Board Vice Chair for 2025 by acclamation.

Election for Secretary:

Dr. Adriana Tamez nominated Trustee Sean Cheben as Secretary. Trustee Cheben accepted the nomination and was elected Secretary for 2025 by acclamation.

Dr. Lenton—Gary recessed the meeting at 5:45 p.m.

Trustee Loredo, newly elected Board Chair for 2025, reconvened the meeting at 5:50 p.m.

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

PROFESSIONAL ARCHITECTURAL SERVICES (PROJECT NO. RFQ 25-06)

Motion – Trustee Laolu Davies motioned, and Trustee Monica Richart seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract with the highest-ranked firm for Professional Architectural Services. She apprised that Dr. Dietrich von Biedenfeld, Interim Executive Director, Purchase and Procurement Operations would provide an overview and address any questions.

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

HVAC MECHANICAL REPLACEMENTS PROJECT, CENTRAL CAMPUS (PROJECT NO. IFB 25-07)

Motion – Trustee Laolu Davies motioned, and Trustee Monica Richart seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract regarding the HVAC mechanical replacements project at Central Campus. She apprised that Dr. von Biedenfeld would provide an overview and address any questions.

Trustee Davies inquired about the project play. Mr. Bob McCracken, Interim Vice Chancellor, Administration and Operations, noted that the services are for the three connected buildings at Central College.

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

PROFESSIONAL MECHANICAL, ELECTRICAL & PLUMBING ENGINEERING SERVICES (PROJECT NO. RFQ 25-10)

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

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract for Professional Mechanical, Electrical & Plumbing Engineering Services with the five highest-ranked firms.

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

PERSONNEL AGENDA (FACULTY)

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Laolu Davies seconded.

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

HOUSTON NEXT INITIATIVE GREATER HOUSTON PARTNERSHIP AGREEMENT

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

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract with the Greater Houston Partnership for its Houston Next plan. She noted that Dr. Nicole Montgomery, Interim General Counsel, would provide an overview and address any questions.

Dr. Montgomery noted that the item was previously discussed in closed session. She stated that the item is a three-year commitment for \$125,000.

Motion to Table Until After Closed Session – Trustee Laolu Davies motioned, and Dr. Cynthia Lenton-Gary seconded to table the item until after Closed Session. The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Lored, Richart, Tamez, and VanDible Stallworth in favor.

ADJOURNED TO CLOSED SESSION

Trustee Eva Loredo adjourned the meeting to Executive Session at 6:07 p.m. notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Eva Loredo stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Trustee Eva Loredo reconvened the meeting in Open Session at 8:08 p.m. and entertained any motions on pending matters.

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

Motion to Take Item D-Houston Next Initiative Greater Houston Partnership Agreement from the Table – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded to take the item from the table. The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Loredo, Richart, Tamez, and VanDible Stallworth in favor.

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

PROPOSED BOARD BYLAWS REVISIONS TO ARTICLE F, SECTION 1: COMMITTEES

Trustee Eva Loredo noted that Item F has been pulled and will be considered at a later date.

REVIEW OF LEVEL FOUR COMPLAINT - EMPLOYEE 1

There was no motion regarding Item G: Review of Level Four Complaint – Employee 1.

AUTHORITY FOR GOOD FAITH PARTICIPATION IN THE MEDIATION REGARDING UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF TEXAS HOUSTON DIVISION, CIVIL ACTION NO. H-23-4758; GINGER SPENCER JEUDY V. HOUSTON COMMUNITY COLLEGE SYSTEM DISTRICT, ET AL.

Motion – Trustee Laolu Davies motioned, and Dr. Adriana Tamez seconded. The motion passed with a vote of 8-0 with Trustees Lenton-Gary, Davies, Wilson, Cheben, Loredo, Richart, Tamez, and VanDible Stallworth in favor.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 8:16 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

January 29, 2025

Minutes

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, January 29, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Student Services
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Jacob Atkin, Associate Vice Chancellor Finance
Nichole Boulette-Heiniluoma, Faculty Senate President
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Aaron Henry, Staff Senate President
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Interim Vice Chancellor, Administration and Operations
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology
Nicole Montgomery, Interim General Counsel
Miguel Ramos, Vice Chancellor, Instructional Services
Muddassir Siddiqi, Vice Chancellor, Institutional Innovation & Digital Strategies
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College

Houston Community College
Special Meeting – January 29, 2025 - Page 2

Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relation

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Dave Wilson, Secretary, called the meeting to order at 2:07 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, Lenton-Gary, Lored, Richart, Tamez, and Wilson)

HEARING OF THE CITIZENS

The following citizens signed up to speak before the Board:

- Marian Wright

TOPICS FOR DISCUSSION AND/OR ACTION

TAKE ACTION TO FILL THE VACANCY IN HCC BOARD OF TRUSTEES POSITION IN DISTRICT II

ADJOURNED TO CLOSED SESSION

Trustee Wilson adjourned the meeting to Executive Session at 2:11 p.m. notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Wilson stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Dr. Lenton-Gary reconvened the meeting in Open Session at 4:30 p.m. and entertained any motions on pending matters.

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

Dr. Lenton-Gary thanked the individuals who applied for the Trustee Position in District II. She noted that the Board would like to take more time to consider the appointment and that the item will be presented at a meeting on February 5, 2025.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:32 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
1.	Acceptance of Donated Item by Butler Business Products	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of 9+ cases of gloves and 10+ cases of scan thermometers.

COMPELLING REASON AND BACKGROUND

This gift will support student success at Coleman College.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$5,180.60

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_Butler Business Products	1/8/2025	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Ryan F. McCauley
Immediate Past Chair

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of Philanthropic
Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

December 4, 2024

Stacy Duke
Butler Business Products
1407 Vanderwilt Lane
Katy, Texas 77449

Dear Ms. Duke:

Thank you for the in-kind donation for Houston Community College – Coleman College by providing cases of gloves and thermometers. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the January 29, 2025, 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 \$5,180.60. Your generosity has furthered the efforts of the student programs in the Coleman College of Houston Community College.

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

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

Sincerely,

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

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

Retention: Enabled Hcc 4y (4 years) Expires: Sat 11/18/2028 2:40 PM

Start reply with: [Thank you!](#) [Got it, thanks!](#) [Received, thank you.](#)

[CAUTION: This email originated from outside of Houston Community College System. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Thanks Kristina!

Stacy Duke

President
Butler Business Products
Phone: 713-461-2938
www.Butlerbusinessproducts.com

From: kristina.perez <kristina.perez@hccs.edu>
Sent: Monday, November 18, 2024 11:26:47 AM
To: **Stacy Duke** <sduke@butlerbusinessproducts.com>
Subject: Please confirm - reply to email

Hi **Stacy Duke**, owner of Butler Business Products!

I hope you are well. Just confirming the following was donated and I picked it up from you on Saturday, November 16, 2024. The purpose of the donation is to support the work at HCC Coleman College of Health Sciences.

A description of the donation and total is below:

10 cases of thermometers.
Plus 24 individual thermometers.
Each case has 50.
They are \$8.15 each, so a donation total of 524 thermometers = \$4,270.60

Gloves are 9 cases and 1 box.
Each case has 10 boxes of gloves.
Gloves are \$10 each box, so a donation of 91 boxes of gloves = \$910

The total of your donation is \$5,180.60

We will send an acknowledgement letter to you at Butler Business Products at 1407 Vandervilt Lane, Katy, Texas 77449.

Sincerely,
Kristina



ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
2.	Acceptance of Donated Property Item by Wolfram	Karen L. Schmidt Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of Support, Training and Resources from Wolfram for HCC.

COMPELLING REASON AND BACKGROUND

This gift will support student success at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$6,183.55.

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_Wolfram	1/14/2025	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

Ryan McCauley
Board Chair

David Regenbaum
Immediate Past Chair

Tracy Janda
*Vice Chair of
Board Relations*

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

Ed Fierro
*Vice Chair of
Governance*

Jeanne M. Perdue
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

January 10, 2025

Roy Alvarez
Wolfram
3304 S Race St.
Urbana, IL 61802

Dear Mr. Alvarez:

Thank you for the in-kind donation of in-service training and resources (books/materials) for Houston Community College. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the February 19, 2025, 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 \$6,183.55. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

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

ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
3.	Acceptance of Donated Item by Meta	Karen L. Schmidt Dr. Norma Perez

RECOMMENDATION

Acceptance of the donation of 10 Quest 3s.

COMPELLING REASON AND BACKGROUND

This gift will support student success at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$4,070.80.

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_Meta (Revised)	2/19/2025	Attachment
Acknowledgement Letter_Meta	1/14/2025	Attachment

This item is applicable to the following: Central



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Ryan F. McCauley
Immediate Past Chair

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of Philanthropic
Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

January 10, 2025

Natalie McLean
Project Coordinator
Reality Labs at Meta Platforms Technologies

Dear Ms. McLean:

Thank you for the in-kind donation for Houston Community College by providing 10 Quest 3s. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the February 19, 2025, 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 \$4,070.80. Your generosity has furthered the efforts of the student programs in Houston Community College.

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

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

Sincerely,

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

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



Meta Quest 3 is a standalone virtual reality (VR) headset developed by Reality Labs, a division of Meta Platforms. It was unveiled on June 1, 2023, and released on October 10, succeeding the Quest 2 as the third generation of the Meta Quest line. The Quest 3 features improved design, better comfort, and more precise tracking and performance compared to its predecessor ¹ ² .



**HCC Foundation
Executive Committee**

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Board Chair

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Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

December 4, 2024

Stacy Duke
Butler Business Products
1407 Vanderwilt Lane
Katy, Texas 77449

Dear Ms. Duke:

Thank you for the in-kind donation for Houston Community College – Coleman College by providing cases of gloves and thermometers. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the January 29, 2025, 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 \$5,180.60. Your generosity has furthered the efforts of the student programs in the Coleman College of Houston Community College.

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President
Houston Community College Foundation

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Retention: Enabled Hcc 4y (4 years) Expires: Sat 11/18/2028 2:40 PM

Start reply with: [Thank you!](#) [Got it, thanks!](#) [Received, thank you.](#)

[CAUTION: This email originated from outside of Houston Community College System. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Thanks Kristina!

Stacy Duke

President
Butler Business Products
Phone: 713-461-2938
www.Butlerbusinessproducts.com

From: kristina.perez <kristina.perez@hccs.edu>
Sent: Monday, November 18, 2024 11:26:47 AM
To: **Stacy Duke** <sduke@butlerbusinessproducts.com>
Subject: Please confirm - reply to email

Hi **Stacy Duke**, owner of Butler Business Products!

I hope you are well. Just confirming the following was donated and I picked it up from you on Saturday, November 16, 2024. The purpose of the donation is to support the work at HCC Coleman College of Health Sciences.

A description of the donation and total is below:

10 cases of thermometers.
Plus 24 individual thermometers.
Each case has 50.
They are \$8.15 each, so a donation total of 524 thermometers = \$4,270.60

Gloves are 9 cases and 1 box.
Each case has 10 boxes of gloves.
Gloves are \$10 each box, so a donation of 91 boxes of gloves = \$910

The total of your donation is \$5,180.60

We will send an acknowledgement letter to you at Butler Business Products at 1407 Vandervilt Lane, Katy, Texas 77449.

Sincerely,
Kristina



ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
4.	Approved Honorary Degrees for 2025	Dr. Margaret Ford Fisher Dr. Norma Perez

DISCUSSION

Approved honorary degree recipients for the 2025 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.

LEGAL REQUIREMENT

In accordance to Board policy EFBB (Local)

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
1. Honorary Degree Nominees - 2025	1/29/2025	Attachment
2. Honorary Degree Recipients Listing	1/29/2025	Attachment

This item is applicable to the following: District

HCC Honorary Degree Nominees for 2025 Spring Commencement

1. Dr. Vicki Cruz -- Nominated by Dr. Adriana Tamez, District III

Vicki Cruz E.V. is a dynamic speaker with decades of experience in process change management, team building, and motivational speaking. As the visionary founder of Mission One USA, a 501(c)(3) nonprofit, she has extensive experience providing wrap-around services for the unhoused and those suffering from food scarcity. Vicki is also a certified life coach, an ordained officiant, skilled mediator, and motivational speaker. During the COVID pandemic, she served as a wrap-around specialist at Wainwright Elementary, further demonstrating her commitment to supporting underserved communities in times of crisis.

2. Honorable Ed Emmett -- Nominated by Trustee Sean Cheben, District V

The Honorable Judge Ed Emmett graduated from Bellaire HS, served in the Texas House from 1979 to 1987. He was a Commissioner at the Interstate Commerce Commission from 1989 to 1991 and was elected to serve as Harris County Judge from 2007 to 2019. Judge Emmett holds a Bachelor's degree from Rice University in Economics and Master's degree from the University of Texas at Austin in Public Affairs.

3. Mary Grace Landrum -- Nominated by Trustee Dave Wilson, District VI

Mary Grace Landrum is an active member of the Spring Branch community. She and her husband, Michael are longtime supporters of Houston Community College and its partnership with Spring Branch ISD and HCC. Mary Grace has served on the Spring Branch School Board; serves on the HCC Northwest College Spring Branch advisory board and is an active Member of the West Houston Pachyderm Club. She currently serves on the State of Texas Nursing Board overseeing nursing programs in the State of Texas by appointment of the Governor.

4. Birdie Kelley -- Nominated by Dr. Cynthia Lenton-Gary, District VII

Birdie Kelley is a retired pharmacist and a resident of Missouri City, Texas. She attended University of Houston and serves as the Community Liaison for State Senator Borris Miles.

5. Congresswoman Sylvia Garcia -- Nominated by Trustee Eva Lored, District VIII

Sylvia R. Garcia was elected to the U.S. House of Representatives in November 2018, becoming the first Latina ever to represent the Texas 29th Congressional district.

Sylvia is a native of Palito Blanco, a South Texas farming community. Congresswoman Garcia's parents taught her that with hard work and a good education she could accomplish anything. As a result of these lessons, Congresswoman Garcia dedicated herself to success at school. She earned a scholarship to Texas Woman's University in Denton, where she graduated with a degree in social work and political science. Congresswoman Garcia then received her Doctor of Jurisprudence from Thurgood Marshall School of Law at Texas Southern.

Garcia has dedicated her life to her community and to public service. As a social worker and legal aid lawyer early in her professional career, she protected our community's most

vulnerable, old and young, and ensured no one was forgotten. Congresswoman Garcia continued her public service career by serving as Director and Presiding Judge of the Houston Municipal System for an unprecedented five terms under two mayors. In 1998, she was elected City Controller, the second-highest elected official in Houston city government, and its chief financial officer.

After two terms as Controller, Sylvia was elected to the Harris County Commissioner's Court. The first Hispanic and first woman to be elected in her own right to the office. Sylvia was sworn into the Texas State Senate on March 11, 2013, representing Senate District 6. She became the seventh woman and the third Hispanic woman to serve in the upper chambers.

On Jan 3, 2019, she was sworn in to represent Texas Congressional District 29. She became the first Hispanic member of the Houston Congressional Delegation and one of the first two Latinas to represent the State of Texas in the U.S. Congress. Congresswoman Garcia serves as the Vice Ranking Member of the House Financial Services Committee.

6. Lauren Anderson -- Nominated by Dr. Margaret Ford Fisher, Chancellor

Lauren Anderson, a native Houstonian, danced with Houston Ballet from 1983 to 2006, performing leading roles in all the great classical ballets, appearing across the world to critical acclaim, and in the process, becoming one of Houston Ballet's most beloved stars. In January 2007, Anderson assumed her new role of outreach associate in Houston Ballet's education department where she teaches ballet classes at Houston Ballet's Ben Stevenson Academy, conducts master classes at area schools, and lectures to students on dance and her historic career as one of America's most distinguished African-American ballerinas. She trained exclusively at Houston Ballet's Ben Stevenson Academy from the age of seven.

In 1990, Anderson became the first African-American to be promoted to principal dancer at Houston Ballet - and one of the few African-American ballerinas at the head of a major ballet company anywhere in the world. In addition, Anderson received the Special Jury Award at the 1990 International Ballet Competition as well as the International Critics Award in Chile. Her repertoire included works by George Balanchine, Sir Kenneth MacMillan, Christopher Bruce, James Kudelka, and Trey McIntyre. Anderson created the title role in Ben Stevenson's *Cleopatra*, and her performance as *Cleopatra* received accolades from international critics. Anna Kisselgoff of *The New York Times* compared her to the great Italian actress Eleanora Duse, and Christine Temin of *The Boston Globe* pronounced her "a powerhouse in interpreting the role that Stevenson created for her."

Anderson's ballerina shoes from the 2006 *Nutcracker*, which would be her last performance in the historic Wortham Theater, now lives in the Smithsonian's National Museum of African American History and Culture in Washington D.C. Anderson is the proud mom to Lawrence Bell Fitzgerald Turner.

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
2024	Sheriff Ed Gonzalez	Monica Flores Richart – District I
2024	Janice Weaver	Charlene Johnson – District II
2024	Brad “Scarface” Jordan	Laolu Davies – District IV
2024	Beverly Mitchell Jackson	Pretta VanDible Stallworth – District IX
2023	Juan Hernandez	Eva Loreda – 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 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 Loreda – 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

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
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
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 Loreda – 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 Loreda – District VIII
2016	Gracie Saenz	Adriana Tamez – District III
2016	Linda Toyota	Zeph Capo – District I
2015	Yolanda Black Navarro	Eva Loreda – 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 Loreda – District VIII

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
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
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

HCC Honorary Degree Recipient Listing

Commencement Year	Honorary Degree Recipient	Nominating Trustee
2008	Danny Nguyen	Neeta Sane – District VII
2007	Nellie Joyce Punch	Bruce Austin – District II
2007	Alfredo Blanco	Diane Olmos Guzman – District III
2007	Nancy Lomax	Richard Schechter – District V
2005	Alan Helfman	
2005	Jodie Lee Jiles	
2005	Gordon Quan	
2005	U. S. Attorney General Alberto Gonzales	
2003	Michael Dell	
2002	Jim Box	
2002	Johnny Mata	
1999	Robert "Steve" Hall	
1994	Felix (Janie) Tijerina	
1992	George Foreman	

ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
5.	Proposed Revision to Contact Information in EO/TIX Policies	Dr. Margaret Ford Fisher Nicole Montgomery Melissa Mihalick Lucie Tredennick

RECOMMENDATION

Approve proposed revisions to contact information in EO/TIX Policies.

COMPELLING REASON AND BACKGROUND

Revisions are made to below listed policies to address information of a new and/or current Director of EEO and Compliance/Title IX Coordinator.

The affected policies are:

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

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
DIAA(LOCAL) Policy	1/24/2025	Attachment
DIAB(LOCAL) Policy	1/24/2025	Attachment
FA(LOCAL) Policy	1/24/2025	Attachment
FFDA(LOCAL) Policy	1/24/2025	Attachment
FFDB(LOCAL) Policy	1/24/2025	Attachment

This item is applicable to the following: District

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

DIAA
(LOCAL)

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

**Statement of
Nondiscrimination**

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

Definitions

Employee

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

Sex or Gender

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

Consent

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

Consent is not effective if it results from:

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

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

DIAA
(LOCAL)

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

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

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

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

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

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

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

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

DIAA
(LOCAL)

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

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

DIAA
(LOCAL)

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

Stalking

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

For the purposes of this definition:

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

Examples

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

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

Prohibited Conduct

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

Complainant

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

Respondent

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

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

DIAA
(LOCAL)

Confidential
Employee

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

**Reporting
Procedures**

Electronic Reporting
Reporting by
Employee

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

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

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

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

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

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

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

Mandatory
Reporting for
Employees

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

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

DIAA
(LOCAL)

	<p>The report must include all information concerning the incident known to the reporting person that is relevant to the investigation and, if applicable, redress of the incident, including whether an alleged victim has expressed a desire for confidentiality in reporting the incident.</p>
<p>Exceptions</p>	
<p>Disclosure at Event</p>	<p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by an employee organization affiliated with the institution is not required to report the prohibited conduct unless the person has authority to institute corrective measures on behalf of the College District.</p>
<p>Employee Subject to Confidentiality Rules</p>	<p>Absent the employee's consent, or unless required by law, employees designated by the Title IX coordinator as "confidential employees" are exempt from reporting all relevant information known about an incident of sexual harassment, sexual assault, dating violence, or stalking and are only required to report the type of incident to the Title IX coordinator or deputy Title IX coordinator. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p> <p>Designated confidential employees include certain licensed professional counselors, licensed professional social workers, and other employees with a professional license requiring confidentiality who are working within that license.</p>
<p>Peace Officer</p>	<p>A College District peace officer who received information regarding the incident from an employee who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the employee's name, phone number, address, or other information that may directly or indirectly reveal the employee's identity.</p>
<p>Prior Report</p>	<p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.</p>
<p>Failure to Report and False Claims</p>	<p>An employee who knowingly fails to make a required report regarding prohibited conduct concerning an incident the employee reasonably believes constitutes stalking, dating violence, sexual assault, or sexual harassment committed by or against a student or employee at the time of the incident, is subject to disciplinary action, including termination.</p>

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

Title IX Coordinator: ~~Oswaldo Gomez, MSW, Sandra B. Jacobson, J.D., M.Ed.~~ [SHRM-SCP](#)

[Interim](#) Director of EEO and Compliance, Title IX Coordinator/[ADA/Section 504 Coordinator](#)

Address: Office of Equal Opportunity and Title IX (EO/TIX),
3100 Main Street, Suite 700, Houston, TX 77002

Telephone: (713) 718-8271

Email: [Title IX Coordinator email](#)²

Webpage: [Title IX/Sexual Misconduct webpage](#)³

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

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

Consolidate Reports When the allegations underlying two or more complaints arise out of the same facts or circumstances, the College District may consolidate the complaints.

Advisor Each party to a complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Days "Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Extension of Timelines Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in

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

Investigation of the Report

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

Initial Assessment

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

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

Request Not to Investigate

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

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

Formal Complaint

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

Notice to Parties

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The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution

The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of a formal complaint, the Title IX coordinator or deputy Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator or deputy Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator, deputy Title IX coordinator, or designee may facilitate that resolution within 10 days. If the Title IX coordinator or deputy Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process.

Formal Resolution

If the complaint is not subject to the informal resolution process, the Title IX coordinator or deputy Title IX coordinator shall authorize or undertake an investigation.

Supportive
Measures

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator, deputy Title IX coordinator, or designee, shall promptly provide supportive measures intended to prevent prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include work accommodations, such as leaves of absence or administrative leave; mutual restrictions on contact between the parties; counseling and health services; and increased security and monitoring of certain areas of the campus.

Criminal
Investigation

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

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	<p>the College District shall promptly resume its investigation. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.</p>
College District Investigation	<p>An investigation may be conducted by the Title IX coordinator, deputy Title IX coordinator, College District investigators designated by the Title IX coordinator, or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.</p> <p>At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.</p>
Concluding the Investigation	<p>The investigation shall be completed within a reasonable time, not to exceed 60 College District business days from the date of the report.</p> <p>The investigators shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the Title IX coordinator or deputy Title IX coordinator within 10 days overseeing the investigation.</p>
Notification of the Report	<p>The Title IX coordinator shall provide the investigation report, within the extent permitted by law, to the complainant and the respondent promptly following receipt. The parties shall be given 10 days to respond to the report.</p>
College District Action	<p>The Title IX coordinator shall submit the investigation report to the chief human resources officer promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.</p>

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Live Hearing –
Determination of
Responsibility

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

The Title IX coordinator shall summon the parties for a hearing to be held within a reasonable time, not to exceed 10 days. The hearing shall be conducted in accordance with law and College District procedures.

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

Disciplinary or
Corrective Action

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

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

Examples of disciplinary or corrective action may include:

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

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

Exception

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

Improper Conduct

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

Dismissal of Complaint

Mandatory Dismissal

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

Permissive Dismissal

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

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

Notice of Dismissal

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

Confidentiality

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

Retaliation

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

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	person who perpetrated or assists in the perpetration of the prohibited conduct.
	A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy FFDA, as appropriate.
Examples	Examples of retaliation include, but are not limited to, termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
False Claims	An employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
Interference with the Grievance Process	<p>Any person who interferes with the grievance process outlined in this policy is subject to disciplinary action up to and including dismissal or separation from the institution. Interference with a grievance process may include, but is not limited to:</p> <ol style="list-style-type: none">1. Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;2. Removing, destroying, or altering documentation relevant to the grievance process; or3. Knowingly providing false or misleading information to the Title IX coordinator, deputy Title IX coordinator, investigator, or hearing officer or encouraging others to do so.
Appeal	If the hearing officer determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the hearing officer in consultation with the chief human resources officer shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA and other applicable policy.
Discipline or Corrective Action	
Employees	
Suspension Without Pay or Termination of Contract	
Employees	
Other Action	If the hearing officer determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the hearing officer in consultation with the chief human resources officer shall inform the employee that the employee may appeal the determination within 10 days in accordance with DIAA.
Students	
Suspension	If the hearing officer determines that a student committed prohibited conduct that warrants a suspension, the official shall forward

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	the determination and all evidence collected during the investigation and hearing to the vice chancellor of student services. A conference with the vice chancellor of student services shall be scheduled within 10 days of the notice of determination.
Expulsion	If the hearing officer determines that the student committed prohibited conduct that warrants expulsion, the hearing officer shall forward the determination and all evidence collected during the investigation and hearing to the vice chancellor of student services to schedule an expulsion hearing before the Board.
Other Action	If the hearing officer determines that the student committed prohibited conduct that warrants other discipline or corrective action, the hearing officer shall inform the student that the student may appeal the determination in accordance with institutional policy.
Other Appeals	<p>A party may appeal the findings of an investigation where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation.</p> <p>All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DIAA(REGULATION) for employees, FFDA(REGULATION) for students, and GB(LOCAL) for community members]</p>
Complaints Filed with State or Federal Agencies	A party shall be informed of any right to file a complaint with appropriate state or federal agencies.
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying regulations, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment and annually to College District employees, students, and parents or guardians in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, regulations, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website, on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's

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

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

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

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

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

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OTHER PROTECTED CHARACTERISTICS

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

**Statement of
Nondiscrimination**

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

Discrimination

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

Harassment

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

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

Examples

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

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Retaliation

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

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

Examples

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

False Claim

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

Prohibited Conduct

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

Reporting Procedures

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

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

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

Definition of College District Officials

ADA / Section 504
Coordinator

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

Name: ~~Oswaldo Gomez, MSW~~ Sandra B. Jacobson, J.D., M.Ed, SHRM-SCP

Position: Interim Director of EEO and Compliance, Title IX Coordinator ADA/Section 504 Coordinator

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Address: Office of Equal Opportunity and Title IX (EO/TIX),
3100 Main Street, Suite 700, Houston, TX 77002

Telephone: (713) 718-8271

Email: hcc.oetix@hccs.edu

Other Anti-
discrimination Laws

The College District designates the Director of EEO and Compliance/Title IX coordinator and the Office of Equal Opportunity and Title IX or designee to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative
Reporting
Procedures**

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

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

Timely Reporting

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

Notice of Report

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the College District official listed above and take any other steps required by this policy.

**Investigation of the
Report**

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

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

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

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

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

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

Criminal Investigation

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

Concluding the Investigation

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

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

College District Action

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

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

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A party may appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation.

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[See DIAB(REGULATION) for employees, FFDB(REGULATION) for students, and GB(LOCAL) for community members]

The party may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

Access to Policy, Procedures, and Related Materials

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the student handbook and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.

EQUAL EDUCATIONAL OPPORTUNITY

FA
(LOCAL)

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

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

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

Name: ~~Oswaldo Gomez, MSW~~ [Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP](#)
Position: [Interim](#) Director of EEO and Compliance/
Title IX Coordinator/[ADA/Section 504 Coordinator](#)
Office: The Office of Equal Opportunity and Title IX
Address: 3100 Main Street, Suite ~~702~~ [700](#), Houston, TX 77002
Telephone: (713) 718-8271
Email: hcc.oeotix@hccs.edu

Note: For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

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**Diversity, Equity,
and Inclusion
Initiatives**

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

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

Exceptions

The prohibitions do not apply to:

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

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

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

**Statement of
Nondiscrimination**

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

Definitions

Discrimination

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

Consent

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

Consent is not effective if it results from:

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

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

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

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

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

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

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

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

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

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

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

Sexual Violence

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

Dating Violence

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

Domestic Violence

"Domestic violence" means violence committed by:

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

Stalking

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

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For the purposes of this definition:

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

Examples

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

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

Gender-Based
Harassment

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

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

Examples

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

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Prohibited Conduct	In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.
Complainant	In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.
Respondent	In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
Confidential Employee	A “confidential employee” is a person designated by the institution who holds a professional license requiring confidentiality, such as a licensed counselor, licensed social worker, or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
Reporting Procedures	The College District strongly encourages students and mandates employees to report incidents of sexual harassment, sexual assault, dating violence, and stalking. Students and employees may report prohibited conduct electronically through the College District’s Title IX website. [To make a report or obtain more information, visit the College District’s Title IX website . ¹]
Electronic Reporting	
Student Report	<p>A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.</p> <p>Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator or deputy Title IX coordinator. Alternatively, the student may report the alleged acts to another employee, one of the College District officials², or electronically through the College District’s website. The submission of an anonymous electronic report may impair the College District’s ability to investigate and address the prohibited conduct.</p> <p>A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports against the Title IX coordinator may be directed to the Chancellor or designee. A report against the Chancellor or a Board member must be reported to the Board Counsel in accordance BBFB(LOCAL) and Board bylaws.</p>

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

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

Exception

Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

Employee Report

Any College District employee, not designated as a confidential employee, who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of where the incident occurred, is required to immediately report to the Title IX coordinator or deputy Title IX coordinator and shall take any other steps required by this policy.

*Exceptions and
Confidentiality
Rules*

An employee designated by the institution as a confidential employee with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence, or stalking who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under other law shall, in making a report, state only the type of incident reported and may not include any information that would violate a student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.

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

The confidential employee shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC].

Disclosure at
Event

A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational

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

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

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

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

Title IX Coordinator: ~~Oswaldo Gomez, MSW~~ Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP

~~Interim~~ Director of EEO and Compliance/Title IX Coordinator/ADA/Section 504 Coordinator

Address: Office of Equal Opportunity and Title IX (EO/TIX),
3100 Main Street, Suite 700, Houston, TX 77002

Telephone: (713) 718-8271

Email: [Title IX Coordinator email](#)³

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

Responsible Employees

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

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

Timely Reporting

DATE ISSUED: ~~5/24/2024~~
LDU ~~2024.03~~
FFDA(LOCAL)-X

Adopted:
~~4/17/2024~~

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

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

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

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	coordinator or deputy Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator or deputy Title IX coordinator shall authorize or undertake an investigation, except as provided below at Criminal or Regulatory Investigation.
Supportive Measures	When appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; dining modifications; temporary removal from the education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.
College District Investigation	<p>An investigation may be conducted by the Title IX coordinator, deputy Title IX coordinator, College District investigators designated by the Title IX coordinator, or a third party designated by the College District, such as an attorney.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p> <p>The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.</p> <p>At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.</p>

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

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

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

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

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

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

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101506

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² College District officials: <mailto:hcc.oetix@hccs.edu>

³ Title IX Coordinator email: <mailto:hcc.oetix@hccs.edu>

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

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OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

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

**Statement of
Nondiscrimination**

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

Discrimination

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

Harassment

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

Examples

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

tity without the student's consent, unless the counselor is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC] or as otherwise required to by law.

Responsible
Employee

For purposes of this policy, a "responsible employee" is an employee:

1. Who has the authority to remedy prohibited conduct.
2. Who has been given the duty of reporting incidents of prohibited conduct.
3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

**Definition of College
District Officials**

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

ADA / Section 504
Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: ~~Oswaldo Gomez, MSW~~ Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP

Position: Interim Director of EEO and Compliance, Title IX Coordinator/ADA/Section 504 Coordinator

Address: Office of Equal Opportunity and Title IX (EO/TIX)
3100 Main Street, Suite 700
Houston, TX 77002

Telephone: (713) 718-8271

Email: hcc.oetix@hccs.edu

Other Anti-
discrimination Laws

The College District designates the Director of EEO and Compliance/Title IX Coordinator and the Office of Equal Opportunity and Title IX to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

**Alternative
Reporting
Procedures**

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

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

Timely Reporting

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

**Investigation of the
Report**

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

Initial Assessment

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

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

Interim Action

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

**College District
Investigation**

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

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

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

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

Houston Community College
101506

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

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

DATE ISSUED:
LDU 2024-05
FFDB(LOCAL)-X |

ADOPTED:
4/17/2024

6 of 6

ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Approve BBBC (LOCAL) Policy: Elections - Reporting Campaign Funds	Dr. Margaret Ford Fisher Nicole Montgomery Melissa Mihalick Lucie Tredennick

RECOMMENDATION

Approve this new local policy (BBBC), as expressed in the attached document.

COMPELLING REASON AND BACKGROUND

The purpose of this policy is to offer Board members the option to electronically file campaign finance reports required by Texas Election Code Chapter 254. This initiative seeks to streamline the filing process and enhance efficiency for timely submission. The policy is designed to make filing of Campaign Finance Reports (CFR) more convenient.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
BBBC(LOCAL) Policy	1/29/2025	Cover Memo

This item is applicable to the following: District

ELECTIONS
REPORTING CAMPAIGN FUNDS

BBBC
(LOCAL)

Purpose

The purpose of this policy is to make the filing of each Campaign Finance Report (CFR) more convenient by offering Board members the option to electronically file. This initiative seeks to streamline the filing process and enhance efficiency for timely submission.

Definitions

The following words, terms, and phrases, when used in this policy, have the meaning assigned to them in this section, unless the context clearly indicates otherwise:

Filer: Refers to the Board member.

Report: Refers to Campaign Finance Report (CFR) that must be filed with the governing board local filing authority (Board Services Office) in accordance with Title 15 of the Texas Election Code.

Terms not defined in this article will have the meanings assigned to them in the Texas Election Code, as per its definitions.

**Electronic Filing
Option**

When filing the reports, the Board members shall file the report to the Board Services Office by first class mail, personal delivery, or electronically in accordance with applicable law and directives from Election Code, Title 15, Chapter 254.

Election Code Chapter 254.036(f)

A report required to be filed under this policy with the Board Services Office may be filed in electronic format utilizing the system provided by Houston Community College. This can be accomplished through a platform provided by Houston Community College or via email to Board Services. Should the report necessitate any updates, corrections, or amendments, it is permissible for such revisions to be submitted in a manner consistent with the electronic filing procedure, thereby ensuring that all modifications are documented with the same level of formality and adherence to established protocols as the initial report.

Each report must contain all the information required by Chapter 254, and the report must be in a format approved by the Texas Ethics Commission, such as form C/OH.

Election Code Chapter 254

ACTION ITEM

Meeting Date: February 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Approval of HCC's Schedule of Tuition and Fees Effective Fall 2025	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Sherry Hawn

RECOMMENDATION

Approve the attached list of HCC's Schedule of Tuition and Fees effective Fall 2025.

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 2026 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 2026 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 February 21, 2024, the Board of Trustees approved the schedule of tuition and fees which became effective in Fall 2024. Unless the Board of Trustees takes further action to adjust the current tuition and fees, the Fall 2024 tuition and fees schedule set in February 2024 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 2025**

Semester Credit Tuition

Description	Fall 2024	Proposed Fall 2025	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 2024	Proposed Fall 2025	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 2024	Proposed Fall 2025	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 2024	Proposed Fall 2025	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

Course Specific Fee

Description	Fall 2024	Proposed Fall 2025	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 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2025	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Sherry Hawn

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 2025.

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 2024-2025 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 2024 waiver of tuition and fees will remain in effect.

FISCAL IMPACT

The actual amount of revenues waived for FY24 for the Early College High School and P-Tech exemptions was \$5.5M. The estimated amount of revenues to be waived for FY25 is \$6M. The estimated waiver for FY26 is \$6.3M.

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 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
9.	Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2025	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Sherry Hawn

RECOMMENDATION

Approve the following flat rate and waiver for Traditional Dual Credit students effective Fall 2025:

- 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 February 21, 2024, the Board of Trustees approved the flat rate of \$65 per course for Out-of-District/State Traditional Dual Credit students effective Fall 2024. Unless the Board of Trustees takes further action to adjust the current waiver of tuition and fees, the effective Fall 2024 waiver of tuition and fees will remain in effect.

FISCAL IMPACT

The actual amount of revenues waived for FY24 for Traditional Dual Credit exemption was \$11M. The estimated amount of revenues to be waived for FY25 is \$12.5M. It is estimated that with the

current level of Out-of-District Traditional Dual Credit students, HCC should recover an estimated \$1M in FY25, for a net total waiver of \$11.5M. The estimated amount of revenues to be waived for FY26 is \$13.8M. It is estimated that the with the current level of Out-of-District Traditional Dual Credit Students, HCC should recover and estimated \$1.1M in FY26, for a net total waiver of \$12.8M.

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 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
10.	Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2025	Dr. Margaret Ford Fisher Dr. Norma Perez Dr. Sherry Hawn

RECOMMENDATION

Approve the attached list of optional student tuition and fee exemptions and waivers effective Fall 2025.

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 February 21, 2024, the Board of Trustees approved optional tuition and fee exemptions and waivers for Fall 2024.
- This request is for approval to continue offering the same optional exemptions and waivers effective Fall 2025. 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 2024 list, set in February 2024 will remain in effect.

FISCAL IMPACT

The amount of revenues waived for the optional exemptions and waivers listed in the attached sheet was \$579,160 for FY24. The estimated amount of revenues to be waived for FY25 is \$590,000. The estimated amount to be waived for FY26 is \$620,000.

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
List of Optional Exemptions and Waivers	1/23/2025	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 2025

HCC CODE	DESCRIPTION / TARGET POPULATION	CHARGES WAIVED	STATUTE & TYPE	FY2023 AMOUNT WAIVED	FY2024 AMOUNT WAIVED	FY2025 AMOUNT WAIVED (As of 12/31/2024)
W003	Highest Graduate Exemption - Valedictorians of each accredited Texas High School	Tuition	State Optional TEC 54.301	\$ 396	\$ 3,025	\$ 880
W004	Good Neighbor Program Exemption - Students from other nations of the Western Hemisphere (other than Cuba)	Tuition	State Optional TEC 54.331	\$ 43,101	\$ 67,042	\$ 62,650
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	\$ 46,650	\$ 44,993	\$ 24,676
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	\$ 17,528	\$ 13,823	\$ 6,555
W020	Dept. of Corrections Exemption - Persons incarcerated in the Harris County Jail	Tuition & All Fees	Training Agreement HCC Board Approved		\$ -	\$ -
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	\$ 214,372	\$ 225,953	\$ 107,418
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	\$ 141,535	\$ 224,324	\$ 159,972
Total				\$ 463,582	\$ 579,160	\$ 362,151

*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 19, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
11.	Monthly Investment Report, Financial Statement and Budget Review for December 2024	Dr. Margaret Ford Fisher Dr. Sherry Hawn

RECOMMENDATION

Accept the Investment Report, Financial Statement and Budget Review for the month of December 2024.

COMPELLING REASON AND BACKGROUND

- The monthly investment report provides the Board with a status of the investment portfolio, including book and market values, and complies with the relevant statute. This report includes the unexpended proceeds of various bond issues.
 - The portfolio is liquid and secure with 54% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
 - All pools and money market funds are rated “AAA” by Standard & Poor’s, which is the highest level. All bank deposits are secured with U.S. Treasuries/Agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with “AAA” credit ratings.
- The monthly financial statement and budget review provides the Board with a status of the finances of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

FISCAL IMPACT

For December, the interest income earned for the month and fiscal year to date totaled \$967,009.48 and \$5,782,880, respectively. The weighted average interest rate (WAR) on December 31, 2024, was 4.34% compared to 4.48% last month and 5.03% a year ago.

Interest expense on outstanding debt was \$1,550,824 for the month of December 2024.

LEGAL REQUIREMENT

The investment report is required by the Public Funds Investment Act (Texas Government Code 2256.023) to be submitted to the governing body of Houston Community College no less than quarterly.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	1/23/2025	Presentation
Investment Report - December 2024	1/24/2025	Attachment
Financial Statement - December 2024	1/24/2025	Attachment

This item is applicable to the following: District



FY 2025

Summary of December 2024

Monthly Investment Report, Financial Statements, and Budget Review

Dr. Margaret Ford Fisher, Chancellor

Dr. Sherry Hawn, Sr. Vice Chancellor - Finance & Admin, CFO

February 5, 2025

Fund 1: Unrestricted Revenues & Expenses

Current Year

Current Fiscal Year										
	FY25 DEC BUDGET	FY25 DEC ACTUALS	VAR \$	VAR %	VAR CODE		FY25 CUM BUDGET	FY25 CUM ACTUALS	VAR \$	VAR %
REVENUES										
State Appropriations	\$ 5,686,917	\$ 557,920	\$ (5,128,997)	-90.2%	A		\$ 22,747,667	\$ 33,168,094	\$ 10,420,427	45.8%
Ad Valorem Taxes	18,698,854	24,771,040	6,072,186	32.5%	B		74,795,417	24,934,362	(49,861,055)	-66.7%
Tuition & Fees, Net	10,519,817	14,516,902	3,997,085	38.0%	C		42,079,267	95,119,834	53,040,567	126.0%
Other Local Income	1,894,684	1,485,946	(408,738)	-21.6%	D		7,578,736	4,048,407	(3,530,329)	-46.6%
Tuition & Fees, Net -- Extended Learning	657,166	666,449	9,283	1.4%			2,628,664	4,264,380	1,635,715	62.2%
Grant Revenue - Indirect Cost	54,167	86,248	32,081	59.2%	E		216,667	257,356	40,690	18.8%
Total Revenues	37,511,605	42,084,505	4,572,901	12.2%			150,046,418	161,792,434	11,746,016	7.8%
Fund Balance Transfers In & Rolled POs							5,936,661	5,936,661		
Total Revenues and Fund Balance Transfers							\$ 155,983,079	\$ 167,729,095		
EXPENSES										
Salaries	21,633,369	19,486,049	(2,147,320)	-9.9%			86,533,476	85,977,927	(555,549)	-0.6%
Employee Benefits	3,193,496	2,268,489	(925,006)	-29.0%	F		12,773,982	10,396,111	(2,377,871)	-18.6%
Supplies & General Expense	523,870	325,288	(198,583)	-37.9%	G		2,095,482	1,499,185	(596,297)	-28.5%
Travel	118,307	94,824	(23,483)	-19.8%	H		473,228	189,792	(283,435)	-59.9%
Marketing Costs	338,005	62,455	(275,550)	-81.5%	I		1,352,020	187,735	(1,164,285)	-86.1%
Rentals & Leases	40,236	115,354	75,117	186.7%	J		160,946	227,642	66,696	41.4%
Insurance/Risk Mgmt.	780,538	(9,916)	(790,454)	-101.3%	K		3,122,153	3,963,289	841,136	26.9%
Contracted Services	3,256,576	4,755,940	1,499,364	46.0%	L		13,026,304	9,009,461	(4,016,843)	-30.8%
Utilities	951,090	602,233	(348,858)	-36.7%	M		3,804,361	2,640,958	(1,163,403)	-30.6%
Other Departmental Expenses	402,513	87,483	(315,030)	-78.3%	N		1,610,053	736,599	(873,454)	-54.3%
Instructional & Other Materials	953,298	666,704	(286,595)	-30.1%	O		3,813,193	3,289,354	(523,839)	-13.7%
Maintenance & Repair	269,709	88,708	(181,000)	-67.1%	P		1,078,834	763,846	(314,988)	-29.2%
Transfers\Debt	4,579,236	495,951	(4,083,285)	-89.2%	Q		18,316,944	21,303,049	2,986,105	16.3%
Contingency/Initiatives	161,373	-	(161,373)	-100.0%			645,492	-	(645,492)	-100.0%
Capital Outlay	1,721,653	569,674	(1,151,979)	-66.9%	R		6,886,612	4,117,474	(2,769,138)	-40.2%
Amortization/Depreciation	-	-	-	0.0%			-	-	-	0.0%
Scholarship Distribution	72,500	-	(72,500)	-100.0%	S		290,000	-	(290,000)	-100.0%
Total Expenses	\$ 38,995,770	\$ 29,609,235	\$ (9,386,534)	-24.1%			\$ 155,983,079	\$ 144,302,421	\$ (11,680,658)	-7.5%
NET REVENUE/(EXPENSES)							\$ -	\$ 23,426,674		

Explanation of Variance Amounts

Variance Code	Notes
A	State Appropriations are recieved in October (50%), February (25%) and June (25%) ; this variance is self-correcting by FYE.
B	Ad Valorem Taxes are collected December thru March; this variance is self-correcting by FYE.
C	Tuition and Fees for Spring semester are collected in December; tution and fees revenue should exceed the budget by FYE.
D	Other Local Income Includes Transfers-Out for Unrealized Gains and Losses; this variance is self-correcting by FYE.
E	Grant Revenue - Indirect Cost do not occur equally by month; this variance is self-correcting by FYE.
F	Employee benefits Pension & OPEB expenses will post at year-end; this variance is self-correcting by FYE.
G	Supplies and General Expenses do not occur equally by month; this variance is self-correcting by FYE.
H	Travel expenses are trending down following the travel ban in FY24; Travel will likely be under budget by FYE.
I	Marketing expenses occur based on timing of marketing campaigns; this variance is self-correcting by FYE.
J	Rental expenses occur based on events during the year; numerous events are hosted in December, including Fall Commencement. This variance is self-correcting by FYE.
K	Insurance Premiums occur at irregular intervals; this variance is self-correcting by FYE.
L	Contracted Services is trending under budget. Contracted Services will likely be under budget by FYE.
M	Utility expenses are higher during summer months and lower durning colder months. Utilities increased significantly last year; the college may be overbudget on utilities expense by FYE.
N	Other Departmental Expenditures occur at irregular intervals; this will likely be under budget by FYE.
O	Instructional & Other Material expenses occur at irregular intervals; this likely be under budget by FYE.
P	Maintenance & Repairs occur at irregular intervals; this variance is self-correcting by FYE.
Q	Transfers/Debt occur at irregular intervals, debt payments occur twice per year; this variance is self-correcting by FYE.
R	Capital Outlays occur at irregular intervals based on construction schedules; this variance is self-correcting by FYE.
S	Scholarships are generally awarded during Summer Semester; this variance is self-correcting by FYE.

Fund 1: Unrestricted Revenues & Expenses

Prior Year

Prior Fiscal Year								
FY24 DEC BUDGET	FY24 DEC ACTUALS	VAR \$	VAR %	FY24 CUM BUDGET	FY24 CUM ACTUALS	VAR \$	VAR %	
REVENUES								
State Appropriations	\$ 5,712,503	-	\$ (5,712,503)	-100.0%	\$ 22,850,012	\$ 32,522,927	\$ 9,672,915	42.3%
Ad Valorem Taxes	17,144,666	27,068,818	9,924,152	57.9%	68,578,665	27,277,435	(41,301,230)	-60.2%
Tuition & Fees, Net	8,866,680	14,273,506	5,406,827	61.0%	35,466,719	82,922,782	47,456,063	133.8%
Other Local Income	416,667	2,356,426	1,939,759	465.5%	1,666,667	7,770,698	6,104,032	366.2%
Tuition & Fees, Net -- Extended Learning	405,226	684,391	279,165	68.9%	1,620,905	3,755,787	2,134,883	131.7%
Grant Revenue - Indirect Cost	54,167	38,478	(15,689)	-29.0%	216,667	218,137	1,470	0.7%
Total Revenues	32,599,909	44,421,619	11,821,710	36.3%	130,399,635	154,467,767	24,068,132	18.5%
Fund Balance Transfers In & Rolled POs					2,348,660	2,348,660		
Total Revenues and Fund Balance Transfers					\$ 132,748,295	\$ 156,816,427		
EXPENSES								
Salaries	19,694,311	17,281,010	(2,413,301)	-12.3%	78,951,340	76,268,599	(2,682,741)	-3.4%
Employee Benefits	2,927,326	2,232,113	(695,213)	-23.7%	11,709,304	9,799,931	(1,909,373)	-16.3%
Supplies & General Expense	412,629	223,364	(189,265)	-45.9%	1,642,749	1,128,509	(514,240)	-31.3%
Travel	102,904	67,605	(35,299)	-34.3%	410,538	180,206	(230,332)	-56.1%
Marketing Costs	313,094	200,732	(112,362)	-35.9%	1,264,407	491,071	(773,336)	-61.2%
Rentals & Leases	39,862	15,530	(24,331)	-61.0%	153,478	28,239	(125,239)	-81.6%
Insurance/Risk Mgmt.	678,872	(49,276)	(728,148)	-107.3%	2,715,487	3,576,401	860,914	31.7%
Contracted Services	2,820,782	4,815,230	1,994,448	70.7%	11,119,233	7,803,759	(3,315,474)	-29.8%
Utilities	727,438	717,284	(10,155)	-1.4%	2,909,752	2,624,463	(285,290)	-9.8%
Other Departmental Expenses	342,075	344,603	2,528	0.7%	1,363,896	798,007	(565,888)	-41.5%
Instructional & Other Materials	960,105	723,271	(236,835)	-24.7%	3,553,594	5,666,798	2,113,204	59.5%
Maintenance & Repair	158,754	94,478	(64,276)	-40.5%	632,617	354,419	(278,198)	-44.0%
Transfers\Debt	3,464,092	660,798	(2,803,294)	-80.9%	13,641,195	15,942,727	2,301,532	16.9%
Contingency/Initiatives	102,669	-	(102,669)	-100.0%	613,587	-	(613,587)	-100.0%
Capital Outlay	384,660	250,806	(133,854)	-34.8%	1,837,119	829,576	(1,007,543)	-54.8%
Amortization/Depreciation	-	-	-	0.0%	-	-	-	0.0%
Scholarship Distribution	57,500	-	(57,500)	-100.0%	230,000	-	(230,000)	-100.0%
Total Expenses	\$ 33,187,074	\$ 27,577,547	\$ (5,552,026)	-16.7%	\$ 132,748,295	\$ 125,492,704	\$ (7,255,591)	-5.5%
NET REVENUE/(EXPENSES)					\$ (0)	\$ 31,323,723		

Thank You



HOUSTON COMMUNITY COLLEGE SYSTEM

MONTHLY INVESTMENT REPORT

For the Month of December 2024

**Prepared by
Finance & Administration Division**

The investment portfolio of the Houston Community College System is in compliance with the Public Funds Investment Act and the College's Investment Policy and Strategies.

/s/ Sherry Hawn

Sherry Hawn, JD, CPA

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, 2024

Beginning Book Value (December 1, 2024)	\$	420,784,300
Beginning Market Value (December 1, 2024)	\$	422,541,975
Additions/Subtractions (Book Value - Net)	\$	(21,942,601)
Change in Market Value	\$	29,456,820
Ending Book Value (December 31, 2024)	\$	398,841,699
Ending Market Value (December 31, 2024)	\$	400,681,690
Unrealized Gain/(Loss)	\$	1,839,991
WAM (54% of Portfolio's Weighted Average Maturity)		1 day
WAM (46% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		340

* Net amount provided/(for) operations	\$	28,001,078
* Net amount provided/(for) CIP/others		56,321
	\$	28,057,399

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

December 31, 2024

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 156,076,785	\$ 157,842,129	\$ 1,765,344
US Agencies	24,416,183	24,490,830	74,648
Local Government Pools	127,424,516	127,424,516	-
Money Market Funds	40,798,906	40,798,906	-
Interest Bearing Checking	50,125,309	50,125,309	-
Total	\$ 398,841,699	\$ 400,681,690	\$ 1,839,991
WAR (Weighted Average Interest Rate)		4.34%	

INVESTMENTS
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)
December 31, 2024

Description	Held At	Interest Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.07%	02/22/05	05/01/33	7,961	\$ (1,469)	\$ 8,054	\$ 9,430	\$ (55)	\$ 9,374	\$ 8,068	\$ 15	\$ (1,306)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	8,889	(5,913)	9,012	14,803	(52)	14,751	9,029	16	(5,722)
Federal Home Loan Bank Global Unsecured	Bank of America	0.38%	01/19/24	09/04/25	10,000,000	635,453	9,703,420	9,364,548	-	9,364,548	9,738,797	35,378	374,250
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	488,256	9,923,281	9,511,744	-	9,511,744	9,949,609	26,328	437,865
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	01/19/24	03/15/25	5,000,000	160,500	4,961,641	4,839,500	-	4,839,500	4,974,805	13,164	135,305
U.S. Treasury Note US Govt Treasury	Bank of America	0.50%	01/19/24	03/31/25	10,000,000	475,000	9,873,047	9,525,000	-	9,525,000	9,910,547	37,500	385,547
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	02/08/24	05/15/25	5,000,000	115,500	4,962,598	4,884,500	-	4,884,500	4,972,500	9,902	88,000
U.S. Treasury Note US Govt Treasury	Bank of America	2.63%	02/08/24	04/15/25	15,000,000	348,047	14,903,203	14,651,953	-	14,651,953	14,930,039	26,836	278,086
U.S. Treasury Note US Govt Treasury	Bank of America	2.88%	02/08/24	06/15/25	5,000,000	112,305	4,960,703	4,887,695	-	4,887,695	4,969,805	9,102	82,109
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,500	4,965,898	4,912,500	-	4,912,500	4,973,389	7,490	60,889
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,150	4,965,898	4,912,850	-	4,912,850	4,973,389	7,490	60,539
U.S. Treasury Note US Govt Treasury	Bank of America	0.25%	03/20/24	09/30/25	10,000,000	661,500	9,665,156	9,338,500	-	9,338,500	9,709,297	44,141	370,797
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,547	4,993,945	4,964,453	-	4,964,453	5,001,250	7,305	36,797
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,938	4,993,945	4,964,063	-	4,964,063	5,001,250	7,305	37,188
U.S. Treasury Note US Govt Treasury	Bank of America	5.00%	04/24/24	10/31/25	5,000,000	2,214	5,026,250	4,997,786	-	4,997,786	5,028,828	2,578	31,042
U.S. Treasury Note US Govt Treasury	Bank of America	4.00%	04/11/24	12/15/25	10,000,000	162,109	9,964,297	9,837,891	-	9,837,891	9,982,969	18,672	145,078
U.S. Treasury Note US Govt Treasury	Bank of America	3.38%	09/16/24	09/15/27	10,000,000	33,594	9,806,250	9,966,406	-	9,966,406	9,771,094	(35,156)	(195,312)
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	10/25/24	07/31/27	15,000,000	15,000,000	14,476,758	14,510,850	-	14,510,850	14,444,531	(32,227)	(66,319)
U.S. Treasury Note US Govt Treasury	Bank of America	3.88%	10/15/24	10/15/27	10,000,000	10,000,000	9,933,594	9,996,484	-	9,996,484	9,893,750	(39,844)	(102,734)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.63%	09/13/24	09/13/27	15,000,000	(27,510)	14,779,190	15,027,510	-	15,027,510	14,734,937	(44,253)	(292,574)
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	62,500			9,937,500	9,937,500	9,920,313	9,920,313	(17,188)
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	69,141			9,930,859	9,930,859	9,920,313	9,920,313	(10,547)
U.S. Treasury Note US Govt Treasury	Bank of America	0.88%	12/5/2024	6/30/2026	10,000,000	493,750			9,506,250	9,506,250	9,514,453	9,514,453	8,203
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				-	1,283	1,283	3	1,285	1,285	-	-
HCCS Merchant Service	Bank of America	0.79%				-	7,878	7,878	(1,592)	6,286	6,286	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				-	160,163	160,163	(42,425)	117,738	117,738	-	-
Chase Certicate of Deposit	Chase	3.42%					50,000,000	50,000,000	-	50,000,000	50,000,000	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	3.70%				-	47,580,395	47,580,395	(9,822,571)	37,757,824	37,757,824	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				-	3,029,545	3,029,545	11,537	3,041,082	3,041,082	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				-	67,067,292	67,067,292	(9,759,451)	57,307,841	57,307,841	-	-
TexPool	State Street Bank	4.03%				-	101,819,279	101,819,279	(31,702,604)	70,116,675	70,116,675	-	-
TOTAL							\$ 422,541,975	\$ 420,784,300	\$ (21,942,601)	\$ 398,841,699	\$ 400,681,690	\$ 29,456,820	\$ 1,839,991



Summary Operating Statements

For the Period
September 1, 2024 - December 31, 2024

For the Meeting of the Board of Trustees - February 5, 2025

for

Houston Community College System



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For the Period September 1, 2023 - December 31, 2024

Houston Community College System

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Summary of Financial Statements As of December 31, 2024

On June 26, 2024, the Board of Trustees approved the FY 2025 operating budget totaling \$465.1 million. The FY 2025 budget included conservative revenue and expense estimates. Included in the FY 2025 budget is a fund balance transfer totaling \$15 million to continue addressing deferred maintenance. Other major operating expenses were also approved to address IT Network/Infrastructure, \$5M; Safety and Security, \$2.3M; Instructional Services Support, \$2.5M; and Dual Credit Support, \$1.1M.

The Board approved the FY 2025 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2025 Auxiliary Services budget totals \$8.6 million. Overall, this is a 10% increase compared to the prior year, primarily due to increased scholarship funding for students, annual salary increases, and the rental of HCCS space for campus wide events. The Restricted budget totals \$144.6 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.9 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, 2024, total revenues, fund balance transfers and rolled purchase orders (POs) are \$179.6 million. This represents 38.4% of the budgeted total of \$467.9 million. Expenses total \$144.3 million to date, which is 30.8% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 11.2% and expenses are higher by 15%. Actual net revenue is \$35.3 million to date.

Ad Valorem Tax revenue for Maintenance & Operations (M&O) is estimated to increase by 5.7% for FY 2025, which is 2.3% less than the statutorily allowed maximum increase of 8%. Property tax valuations in the taxing district increased 1.2%. This increase is much lower than the average annual increase of 6% experienced over the last 10 years in the taxing district. Ad Valorem tax revenue is lower when compared to last year. Taxes are billed in October and collected during the periods of December through February. Tax revenue will normalize and fall within budget by year end.

State appropriations are slightly higher when compared to prior year, 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 **14.7%** higher than last year at this time. Gross tuition and fee revenues are up 14.9% 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 15.8% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 13.5% higher than last year at this time. Gross tuition and fees revenues are up by 13.5%.

Actual salaries for FY 2025 are 12.7% higher compared to FY 2024; this is due primarily to a Board approved salary increase of 7.5% for faculty, full-time employees, part-time hourly staff, and a 4% increase for executive staff. Employee benefits are higher by 6.1% for FY 2025 compared to FY 2024.

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. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled \$1,550,824 compared to this time in FY 2024 of \$1,563,940.

HOUSTON COMMUNITY COLLEGE SYSTEM
Statement of Revenues, Expenses and Fund Balances - All Funds
As of December 31, 2024

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 161,792,433	\$ 16,124,885	\$ 3,765,687	\$ -	\$ 61,967,933	\$ 803,441	\$ -	\$ 8,038,783	\$ 285,596	\$ 252,778,758
Expenses										
Salaries	85,977,927	1,919,272	277,036	-	835,142	-	-	-	-	89,009,377
Employee Benefits	10,396,111	6,771,236	53,601	-	-	-	-	-	-	17,220,947
Supplies & General Expense	1,499,185	98,108	201,953	-	-	65,587	22,496	-	-	1,887,329
Travel	189,792	14,399	1,733	-	-	-	-	-	-	205,925
Marketing Costs	187,735	38,468	270	-	-	-	-	-	-	226,473
Rentals & Leases	227,642	-	690	-	-	-	-	-	-	228,332
Insurance/Risk Mgmt.	3,963,289	838	301	-	-	-	-	-	-	3,964,428
Contracted Services	9,009,461	269,542	301,839	-	-	2,637	108,565	158,099	-	9,850,143
Utilities	2,640,958	-	114,339	-	-	-	-	-	-	2,755,297
Other Departmental Expenses	736,599	186,876	130,591	-	133,163	-	-	-	-	1,187,228
Instructional & Other Materials	3,289,354	167,193	-	-	-	24,877	-	-	-	3,481,423
Maintenance & Repair	763,846	-	741	-	-	-	(303)	-	-	764,284
Transfers (In)/Out ¹	21,296,024	-	-	-	(505,672)	(993,098)	(24,411,500)	4,614,246	-	-
Debt	7,025	-	-	-	-	-	-	678,660	-	685,685
Capital Outlay	4,117,474	208,509	855	-	-	2,366,998	3,065,341	-	-	9,759,178
Amortization/Depreciation	-	-	-	-	-	-	-	-	11,692,355	11,692,355
Scholarship Distribution	-	-	646,859	-	61,518,637	-	-	-	-	62,165,496
Total Expenses	144,302,421	9,674,442	1,730,808	-	61,981,270	1,467,001	(21,215,402)	5,451,005	11,692,355	215,083,899
Net Revenues/(Expenses)	17,490,013	6,450,443	2,034,879	-	(13,336)	(663,561)	21,215,402	2,587,778	(11,406,759)	37,694,859
Other Adjustments and Transfers										
Debt Principal Payments ²	-	-	-	-	-	-	-	-	-	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	2,948,623	116,568	-	-	-	896,718	2,578,728	-	675,398	7,216,035
Transfers of Completed Projects/Assets	(2,948,623)	(116,568)	-	-	-	(610,246)	(741,421)	-	4,416,858	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	-	-	-	-	-	286,472	1,837,307	-	5,092,256	7,216,035
Beginning Fund Balances, Audited	68,450,207	1,058,425	22,536,108	238,698	3,181,945	85,619,954	28,679,244	18,825,701	505,730,743	734,321,025
Ending Fund Balances	\$ 85,940,220	\$ 7,508,868	\$ 24,570,987	\$ 238,698	3,168,608	\$ 85,242,864	\$ 51,731,952	\$ 21,413,479	\$ 499,416,240	\$ 779,231,917

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, 2024
33.3% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2025 Adjusted Budget & Actuals						
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru December 31, 2024	Actuals as a % of Budget	Year-to-Date Actuals Thru December 31, 2024	Year-to-Date Actuals Thru December 31, 2023	Increase (Decrease) FY 2024 Compared to FY 2023	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,243,000	\$ 33,168,094	48.6%	\$ 33,168,094	\$ 32,522,927	\$ 645,167	2.0%
Ad Valorem Taxes	224,386,251	24,934,362	11.1%	24,934,362	27,277,435	(2,343,073)	-8.6%
Tuition & Fees, Net	126,237,802	95,119,834	75.3%	95,119,834	82,922,782	12,197,052	14.7%
Other Local Income	22,736,208	4,048,406	17.8%	4,048,406	7,770,698	(3,722,292)	-47.9%
Tuition & Fees, Net -- Extended Learning	7,885,993	4,264,380	54.1%	4,264,380	3,755,787	508,593	13.5%
Grant Revenue - Indirect Cost	650,000	257,356	39.6%	257,356	218,137	39,220	18.0%
Total Revenues	450,139,254	161,792,433	35.9%	161,792,433	154,467,767	7,324,667	4.7%
Fund Balance Transfers In & Rolled POs	17,809,983	17,809,983	100.0%	17,809,983	7,045,981	10,764,002	152.8%
Total Revenues and Fund Balance Transfers	\$ 467,949,237	\$ 179,602,416	38.4%	\$ 179,602,416	\$ 161,513,748	\$ 18,088,668	11.2%
EXPENSES							
Salaries	259,600,428	85,977,927	33.1%	85,977,927	76,268,599	9,709,329	12.7%
Employee Benefits	38,321,946	10,396,111	27.1%	10,396,111	9,799,931	596,179	6.1%
Supplies & General Expense	6,286,445	1,499,185	23.8%	1,499,185	1,128,509	370,675	32.8%
Travel	1,419,683	189,792	13.4%	189,792	180,206	9,587	5.3%
Marketing Costs	4,056,060	187,735	4.6%	187,735	491,071	(303,337)	-61.8%
Rentals & Leases	482,838	227,642	47.1%	227,642	28,239	199,403	706.1%
Insurance/Risk Mgmt.	9,366,460	3,963,289	42.3%	3,963,289	3,576,401	386,889	10.8%
Contracted Services	39,078,912	9,009,461	23.1%	9,009,461	7,803,759	1,205,703	15.5%
Utilities	11,413,083	2,640,958	23.1%	2,640,958	2,624,463	16,495	0.6%
Other Departmental Expenses	4,830,158	736,599	15.2%	736,599	798,007	(61,409)	-7.7%
Instructional & Other Materials	11,439,578	3,289,354	28.8%	3,289,354	5,666,798	(2,377,445)	-42.0%
Maintenance & Repair	3,236,502	763,846	23.6%	763,846	354,419	409,427	115.5%
Transfers\Debt	54,950,831	21,303,049	38.8%	21,303,049	15,942,727	5,360,321	33.6%
Contingency/Initiatives	1,936,477	-	0.0%	-	-	-	0.0%
Capital Outlay	20,659,836	4,117,474	19.9%	4,117,474	829,576	3,287,898	396.3%
Amortization/Depreciation	-	-	0.0%	-	-	-	0.0%
Scholarship Distribution	870,000	-	0.0%	-	-	-	0.0%
Total Expenses	\$ 467,949,237	\$ 144,302,421	30.8%	\$ 144,302,421	\$ 125,492,705	\$ 18,809,716	15.0%
NET REVENUE/(EXPENSES)	\$ -	\$ 35,299,996		\$ 35,299,996	\$ 36,021,043	\$ (721,048)	

HOUSTON COMMUNITY COLLEGE SYSTEM

Auxiliary Revenues and Expenses by Fund

As of December 31, 2024

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Scholarships	Subtotal Uncommitted
Revenues	\$ 1,752,650	\$ 109,804	\$ 597,829	\$ -	\$ 2,460,283
Expenses					
Salaries	99,036	29,387	-	17,910	146,333
Employee Benefits	23,101	4,345	-	170	27,616
Supplies & General Expense	7,672	32,790	-	-	40,462
Travel	-	-	-	-	-
Marketing Costs	270	-	-	-	270
Rentals & Leases	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-
Contracted Services	263,424	3,409	-	-	266,832
Utilities	114,339	-	-	-	114,339
Other Departmental Expenses	300	107,309	-	-	107,609
Instructional & Other Materials	-	-	-	-	-
Maintenance & Repair	741	-	-	-	741
Transfers/Debt	-	-	-	-	-
Capital Outlay	855	-	-	-	855
Scholarship Distribution	-	2,963	-	630,196	633,159
Total Expenses	509,739	180,202	-	648,276	1,338,216
Contribution to Fund Balance	\$ 1,242,911	\$ (70,398)	\$ 597,829	\$ (648,276)	1,122,067
Beginning Fund Balance, Audited					18,426,404
Ending Fund Balance					\$ 19,548,470

* 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, 2024

Auxiliary Funds - International and Committed Portions

	International		Committed				Total
	Other International Initiatives	Subtotal International	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Revenues	\$ -	\$ -	\$ -	\$ 741,102	\$ 564,302	\$ 1,305,404	\$ 3,765,687
Expenses							
Salaries	-	-	-	6,196	124,506	130,703	277,036
Employee Benefits	-	-	-	58	25,927	25,985	53,601
Supplies & General Expense	-	-	-	134,557	26,935	161,491	201,953
Travel	-	-	-	1,733	-	1,733	1,733
Marketing Costs	-	-	-	-	-	-	270
Rentals & Leases	-	-	-	-	690	690	690
Insurance/Risk Mgmt.	-	-	-	210	91	301	301
Contracted Services	-	-	-	23,025	11,982	35,007	301,839
Utilities	-	-	-	-	-	-	114,339
Other Departmental Expenses	143	143	-	18,949	3,890	22,839	130,591
Instructional & Other Materials	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	741
Transfers/Debt	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	855
Scholarship Distribution	-	-	-	13,700	-	13,700	646,859
Total Expenses	143	143	-	198,428	194,021	392,449	1,730,808
Contribution to Fund Balance	(143)	(143)	-	542,673	370,282	912,955	2,034,879
Beginning Fund Balance, Audited		1,559,228	(1,284,080)	1,957,474	1,877,082	2,550,476	22,536,108
Ending Fund Balance	\$ 1,559,086		\$ (1,284,080)	\$ 2,500,147	\$ 2,247,364	\$ 3,463,431	\$ 24,570,987

HOUSTON COMMUNITY COLLEGE SYSTEM
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of December 31, 2024
33.3% of Year

Division	FY 2024 Adjusted Budget	Actuals as of December 31, 2024	% Spent	FY 2023 Adjusted Budget	Actuals as of December 31, 2023	% Spent
Central College	\$ 15,623,346	\$ 5,023,397	32.2%	\$ 13,475,508	4,296,838	31.9%
Northwest College	19,416,327	5,827,544	30.0%	17,021,379	5,342,491	31.4%
Northeast College	16,769,818	5,467,454	32.6%	14,340,987	4,714,880	32.9%
Southwest College	16,977,717	5,864,432	34.5%	14,629,053	4,971,384	34.0%
Southeast College	17,947,959	6,557,849	36.5%	16,026,946	5,230,851	32.6%
Coleman College	22,570,465	6,943,922	30.8%	19,236,570	5,888,238	30.6%
Academic Instruction	84,088,152	31,240,606	37.2%	76,866,017	26,636,125	34.7%
Office of the Chancellor	18,513,553	4,464,109	24.1%	18,769,056	4,698,339	25.0%
Instructional Services	13,182,290	2,512,890	19.1%	10,638,992	2,260,415	21.2%
Online College	3,284,225	1,009,387	30.7%	2,615,560	713,685	27.3%
Student Services	11,027,971	2,504,535	22.7%	9,332,289	2,524,161	27.0%
Strategy, Planning & Institutional Effectiveness	5,584,413	1,394,763	25.0%	5,334,909	1,301,780	24.4%
External & Governmental Relations, Transfers and Alumni Relations	2,261,532	416,371	18.4%	1,668,777	49,139	2.9%
Legal & Compliance	17,789,688	5,820,371	32.7%	16,242,417	5,550,359	34.2%
Finance & Accounting	82,036,057	24,267,229	29.6%	68,712,189	23,357,818	34.0%
System	120,875,725	34,987,561	28.9%	93,334,237	27,956,202	30.0%
Grand Total	\$ 467,949,237	\$ 144,302,421	30.8%	\$ 398,244,885	\$ 125,492,705	31.5%

HOUSTON COMMUNITY COLLEGE SYSTEM

Balance Sheet by Fund

As of December 31, 2024

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 152,026,919	\$ 117,689,901	\$ 269,716,820	\$ 258,745,698
Short-term Investments	-	-	-	29,736,315
Accounts receivable (net)	64,270,143	1,373,615	65,643,758	3,820,287
Deferred charges	116,139	-	116,139	19,092,614
Prepays	4,850,022	-	4,850,022	24,276,204
Total Current Assets	221,263,223	119,063,516	340,326,739	335,671,118
Non-current Assets:				
Restricted cash & cash equivalents	-	24,927,871	24,927,871	29,056,899
Restricted long-term investments	-	17,097	17,097	143,424,474
Long-term investments	182,315,863	-	182,315,863	20,465,825
Long-term lease receivable	19,399,387	-	19,399,387	-
Capital assets, net	7,752,155	1,084,142,331	1,091,894,486	1,144,265,340
Total Non-current Assets	209,467,405	1,109,087,299	1,318,554,704	1,337,212,538
Total Assets	\$ 430,730,628	\$ 1,228,150,815	\$ 1,658,881,443	\$ 1,672,883,656
Deferred Outflows of Resources:				
OPEB	9,794,624	-	9,794,624	9,794,624
Pension	37,434,988	-	37,434,988	37,434,988
Advance Funding Valuation	-	1,563,806	1,563,806	1,563,806
Total Deferred Outflows of Resources	\$ 47,229,612	\$ 1,563,806	\$ 48,793,418	\$ 48,793,418
Total Assets and Deferred Outflows of Resources	\$ 477,960,240	\$ 1,229,714,621	\$ 1,707,674,861	\$ 1,721,677,074
LIABILITIES				
Current Liabilities:				
Accounts payable	12,591,476	42,704	12,634,180	13,700,554
Accrued Interest- SBITA	276,218	-	276,218	276,218
Accrued liabilities	420,528	671,381	1,091,909	18,074,315
Compensated absences	4,955,308	-	4,955,308	4,955,308
Funds held for others	726,190	189,208	915,398	908,680
Deferred revenue	783,445	-	783,445	40,229,119
SBITA- Current portion	3,399,100	-	3,399,100	3,399,100
Net OPEB liability-current portion	3,565,628	-	3,565,628	3,565,628
Notes payable-current portion	-	541,273	541,273	720,798
Bonds payable-current portion	-	41,215,000	41,215,000	41,215,000
Total Current Liabilities	26,717,893	42,659,566	69,377,459	127,044,720
Non-current Liabilities:				
SBITA Liability	3,984,779	-	3,984,779	3,984,779
Net OPEB liability	123,908,453	-	123,908,453	123,908,453
Net pension liability	105,104,799	-	105,104,799	105,104,799
Notes payable	-	1,770,569	1,770,569	1,770,569
Bonds payable	-	517,639,133	517,639,133	517,639,133
Total Non-current Liabilities	232,998,031	519,409,702	752,407,733	752,407,733
Total Liabilities	\$ 259,715,924	\$ 562,069,268	\$ 821,785,192	\$ 879,452,453
Deferred Inflows of Resources:				
Leases	23,376,232	-	23,376,232	24,622,076
OPEB	60,962,942	-	60,962,942	60,962,942
Pension	12,477,761	-	12,477,761	12,477,761
Advance Funding Valuation	-	9,840,817	9,840,817	9,840,817
Total Deferred Inflows of Resources	\$ 96,816,935	\$ 9,840,817	\$ 106,657,752	\$ 107,903,596
Total Liabilities and Deferred Inflows of Resources	\$ 356,532,859	\$ 571,910,085	\$ 928,442,944	\$ 987,356,049
Beginning Fund Balances, Audited	95,465,383	638,855,642	734,321,025	655,881,162
Net Revenue/(Expenses)				
Unrestricted	19,524,892	-	19,524,892	22,698,096
Restricted	6,437,106	-	6,437,106	950,125
Net Investment in Plant	-	18,948,894	18,948,894	54,791,642
Ending Fund Balances	\$ 121,427,381	\$ 657,804,536	\$ 779,231,917	\$ 734,321,025
Total Liabilities & Fund Balances	\$ 477,960,240	\$ 1,229,714,621	\$ 1,707,674,861	\$ 1,721,677,074

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, 2024

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 12/31/2023	Year-to-Date Activity thru 12/31/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Tuition & Fees				
Budget:				
Adjusted Budget, Annual*	\$ 106,400,157	\$ 101,709,073	\$ 126,237,802	24.1%
Revenues:				
Gross Tuition & Fees	134,172,076	96,782,086	111,166,137	14.9%
Waivers & Exemptions:				
Dual Credit & Early College HS	(16,567,432)	(12,505,594)	(14,508,295)	16.0%
Other	(2,786,646)	(1,353,710)	(1,538,008)	13.6%
Total Waivers & Exemptions	(19,354,078)	(13,859,304)	(16,046,303)	15.8%
Total Tuition & Fees Revenue, Net	\$ 114,817,998	\$ 82,922,782	\$ 95,119,834	14.7%

Tuition & Fees - Extended Learning (EL)				
Budget:				
Adjusted Budget, Annual*	\$ 4,862,714	\$ 5,758,835	\$ 7,885,993	36.9%
Revenues:				
Gross Tuition & Fees	7,665,722	3,755,787	4,264,380	13.5%
Waivers & Exemptions:				
Department of Corrections	-	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 7,665,722	\$ 3,755,787	\$ 4,264,380	13.5%

	FY 2023		FY 2024	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 12/31/2023	Year-to-Date Activity thru 12/31/2024	Actuals % Inc/(Dec)YTD vs. PriorYTD
Exemptions & Waivers				
Dept of Corrections	\$ -	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	16,567,432	12,505,594	14,508,295	16.0%
Other Exemptions:				
Employee Fee Exemptions	44,993	24,033	24,676	2.7%
Firemen	29,460	18,733	23,060	23.1%
Hazelwood	1,145,051	533,723	679,740	27.4%
Deaf & Blind	150,320	90,605	93,496	3.2%
High Ranking High School Grad	3,025	1,694	880	-48.1%
Good Neighbor Program	67,042	57,423	62,650	9.1%
Child of Disabled Vet	3,757	2,529	2,340	0.0%
Employee of State College & University	3,164	2,138	4,275	0.0%
Non-resident Teach/Research Assistant	6,876	4,418	3,278	-25.8%
Non-resident Competitive Scholarships	13,823	7,695	6,555	-14.8%
Senior Citizens	450,277	263,439	267,390	1.5%
Foster Children-Resident	272,473	169,923	158,377	-6.8%
TX Tomorrow Waiver	-	-	279	100.0%
Surviving Spouse/Children	1,589	1,589	-	-100.0%
Peace Officer Exemption	8,202	2,475	6,369	157.3%
Adopted Student Waiver	351,710	173,293	203,089	17.2%
FAST Book & OD Fees	234,884	-	1,554	0.0%
Total Other Exemptions	2,786,646	1,353,710	1,538,008	13.6%
Grand Total Exemptions & Waivers	\$ 19,354,078	\$ 13,859,304	\$ 16,046,303	15.8%

*Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Pressure Washing Services (Supportive Pool) (Project No. RFP-C 25-11)	Dr. Margaret Ford Fisher Dr. Dietrich von Biedenfeld Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute contracts with Sparkle Janitorial Services and Xtreme Klean Pressure Washing, to provide pressure washing services in accordance with RFP-C 25-11, in support of Facilities Department.

COMPELLING REASON AND BACKGROUND

- The College issued a Request for Proposal-Commodity to provide Pressure Washing Services (Supportive Pool), on an as-needed basis System-Wide. The awarded supportive pool contractors will work in rotation with the current primary awarded contractor, Kept Companies dba FLEETWASH. The scope of work will range in size and complexity. This will vary upon project, need and situation.
- The amount of square footage will be determined by the awarded Contractors each time the HCC representative specifies area(s) to be cleaned. Area(s) to be cleaned may be large or small and may include but not limited to building walls, overhangs, planters, walkways, and sidewalks.
- The cleaning methods to be used shall be pressure water blasting, manual brushing and automatic brushing. Brushes used to loosen dirt, pollutants and calcium deposits shall have natural, non-ferrous, or stainless-steel bristles.
- The awarded Contractors at various times will be expected to remove contaminants such, as but not limited to, stains, dust, dirt, grime, food, beverage spills, gum, grease, oil, pollution, leachates, surface oxidation, efflorescence, calcium carbonate deposits and build-up, unauthorized paint marks, black algae, mold, moss, lichen and other invasive vegetation, animals, animal wastes and other foreign substances from concrete, brick, stone, and other hard surfaces.
- The awarded Contractors will perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. In addition, will take necessary precautions to ensure work is performed in compliance with occupational safety standards.

FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed three hundred thousand dollars (\$300,000.00) annually. The funding source shall be the Facilities Department FY25 Operational Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP-C 25-11.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 25-11	2/10/2025	Attachment
Summary of Composite Scores - RFP-C 25-11	2/10/2025	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE:	RFP-C 25-11 Pressure Washing Services (Supportive Pool)
PROCUREMENT METHOD:	Request for Proposal (Overall Best Value)
PROJECT DEPARTMENT:	Facilities Department
NAME OF BUYER:	Art Lopez, Senior Buyer
PURPOSE:	<p>The College issued a Request for Proposal to provide Pressure Washing Services (supportive pool), on an as-needed basis System-Wide. The awarded supportive pool contractors will work in rotation with the current primary awarded contractor, Kept Companies dba FLEETWASH. The scope of work will range in size and complexity. This will vary upon project, need and situation.</p> <p>The awarded Contractors shall provide the following pressure washing services:</p> <ul style="list-style-type: none">• The amount of square footage will be determined by the Contractor each time the HCC representative specifies area(s) to be cleaned. Area(s) to be cleaned may be large or small and may include but not limited to building walls, overhangs, planters, walkways, and sidewalks.• The cleaning methods to be used will be pressure water blasting, manual brushing and automatic brushing.• The awarded Contractors at various times will be expected to remove contaminants such, as but not limited to, stains, dust, dirt, grime, food, beverage spills, gum, grease, oil, pollution, leachates, surface oxidation, efflorescence, calcium carbonate deposits and build-up, unauthorized paint marks, black algae, mold, moss, lichen and other invasive vegetation, animals, animal wastes and other foreign substances from concrete, brick, stone, and other hard surfaces.• The awarded Contractors will perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements.• The awarded Contractors warrants that the performance of services under this contract will be fully compliant with the current requirements of the Occupational Safety and Health Act (OSHA) to include as it may be amended throughout the term of this contract.• The awarded Contractors will obtain all permits and licenses and pay all taxes, charges and fees necessary to perform the services under this contract.
RECOMMENDED VENDORS:	Sparkle Janitorial Services Xtreme Kleen Pressure Washing
PRIOR VENDORS:	Xtreme Kleen Pressure Washing Sparkle Janitorial Services VeriClean Services Corporation

PROPOSED SUB-CONTRACTORS:

Sparkle Janitorial Services

- Elite Janitorial Services, LLC, provide pressure washing services.

LEGAL REQUIREMENTS:

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

Pursuant to the published RFP-C 25-11 document, the highest ranked firms offering the best value are being recommended for award.

LOCATION INFORMATION:

In performing the work under RFP-C 25-11, the recommended firms will be working from their local offices.

PROJECTED VALUE:

The estimated annual cost of services under the resulting contracts will not exceed three hundred thousand dollars, **(\$300,000.00)** for pressure washing services.

Total contract value of one million, five hundred thousand dollars **(\$1,500,000.00)**. The funding source shall be the Facilities Departmental Operating Budget.

PRIOR YEAR'S SPEND:

Two hundred thousand dollars **(\$200,000.00)** annually.

CONTRACT TERM:

It is anticipated that the contract term of the contract awarded resulting from this solicitation will be one (1) year with the option to renew for four (4) one-year terms.

PROCUREMENT ADVERTISEMENT & NOTICE:

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on October 28, 2024
- State of Texas Electronic Business Daily Website on October 28, 2024
- The Daily Court Review on October 29 and November 5, 2024
- Notice to HCC Board of Trustees on November 4, 2024

SOLICITATION INFORMATION:

RFP-C 25-11 was issued on October 28, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-proposal meeting was held on November 13, 2024, and a question-and-answer period was allowed through November 15, 2024. Thirteen (13) proposals were received by the solicitation due date of December 5, 2024 at 2:00 p.m. Thirteen (13) proposals were evaluated in accordance with RFP 25-11. Two (2) proposals were non-responsive and disqualified.

COMPETITIVE:

Yes

PROPOSAL EVALUATION: The Evaluation Committee, which consisted of HCC representatives with relevant subject matter understanding, evaluated, and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Price	85
Small business practices	15
Total 100	

PRIOR HCC EXPERIENCE: Sparkle Janitorial Services, Yes
Xtreme Kleen Pressure Washing, Yes

PRIOR EDUCATIONAL EXPERIENCE: The recommended firms have pressure washing services experience with the following institutions:

1. Sparkle Janitorial Services

- ABC Learning Childcare Center, Cypress, TX
- Houston Community College, Houston, TX

2. Xtreme Kleen Pressure Washing

- Warren Davis – Alcon, Houston, TX
- Gerald Williams – GK Contractors, Houston, TX
- Von Charleston Cross-Ultimate Pressure Washing, Houston, TX
- Houston Community College, Houston, TX

REFERENCES: Evaluated and found to be favorable.

SMALL BUSINESS GOAL: In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 25% – Small Business Participation Goal.

1. The recommended firm, **Sparkle Janitorial Services**, is a certified SBE, METRO and will be subcontracting 50% of the work to a certified subcontractor, Elite Janitorial Services, LLC, certified SBE, City of Houston.
2. The recommended firm **Xtreme Kleen Pressure Washing** is a certified SBE, METRO and will not be subcontracting any portion of the work. The recommended firm will self-perform all work.

RFP-C 25-11 Pressure Washing Services (Supportive Pool)

Summary Composite Score Sheet

Evaluation	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>85</i>	<i>15</i>	<i>100</i>
Sparkle Janitorial Services	85.00	15.00	100.00
Xtreme Kleen Pressure Washing	47.47	10.00	57.47
Shall Prosper Industries LLC	43.08	10.00	53.08
Jet Set II, LLC	37.04	15.00	52.04
E&W Diversified Services	36.67	10.00	46.67
Prestige Building Group	30.89	10.00	40.89
ABM Education Services, LLC	26.01	10.00	36.01
Simmons Pressure Washing LLC	8.16	10.00	18.16
Texas Liqua Tech Services, Inc.	4.93	0.00	4.93
Supreme Window Leaning LLC	0.00	0.00	0.00
Dr. Wash	0.00	0.00	0.00
Top Notch Pressure Cleaning and Services*	0.00	10.00	10.00
Twymans Mill**	0.00	10.00	10.00

*Non-responsive, Indicates inaccurate pricing submission

**Non-responsive, Indicates incomplete pricing submission

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Elevator Modernization and Repairs, 3100 Main Street (Re-Bid) (Project No. IFB 25-17)	Dr. Margaret Ford Fisher Dr. Dietrich von Biedenfeld Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with Prestige Elevator Services, LLC, the lowest responsible bidder meeting specifications, to provide the Elevator Modernization and Repairs at 3100 Main in accordance with IFB 25-17.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for Elevator Modernization and Repairs, 3100 Main. This project is the recommendation of a consultant who performed an assessment of these elevators and identified them as needing immediate modernization.
- Following an examination and survey of eight (8) Motion Control Engineering (MCE)/Otis elevators, it was discovered that the MCE control systems and the Otis gearless direct current (DC) traction machines were showing symptoms of wear and tear consistent with twenty-three (23) and sixty (60) years of operation, respectively. The elevators have components that are past their useful life, and in need of replacement.
- The scope of work requires the Contractor to provide Elevator Modernization and Repairs at 3100 Main St., as outlined in the plans and specifications. The resulting contract provides the College with a contractor with over seven (7) years of experience required to complete the elevator modernization project.
- The recommended contractor will also provide a minimum one-year warranty on all materials, labor, and workmanship. The project duration shall be nine hundred (900) calendar days to complete all work listed on this project upon receipt of the notice to proceed.

FISCAL IMPACT

The total bid price received from the lowest responsible bidder shall not exceed Two Million Six Hundred and Forty-eight Thousand and Seventy-four Dollars (\$2,648,074.00). This project is funded through the FY25 Facilities Deferred Maintenance Budget.

LEGAL REQUIREMENT

This recommendation is being made in accordance with Chapter 2269.101 of the Texas Government Code Titled Subchapter C - Competitive Bidding Method and pursuant to the published IFB 25-17.

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - IFB 25-17	2/10/2025	Attachment
Bid Tally - IFB 25-17	2/10/2025	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE:	IFB 25-17 Elevator Modernization and Repairs, 3100 Main (Re-Bid)
PROCUREMENT METHOD:	Invitation for Bid (Lowest Responsible Bidder)
PROJECT DEPARTMENT:	Facilities Department
NAME OF BUYER:	Art Lopez, Senior Buyer
PURPOSE:	<p>The College re-issued an Invitation for Bid for Elevator Modernization and Repairs at 3100 Main. Houston Community College hired Collaborate Architects to conduct evaluations of the elevators in the 3100 Main Building. Following an examination and survey of eight (8) Motion Control Engineering (MCE)/Otis elevators, it was discovered that the MCE control systems and the Otis gearless direct current (DC) traction machines were showing symptoms of wear and tear consistent with twenty-three (23) and sixty (60) years of operation, respectively. The evaluation suggested implementing a thorough modernization program. Modernization improves the quality of the HCC asset and experience for the students, staff and faculty.</p> <p>The scope of work covers the requirements for the Contractor to provide Elevator Modernization and Repairs at 3100 Main, as outlined in the plans and specifications. The resulting contract provides the College with a contractor with over seven (7) years of experience required to complete the elevator modernization project.</p> <p>The recommended contractor also provides a minimum one-year warranty on all materials, labor, and workmanship and with the project having a nine hundred (900) calendar days to complete all work listed in this project upon receipt of the notice to proceed.</p>
RECOMMENDED VENDOR:	Prestige Elevator Services, LLC
LEGAL REQUIREMENTS:	This recommendation is being made in accordance with Chapter 2269.101 of the Texas Government Code Titled Subchapter C - Competitive Bidding Method.
LOCATION INFORMATION:	In performing the work under IFB 25-17, the recommended firm will be working from its Carrollton, TX office.
PROJECTED VALUE:	<p>The resulting PO Contract for the lowest responsible bid received has a total base bid amount of two million, four hundred and seven thousand, three hundred and forty dollars (\$2,407,340.00) with two hundred and forty thousand, seven hundred and thirty-four dollars (\$240,734.00) in contingencies, for a total amount not to exceed two million six hundred and forty-eight thousand and seventy-four dollars (\$2,648,074.00). The FY25 Facilities Deferred Maintenance budget funds this project.</p> <p>This project supports the Facilities Department FY25 Deferred Maintenance Program that improves the overall facilities conditions.</p>

CONTRACT TERM:	The contract term will be through successful project completion, including individual project close-out and warranty period.
PROCUREMENT ADVERTISEMENT & NOTICE:	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none"> • Houston Community College Procurement Operations Website on December 2, 2024 • Texas State Procurement Website on December 2, 2024 • The Daily Court Review on December 4 and December 11, 2024 • Houston Community College Board of Trustees on December 9, 2024
SOLICITATION INFORMATION:	The Invitation for Bid was published on December 2, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-bid conference was held on December 11, 2024, and a question-and-answer period was allowed through December 18, 2024. Five (5) bids were received by the due date of January 9, 2025, by 2:00 p.m. All bids received were evaluated in accordance with IFB 25-17.
COMPETITIVE:	Yes
BID EVALUATION:	The lowest responsible bid was reviewed by the Facilities Department who concurred with the recommended award and confirmed that the bid met the specifications and requirements of IFB 25-17.
PRIOR HCC EXPERIENCE:	Yes
HIGHER EDUCATION EXPERIENCE:	<p>The recommended firm has previous elevator modernization and repair services experience with the following educational institutions:</p> <ul style="list-style-type: none"> • UT Southwestern, Dallas – (2) 5-stop hydraulic elevators – GAL controls, MEI Power unit, GAL Linear door operators, MAD fixtures, Snapcab interiors • Dallas ISD – (15) various 2 stop hydraulic elevator modernizations – Smartrise Controls, GAL & Otis Glide A Door operators, Innovation Fixtures, Snapcab interiors • Houston ISD – (1) 2-stop Kone KCM hydraulic modernization – Smartrise Controls, GAL Linear door operator, Innovation fixtures • Tarrant County College District, Fort Worth (61 Elevators), maintenance and repairs • Saint Edward’s University, Austin (31 Elevators), maintenance and repairs
REFERENCES:	Evaluated and found to be favorable.
SMALL BUSINESS GOAL:	This project has thirty-five (35%) percent – Small Business participation goal. The recommended contractor is a certified SBE with SCTRCA and will not be subcontracting any portion of the contract. They will be fulfilling the entire contract with their own resources.

IFB 25-17 Elevator Modernization and Repairs, 3100 Main (Re-Bid)

Bid Tally

Firm	Bid Response	
	Proposed Award Price	Project Duration (in calendar days)
Prime Elevator Corp.*	\$2,333,000.00	784 Days
Prestige Elevator Services, LLC	\$2,407,340.00	900 Days
Nouveau Elevator	\$2,891,811.00	525 Days
Southwest Elevator	\$3,330,415.39	896 Days
Elevated Facilities Services	\$3,536,500.00	870 Days

** Prime Elevator Corp., Bid response does not meet specifications*

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Access Control and Video Management System Replacements, Systemwide (Cooperative Contract) (Project No. RFQuote 25-01)	Dr. Margaret Ford Fisher Dr. Dietrich von Biedenfeld Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a cooperative contract with ERC Environmental & Construction Services, LLC, under Choice Partners Cooperative Contract No. 23/016MR-14 to provide Access Control and Video Management System Replacements, Systemwide.

COMPELLING REASON AND BACKGROUND

- The College is in the process of enhancing its security measures systemwide in an effort to provide the ultimate student experience and in compliance with requirements as outlined by the State of Texas.
- The existing video management and access control system throughout the college campuses are on the end-of-life support. Cameras at some locations are not working because of this issue. Information Technology (IT) and Police Security have requested to replace the old access control and video management system with new systems which have support available. In the initial phase, STOA Architects completed the base research and prepared the drawings for this project. Since this is a system wide safety issue, the college board of trustees has allocated funding to complete this upgrade. This project includes replacing the existing access control and video management system in all sixty-six (66) buildings owned by the college.
- The awarded Contractor will install all materials and items required to replace the existing Access Control and Video Management System for Houston Community College (HCC). The awarded Contractor will utilize all of the referenced documents provided during bidding. All access control and video management systems identified to be replaced will be completed in a professional manner with all previous access control and video management systems being disposed of at the end of each workday.

FISCAL IMPACT

The cost of the resulting PO Contracts for all services has a total base bid amount not to exceed Two Million, Seven Hundred and Fourteen Thousand, Two Hundred and Ten Dollars (\$2,714,210.00). The FY25 Operating Budget funds this project.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with section 2269.101 and Chapter 791- Interlocal Cooperation Act of the Texas Government Code and pursuant to the published

RFQuote 25-01.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFQuote 25-01	2/11/2025	Attachment
Bid Tally - RFQuote 25-01	2/11/2025	Attachment

This item is applicable to the following:

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

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFQuote 25-01 Access Control and Video Management System Replacements, Systemwide

PROCUREMENT METHOD: Request for Quote (Cooperative)

PROJECT DEPARTMENTS: Facilities, Police, Information Technology & Risk Management

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: Houston Community College issued a Request for Quote (Cooperative) for Access Control and Video Management System Replacements. The project is District Wide, as outlined in the plans and specifications. The resulting contract will provide Houston Community College with a contractor to furnish all labor, materials, tools, equipment, transportation, insurance, bonds, permits, all applicable taxes, incidentals and management for Access Control and Video Management System Replacements.

The College is in the process of enhancing its security measures collegewide in an effort to provide the ultimate student experience and in compliance with requirements as outlined by the State of Texas.

The existing video management and access control system throughout the college campuses are on the end-of-life support. Cameras at some locations are not working because of this issue. Information Technology (IT) and Police Security have requested to replace the old access control and video management system with new systems which have support available. In the initial phase, STOA Architects completed the base research and prepared the drawings for this project. Since this is a system wide safety issue, the college board of trustees has allocated funding to complete this upgrade. This project includes replacing the existing access control and video management system in all sixty-six (66) buildings owned by the college.

The awarded Contractor will install all materials and items required to replace the existing Access Control and Video Management System for Houston Community College (HCC). The awarded Contractor will utilize all of the referenced documents provided during bidding. All access control and video management systems identified to be replaced will be completed in a professional manner with all previous access control and video management systems being disposed of at the end of each workday.

The project schedule of values consists of:

- Access control and camera gateways
- Cloud system for access control and cameras
- Installation fee for cloud system
- Permit fee and training

Schedules will be required one week ahead of activities in order to notify campus management of the work.

The proposed costs will include all material, installation, testing, documentation and training. The awarded Contractor shall provide a one-year warranty on all materials, labor and workmanship and with the project having a two hundred (200) calendar days to complete all work listed in this project upon receipt of the notice to proceed.

RECOMMENDED VENDOR:	ERC Environmental & Construction Services, LLC
LEGAL REQUIREMENTS:	This recommendation is being made to the lowest responsible bidder in accordance with Chapter 2269 and Chapter 791 - Interlocal Cooperation Act of Texas Government Code.
LOCATION INFORMATION:	In performing the work under RFQuote 25-01, the recommended firm will be working from its Houston, TX office.
PROJECTED VALUE:	The resulting PO Contract for the lowest responsible bid received has a total base bid amount not to exceed Two Million, Seven Hundred and Fourteen Thousand, Two Hundred and Ten Dollars (\$2,714,210.00) . The FY25 Operating Budget funds this project.
CONTRACT TERM:	The contract term will be through successful project completion, including individual project close-out and warranty period.
SOLICITATION INFORMATION:	The Request for Quotes (Cooperative) was published November 19, 2024. The solicitation documents were distributed to small business enterprise (SBE) cooperative firms. A pre-bid conference was held on December 9, 2024, and a question-and-answer period was allowed through December 18, 2024. Three (3) responses were received by the solicitation due date of January 13, 2025, by 2:00 p.m. and all responses received were evaluated in accordance with RFQuote 25-01 COOP.
COMPETITIVE:	Yes
BID EVALUATION:	The lowest priced bid was reviewed for responsiveness by the Facilities Department who confirmed the response as meeting the specifications and requirements of RFQuote 25-01 COOP.
PRIOR HCC EXPERIENCE:	Yes
REFERENCES:	Evaluated and found to be favorable.
SMALL BUSINESS GOAL:	This project has thirty-five (35%) percent – Small Business participation goal. The recommended contractor is a certified small business with the City of Houston and will self-perform all work.

RFQuote 25-01 (COOP) Access Controls and Video Management System Replacements

Bid Tally BAFO

Firm	Bid Response	
	Proposed Base Bid	Cooperative Contract No.
ERC Environmental & Construction Services, LLC	\$2,714,210.00	Choice Partners No. 23/016MR-14
E Contractors USA, LLC	\$3,471,400.00	BuyBoard Contract No. 728-24
Horizon International Group, LLC	\$4,578,898.00	Choice Partners No. 23/016MR-14

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
D.	Drop-In Childcare Services (Project No. RFP 24-18)	Dr. Margaret Ford Fisher Dr. Dietrich von Biedenfeld Dr. Frances Villagran-Glover

RECOMMENDATION

Authorize the Chancellor to execute a contract with YMCA of Greater Houston to provide drop-in childcare services in accordance with RFP 24-18.

COMPELLING REASON AND BACKGROUND

- The College issued a Request for Proposal to provide Drop-In Childcare Services. The scope of work will range in size and complexity. The childcare services provided at Southeast College, Eastside Campus, 6815 Rustic Street, Houston, TX 77087 in Room 114 of the Learning Hub Building.
- The scope of services is to offer quality childcare services to support students during the time the students are in class or class related activities. Childcare services may be provided during daytime or nighttime to accommodate the changing needs of HCC students.
- Childcare services only provide direct care for children and for students attending regular scheduled classes or campus activity such as testing or new student orientation. Having this service available assists our students to attend class and continue advancing in their education.
- The recommended contractor is the incumbent contractor YMCA of Greater Houston. The YMCA of Greater Houston has over fifty (50) years of childcare services experience and will be working from its Houston, TX office.

FISCAL IMPACT

Based on the current scope of services, the proposed cost of all services under the resulting contract shall not to exceed \$95,000 annually, \$475,000 over the term of the contract. The funding source for this purchase will be made using the department FY25 Operating Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP 24-18.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP 24-18	2/10/2025	Attachment
Summary of Composite Scores - RFP 24-18	2/10/2025	Attachment

This item is applicable to the following: Southeast, District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE:	RFP 24-18 Drop-In Childcare Services
PROCUREMENT METHOD:	Request for Proposal (Overall Best Value)
PROJECT DEPARTMENT:	Student Engagement and Services
NAME OF BUYER:	Art Lopez, Senior Buyer
PURPOSE:	<p>The College issued a Request for Proposal to provide Drop-In Childcare Services. The scope of work will range in size and complexity. The childcare services provided at Southeast College, Eastside Campus, 6815 Rustic Street, Houston, TX 77087 in Room 114 of the Learning Hub Building.</p> <p>The scope of services is to offer quality childcare services to support students during the time the students are in class or class related activities. Childcare services may be provided during daytime or nighttime to accommodate the changing needs of HCC students.</p> <p>Childcare services only provide direct care for children and for students attending regular scheduled classes or campus activities such as testing or new student orientation. Having this service available assists our students to attend class and continue advancing in their education.</p> <p>The recommended contractor is the incumbent contractor YMCA of Greater Houston. The YMCA of Greater Houston has over fifty (50) years of childcare services experience and will be working from its Houston, TX office.</p>
RECOMMENDED VENDOR:	YMCA of Greater Houston
LEGAL REQUIREMENTS:	<p>This recommendation is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.</p> <p>Pursuant to the published RFP 24-18 document, the highest ranked firms offering the best value is being recommended for an award.</p> <p>The evaluation committee is recommending a contract award to One offeror on the basis of demonstrated competence, and qualifications and based on the published selection criteria as evidenced in the final evaluation ranking.</p>
LOCATION INFORMATION:	In performing the work under RFP 24-18, the recommended firm will be working from its Houston, TX office.
ROJECTED VALUE:	Price Tabulation depicts the actual hourly rates for both the Site-Manager at \$15/hour and Caregiver at \$12/hour and includes all travel and related expenditures. With a Total annual cost of Forty-Six Thousand, Six Hundred and Fifty-Six Dollars (\$46,656.00) . The Department plans for an expanded scope of or

work, the proposed cost of all services under the resulting contract shall not exceed Ninety-Five Thousand Dollars **(\$95,000.00)** annually.

Total Contract Value shall not exceed Four Hundred and Seventy-Five Thousand Dollars **(\$475,000.00)**. The funding source shall be the FY25 Departmental Operating Budget.

PRIOR YEAR'S SPEND: Twenty Thousand Dollars **(\$20,000.00)** annually.

CONTRACT TERM: It is anticipated that the contract term of the contract awarded resulting from this solicitation will be two (2) years with the option to renew for three (3) one-year terms.

PROCUREMENT ADVERTISEMENT & NOTICE:

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on December 11, 2023
- State of Texas Electronic Business Daily Website on December 11, 2023
- The Houston Chronicle on December 13 and December 20, 2023
- Notice to HCC Board of Trustees on January 8, 2024

SOLICITATION INFORMATION: The Request for Proposal was published on December 11, 2023, and the solicitation document was distributed electronically in addition to being published in the local newspaper. A pre-proposal conference was held on December 18, 2023, and a question-and-answer period was allowed through January 2, 2024. Two (2) proposals were received by the solicitation due date of January 30, 2024, by 2:00 p.m. and all proposals received were evaluated in accordance with RFP 24-18.

COMPETITIVE: Yes

PROPOSAL EVALUATION: This award recommendation is the result of an RFP two-step evaluation process. In Step 1, the Evaluation Committee evaluated all technical proposals in accordance with the published criteria. During Step 2, all proposers scoring a minimum of 80 points were re-ranked in the order of lowest price to highest price, giving price a weight of 100% at this phase for all qualifying proposers. All remaining proposers who did not receive the minimum 80 points in Step 1 remained in their same ranking position resulting from Step 1, and their price proposals had no weight in Step 2.

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	35
Proposed approach and methodology	35
Past performance & references	30
Total 100	

EVALUATION COMMITTEE QUALIFICATIONS:

Evaluator 1 – Represents the Student Engagement and Services Department; is business co-owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents SE College Operations is business co-owner who will manage the work effort following the contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Emergency Management, Risk Management Department and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the Risk Management Department and has an in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Central Campus Procurement Liaison and has in-depth understanding of the commodity and service requirements.

PRIOR HCC EXPERIENCE:

Yes

REFERENCES:

Evaluated and found to be favorable.

INTENTIONALLY LEFT BLANK

RFP 24-18 Drop-In Childcare Services, Southeast Campus

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	
<i>Available Points</i>	35	35	30	100
YMCA of Greater Houston	30.10	28.00	27.00	85.10
Kirstin's Care	13.30	16.10	12.00	41.40

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
E.	Personnel Agenda (Faculty)	Dr. Margaret Ford Fisher Rodney Nathan

RECOMMENDATION

Approve the personnel action items for February 2025.

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. A Screening Committee is used as part of the hiring process.

FISCAL IMPACT

Funds for these faculty positions are provided for in the 2024-25 Unrestricted Budget.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
February 2025 Personnel Agenda - Faculty	2/10/2025	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 19, 2025**

**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. Anderson, Rhena	F/T Vocational Nursing Instructor	F/T Vocational Nursing Instructor	12 Months Grade: 10	F/T Temp to F/T Regular	\$ 83,431	02-18-2025
2. Bankenship, Sidney	Pen Scholar	F/T Computer Networking & Telecommunication	10.5 Months Grade: 7	F/T New Hire	\$ 68,860	02-10-2025
3. Flores, Carlos	F/T Welding Instructor	F/T Welding Instructor	10.5 Months Grade: 2	F/T Temp to F/T Regular	\$ 59,905	02-10-2025
4. Klotz, Emily	P/T English Instructor	F/T English Instructor	10.5 Months Grade: 6	Part-time to Full-Time	\$ 64,909	01-13-2025
5. Olaniyan, Emilade	P/T Computer Networking & Telecommunication Instructor	F/T Computer Networking & Telecommunication Instructor	10.5 Months Grade: 11	Part-time to Full-Time	\$ 74,436	01-16-2025

REPORT ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
F.	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_February 2025	1/24/2025	Presentation

This item is applicable to the following: District

HCC FOUNDATION QUARTERLY REPORT

INVEST IN
HOUSTON'S
FUTURE

FY2024 Report thru
August 31, 2024



HOUSTON COMMUNITY COLLEGE
FOUNDATION



Save the Date

SATURDAY, APRIL 26, 2025

WHERE *Dreams*

TAKE FLIGHT

CELEBRATING THE POWER OF EDUCATION

2025 HCC FOUNDATION GALA

2025 Crystal Eagle Honoree

THE HONORABLE CHRISTINA MORALES



www.hccsfoundation.org/2025Gala



The Honorable
Christina Morales
2025 Crystal Eagle Honoree



Vanessa
Carter
Gala Chair



Jennifer
Waldner Grant
Gala Auction Chair

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 09/01/2024)

David D. Itz
Board Chair
Community Volunteer

Ryan F. McCauley
Immediate Past Chair
Northern Trust

Melissa Vela
Vice Chair of Board Relations
JPMorgan Chase & Co.

Ed Fierro
Vice Chair of Governance
Bracewell

Jennifer Waldner Grant
Vice Chair of Philanthropic Strategy
AIG

Juanita S. Parker
Secretary
Williams

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

Tracy Janda
Community Volunteer

Sara Montelongo-Oyervidez
Valero Energy

Nicole Riley, CPA, CFE
Pannell, Kerr, Forster (PKF) Texas

Hue Du
HD LEO

Stacy Lindley
HCA Healthcare

Darrell S. Morris
The Morris Capital Group, LLC

Lina Sabouni
AUTOARCH Architects

Javeed Gire
Richmond Printing

Moises Lopez
PNC Bank

Leslie Nagy
Waste Management

Jessica Herbst
Deloitte & Touche LLP

Lona McManus
Morgan Stanley – The Journey Groups

Dr. Eddie L. Patton, Jr.
Vyripharm Enterprises, LLC

HCC BOARD OF TRUSTEES LIAISONS

Dr. Adriana Tamez, Trustee District III
(Ex-Officio)

Sean Cheben, Trustee District V
(Ex-Officio)

EX-OFFICIOS

Dr. Margaret Ford Fisher
Chancellor, HCC

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

HCC
FOUNDATION
INFORMATION

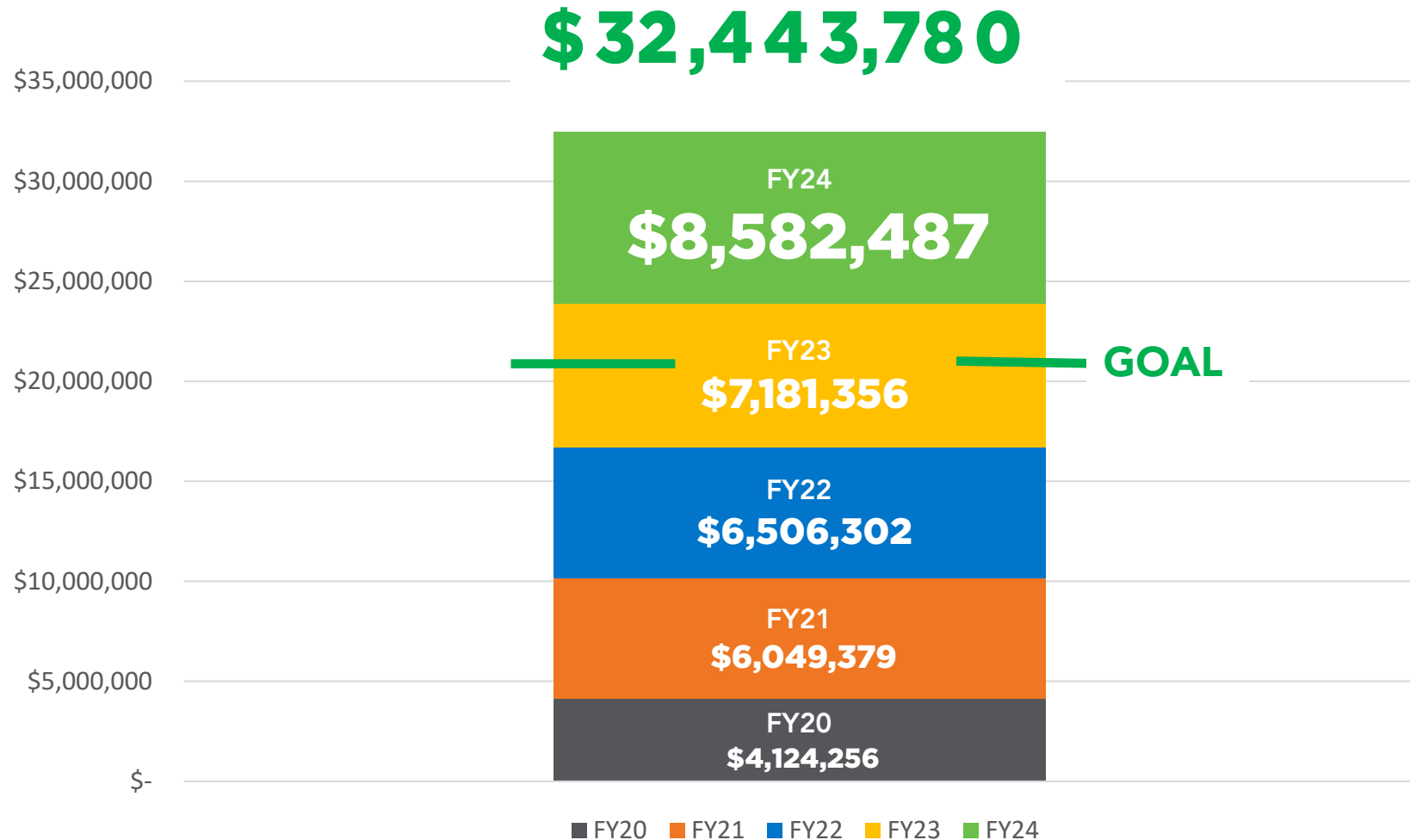
SESSION



HCC's Invest in Houston's Future Campaign

\$20 Million Goal FY20 to FY24

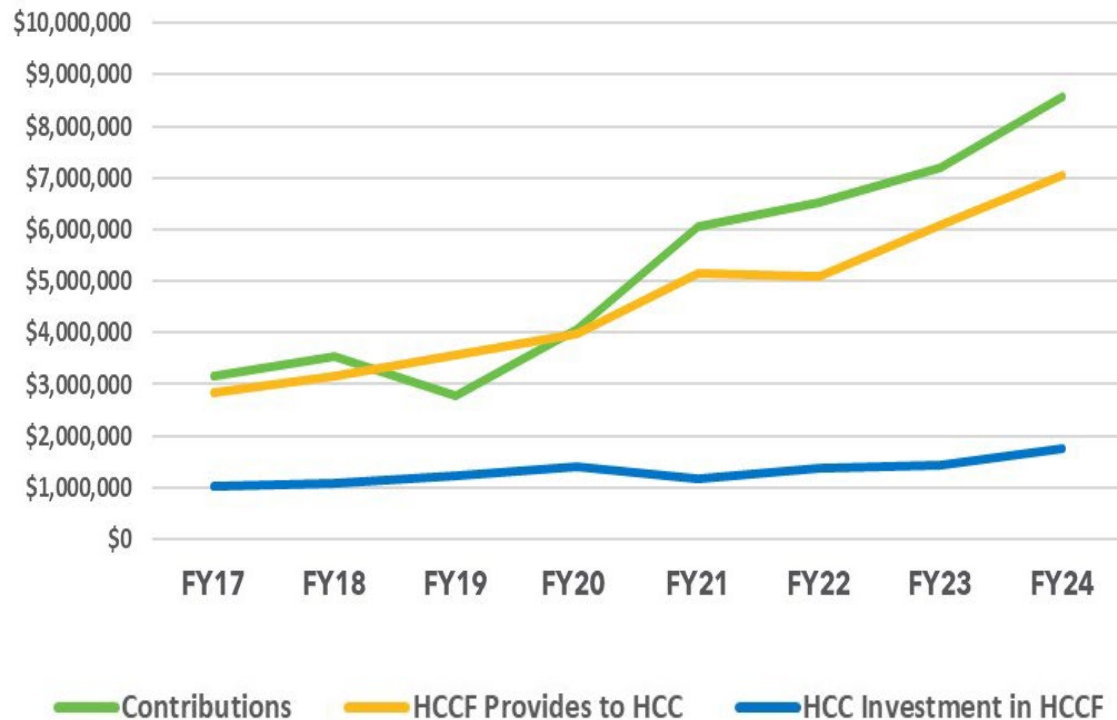
\$32,443,780 thru FY24



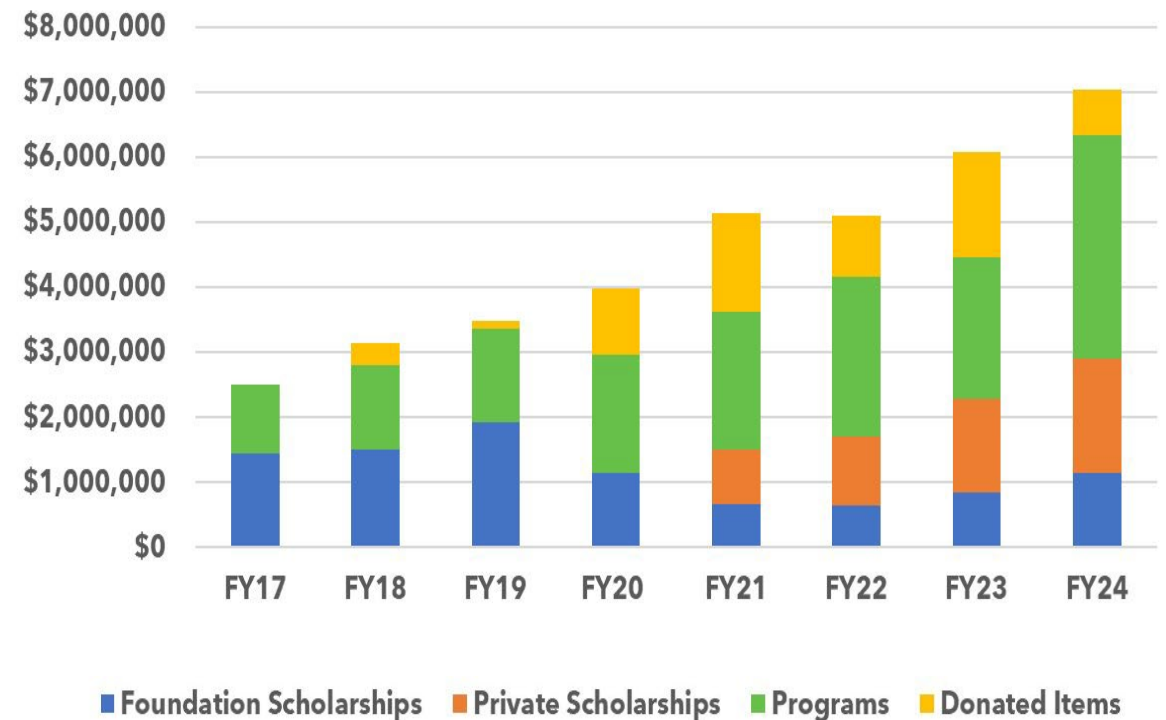
HCC FOUNDATION INFORMATION SESSION

HCCF Financial Results FY17 to FY24

HCC Foundation Growth



Funds Provided to HCC





Total Gross Revenues

\$13,102,733



Contributions

\$8,582,487

Funds Provided to HCC

\$7,042,709



HCC Investment in HCCF

\$1,762,435



ROI

\$4.00 to \$1 or 300%



Total Assets

\$22,531,623

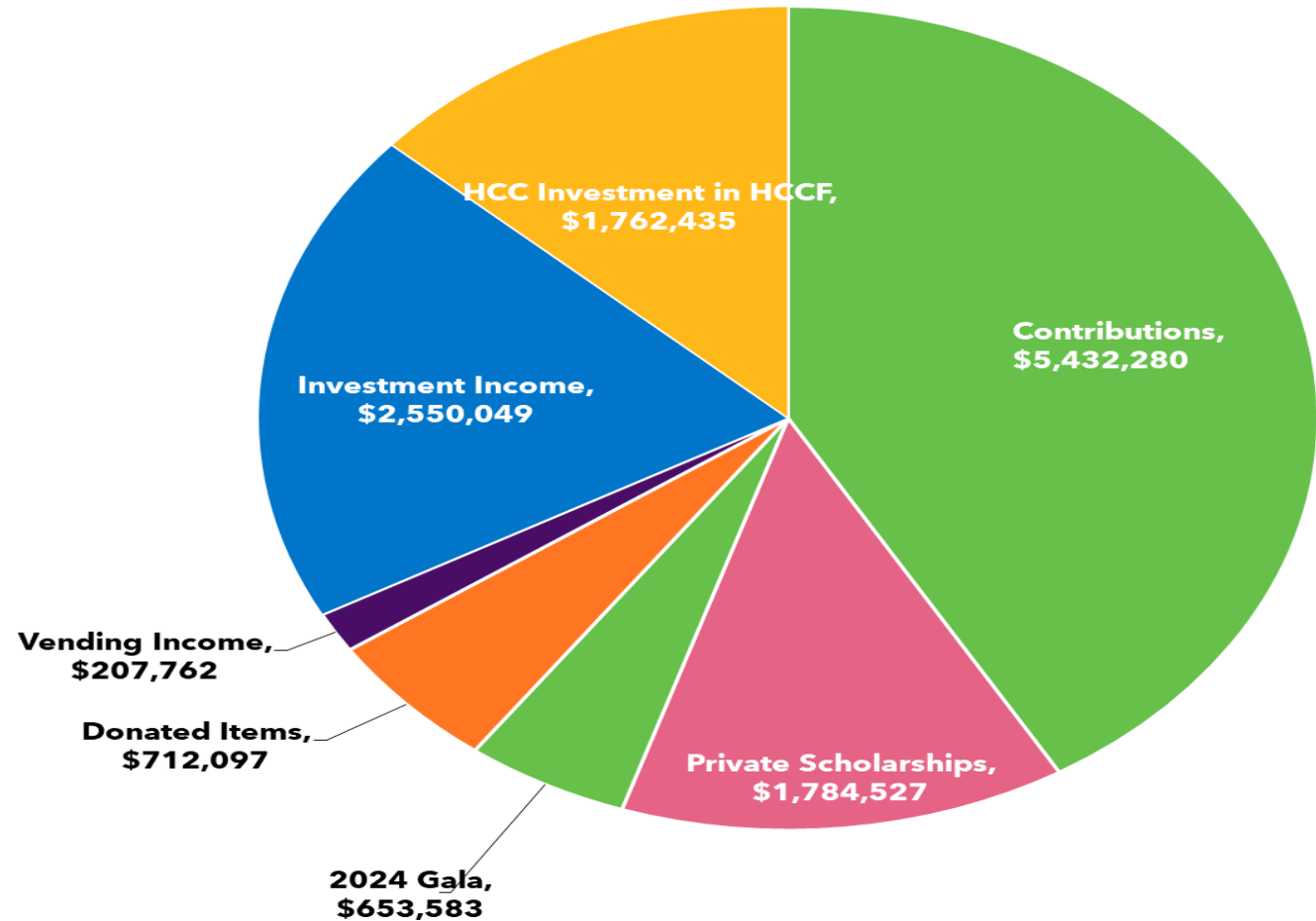
**FY2024 FINANCIAL
HIGHLIGHTS THROUGH
AUGUST 31, 2024**



FY2024

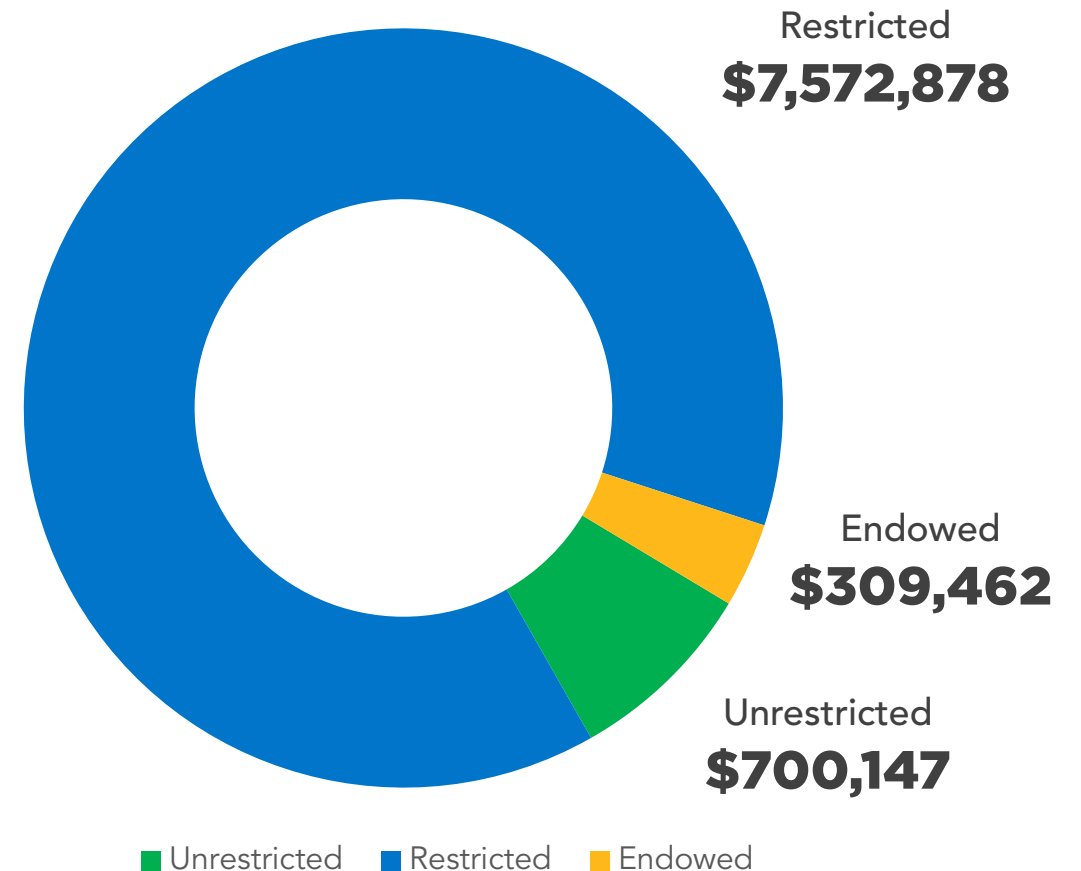
Financial Highlights thru 8/31/2024 Audited

HCCF
Total Gross
Revenues
\$13,102,133



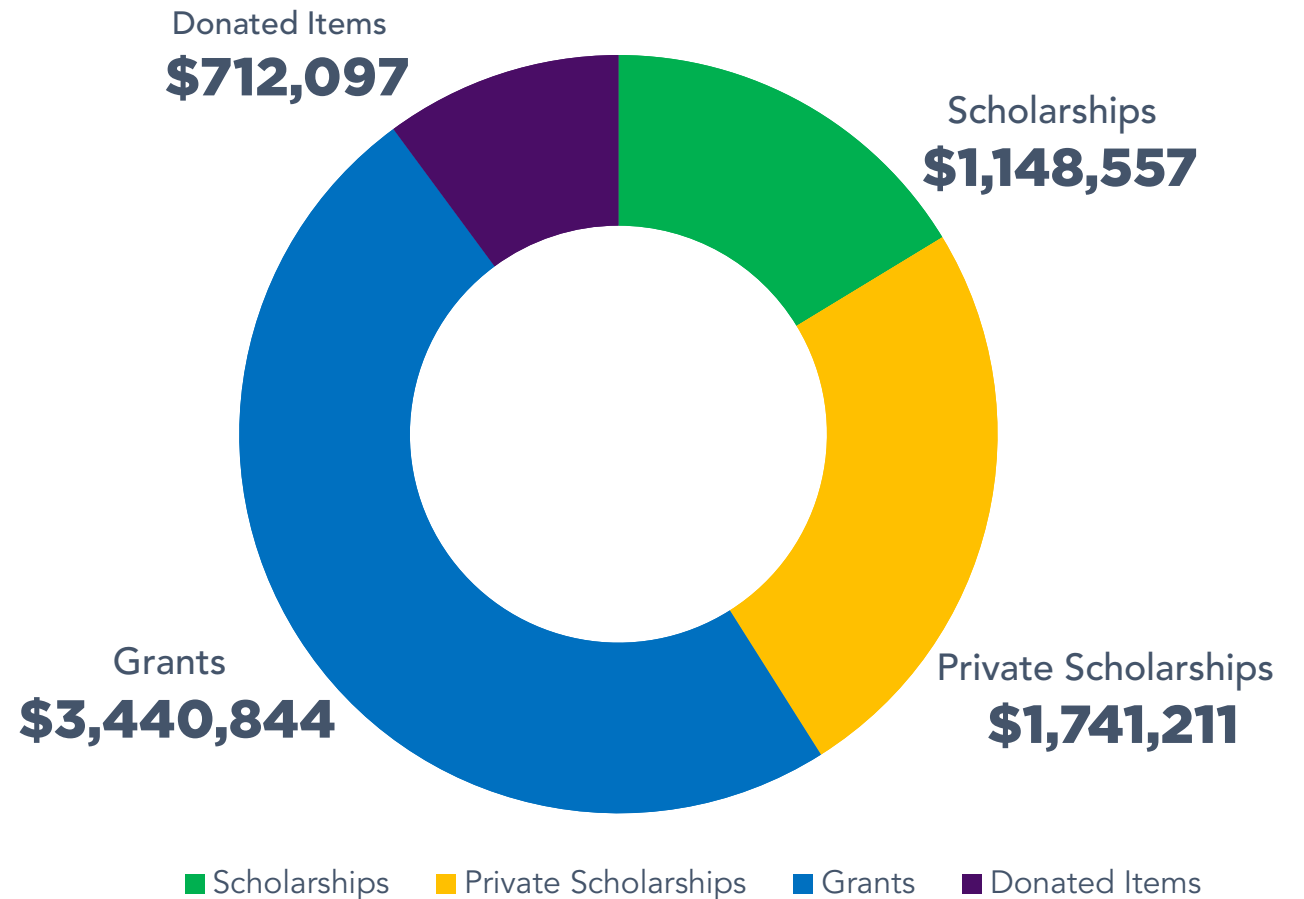
FY2024 Funds Provided to HCC thru 08/31/2024

HCCF Raised
\$8,582,487
for HCC Student
Success.



FY2024 Financial Highlights thru 08/31/2024 (Audited)

HCCF Provided
\$7,042,709
to HCC for HCC
Student
Success.





HCC Investment in HCCF As of 8/31/2024:
\$1,762,435

HCC Assigns HCC Employees to HCC Foundation



HCC Foundation
Provides "Cash Back"
to HCC for Scholarships and
Program Grants plus donated physical items

HCCF Funds Provided
to HCC As of
8/31/2024:
\$7,042,709

HOUSTON COMMUNITY COLLEGE
FOUNDATION

**HCCF Provided \$4 for every \$1 HCC invested in HCCF or 300% ROI
as of August 31, 2024**

Three panels of students using HCC resources. The top panel shows two male students, one with a backpack, looking at a laptop with the 'I ❤️ HCC' logo. The middle panel shows a female student smiling while holding a folder. The bottom panel shows a male student wearing safety glasses and overalls, standing with his arms crossed. All panels have a blue background with torn paper effects showing graduates. The 'I ❤️ HCC' logo and 'Invest in Houston's Future' tagline are present in each panel.

Accounting Example of HCC and HCC Foundation Interdependence ONLY as of August 31, 2024 (Audited)					
HCC Books			HCC Foundation Books		
REVENUE			REVENUE		
Scholarships	\$1,148,557		HCC In Kind Support	\$1,762,435	
Private Scholarships Programs	\$1,741,211				
Donated Items	\$3,440,844				
	\$712,097				
Total Received From HCC Foundation	\$7,042,709		Total In Kind Support Received from HCC	\$1,762,435	
EXPENSES			EXPENSES		
HCC Foundation Payroll and Expenses	\$1,762,435		Scholarships	\$1,148,557	
			Private Scholarships Programs	\$1,741,211	
			Donated Items	\$3,440,844	
				\$712,097	
Total HCC In Kind Support to HCCF	\$1,762,435		Total Provided To HCC	\$7,042,709	
HCCF Return on HCC's Investment			Actual	HCCF Goal	
			300%	150%	
			\$4 to \$1	\$2.5 to \$1	
Source: FY24 HCC Foundation Audited Financial Statements					

FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

SUMMA CUM LAUDE EAGLES
\$100,000 and above



The Goldman Sachs Foundation

Anonymous

Moody Foundation

Apple, Inc.

The Marvy Finger Family
Foundation

JP Morgan Chase & Co.

Carolyn J. Keating

Barnes & Noble College Booksellers

The PepsiCo Foundation

Houston Livestock Show & Rodeo

The Teagle Foundation

Boston Scientific

David D. Itz

Texas Mutual Insurance Company

BP America, Inc.

Scholarship America

Google



FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

SUMMA CUM LAUDE EAGLES
\$100,000 and above continued

PVF Roundtable

Richard M. Schechter

National Association for
Community College
Entrepreneurship

Houston Endowment

David and Jean Wiley Foundation

Truist Charitable Fund



FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

MAGNA CUM LAUDE EAGLES
\$50,000 - \$99,999

Horatio Alger Association

Johnson Controls, Inc.

Workcred, Inc.

Houston Health Foundation, Inc.

Valero Energy Corporation

UnidosUS

Always Do Good Scholarship

CenterPoint Energy

SeedAI

Capital One, N.A.

Dallas Community College
Foundation

Society of Iranian American Women
for Education



FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

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

Auredia

Volunteers of America Texas

Tricolor Holdings

Wells Fargo Bank

Always Do Good Scholarship

YMCA of Greater Houston

H-E-B Scholarship

AON

Comcast

Patsy Chappelle

Amaanah Refugee Services

Pat L. Pollan

St. Luke's Episcopal Health System/
Common Spirit Health

Houston Gateway Academy

McGraw-Hill Education, L.L.C.

CITGO Petroleum Corporation

Houston A&M Club/CAMP

Lift High Foundation

Michael S. Ukropina

Morgan Stanley

The Michaels Organization Educational
Foundation

FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES
\$10,000 - \$24,999

Lakeside Country Club

Shraman Foundation

Milby Hispanic Alumni Assoc.

Assistance League of Houston

Whataburger Family Foundation
Scholarship Fund

East Harris County Manufacturers
Association

AT&T Foundation (AT&T)

NexFlex

Qualcomm, Inc.

NVidia Corporation

Gene Haas Foundation

Houston Independent School District

Christina Morales

International Scholarship and Tuition
Services, Inc.

Embassy of Ghana

Mylestone Development & Management
Co.

Dress for Success Houston

Hess Corporation Scholarship Fund

Houck Family Foundation

Wallis Bank

Dr. Norma Perez

Dr. Margaret Ford Fisher

Karen L. Schmidt

Vintage Thunderbirds of Houston

FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES

\$10,000 - \$24,999 continued

Craftex Wholesale Distributors, Inc.

Texas Children's Hospital

Texas Educational Foundation Scholarship

The George Foundation Higher Education
Scholarship

The Transportation Club

The Bold Foundation

Tracy D. Janda

Fatih Celenay Foundation

Wolfram

Greater Houston Community Foundation

Aldine Education Foundation

River Oaks Country Club Scholarship Fund

Jeanne M. Perdue

Erickson Living Management as Agent for
Eagle's Trace, Inc.

A Mind to Work Community Development
Corporation

Alief Independent School District

Port Houston

Imelda F. Beauchamp

Alief ISD Education Foundation

Amigo Energy Services

Antje & Harry Gee

Capital Certified Development
Corporation

Coalition on Adult Basic Education, Inc.

College Success Foundation

FOUNDATION

QUARTERLY
REPORT



FY24 GOLDEN EAGLE SOCIETY

HEAD OF THE CLASS EAGLES
\$10,000 - \$24,999 continued

David B. Wilson

Linda & David W. Knowles

National Restaurant Association
Educational Foundation

Palacios Independent School District

Ruth J. Simmons

Samsung

Thompson & Horton, L.L.P.



**THANK
YOU**



**THANK
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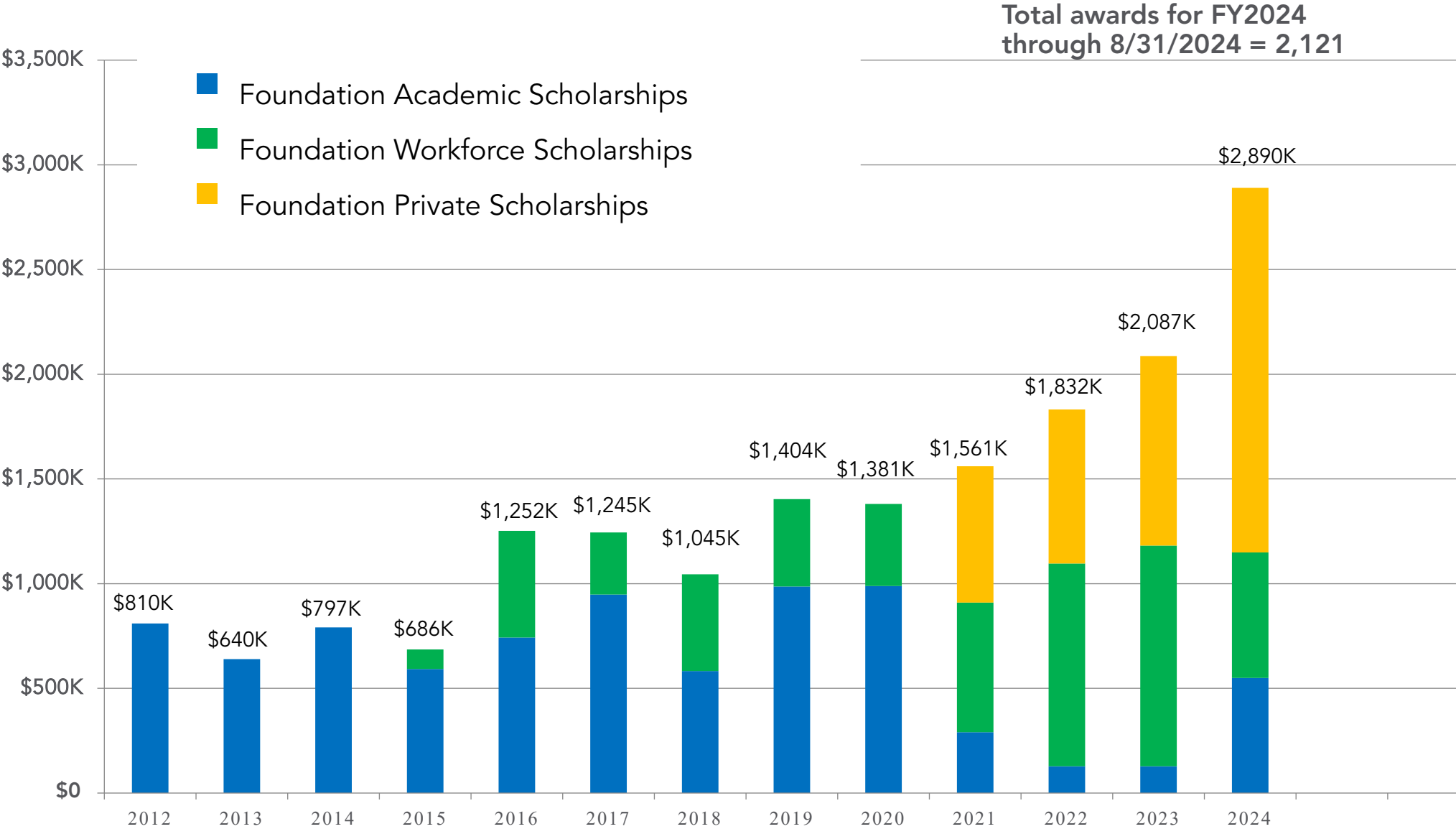


**THANK
YOU**



Scholarships Awarded: 2012 to 2024 thru 8/31/24

HCC
FOUNDATION
INFORMATION
SESSION






HOUSTON COMMUNITY COLLEGE
FOUNDATION

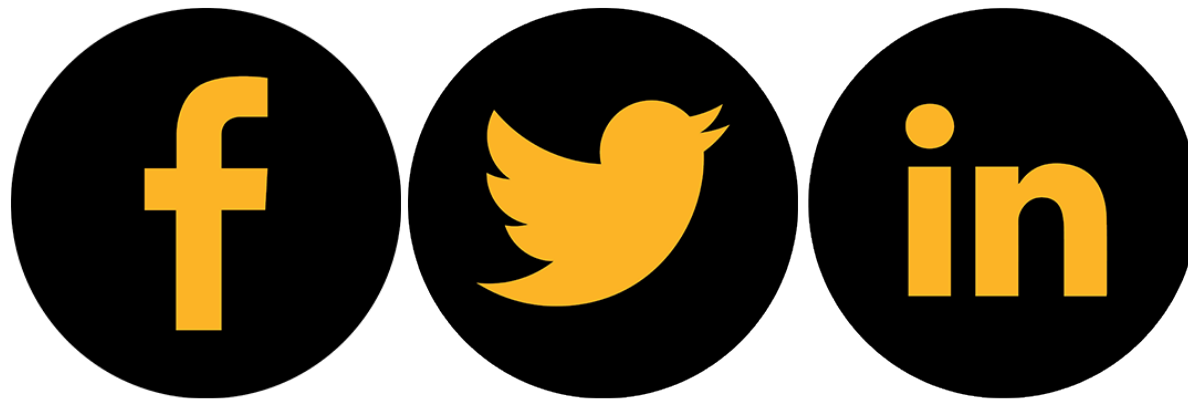


Karen L. Schmidt, M.B.A., CFRE

President, HCC Foundation

@ karen.schmidt2@hccs.edu

 713-718-8596



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Houston Community College Foundation

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
G.	Motion to Renew: Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22- CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)	Dr. Cynthia Lenton-Gary Trustee Lalou Davies-Yemitan Trustee Dave Wilson

RECOMMENDATION

Approve motion to renew consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)

COMPELLING REASON AND BACKGROUND

At a Regular meeting of the Board of Trustees on December 18, 2024, a vote on "Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)" failed.

Under Robert's Rules of Order, a motion that is made and disposed of without being adopted may be brought back before the Board for consideration in a subsequent meeting via a motion to renew. Approval of this item will allow the Board to consider "Proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community

College System (Civil Case No. 4:21-CV-00686)" again.

STRATEGIC ALIGNMENT

This item is applicable to the following: District

ACTION ITEM

Meeting Date: February 19, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
H.	Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zelda Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686)	Dr. Margaret Ford Fisher Dr. Nicole Montgomery

RECOMMENDATION

Consideration of a proposed settlement regarding United States District Court Southern District of Texas Houston Division, Zeila Brown v. Houston Community College System, et al. (Civil Case No. 4:20-CV-02186), Jimmy Adams, et al v, Houston Community College system (Civil Case No. 4:22-CV-01547), and Jeffery Austin, et al v. Houston Community College System (Civil Case No. 4:21-CV-00686), as discussed in closed session.

COMPELLING REASON AND BACKGROUND

In the event the parties agree to settlement terms and execute a settlement agreement, the Plaintiffs will dismiss any and all claims against Houston Community College System related to the above referenced lawsuits.

FISCAL IMPACT

Amounts discussed in closed session.

STRATEGIC ALIGNMENT

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

This item is applicable to the following: District

Adjournment

ITEM #	ITEM TITLE	PRESENTER
--------	------------	-----------

XIV.

Appendix - No Action
Required

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
February 2025 Personnel Agenda	2/10/2025	Attachment

This item is applicable to the following:

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

**Board Meeting
February 19, 2025**

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. Bello, Abdullahi	P/T Campus Manager	F/T Campus Manager	Northwest	Exempt Grade: 6	\$ 63,000	02-03-2025
2. Bulbul, Basak	P/T Campus Manager	F/T Sr. Analyst, Compensation	System	Exempt Grade: 9	\$ 90,000	01-16-2025
3. Figueroa, Rachel	P/T Faculty Tutor III	F/T Program Manager	Southeast	Exempt Grade: 6	\$ 58,000	01-16-2025
4. Gonzales, Elisa	P/T Reception Assistant	F/T Reception Assistant	Southeast	Non-Exempt Grade: 1	\$ 35,500	01-16-2025
5. Saldana, Lisa	P/T Instructional Support Specialist	F/T Administrative Assistant	Central	Non-Exempt Grade: 3	\$ 39,530	02-03-2025

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
6. Argueta, Maria	F/T Office Manager	F/T Executive Assistant	System	Non-Exempt Grade: 6	\$ 60,000	02-03-2025
7. Britton, Shenesse	F/T Faculty Division Chair, Cosmetology	F/T Dean, Center of Excellence, Consumer Arts & Sciences	Central	Exempt Grade: E10	\$118,000	01-16-2025
8. Clemens, Sara	F/T Coordinator, Master Scheduling	F/T Executive Assistant	Southwest	Non-Exempt Grade: 6	\$ 80,000	02-01-2025
9. Crisp, Madison	Lab Assistant Sr.	F/T Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 45,838	01-16-2025
10. Fields, Katherine	F/T Interim Dean, Center of Excellence, Visual & Performing Arts	F/T Dean, Center of Excellence, Media, Visual & Performing Arts	Northwest	Exempt Grade: E10	\$120,000	02-03-2025
11. Figueroa, Anahi	F/T Manager, Advising	F/T Manager, Center for College Career Planning & Employment	Southeast	Exempt Grade: 9	\$ 75,000	02-03-2025
12. Hobdy, Michael	F/T Success Coach, Dual Credit	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 62,253	02-03-2025

**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
13. Izaguirre, Manuela	F/T Advisor, Admissions	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 68,740	02-03-2025
14. Lopez Perez, Roxana	F/T Advisor, Admissions	F/T Campus Manager	Southeast	Exempt Grade: 7	\$ 54,000	02-03-2025
15. Maldonado, Rosario	F/T Success Coach, Dual Credit	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 71,930	02-03-2025

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
16. King, Michelle	F/T Counselor	F/T Counselor	Southeast	Exempt Grade: 9	\$ 79,530	01-16-2025

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
17. Avalos, Cynthia	Lane Staffing	F/T Specialist, Facilities	System	Non-Exempt Grade: 4	\$ 53,000	01-16-2025
18. Babers, Falcia	Randstad/Enbridge	F/T Accountant II	System	Exempt Grade: 7	\$ 78,000	01-16-2025
19. De Magalhaes Gomes De Mello, Therezinha	Cabi Stores, Houston Premium Outlet Mall	F/T Executive Assistant	Central	Non-Exempt Grade: 6	\$ 53,000	02-18-2025
20. Hawthorne, Omesha	Bay Ridge Health Care	F/T Administrative Assistant	Southeast	Non-Exempt Grade: 3	\$ 50,000	02-03-2025
21. Olaya, Adrian	HHS Environmental Services	F/T Campus Service Technician	Central	Non-Exempt Grade: 2	\$ 40,000	02-03-2025
22. Ortiz, Alan	KIPP Texas Public School	F/T Specialist Sr., Talent Acquisition	System	Exempt Grade: 6	\$ 58,000	02-03-2025
23. Woods, Ezekiel	Florida Agricultural & Mechanical University	F/T Technician, Clinical Simulation Lab	Coleman	Exempt Grade: 6	\$ 56,000	01-16-2025

24. Zamora, Brian	Flex LTD (Flextronics)	F/T Reception Assistant	Southeast	Non-Exempt Grade: 1	\$ 32,627	02-03-2025
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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
25. Hernandez, Nahaira	Stepforward	F/T Program Manager	Southeast	Exempt Grade: 6	\$ 60,000	02-18-2025
26. Ramirez, Francisco	Bay Area Council on Drug & Alcohol	F/T Advisor, Admission	Southeast	Exempt Grade: 5	\$ 53,600	02-18-2025
27. Remo, Daphne	Texas Connection Academy @ H.I.S.D.	F/T Associate, Financial Aid	System	Exempt Grade: 4	\$ 52,000	01-16-2025

INFORMATION ITEMS - NO BOARD ACTION REQUIRED
SALARY CHANGES DUE TO AN ADDITION TO OR CHANGE IN THE EMPLOYEE’S JOB ASSIGNMENT OR DUTIES, OR WHEN AN ADJUSTMENT IN THE MARKET VALUE OF THE JOB WARRANTS ADDITIONAL COMPENSATION

Name	Job Title	FLSA/Grade	Salary	Effective Date
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No data to report

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL
TECHNICAL – STAFF (REGULAR)**

SEPARATIONS OF EMPLOYMENT

- | | |
|------------------------------------|--|
| 1. Babaie, Hadi | Security Officer, System, February 01, 2025. |
| 2. Chen, Jeffrey | Sr. Technician, MakerSpace, Northwest College, February 15, 2025. |
| 3. Cordaro, Charles | Executive Director, Campus Tech Services, System, March 01, 2025. |
| 4. Grant, Deedra | Regional Manager, Financial Aid, Northeast College, February 01, 2025. |
| 5. Hernandez Martinez, Juan | Supervisor, Student Accounts, Central College, January 16, 2025. |
| 6. McKneely, Mary | Sr. Internal Auditor, System, February 01, 2025. |
| 7. Pinnock, Debbie | Administrative Assistant, Central College, February 01, 2025. |
| 8. Unruh, Phil | Developmental Math Instructor, Northwest College, January 16, 2025. |