



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

**April 2, 2025
3:00 PM**

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

**NOTICE OF A MEETING OF THE
Board Governance Committee
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

April 2, 2025

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Wednesday, April 2, 2025 at 3:00 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 Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Proposed Board Bylaws Revisions to Article F, Section 1: Committees and Article G, Section 17: Agenda
- B. Board Expenditures Report for Fiscal Year 2025 (September 1, 2024 through February 28, 2025)

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

A. Legal Matters

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. Proposed Board Bylaws Revisions to Article F, Section 1: Committees

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.

IV. Additional Closed or Executive Session Authority:

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

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

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

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

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, 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.

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **28th day of March 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: April 2, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Proposed Board Bylaws Revisions to Article F, Section 1: Committees and Article G, Section 17: Agenda	Board Counsel

RECOMMENDATION

Consider possible revisions to Board Bylaws regarding Article F, Section 1: Committees and Article G, Section 17: Agenda.

COMPELLING REASON AND BACKGROUND

Article F, Section 1 of the Board Bylaws provides guidelines for the composition and structure of Board committees and their meetings. Currently, Board committees are voluntarily conducted according to the requirements of the Texas Open Meetings Act.

Under the Texas Open Meetings Act, committees that consist of less than a quorum of the full Board and do not have authority to bind the Board are not legally required to comply with the requirements of the Texas Open Meetings Act. The HCC Board of Trustees has voluntarily adopted these requirements for its committees in its Board Bylaws. The proposed revisions would give committees more flexibility in scheduling meetings and conducting committee business.

Additional changes were made to Article G, Section 17(i) to allow the Board to consider donations and the monthly financial report as part of the consent agenda.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
Proposed Revisions -HCC Board Bylaws	3/27/2025	Attachment

This item is applicable to the following:

***BYLAWS OF THE
BOARD OF TRUSTEES OF THE
HOUSTON COMMUNITY COLLEGE***

Adopted January 1, 2010

Amended June 29, 2010

Amended September 23, 2010

Amended December 2, 2010

Amended November 17, 2011

Amended December 15, 2011

Amended June 21, 2012

Amended June 24, 2014

Amended November 18, 2014

Amended February 27, 2015

Amended April 16, 2015

Amended January 21, 2016

Amended February 25, 2016

Amended April 21, 2016

Amended June 16, 2016

Amended October 20, 2016

Amended June 15, 2017

Amended August 17, 2017

Amended November 16, 2017

Amended January 18, 2018

Amended May 17, 2018

Amended November 7, 2018

Amended May 1, 2019
Amended August 27, 2019
Amended December 4, 2019
Amended February 5, 2020
Amended May 6, 2020
Amended August 5, 2020
Amended September 2, 2020
Amended December 16, 2022
Amended January 18, 2023
Amended April 17, 2024
Amended April 16, 2025

Table of Contents

Preface

Mission

ARTICLE A: ETHICS

- Sec. 1.** **Purpose** *(Amended January 19, 2022)*
- Sec. 2.** **Distribution**
- Sec. 3.** **Code of Conduct and Ethics** *(Amended December 2, 2010, November 17, 2011, November 7, 2018, February 16, 2022, December 16, 2022)*

ARTICLE B: POWERS OF THE BOARD

- Sec. 1.** **Authority** *(Amended November 7, 2018, May 6, 2020, December 16, 2022)*
- Sec. 2.** **Delegation of Authority in Emergency**
- Sec. 3.** **Policy Direction**
- Sec. 4.** **Board Leadership** *(Amended November 7, 2018)*

ARTICLE C: BOARD ELECTIONS AND VACANCIES

- Sec. 1.** **Board Elections** *(Amended December 16, 2022)*
- Sec. 2.** **Vacancies** *(Added December 16, 2022)*

ARTICLE D: OFFICERS OF THE BOARD

- Sec. 1.** **Election** *(Amended August 17, 2017, November 7, 2018)*
- Sec. 2.** **Chair** *(Amended August 17, 2017, December 16, 2022)*
- Sec. 3.** **Vice Chair**
- Sec. 4.** **Secretary** *(Amended August 17, 2017, December 16, 2022)*

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

- Sec. 1.** **Chancellor** *(Amended January 21, 2016, December 16, 2022)*
- Sec. 2.** **External Auditor** *(Amended December 16, 2022)*

- Sec. 3. Internal Auditor** *(Amended April 16, 2015, February 25, 2016, December 16, 2022)*
- Sec. 4. Board Counsel** *(Amended December 16, 2022)*
- Sec. 5. General Counsel** *(Amended February 27, 2014, February 25, 2016, June 16, 2016, December 16, 2022)*
- Sec. 6. Other Outside Counsel** *(Amended December 16, 2022)*
- Sec. 7. Financial Advisor** *(Amended February 25, 2016, June 15, 2017, January 18, 2023)*

ARTICLE F: COMMITTEES

- Sec. 1. General**
- Sec. 2. Appointed Committees** *(Amended November 7, 2018, September 2, 2020, [April 16, 2025](#))*
- Sec. 3. Committee of the Whole Meetings** *(Amended June 24, 2014, May 17, 2018, November 7, 2018, September 2, 2020)*
- Sec. 4. Standing Committees** *(Amended June 29, 2010, April 21, 2016, May 1, 2019, August 5, 2020, September 2, 2020, [April 16, 2025](#))*
- Sec. 5. Committee of the Whole** *(Added May 6, 2020, August 5, 2020, September 2, 2020)*
- Sec. 6. Special/Ad Hoc Committees** *(Amended September 2, 2020)*
- Sec. 7. Appointments to Outside Entities** *(Amended November 7, 2018)*
- Sec. 8. Community Advisory Committees**

ARTICLE G: GENERAL BOARD MEETINGS

- Sec. 1. Open Meetings**
- Sec. 2. Definitions**
- Sec. 3. Time and Location** *(Amended December 2, 2010, May 17, 2018, September 2, 2020)*
- Sec. 4. Attendance at Meetings** *(Added November 16, 2017, August 27, 2019, May 6, 2020)*
- Sec. 5. Notice**
- Sec. 6. Voting** *(Amended April 16, 2015, November 16, 2017)*
- Sec. 7. Order of Business** *(Amended September 2, 2020)*
- Sec. 8. Efficiency** *(Amended November 7, 2018)*
- Sec. 9. Agenda** *(Added April 16, 2015, June 15, 2017, November 7, 2018, May 6, 2020, [April 16, 2025](#))*
- Sec. 10. Rules of Order**

- Sec. 11. Minutes and Recordings** *(Amended May 6, 2020)*
- Sec. 12. Special Meetings** *(Amended November 7, 2018, May 6, 2020)*
- Sec. 13. Closed Meetings/Executive Session** *(Amended January 18, 2018)*
- Sec. 14. Prohibitions**
- Sec. 15. Citizen Participation**
- Sec. 16. Disruption**
- Sec. 17. Social Functions and Related Events**

ARTICLE H: BOARD OPERATIONS

- Sec. 1. Evaluation and Self-Assessment of the Board** *(Amended November 7, 2018)*
- Sec. 2. Expenditures** *(Amended September 23, 2010; Amended December 13, 2012, May 1, 2019, May 6, 2020, April 17, 2024)*
- Sec. 3. Public Statements and the Media** *(Amended January 21, 2016)*
- Sec. 4. Training** *(Amended September 23, 2010; Amended November 17, 2011, January 21, 2016, May 17, 2016, November 7, 2018)*
- Sec. 5. Requests for Information** *(Amended October 20, 2016, May 6, 2020, September 2, 2020)*
- Sec. 6. Requests for Legal Advice** *(Amended January 21, 2016, December 4, 2019, May 6, 2020)*
- Sec. 7. Board Member Complaints** *(Amended January 21, 2016, November 7, 2018)*

EXHIBITS

- Exhibit A. Houston Community College Board of Trustees and Senior Staff Conflict of Interest Certification**
- Exhibit B. Complaint Form** *(Amended November 7, 2018)*
- Exhibit C. HCC Trustee Board Account for Community Affairs Request**

Article F: Committees

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

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

2. APPOINTED COMMITTEES

Appointments. Except where the Board elects to have a committee organized as a committee of the whole, the Board Chair shall appoint Board members to each committee and shall designate a chair for each committee. Appointed committees will have three Board members, including the committee chair, except that the Board Chair will appoint one alternate member to each committee. ~~Beginning on January 1, 2021,~~ Board officers elected under Article D of these Bylaws may serve as members of appointed committees but may not serve as the chair of any appointed committee. Alternate committee members may vote or make or second motions if any member of the committee is absent. In case a Board member should become unable to continue serving on an appointed committee, or the Board determines that a committee member should be removed, the Board Chair will appoint a replacement within thirty (30) days.

Meetings. Committee meetings shall be called by the committee chair. ~~With the exception of the Committee of the Whole, committee meetings are not subject to the requirements of the Texas Open Meetings Act, and duly posted, convened and conducted in accordance with the Texas Open Meetings Act. Committee meetings may be on the first Wednesday of the month, unless otherwise approved by the Board Chair. Any Board member may attend and participate in discussion at any such committee meetings.~~ Committees will meet no more than once monthly without prior approval from the Board Chair. Committee meetings must be conducted at least eight (8) business days prior to the regular Board meeting to ensure sufficient time to prepare meeting agendas.

Attendance. A quorum shall be declared as soon as a majority of the committee members are in attendance at the appointed committee meeting. For the purposes of a

quorum, alternate committee members are considered only if committee members are not present.

Staff Support at Meetings. The Chancellor, in consultation with the committee chair, will coordinate staff support at committee meetings.

Voting in Appointed Committees. A majority vote of a quorum of a committee is required for a committee recommendation from an appointed committee to be presented to the full Board for consideration. A committee recommendation, however, does not constitute a final Board action and, therefore, does not bind the Board. A committee recommendation from an appointed committee will be listed on the agenda for approval by the full Board during the next regular Board meeting under the consent agenda.

3. COMMITTEE OF THE WHOLE MEETINGS

Meetings. The Board Chair shall convene any committee of the whole meeting. All meetings shall be duly posted, convened and conducted in compliance with the Texas Open Meetings Act. Committee of the whole meetings may be on the first Wednesday of the month, unless otherwise approved by the Board Chair. The committee of the whole will meet no more than once monthly without prior approval from the Board Chair. The Board Chair will serve as the chair of a committee of the whole.

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

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

4. STANDING COMMITTEES

- a. **Academic and Student Affairs.** The academic and student affairs committee shall consider all issues affecting student success, student services, athletic programs, diversity, financial aid, Veterans Affairs, Minority Male Initiatives, academic policies, workforce progress, programmatic changes, new certificates, and technology issues. The Chancellor shall provide the committee with an annual report on the alignment of the college's academic/workforce programming with State of Texas performance indicators and employment trends within the Gulf Coast area.
- b. **Board Governance.** The Board governance committee shall consider all issues affecting Board activities, Board training, Board outreach, human resources, and updates to all Board policies and bylaws. On a semi-

annual basis, the board governance committee shall also receive and review reports from the Board Services Office regarding all Board expenditures.

- c. **Audit.** The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board. See Article E, Section 3 for additional responsibilities of the audit committee.
- d. **External Relations.** The external relations committee shall consider all issues regarding legislative matters, economic development, and small business.

5. COMMITTEE OF THE WHOLE

- a. **Budget and Finance Committee.** The budget and finance committee shall oversee the budget development process and shall recommend the final budget to the Board for approval. The budget and finance committee shall evaluate the performance of all financial advisors.
- b. **Strategic Planning.** The strategic planning committee shall assist the Board in its fiduciary responsibilities for establishing HCC's mission, vision and strategic direction by helping the administration identify critical issues facing HCC, assisting in the analysis of alternate strategic options and ensuring that the administration has established an effective strategic planning process.
- c. **Board/Chancellor Evaluation Committee.** The committee of the whole shall plan for and oversee the timeline and process for the annual evaluation of the Chancellor in accordance with the Chancellor's contract and the annual self-evaluation of the Board. The committee of the whole shall also review and recommend to the Board for approval the annual goals and objectives of the Chancellor. The committee of the whole shall also facilitate the annual self-evaluation of the Board pursuant to industry standards and the criteria set forth in Article H, Section 6 of the Board bylaws.

6. SPECIAL/AD HOC COMMITTEES. Special/ad hoc committees may be created as needed by the Board Chair for matters not assigned to standing committees in these bylaws. At the discretion of the Board Chair, a special/ad hoc committee may be organized as an appointed committee or as a committee of the whole. Special/ad hoc committees cannot exist for longer than one year unless reestablished and may be terminated by the Board Chair upon completion of the committee mission.

7. APPOINTMENTS TO OUTSIDE ENTITIES. The Board Chair shall appoint, on an annual basis, Board members as liaisons to boards of directors or advisory boards of outside entities, such as, for example, the HCC Foundation. The Board Chair may, in his or her discretion, issue a letter of recommendation on behalf of the Board for

another Board member wishing to serve on a board or committee of an outside entity. Notice of such recommendations shall be provided to the full Board.

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

Article G: General Board Meetings

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

9. OPEN MEETINGS. The Board shall hold regular meetings for purposes of handling College business. All meetings shall be held in compliance with the Texas Open Meetings Act. Citizens are welcome to attend meetings of the Board. Trustees shall adhere to the Board Code of Conduct and promote Board Leadership at all times.

10. DEFINITIONS.

A "meeting" occurs when:

- a. A quorum of members of the Board deliberate with each other or with any other person; and
- b. Such quorum discusses, considers, or takes formal action on public business or public policy that the Board supervises or controls.

"Deliberation" means an exchange, verbal, electronic or otherwise, between a quorum of Board members (or between them and any other person) concerning any issue within the jurisdiction of the Board or any public business.

No deliberation that affects public business is allowed to take place in any setting other than a duly posted meeting of a quorum of Board members.

11. TIME AND LOCATION. Unless otherwise provided, the regular meeting of the Board shall be held on the third Wednesday of each month at the HCC Building, 3100 Main Street. Such meetings may be recessed from day to day until the completion of business. The time for special and emergency meetings of the Board shall be as stipulated in the notice for the meeting.

12. ATTENDANCE AT MEETINGS. Board members may participate in meetings remotely by electronic means, including by telephone or videoconference, as expressly permitted by the Texas Open Meetings Act or other applicable law.

13. NOTICE. Written notice of all meetings shall be posted at the central administration building and the website by the Board Services Office, and upon request, to the media. Notice of all meetings shall provide for the possibility of a closed or executive session during an open meeting, as provided by law.

14. VOTING. Only Trustees present in person may vote, unless otherwise allowed by law. No proxy votes shall be allowed. Other than situations in which a two-thirds

vote is required, a majority vote of the total membership of the Board will be required in order for the Board to act.

15. ORDER OF BUSINESS. The Board Chair and the Chancellor shall decide the order of business for meetings. (See HCC BOARD POLICY MANUAL)

16. EFFICIENCY. For maximum efficiency, the following rules of operation shall be followed with respect to Board Meetings:

- a. All Board meetings shall begin promptly.
- b. Transportation to all meetings shall be provided Trustees when necessary.
- c. Meetings shall be held during hours appropriate for maximum Board involvement and public participation.
- d. Board members shall strive to limit themselves to no more than two minutes of speaking time on an issue.

17. AGENDA.

- a. At the direction of the Board Chair, the Chancellor shall prepare and present an agenda to the Board Chair for review at least seven (7) business days prior to the regular Board meeting, having followed the agenda preparation process established by the Board.
- b. An item shall be added to the agenda by the written request of three (3) Trustees submitted to the Chancellor or Board Chair at least seven (7) business days prior to the meeting.
- c. Either the Board Chair or the Chancellor, at his or her discretion, may pull any item noticed for discussion and/or action from the agenda without further action by the Board unless that item has been added by the written request of three (3) Trustees, in accordance with the procedures outlined above.
- d. Copies of the agenda and related materials shall be delivered to Board members by Board Services five (5) business days in advance of the Board meeting. Paper copies of the agenda and related materials shall be delivered to Board members upon a written request submitted to Board Services.
- e. Trustees shall be provided with all necessary background information on any issue being considered for a vote, no later than five (5) business days prior to said vote.
- f. The agenda must be officially posted 72 hours prior to the meeting in accordance with Texas Open Meetings Act. For an emergency meeting,

the agenda must be posted one hour in advance. Emergency postings must be approved by Board Counsel or the General Counsel.

- g. Agenda items shall have policy referral numbers for easy reference by Trustees.
- h. Fiscal impact for agenda items shall be clearly provided for each agenda item.
- i. In an effort to streamline the regular agenda to allow Trustees to focus on critical issues, committee recommendations and routine agenda items, including donations and the monthly financial report, shall be placed on the consent agenda.

18. RULES OF ORDER. Robert's Rules of Order (most current edition) shall constitute the rules of procedure applicable to all meetings of the Board, when not in conflict with any provisions of law or these bylaws. The Board may suspend the rules, as needed, by a two-thirds vote of the composition of the full Board.

19. MINUTES AND RECORDINGS. The Board shall prepare and keep minutes and/or make a tape recording of each open meeting in accordance with the Texas Open Meetings Act. The minutes and tapes are public records and shall be available for public inspection and copying upon request to the Board office. Any person in attendance can make an audio or video recording of any or all of an open meeting, subject to reasonable rules adopted by the Board to maintain order.

20. SPECIAL MEETINGS. Special meetings of the Board may be called by either the Chair at his/her own discretion, or by the independent requests of three (3) Trustees submitted to Board Services five (5) business days in advance of the proposed meeting date. An independent request of three (3) Trustees must call for the meeting in writing, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted by Board Services in accordance with the Texas Open Meetings Act.

21. CLOSED MEETINGS/EXECUTIVE SESSION. Trustees, employees and agents of the College shall not divulge to any person the substance of matters discussed at any closed meeting, except as otherwise required or allowed by law. Closed meetings shall be held as allowed by law to have discussions and deliberations of College matters that cannot be made public. A further objective would be to protect the attorney-client privilege recognized by law.

The Board Chair shall exclude from executive session any member(s) of the Board who has sued any other member(s) of the Board for actions or issues related to the Trustees' official duties. The excluded member(s) will only be excluded during that portion of executive session in which the Board member(s) who has been sued are receiving advice from legal counsel regarding the lawsuit. (Texas Attorney General Opinion JM-1004 (1989)). A Board member who has sued any other Board member(s)

may only participate in such discussions if a majority of the Board approves a waiver of the attorney client privilege with respect to the lawsuit.

22. PROHIBITIONS. No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act. No Board member shall knowingly close or aid in closing a regular meeting to the public (except as permitted under the Open Meetings Act). No Board member shall participate in a closed meeting that is not permitted under the Open Meetings Act.

23. CITIZEN PARTICIPATION. The Board shall provide opportunities at its meetings for citizens to address the Board, but shall impose reasonable restraints on the number, length, and frequency of presentations, so long as it does not unfairly discriminate among views seeking expression.

24. DISRUPTION. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance. The Board may immediately remove from the meeting any person causing a substantial disruption.

25. SOCIAL FUNCTIONS AND RELATED EVENTS. The Board may congregate for social functions, such as meals or festivities, but shall refrain from discussing issues under consideration by the Board for a Board vote. Trustees may gather in a quorum at a social function unrelated to the public business of the College, or at a regional, state or national convention or workshop, if formal action is not taken. Such gatherings are not "meetings" under the law and no public notice is required to attend such gatherings. (Tex. Govt. Code 551.001)

REPORT ITEM

Meeting Date: April 2, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	Board Expenditures Report for Fiscal Year 2025 (September 1, 2024 through February 28, 2025)	Dr. Margaret Ford Fisher Sharon Wright

DISCUSSION

Provide the following Board expenditure reports for Fiscal Year 2025 for the period of September 1, 2024, through February 28, 2025:

1. Board Travel
2. Board Account for Community Affairs (BACA)

COMPELLING REASON AND BACKGROUND

In accordance with Board bylaws Article H, Section 2.C.5 and Board's Compensation and Expense policy BBG (Local), the Board Governance Committee shall receive a semi-annual report on travel and BACA expenditures (based on the College's fiscal year). A final report shall be made at the end of each fiscal year.

FISCAL IMPACT

Travel and BACA expenditures for the period of September 1, 2024, through February 28, 2025: **\$49,102.**

LEGAL REQUIREMENT

In accordance to Board Bylaws (Article H, Section 2.C.5) and Board Members Compensation and Expenses Policy (BBG-Local).

STRATEGIC ALIGNMENT

4. *Community Investment*

ATTACHMENTS:

Description	Upload Date	Type
1-Summary- Board Travel and BACA Expense (Sept. 1, 2024-Feb. 28, 2025)	3/25/2025	Attachment
2-Board Travel Expense Report (Sept. 1, 2024-Feb. 28, 2025) - Exhibit 1	3/25/2025	Attachment
3-Board BACA Expense Report (Sept. 1, 2024-Feb. 28, 2025) - Exhibit 2	3/25/2025	Attachment

This item is applicable to the following: District

**HCC Board of Trustees
Expense Summary
(September 1, 2024 - February 28, 2025)**

Trustee	<u>Exhibit 1</u> Travel	<u>Exhibit 2</u> Board Account for Community Activities (BACA)
Cheben, Sean	\$ 7,034	\$ -
Davies, Laolu	\$ 10,599	\$ -
Johnson, Charlene	\$ -	\$ 5,000
Lenton-Gary, Cynthia	\$ 4,382	\$ -
Loredo, Eva	\$ 7,155	\$ 500
Patterson, Renee Jefferson	\$ -	\$ -
Richart, Monica	\$ -	\$ -
Tamez, Adriana	\$ -	\$ -
VanDible Stallworth, Pretta	\$ 9,431	\$ 5,000
Wilson, David	\$ -	\$ -
Total	\$ 38,602	\$ 10,500

TOTAL TRAVEL AND BACA EXPENSE \$ 49,102

**HCC BOARD OF TRUSTEES
TRUSTEE TRAVEL EXPENSE SUMMARY
September 1, 2024 - February 28, 2025**

Exhibit 1

Conference	Date	Total
Congressional Black Caucus Annual Legislative Conference (Washington, DC)		
Davies, Laolu	09/11/2024 09/15/2024	\$ 3,698
Total:		\$ 3,698
HACU Annual Conference (Aurora, CO)		
Loredo, Eva	10/31/2024 11/03/2024	\$ 3,258
Total:		\$ 3,258
ACCT Leadership Congress (Seattle, WA)		
Cheben, Sean	10/22/2024 10/26/2024	\$ 4,225
Davies, Laolu	10/23/2024 10/26/2024	\$ 3,243
Lenton-Gary, Cynthia	10/21/2024 10/26/2024	\$ 4,382
Loredo, Eva	10/22/2024 10/25/2024	\$ 3,897
VanDible Stallworh, Pretta (Note: ACCT reimbursed \$696.22)	10/20/2024 10/26/2024	\$ 4,482
Total:		\$ 20,229
ACCT National Legislative Summit (Washington, DC)		
Cheben, Sean	02/10/2025 02/12/2025	\$ 2,809
Davies, Laolu	02/07/2025 02/11/2025	\$ 3,658
VanDible Stallworh, Pretta (Note: ACCT reimbursed \$1,151.37)	02/06/2025 02/13/2025	\$ 4,949
Total:		\$ 11,416
Total Trave Expense:		\$ 38,602

BOARD ACCOUNT FOR COMMUNITY AFFAIRS (BACA) FUNDS
September 1, 2024 - February 28, 2025

EXHIBIT 2

Trustee	Date	Organization	Function	Cost
Trustee Sean Cheben				
	No Expense			\$ -
Trustee Laolu Davies				
	No Expense			\$ -
Dr. Cynthia Lenton- Gary				
	No Expense			\$ -
Trustee Charlene Johnson				
	12/5/2024	Collaborating Voices	Sponsorship	\$1,000.00
	12/5/2024	Pure Justice	Sponsorship	\$2,000.00
	12/6/2024	Giving From the Heart	Sponsorship	\$2,000.00
	Total Expense			\$5,000.00
Trustee Eva Loreda				
	12/6/2024	HCC Southeast College - Thanksgiving Luncheon	Sponsorship	\$ 500.00
	Total Expense			\$500.00
Trustee Renee Jefferson Patterson				
	No Expense			\$ -
Trustee Monica Richart				
	No Expense			\$ -
Dr. Pretta VanDible Stallworth				
	10/3/2024	Nissi Network	Sponsorship	\$ 5,000.00
	Total Expense			\$5,000.00
Dr. Adriana Tamez				
	No Expense			\$ -
Trustee Dave Wilson				
	No Expense			\$ -