



## **AGENDA**

### **BOARD OF TRUSTEES**

#### **REGULAR MEETING**

**April 16, 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**

**April 16, 2025**

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, April 16, 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 February and March 2025

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

- A. Check Presentation by Lennar Homes
- B. Recognition of 2025 NISOD Excellence Awards Recipients
- C. Recognition of Dr. Cynthia Lenton-Gary, Immediate Past Chair, 2022-2024

**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 La Porte Flight Line LLC Sport Wings of Texas
2. Acceptance of Donated Item by RobotLAB
3. Acceptance of Donated Item by Password Productions
4. Acceptance of Donated Item by Boodlebox.AI

5. Acceptance of Donated Item by PepsiCo Foundation Truck
6. Acceptance of Donated Item by KC Events and Florals
7. Monthly Investment Reports, Financial Statements and Budget Reviews for January and February 2025
8. Approve Internal Audit Department and Audit Committee Charters

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

- A. Web-based Program for Commercial Driving License (CDL) Training (Project No. RFP-C 25-14)
- B. Linen Laundry Services (Project No. RFP-C 25-16)
- C. Golf Carts Utility Vehicles Preventative Maintenance & Repair Services (Project No. RFP-C 25-18)
- D. Various Types of Commercial Light Bulbs (Project No. RFP-C 25-19)
- E. Drug Testing & Medical Examination Services (Project No. RFP-C 25-22)
- F. Sole Source Contract Award for Biometric Signature ID Technology
- G. Personnel Agenda (Faculty)
- H. Ratify Approval of Resolution in Memoriam of Congressman Sylvester Turner
- I. Presentation of Community Sentiment Research

**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 legal issues related to the HCC name change

**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.

1. Discuss Joint Resolution of Missouri City and Fort Bend County regarding the property located at 1730 Texas Parkway, Missouri City, Texas 77489

## **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 **11th day of April 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](http://www.hccs.edu).

Posted By:

---

Sharon R. Wright  
Director, Board Services

# ACTION ITEM

Meeting Date: April 16, 2025

## Approval of Minutes

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

### RECOMMENDATION

Approve meeting minutes for February and March 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 February and March 2025:

- Academic and Student Affairs Committee on February 5, 2025
- Audit Committee on February 5, 2025
- Board Governance Committee on February 5, 2025
- Committee of the Whole on February 5, 2025
- External Relations Committee on February 5, 2025
- Marketing Committee on February 5, 2025
- Special Meeting on February 5, 2025
- Regular Meeting on February 19, 2025
- Special Meeting (Board Retreat) on March 7, 2025

### LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

### STRATEGIC ALIGNMENT

1. *Student Success*

#### ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - February and March 2025	4/9/2025	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**

**February 5, 2025**

**Minutes**

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Adriana Tamez, Committee Chair (via Videoconference)  
Sean Cheben, Committee Member  
Cynthia Lenton-Gary, Committee Member  
Laolu Davies  
Eva Loredó  
Dave Wilson

**CHANCELLOR'S COUNCIL**

Margaret Ford Fisher, Chancellor  
Rima Adil, Interim Vice Chancellor, Student Services  
Jacob Atkin, Associate Vice Chancellor, Finance and Accounting  
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer  
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/Chief Finance and Building Operations  
Edmond "Butch" Herod, President, Central College  
Zachary Hodges, President, Northwest College  
Warren Hurd, Vice Chancellor, Administrative Services  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer  
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Vice Chancellor, Instructional Services  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College  
Remmele Young, Vice Chancellor of External and Governmental Relations/Transfer and Alumni Relations

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Dr. Adriana Tamez, 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, Lenton-Gary, Loreda, Tamez, and Wilson)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Board.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**APPROVED HONORARY DEGREES FOR 2025**

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

Dr. Ford Fisher apprised that the item will approve the Honorary Degree Recipients for the 2025 Spring Commencement. She noted that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer would provide an overview.

Dr. Perez noted four nominations were submitted to include:

- District III – Vicki Cruz
- District V – Ed Emmett
- District VI – Mary Grace
- District VII – Birdie Kelley
- District VIII – Sylvia Garcia

(Trustee Davies joined the meeting at 2:32 p.m.)

Vote – The motion passed with a vote of 3-0 with Trustees Tamez, Cheben, and Lenton-Gary in favor.

**REPORT ON MARKET DEMAND FOR EXISTING PATHWAYS**

Dr. Ford Fisher noted that the item provides an overview of market demand for existing pathways. She acknowledged that Dr. Norma Perez would provide the overview.

Dr. Perez provided an overview of the 3-year total completions versus projected job growth.

Trustee Cheben requested a report on the HCC process for quickly scaling the programs to market them to the community and provide guidance on connecting with the administration.

**LEADING INDICATORS UPDATE: FALL 2024 END OF TERM**

Dr. Ford Fisher noted that Dr. Andrea Burrridge Vice Chancellor for Strategy, Planning, and Institutional Effectiveness will provide an update on Leading Indicators regarding Fall 2024 end of term.

Dr. Burrridge provided an overview of the following:

- Enrollment of At-Risk Subgroups
- Retention and Progression
- Dual Credit Update

(Trustee Wilson joined the meeting at 2:43 p.m.)

**MASTER WORK PLAN FOR 2025**

Dr. Ford Fisher noted that Dr. Norma Perez will provide an update on the master work plan for 2025.

Dr. Tamez requested to visit with the administration to review the master work plan for the Academic Committee. She requested that Trustees review the plan and provide feedback regarding items they may want to come before the Committee.

**ADJOURNMENT**

With no further business coming before the Board, the meeting at 2:46 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

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

**February 5, 2025**

**Minutes**

The Audit Committee of Houston Community College Board of Trustees met on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Pretta VanDible Stallworth, Committee Chair  
Laolu Davies, Committee Member  
Monica, Richart, Committee Member  
Eva Loreda, Alternate Member  
Sean Cheben  
Adriana Tamez (via Videoconference)  
Dave Wilson

**CHANCELLOR'S 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  
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/Chief Finance and Building Operations  
Edmond "Butch" Herod, President, Central College  
Zachary Hodges, President, Northwest College  
Warren Hurd, Vice Chancellor, Administrative Services  
Stephen Lestajette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer  
Fheryl Prestage, Chief Information Officer, Information Technology  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Vice Chancellor, Instructional Services  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College  
Remmele Young, Vice Chancellor of External and Governmental Relations/Transfer and Alumni Relations

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 1:17 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: Richart, Tamez, and VanDible Stallworth)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**INTERNAL AUDIT STATUS REPORT**

Dr. Ford Fisher noted that the report provides an update on the Internal Audit for 2025. She apprised that Terrance Corrigan would provide the overview.

Mr. Corrigan provided an overview of the following:

- Internal Audit Status Report
- Summarized Internal Audit Status Information
- Observation Action Plans Follow-up
- External Audit/Review Activity

**ORIENTATION - INTERNAL AUDIT AND CHARTERS**

Dr. Ford Fisher noted that Terrance Corrigan, Director, Internal Auditing will provide the orientation on HCC's internal audit personnel qualification and function.

Mr. Corrigan provided an overview of the following:

- Organization Chart
- Staff Qualifications/Experience Summary

(Trustee Loreda joined the meeting at 1:22 p.m.)

- Department Vision and Purpose
- "The Standards" Charter Requirement
- Proposed Charters
- Proposed Schedule for Approving Charters

Dr. VanDible inquired whether the college was aligned with the global charter. Mr. Corrigan responded that multiple standards had been merged into a single standard, confirming that the college was adhering to the standards. He mentioned that the college is required to state that it

Houston Community College  
Audit Committee Meeting – February 5, 2025 - Page 3

is a mandate. Mr. Corrigan emphasized that the Board's input on the global standards is essential and highlighted the importance of conducting an audit to facilitate the work.

**UPDATE ON RISK 2: CAMPUS SECURITY AND RISK 10: POLICING**

Dr. VanDible Stallworth noted that Item C would be discussed in closed session.

**REPORT ON QUARTERLY CONTROL AND COMPLIANCE ATTESTATION**

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

(Trustee Davis joined the meeting at 1:27 p.m.)

Dr. Montgomery noted four attestations have been fully mitigated and that one was presented in a closed session.

**ADJOURNED TO CLOSED SESSION**

Dr. Pretta VanDible Stallworth adjourned the meeting to Executive Session at 1:29 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. VanDible Stallworth 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. VanDible Stallworth reconvened the meeting in Open Session at 1:54 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Davies, Loreda, Richart, Tamez, VanDible Stallworth, and Wilson)

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 1:55 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

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

**February 5, 2025**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Monica Richart, Committee Chair  
Sean Cheben, Committee Member  
Dave Wilson, Committee Member  
Laolu Davies, Alternate Member  
Eva Loreda  
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  
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/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  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/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 – February 5, 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 Relations

**CALL TO ORDER**

Trustee Monica Richart, Committee Chair, called the meeting to order at 1:55 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, Lored, Richart, VanDible Stallworth, and Wilson)*

**HEARING OF THE CITIZENS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**PROPOSED REVISION TO CONTACT INFORMATION IN EO/TIX POLICIES**

Motion – Trustee Sean Cheben motioned, and Trustee Dave Wilson seconded.

Dr. Fisher apprised that Dr. Nicole Montgomery, Interim General Counsel, will provide the report on the proposed revisions regarding the contact information for the Equal Opportunity and Title IX Coordinator policies.

Trustee Richart inquired if the Board has a legal duty to update the names. Dr. Montgomery advised that it is required by law.

Vote – The motion passed with a vote of 3-0 with Trustees Richart, Cheben, and Wilson in favor.

**APPROVE BBBC (LOCAL) POLICY: ELECTIONS - REPORTING CAMPAIGN FUNDS**

Motion – Trustees Sean Cheben motioned, and Monica Richart seconded.

(Dr. Tamez joined the meeting at 2:00 p.m.)

Dr. Ford Fisher apprised that Dr. Montgomery will address any questions.

Vote – The motion passed with a vote of 3-0 with Trustees Richart, Cheben, and Wilson in favor.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:01 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

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

**February 5, 2025**

**Minutes**

The Houston Community College Board of Trustees held a Committee of the Whole meeting on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

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

**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/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  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer  
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Vice Chancellor, Instructional Services  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College

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

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Trustee Eva Loredó, Chair, called the meeting to order at 4:41 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, Loredó, Patterson, Richart, VanDible Stallworth, and Wilson)*

**HEARING OF THE CITIZENS**

No citizens requested to speak before the Board.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**BUDGET WORKSHOP #3: TUITION & FEES, DUAL CREDIT AND EXEMPTIONS, & WAIVERS**

Dr. Ford Fisher noted that Dr. Sherry Hawn Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations would provide an overview for Budget Workshop #3 regarding Tuition and Fees, Dual Credit, and Exemptions and Waivers.

Dr. Hawn noted that there is no proposal to increase tuition and provided an overview of the following:

- FY26 Budget Development Timeline
- Texas Competition
  - Texas Competitive Tuition and Fee Rates
  - Texas Competitive In-District Tuition and Fee Comparison
  - Texas Competitive Out-of-District Tuition and Fee Comparison
  - Comparative Texas Tuition and Fee 5-Year Trend In-District
  - Comparative Texas Tuition and Fee 5-Year Trend Out-of-District
- FY26 Proposal
  - Tuition and Fee Proposal - Executive Summary
  - Texas Competitive Dual Credit Tuition & Fees
  - HCC Dual Credit Program 3-Year Financial Analysis
  - Exemptions and Waivers Summary
- Growth Strategies/Student Support
  - Houston Reconnect Scholarship
  - Hope “Last Dollar” Scholarship
  - Out-of-District Tuition Rate Reduction

Trustee Cheben requested a review of the percentage of dual credit students who continue to pursue higher education.

Trustee Cheben inquired about dual credit and noted that it would be good to see how many dual credit students receive an associate degree and how the impact levels out the program's profit and loss. He also inquired about out-of-district tuition and noted that it would be interesting to review the budget impact of harmonizing with San Jacinto.

Trustee Cheben referenced the Houston Reconnect Program and inquired when the Board could decide which tuition assistance items to include in the budget. Dr. Hawn noted that the items would be reviewed during the April budget discussion.

Dr. VanDible Stallworth noted that it is good to see the adult learners and apprenticeship programs targeted. She noted that more emphasis should be on targeting 9th through 10th grade students to achieve 15 semester credit hours. Dr. Ford Fisher apprised that several options are under review. She noted that some institutions are utilizing the P-Tech programs and apprised that it is one of the options being reviewed.

Trustee Davies referred to slide 16 regarding Houston Reconnect and inquired about the criteria and whether GPA would be factored in. Dr. Burrige noted that the major factor is based on historical data and provides an option for students to fund their education. She noted that these are students who completed at least 30 hours and have the ability to succeed.

Trustee Davies referenced the \$5.68 million loss for the Last Dollar Scholarship initiative and inquired about what we would achieve through the program. Dr. Hawn noted that it would be costly to implement but would provide an opportunity to support members of the community.

Trustee Wilson referenced slides 5-7 regarding the out-of-district fees comparison and noted that Lone Star and San Jacinto do not have fees. He apprised that eliminating fees should also be considered. Dr. Hawn noted that two scenarios, including "what if" and parallel options, would be provided at the April budget workshop.

Trustee Loredó noted that eliminating or reducing fees would lower student costs and recommended reviewing options from the student's perspective.

#### **APPROVAL OF HCC'S SCHEDULE OF TUITION AND FEES EFFECTIVE FALL 2025**

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

Dr. Ford Fisher noted that the item is recommending approval of the Schedule of Tuition and Fees Effective Fall 2025. She apprised that Dr. Hawn and Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer would provide an overview and entertain any questions.

Dr. Perez noted there is no proposal to increase tuition and fees.

Trustee Wilson noted that he historically has mentioned requesting approval of the revenue before reviewing the expense side of the budget. Dr. Perez apprised that part of the reason for requesting approval is to be able to timely publish the information in the catalog for students before the start of registration.

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

**APPROVAL TO CONTINUE TO WAIVE ALL TUITION AND FEES FOR ALL EARLY COLLEGE HIGH SCHOOL (ECHS) AND P-TECH STUDENTS EFFECTIVE FALL 2025**

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

Dr. Ford Fisher noted that the item is requesting approval to continue waiving all tuition and fees for Early College High School and P-Tech students, effective Fall 2025.

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

**APPROVAL TO CONTINUE APPLYING A FLAT RATE AND WAIVER FOR TRADITIONAL DUAL CREDIT STUDENTS EFFECTIVE FALL 2025**

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

Dr. Ford Fisher noted that the item is requesting approval to apply a flat rate and waiver for traditional Dual Credit students effective Fall 2025.

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

**APPROVAL OF OPTIONAL TUITION AND FEE EXEMPTIONS AND WAIVERS EFFECTIVE FALL 2025**

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

Dr. Ford Fisher noted that the item is requesting approval of optional tuition and fee exemption and waivers effective Fall 2025.

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

**MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2024**

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

Dr. Ford Fisher noted that the item is to accept the Investment Report, Financial Statement, and Budget Review for December 2024. She apprised that Dr. Sherry Hawn would provide an overview and entertain any questions.

Trustee Wilson requested a review of the 2025 revenue and expenses.

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

**UPDATE ON THE STRATEGIC PLAN**

Dr. Ford Fisher noted that the item provides an update to the Board on the Strategic Plan and apprised that Dr. Burrige would provide an overview and entertain any questions.

Trustee Cheben noted that some numbers are moving in a phenomenal direction and mentioned it would be good to get the numbers showing if the college is lagging behind our peers. He noted that the Strategic Plan has not been reviewed in a couple of years and recommended reviewing it considering the constant changes.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 5:34 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

**MEETING OF THE  
EXTERNAL RELATIONS COMMITTEE  
OF THE BOARD OF TRUSTEES  
HOUSTON COMMUNITY COLLEGE**

**February 5, 2025**

**Minutes**

The External Relations Committee of Houston Community College met on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Cynthia Lenton-Gary, Committee Chair  
Sean Cheben, Committee Member  
Laolu Davies, Committee Member  
Eva Loreda  
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/Chief Human Resource Officer  
Jacob Atkin, Associate Vice Chancellor, Finance and Accounting  
Andrea BurrIDGE, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness  
Jerome Drain, President, Online College  
Michael Edwards, President, Northeast College  
Betty Fortune, Interim President, Northeast College  
Frances Villagran-Glover, President, Southeast College  
Lutricia Harrison, President, Coleman College  
Sherry Hawn, Senior Vice Chancellor, Finance and Administration/Chief Finance and Building Operations  
Aaron Henry, Staff Senate President  
Edmond "Butch" Herod, President, Central College  
Rodney McLaurie for Zachary Hodges, President, Northwest College  
Warren Hurd, Vice Chancellor, Administrative Services  
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer  
Fheryl Prestage, Chief Information Officer, Information Technology  
Bob McCracken, Interim Vice Chancellor, Administration and Operations  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Interim Vice Chancellor, Instructional Services  
Karen Schmidt, Executive Director, HCC Foundation  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College  
Remmele Young, Vice Chancellor of External and Governmental Relations/Transfer and Alumni Relations

**OTHERS PRESENT**

Houston Community College  
External Relations Committee – February 5, 2025 – Page 2

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP  
Other administrators, citizens, and representatives from the news media

**CALLED TO ORDER**

Trustee Sean Cheben, Committee Member, called the meeting to order at 2:04 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: Cheben, Davies, Richart, Loreda, and Wilson)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**REPORT ON EXTERNAL RELATIONS ACTIVITIES**

Dr. Ford Fisher noted that the report provides an update on state and federal legislative matters to include current and anticipated events. She apprised that Dr. Remmele Young, Vice Chancellor of External and Governmental Relations and Transfer and Alumni Relations would address any questions.

(Dr. Lenton-Gary joined the meeting at 2:05 p.m.)

Mr. Young reported on the following:

- House & Senate Leadership
- Senate Committee on Finance 88th Legislative Session
- Senate Committee on Education K-16 89<sup>th</sup> Legislative Session

Dr. Young apprised that Community College Day at the Capitol is scheduled for Monday, February 3, 2025.

Trustee Davies referenced HB 1709 and apprised that he attended the Texas Lyceum Conference, where there was a discussion regarding the importance of community colleges' involvement in HB 1709.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 2:18 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: \_\_\_\_\_

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

**February 5, 2025**

**Minutes**

The Marketing Committee of Houston Community College Board of Trustees held a meeting on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

Dave Wilson, Committee Chair  
Adriana Tamez, Committee Member (via Videoconference)  
Sean Cheben, Alternate Member  
Laolu Davies  
Cynthia Lenton-Gary  
Eva Loreda  
Monica Richart

**CHANCELLOR'S 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  
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/Chief Finance and Building Operations  
Edmond "Butch" Herod, President, Central College  
Zachary Hodges, President, Northwest College  
Warren Hurd, Vice Chancellor, Administrative Services  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Interim Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer  
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Vice Chancellor, Instructional Services  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College

Houston Community College  
Marketing Committee – February 5, 2025 – Page 2

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

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Trustee Dave Wilson, Committee Chair, called the meeting to order at 2:19 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, Lored, Richart, Tamez, and Wilson)*

**OPPORTUNITY FOR PUBLIC COMMENTS**

No citizens signed up to speak before the Committee.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**UPDATE ON ONLINE COLLEGE OUTREACH AND ENGAGEMENT**

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

(Trustee Davies stepped out at 2:20 p.m.)

Dr. Drain acknowledged the online team that was present and provided a report on the following:

- Quick Facts
- Access and Affordability
- Flexible Formats
- Center of Excellence for Academics
- National Center for Education Statistics
- District Support
- Earned Media
- Community Partnerships
- Academic Advising
- What's Next

Dr. Tamez requested that the Trustee newsletter format and content be reviewed.

Trustee Wilson emphasized the need for the college to evaluate the marketing program from a budget perspective and its future connections with students.

Houston Community College  
Marketing Committee – February 5, 2025 – Page 3

With no further business coming before the Board, the meeting adjourned at 2:29 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**

**February 5, 2025**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Wednesday, February 5, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

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

**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  
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 Hawm, Senior Vice Chancellor, Finance and Administration/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  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Vice Chancellor, Administration and Operations  
Norma Perez, Senior Vice Chancellor for Instructional Services/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

Houston Community College  
Special Meeting – February 5, 2025 - Page 2

Michael Webster, President, Southwest College  
Remmele Young, Vice Chancellor of External and Governmental Relations/Transfer and Alumni Relations

**CALL TO ORDER**

Trustee Loreda, Chair, called the meeting to order at 3:02 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, Tamez, VanDible Stallworth, and Wilson)*

**HEARING OF THE CITIZENS**

No citizens signed up to speak before the Committee.

**ADJOURNED TO CLOSED SESSION**

Trustee Eva Loreda adjourned the meeting to Executive Session at 3:03 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 Loreda 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 Loreda reconvened the meeting in Open Session at 4:11 p.m. and entertained any motions on pending matters.

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

**TOPICS FOR DISCUSSION AND/OR ACTION**

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

Motion – Dr. Cynthia Lenton-Gary motioned to appoint Renee Jefferson Patterson to fill the vacancy for HCC Board of Trustees position in District II. Trustee Laolu Davies seconded.

Trustee Wilson expressed appreciation to each of the candidates who applied. He noted there were multiple good applicants and apprised that making the decision was a difficult task; however, the appointment was necessary so that District II would have representation.

Dr. Lenton-Gary and Dr. Tamez associated with Trustee Wilson and noted that his statement shared the sentiment of the Board.

Vote – The motion passed with a vote of 7-0-1 with Trustees Lenton-Gary, Davies, Cheben, Loreda, Richart, Tamez, and VanDible Stallworth in favor; Trustee Wilson abstaining.

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 4:17 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**

**February 19, 2025**

**Minutes**

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, February 19, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

**MEMBERS PRESENT**

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

**CHANCELLOR COUNCIL**

Margaret Ford Fisher, Chancellor  
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/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  
Stephen Lestarjette, Interim Associate Vice Chancellor, Communications and Marketing  
Bob McCracken, Interim Vice Chancellor, Administration and Operations  
Cassandra Jackson for Fheryl Prestage, Chief Information Officer, Information Technology  
Nicole Montgomery, Interim General Counsel  
Miguel Ramos, Vice Chancellor, Instructional Services  
James Walker, Interim Chief Facilities Officer  
Michael Webster, President, Southwest College

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

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Trustee Eva Loreda, Chair called the meeting to order at 4:12 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, Patterson, Richart, VanDible Stallworth, and Wilson)*

**PRAYER AND PLEDGE OF ALLEGIANCE**

Trustee Laolu Davies led in the prayer and pledges.

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

**APPROVAL OF MINUTES FOR JANUARY 2025**

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

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

**AWARDS, PRESENTATIONS, AND RECOGNITIONS**

The awards and recognition were as follows:

- Check Presentation by Lennar Homes
- Recognition of Black History Month, Recognition International Women's Day, and Women's History Month

**CHAIR'S REPORT**

• **TRUSTEE DISTRICT REPORT**

District II – Trustee Patterson expressed that she was privileged to attend a black history event in District II.

District IV – Trustee Davies advised of his attendance at the ACCT National Legislative Session in Washington, D.C. He noted that 20-plus consulate representatives were hosted at HCC Coleman College and toured the facility. He apprised that multiple events were held throughout the month and noted that the Shape Community Center typically hosts events in recognition of Black History; however, they are on the mend, recovering from a recent fire.

Houston Community College  
Regular Meeting – February 19, 2025 - Page 3

District VI – Trustee Wilson noted that he attended Community College Day in Austin, Texas, and expressed appreciation regarding the effectiveness of the students' presentations.

District VII – Dr. Lenton-Gary congratulated Trustee Jefferson Patterson on the appointment in District II. She noted that the students always do a phenomenal job speaking to the issues and representing the college on Community College.

District VIII – Trustee Loredo noted that she was also able to visit with the students for Community College Day during the 89th Legislative Session and noted that the students did a magnificent job.

District IX – Dr. VanDible Stallworth noted that she and Trustee Cheben visited the Capitol during the ACCT National Legislative Session in Washington, DC. She apprised that over 1,400 trustees attended the conference and noted that she was glad to be able to share information on HCC and the essentialness of Community Colleges. She requested that the material provided to Congressional members be posted on the college website.

Dr. VanDible Stallworth noted that many institutions had student representation during the National Legislative Summit; however, HCC did not. She recommended that consideration be given to HCC's United Student Council president or members of the Student Government Association to attend the National Legislative Session.

- **BOARD MEETING SCHEDULED**

Trustee Loredo announced there are no meetings scheduled for March; however, the Board Services will poll the Board members for availability for a Board Retreat.

Trustee Loredo apprised that Trustee Davies and Trustee Cheben completed the mandatory financial training conducted by the Texas Higher Education Coordinating Board. She noted that the annual required Board training for 2025 will be conducted via self-study and apprised that the training should be completed by the April 30, 2025, deadline.

**CHANCELLOR'S REPORT**

Dr. Ford Fisher reported on the following:

- Greater Houston Partnership (GHP) Quarterly Board Meeting
- HCC Total Enrollment Comparison: Spring 2024 vs. Spring 2025
- HCC Enrollment in Careers Leading to Credentials of Value
- Veteran's Chamber of Commerce
- Community Engagements
- National Artificial Intelligence Conference

**UNITED STUDENT COUNCIL REPORT**

Jonah Garcia, United Student Council President, provided a report on the following:

- Spring Semester planning and general assembly
- Region V Retreat

#### **FACULTY SENATE REPORT**

Dr. Nichole Boutte-Heiniluoma, Faculty Senate President, highlighted the following:

- Faculty Senate Meeting Schedule
- Faculty Senate Executive Committee Sessions Questionnaire
- Faculty Senate Annual Reception

#### **STAFF SENATE REPORT**

Aaron Henry provided the Staff Senate Report on the following:

- Expressed condolences to Dr. Norma Perez
- Recognition of Black History Month
- Announced the Staff Senate Town Hall and Workshop
- Recognized Stela Sallaku from Central College as Staff Senate Employee of the Month for February 2025

#### **CREDENTIALS OF VALUE (COV) MONTHLY HIGHLIGHT**

Dr. Ford Fisher noted that the monthly highlight focuses on student success and outcomes through Credentials of Value. She apprised 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.

#### **HEARING OF THE CITIZENS**

The following appeared before the Board:

- Bradley Michalsky

#### **CONSENT AGENDA**

Motion – Trustee Laolu Davies motioned, and Dr. Adriana Tamez seconded to approve the Consent Agenda with the exception of Item #11.

Vote – The motion passed with a vote of 9-0 with Trustees Loreda, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

**The following items were approved:**

- Acceptance of Donated Item by Butler Business Products
- Acceptance of Donated Property Item by Wolfram
- Acceptance of Donated Item by Meta
- Approved Honorary Degrees for 2025
- Proposed Revision to Contact Information in EO/TIX Policies

- Approve BBBC (LOCAL) Policy: Elections - Reporting Campaign Funds
- Approval of HCC's Schedule of Tuition and Fees Effective Fall 2025
- Approval to Continue to Waive All Tuition and Fees for All Early College High School (ECHS) and P-TECH Students Effective Fall 2025
- Approval to Continue Applying a Flat Rate and Waiver for Traditional Dual Credit Students Effective Fall 2025
- Approval of Optional Tuition and Fee Exemptions and Waivers Effective Fall 2025

**MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR DECEMBER 2024**

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

Trustee Davies noted that the item was discussed during the COTW and inquired about the net revenue for the current fiscal year. He apprised that the flip observation is on the staffing side. He noted that the college is at a high rate of vacancies as reported and inquired about high-level vacancies and the turnaround time once a job is posted and the position is filled.

Dr. Ford Fisher noted that some positions are difficult to fill due to the salary rate. She requested that Rodney Nathan, Interim Vice Chancellor and Chief Resource Officer, address the inquiry.

Mr. Nathan noted that different matrices determine the average time to fill and provided a summary of the various positions. He apprised that full-time staff is hired at over 70 days and noted that one of the goals is to reduce the time frame for hiring full-time staff. Mr. Nathan apprised that there is a monthly review with the Chancellor to visit the budget component. He noted that a high percentage of vacancies is currently at 12%; however, there is lower attrition because many staff remain in the position for extended periods.

Trustee Davies requested the breakdown of the vacancies. Mr. Nathan provided the breakdown and noted that vacancies tend to be higher on the staff side.

Trustee Davies inquired about the normal and optimal vacancies. Mr. Nathan noted that the optimal number is 7% and apprised that additional communication protocols have been implemented to let the candidates know where they are in the process. He noted that data could be provided and apprised that HCC is a popular place to work.

Vote – The motion passed with a vote of 9-0 with Trustees Loreda, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

**TOPICS FOR DISCUSSION AND/OR ACTION**

**PRESSURE WASHING SERVICES (SUPPORTIVE POOL) (PROJECT NO. RFP-C 25-11)**

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

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract to provide pressure washing services. She appraised that Dr. Dietrich von Biedenfeld, Interim Executive Director of Purchase and Procurement Operations, and Mr. Bob McCracken, Interim Vice Chancellor, Administration and Operations, would provide an overview of the item and address any questions.

Vote – The motion passed with a vote of 9-0 with Trustees Loreda, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

(Dr. Lenton-Gary stepped out at 5:15 p.m.)

**ELEVATOR MODERNIZATION AND REPAIRS, 3100 MAIN STREET (RE-BID) (PROJECT NO. IFB 25-17)**

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

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract to provide elevator modernization services. She noted that Dr. Biedenfeld and Mr. McCracken would address the questions.

Trustee Cheben noted that he inquired about the 900 calendar days to complete the project. Mr. McCracken apprised that when the specifications were originally provided, one elevator would be offline at a time; however, both sides of the elevators are servicing all floors, which now allows for two elevators to be taken down simultaneously.

Trustee Cheben requested that future items be aligned with the Jacobs studies. Mr. McCracken noted that two-line items were referenced in the Jacobs studies.

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

**ACCESS CONTROL AND VIDEO MANAGEMENT SYSTEM REPLACEMENTS, SYSTEMWIDE (COOPERATIVE CONTRACT) (PROJECT NO. RFQUOTE 25-01)**

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

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a cooperative contract with ERC Environmental & Construction Services, LLC to provide access control and video management system replacements, systemwide (Project No RFQuote 25-01).

Mr. McCracken noted that the item was discussed in closed session.

(Dr. Lenton-Gary returned at 5:25 p.m.)

Vote – The motion passed with a vote of 9-0 with Trustees Loreda, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

**DROP-IN CHILDCARE SERVICES (PROJECT NO. RFP 24-18)**

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

Dr. Ford Fisher noted the item is to authorize the Chancellor to execute a contract with the YMCA of Greater Houston to provide drop-in childcare services at Southeast College, Eastside Campus.

(Dr. Tamez stepped out at 5:31 p.m.)

Dr. VanDible Stallworth inquired if the services would be expanded to other districts. Dr. Ford Fisher noted that the desire is to expand the services and noted that a review will be conducted to see where the services will be most utilized.

Dr. VanDible Stallworth noted that Star of Hope is building a facility near South Campus with childcare space. She recommended reviewing the opportunity to partner with Star of Hope.

Dr. Lenton-Gary noted that childcare services are needed at the Stafford Campus and requested that an evaluation be held for the Stafford campus during the evaluation process.

Dr. Villagran-Glover noted that the item provides an opportunity to support parenting students.

Vote – The motion passed with a vote of 9-0 with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

**PERSONNEL AGENDA (FACULTY)**

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

Trustee Loredo acknowledged Fheryl Prestage who informed that this would be her last meeting as she will be retiring at the end of the month.

Vote – The motion passed with a vote of 9-0 with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor.

**HCC FOUNDATION QUARTERLY REPORT**

Ms. Karen Schmidt provided the HCC Foundation Quarterly report as follows:

- Save the Date, 2025 HCC Foundation Gala scheduled for Saturday, April 26, 2025, with the Honorable Christina Morales as the 2025 Crystal Eagle Honoree.
- HCC Financial Results FY2017 to FY24 with 300% return on investment.
- HCC Scholarship Lunch on February 28, 2025, at 11:30 a.m.

**ADJOURNED TO CLOSED SESSION**

Trustee Eva Loredo adjourned the meeting to Executive Session at 5:42 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

Houston Community College  
Regular Meeting – February 19, 2025 - Page 8

item discussed in the 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 6:38 p.m. and entertained any motions on pending matters.

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

**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)**

Motion – Trustee Laolu Davies motioned, and Dr. Pretta VanDible Stallworth seconded.

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

**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)**

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

Dr. Tamez noted that whatever transpires, the Board needs to understand the ramifications for the college. She apprised that, as a trustee for many years, she was involved in many lawsuits and requested that there be an understanding of the repercussions.

Trustee Wilson noted that there is a common shared purpose and meaning in our lives. He stated that the shared commitment should guide our actions moving forward and focus on providing an environment of growth and trust to ensure HCC continues to strive as an institution and a model of integrity.

Trustee Loredo noted that she always considers the students regarding the fees charged and feels that the action could take away assistance that could be provided to the students and apprised that is her only hesitancy.

Houston Community College  
Regular Meeting – February 19, 2025 - Page 9

Dr. Tamez inquired if there was any conflict of interest that Trustees would need to recuse themselves from the vote. Ms. Melissa Mihalick, Board Counsel, noted that she is unaware of any conflict of interest.

Trustee Davies noted that he made a commitment when joining the Board to consider matters in the college's best interest. He apprised that cost must be considered and noted that there is a monetary cost to the college and a hidden cost of going down a pathway that could lead to a greater cost. He apprised that legal counsel has been heavily relied on and careful consideration has gone into the process regarding the matter.

Dr. Nicole Montgomery, Interim General Counsel, noted that the item would need to be amended so that the funding would be from the Fund Balance.

Trustee Cheben inquired as to why the funding would have to come out of the Fund Balance. Dr. Montgomery noted that the funding was not included in the operating budget for FY2025.

Motion to Amend – Trustee Laolu Davies motioned to amend to approve funding out of the Fund Balance, and Dr. Pretta VanDible Stallworth seconded.

Vote on the Amendment – The motion passed with a vote of 7-1-1 with Trustees Loreda, Davies, Cheben, Lenton-Gary, Tamez, VanDible Stallworth, and Wilson in favor; Trustee Richart opposing; and Trustee Patterson abstaining.

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

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 6:57 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

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

**March 7, 2025**

**Minutes**

The Board of Trustees of Houston Community College held a Special Meeting on Friday, March 7, 2025, at the HCC Administration Building, 3100 Main, 9<sup>th</sup> Floor, Pacific Ocean Room, Houston, Texas.

**MEMBERS PRESENT**

Eva Loreda, Chair  
Laolu Davies, Vice Chair  
Sean Cheben, Secretary  
Renee Patterson  
Monica Richart  
Adriana Tamez  
Pretta VanDible Stallworth  
Dave Wilson

**CHANCELLOR'S COUNCIL**

Margaret Ford Fisher, Chancellor

**OTHERS PRESENT**

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

**CALL TO ORDER**

Trustee Eva Loreda, Chair, called the meeting to order at 1:12 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, Loreda, Patterson, Richart, Tamez, and Wilson)*

**HEARING OF THE CITIZENS**

No citizens were present to speak before the Board.

**ADJOURNED TO CLOSED SESSION**

Trustee Eva Loreda adjourned the meeting to Executive Session at 1:14 p.m. notice having previously been given and reiterated in accordance with Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Loreda stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in Open Session or a subsequent Public Meeting.

Trustee Loreda reconvened the meeting in Open Session at 3:49 p.m. and entertained any motions on pending matters.

Houston Community College  
Special Meeting – March 7, 2024 - Page 2

*(The following Trustees were present: Cheben, Davies, Lored, Patterson, VanDible Stallworth, and Wilson.)*

**TOPICS FOR DISCUSSION AND/OR ACTION**

**DISCUSS BOARD GOALS FOR SELF-ASSESSMENT**

**ADJOURNMENT**

With no further business coming before the Board, the meeting adjourned at 3:49 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

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

# ACTION ITEM

Meeting Date: April 16, 2025

## Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
1.	Acceptance of Donated Item by La Porte Flight Line LLC Sport Wings of Texas	Dr. Margaret Ford Fisher Dr. Betty Fortune

### RECOMMENDATION

Acceptance of the donation of Taylorcraft BC12-D Fixed wing single-engine aircraft (Serial no. 9439 Reciprocating engine; FAA Tail No. N95039)

### COMPELLING REASON AND BACKGROUND

This gift will support student success at HCC in the Aviation maintenance program.

### FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$48,000.00.  
Additional Costs: no additional costs included in HCC Budget

### LEGAL REQUIREMENT

Approved by OGC

### STRATEGIC ALIGNMENT

1. Student Success

### ATTACHMENTS:

Description	Upload Date	Type
La Porte Flight Line Acknowledgement	4/3/2025	Attachment

This item is applicable to the following: Northeast



**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

March 3, 2025

Stanley and Patricia Jones  
La Porte Flight Line LLC  
PO Box 7947  
Pasadena, Texas 77508-7947

Dear Mr. and Mrs. Jones:

Thank you for the incredible in-kind donation of a single engine aircraft and 60 days of storage for Houston Community College from La Porte Flight Line LLC and Sport Wings of Texas. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 of at \$48,000.00. Your generosity has furthered the efforts of the student programs at Houston Community College, and specifically the new Aviation maintenance program.

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.*

To whom it concerns:

La Porte **Flight Line** LLC and Sport Wings of Texas are honored to initially present for donation to Houston Community College's Aviation Program the following:  
A single engine aircraft and 60 days (Thru 3/31/25) of storage of said aircraft on our property at LaPorte Municipal Airport (T-41). This intact, working aircraft and storage of the same on our property until March 31, 2025 valued at \$48,000.00 USD.

Taylorcraft BC12-D Fixed wing single-engine Serial no. 9439 Reciprocating engine FAA Tail No. N95039

This small donation is made in the Honor of Aviator 1st Lt. Gideon Henry Jones.

Looking forward to being of further assistance to Houston Community College and the future of aviation in the future, we remain yours,

Respectfully,

Stanley and Patricia Jones

La Porte **Flight Line** LLC  
P O Box 7947  
Pasadena, TX 77508-7947

Physical address:  
202 N Farrington Blvd  
La Porte, TX 77571

Federal ID No. 76-0361151

Sport Wings Enterprises LLC  
P O Box 7947  
Pasadena, TX 77508-7947  
832.250.7714

Physical address:  
202 N Farrington Blvd  
La Porte, TX 77571  
832.250.7714

Federal ID No. 76-0655741





# ACTION ITEM

Meeting Date: April 16, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
2.	Acceptance of Donated Item by RobotLAB	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of: Use of Robot for the National Conference on Artificial Intelligence

COMPELLING REASON AND BACKGROUND

This gift will support student success at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1,500.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by OGC

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
RobotLAB Acknowledgement Letter	4/3/2025	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*

March 3, 2025

Keith Edwards  
RobotLAB Houston  
11261 Richmond Ave  
Houston, Texas 77082

Dear Mr. Edwards:

Thank you for the in-kind donation of your time and robot use for the national 2025 conference on Artificial Intelligence held at Houston Community College. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 of at \$1,500.00. 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.*



Quote Number 00029752  
Created Date 2/12/2025

#### PRICE QUOTE TO:

Contact Name	Samir Saber	Ship To	Houston Community College System
Account Name	Houston Community College System		Samir Saber
			5601 West Loop South
			Houston, TX 5601 UNITED STATES
		Phone	73718513

Dear Customer,

We are happy to send you the following price quote. If you have any question, feel free to email us.

We are committed to your success and want to support you, your team, and your budget in any way possible! As a result, we will **match and beat any price**, please send a valid cheaper quote to [PriceMatch@RobotLAB.com](mailto:PriceMatch@RobotLAB.com) to get an updated, lower price, or to get more for less! We will be happy to work with you and serve your needs.

Product	Sales Price	Quantity	Discount	Total Price w/ Discount
Event Rental	USD 1,500.00	1.00	USD 0.00	USD 1,500.00
Expiration Date	3/12/2025	Subtotal	USD 1,500.00	
Payment Terms	Cash in advance (Manufacturer Rules)	Discount	USD 0.00	
INCOTerms	CPT	Tax	USD 0.00	
		Total Price	USD 1,500.00	

All amounts are in US Dollars.

All trainings will be combined per order per location.

Our General Terms and Conditions are available at the following link: <http://www.robotlab.com/terms-and-conditions>

Our General Terms and Conditions will govern and prevail on any clients documents and general and/or specific terms and conditions.

Thank you for this opportunity to serve you.

RobotLAB Team

Prepared By Keith Edwards

🕒

You forwarded this message on Fri 2/21/2025 4:07 PM

🕒

Retention: Enabled Hcc 4y (4 years) Expires: Mon 2/12/2029 5:15 PM

[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]

Hello Kristina,

I checked the sponsor level of silver since the in kind donation did not get up to Gold. I am donating the full value of our time and robot, that I am valuing at \$1,500.

Please let me know if I need to change the paperwork.



Keith Edwards  
Branch President  
RobotLAB Houston

✉

Keith.edwards@robotlab.com

☎

+1 713-231-9627

🌐

www.RobotLAB.com/houston

🔗

Click here to book a meeting with me

# ACTION ITEM

Meeting Date: April 16, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
3.	Acceptance of Donated Item by Password Productions	Dr. Margaret Ford Fisher Dr. Betty Fortune

**RECOMMENDATION**

Acceptance of the donation of: Audio Visual Package – sponsorship of event

**COMPELLING REASON AND BACKGROUND**

This gift will support student success at HCC in the Aviation maintenance program.

**FISCAL IMPACT**

Donation Value: in-kind contribution at a total of \$550.00.  
Additional Costs: no additional costs included in HCC Budget

**LEGAL REQUIREMENT**

Approved by OGC

**STRATEGIC ALIGNMENT**

1. *Student Success*

**ATTACHMENTS:**

Description	Upload Date	Type
Password Productions Acknowledgement Letter	4/3/2025	Attachment

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



**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*

March 3, 2025

Andy Saldana  
Password Productions  
610 Moss Hammock Way  
Sugarland, Texas 77479

Dear Mr. Saldana:

Thank you for the in-kind donation for the Scripps Regional Spelling Bee held at Houston Community College on March 22, 2025. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 of at \$550.00. 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.*

Asset Management	<ul style="list-style-type: none"> <li>▪ Asset Management will make arrangements for delivery of donated item(s).</li> <li>▪ For items valued over \$1,000.00, Asset Management will forward Asset Management Inventory Form and tags to the Campus Manager of the receiving department.</li> <li>▪ The Asset Management Department will enter system data and maintain donation records.</li> <li>▪ If the donated property is an automobile, documentation will be forwarded to Risk and Fleet Managements.</li> </ul>
Fleet Management	<ul style="list-style-type: none"> <li>▪ HCC system service entry documentation will be created by Fleet Management.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ The title to said vehicle will be filed in the Office of Risk Management.</li> </ul>
IT	<ul style="list-style-type: none"> <li>▪ System software and hardware compatibility testing</li> <li>▪ System software and hardware installation</li> </ul>

Sent: Friday, January 3, 2025 12:17 PM  
 To: terri.mosleynickerson <[terri.mosleynickerson@hccs.edu](mailto:terri.mosleynickerson@hccs.edu)>  
 Subject: Re: HCC Spelling Bee

[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]

Terri,

Yes, I will sponsor the \$550 and meet you at the \$3,500.

Please give me a few hours and I will send over a revised proposal.

On Thu, Jan 2, 2025 at 10:28 AM terri.mosleynickerson <[terri.mosleynickerson@hccs.edu](mailto:terri.mosleynickerson@hccs.edu)> wrote:

Happy NewYear!

Thank you for the updated invoice, we were looking at around \$3500.00, please let me know if that is something you can do.

Terri

From: Andy Saldana <[andy@passwordproductions.com](mailto:andy@passwordproductions.com)>  
 Sent: Monday, December 16, 2024 10:46 PM  
 To: terri.mosleynickerson <[terri.mosleynickerson@hccs.edu](mailto:terri.mosleynickerson@hccs.edu)>  
 Subject: HCC Spelling Bee

[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]

Terri,

It was a pleasure speaking with you earlier. Per our discussion, I am attaching the proposal for the March Spelling Bee.

Please review, sign and return if approved. If there shall be any changes made, feel free to let me know how I can best help you.

Again, We are flexible in working with you and continuing our partnership with HCC.

Thank you and I look forward to hearing from you soon.

--

Andy Saldana  
 Password Productions  
 832-798-0422



## Spelling Bee--March 22nd, 2025

## AUDIO

**HCC Spelling Bee**  
March 22nd, 2025

<b>Equipment and Labor</b>	<b>\$ 4,050.00</b>
<b>SPONSORSHIP VALUE</b>	<b>\$550.00</b>

<b>Tax</b>	<b>Exempt</b>
------------	---------------

<b>TOTAL</b>	<b>\$ 3,500.00</b>
--------------	--------------------

\* PLS Pay via check to Password Productions  
(Full Invoice to be submitted after event)

\* Balance Total is subject to additions pending additions



**HCC**

**Revision 2**

<b>Event Contact:</b>	Terri Mosley Nickerson
<b>Phone:</b>	
<b>Em:</b>	terri.moselynickerson@hccs.edu
<b>Event:</b>	Spelling Bee
<b>Venue:</b>	HCC Northeast
<b>Date:</b>	March 22nd, 2025
<b>Sales Contact:</b>	Andy Saldana
<b>Phone:</b>	832-798-0422
<b>Em:</b>	Andy@passwordproductions.com
<b>Submitted On</b>	January 3rd, 2025

610 Moss Hammock Way-Sugarland, TX 77479 : Ph: 281-935-3412 : Em:jude@passwordproductions.com  
[www.passwordproductions.com](http://www.passwordproductions.com)

# ACTION ITEM

Meeting Date: April 16, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
4.	Acceptance of Donated Item by Boodlebox.AI	Dr. Margaret Ford Fisher Dr. Michael Webster

**RECOMMENDATION**

Acceptance of the donation of: Two workshops and keynote speaker at the national conference on Artificial Intelligence on April 9-11, 2025

**COMPELLING REASON AND BACKGROUND**

This gift will support student success at HCC.

**FISCAL IMPACT**

Donation Value: in-kind contribution at a total of \$7,500.00.  
Additional Costs: no additional costs included in HCC Budget

**LEGAL REQUIREMENT**

Approved by OGC

**STRATEGIC ALIGNMENT**

1. Student Success

**ATTACHMENTS:**

Description	Upload Date	Type
BoodleBox Acknowledgement Letter	4/3/2025	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*

March 3, 2025

France Hoang  
BoodleBox  
1751 Pinnacle Dr, Suite 1000  
Tysons, VA 22102

Dear Mr. Hoang:

Thank you for the in-kind donation of your keynote presentation and two company workshops for the national 2025 conference on Artificial Intelligence held at Houston Community College on April 9-11, 2025. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 of at \$7,500.00. 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.*

 France Hoang <france@boodle.ai>   Reply  Reply all  Forward    ...  
To:  Samir.Saber; zach.kinzler@boodle.ai;  kristina.perez  
C:  muskaan.shahzad-W213744514; Meredith Lancaster <meredith@boodle.ai>  
Thu 2/20/2025 12:50 AM

---

 You replied on Thu 2/20/2025 3:00 AM

---

 Retention: Enabled Hcc 4y (4 years) Expires: Tue 2/20/2029 12:50 AM

[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]

Samir-

My normal keynote speaking fee is \$7K (which I'm waiving of course). The workshops have a \$500 total value. Meredith will send the files ASAP.

As for keynote time, I'd prefer to speak on the 10th if possible.

Thank you,

France

**France Hoang**

*Co-founder and CEO*

**boodleAI**












p: (703) 995-5081 m: (703) 375-9262

a: 1751 Pinnacle Dr Suite 1000, Tysons, VA 22102


w: [www.boodle.ai](http://www.boodle.ai) e: [france@boodle.ai](mailto:france@boodle.ai)

[Follow me on LinkedIn](#)

Subscribe to my Newsletter | [Hoang in There](#), [Tenacity + Tech](#)

 France Hoang <france@boodle.ai>   Reply  Reply all  Forward    ...  
To: zach.kinzler@boodle.ai;  Samir.Saber  
C:  muskaan.shahzad-W213744514;  kristina.perez; France Hoang <france@boodle.ai>; Meredith Lancaster <meredith@boodle.ai>  
Mon 2/17/2025 5:09 PM

---

 Retention: Enabled Hcc 4y (4 years) Expires: Sat 2/17/2029 5:09 PM

[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]

Samir-

Thanks for the follow-up and clarification. We'd like to propose the following:

- Provide a \$2,500 cash sponsorship
- Provide an in-kind 1 hour workshop on an "Introduction to Lifelong Learning and Work with AI using BoodleBox"
- Provide an in-kind 1 hour workshop on "Custom Bot Building for Tutoring, Simulations, and Group Projects using BoodleBox"
- Have me deliver the Thursday keynote (subject TBD). One issue: I can't fly in until Thursday am landing at 850 am. Can we move the keynote to 11 am or later?

France

**France Hoang**

*Co-founder and CEO*

**boodleAI**

p: (703) 995-5081 m: (703) 375-9262

a: 1751 Pinnacle Dr Suite 1000, Tysons, VA 22102

w: [www.boodle.ai](http://www.boodle.ai) e: [france@boodle.ai](mailto:france@boodle.ai)

[Follow me on LinkedIn](#)

Subscribe to my Newsletter | [Hoang in There](#), [Tenacity + Tech](#)

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Consent Agenda**

ITEM #	ITEM TITLE	PRESENTER
5.	Acceptance of Donated Item by PepsiCo Foundation Truck	Dr. Margaret Ford Fisher Dr. Betty Fortune

## RECOMMENDATION

Acceptance of the donation of: 2016 Volvo Diesel Truck for Automotive Technology program (VIN: 4V4M19EH9HN975083)

## COMPELLING REASON AND BACKGROUND

This gift will support student success at NW College, Automotive Technology program.

## FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$3,700.00.

Additional Costs: no additional costs included in HCC Budget

## LEGAL REQUIREMENT

Approved by OGC

## STRATEGIC ALIGNMENT

1. *Student Success*

### ATTACHMENTS:

Description	Upload Date	Type
PepsiCo Acknowledgement Letter	4/3/2025	Attachment

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



**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 29, 2025

Ben David  
Frito-Lay North America  
3310 36<sup>th</sup> Division Memorial Highway  
Rosenberg, Texas 77471

Dear Mr. David:

Thank you for the in-kind donation for Houston Community College – Northeast College by providing a Diesel Truck (VIN: 4V4M19EH9HN975083) for our Automotive Technology program. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 \$3,700.00. Your generosity has furthered the efforts of the student programs 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.*



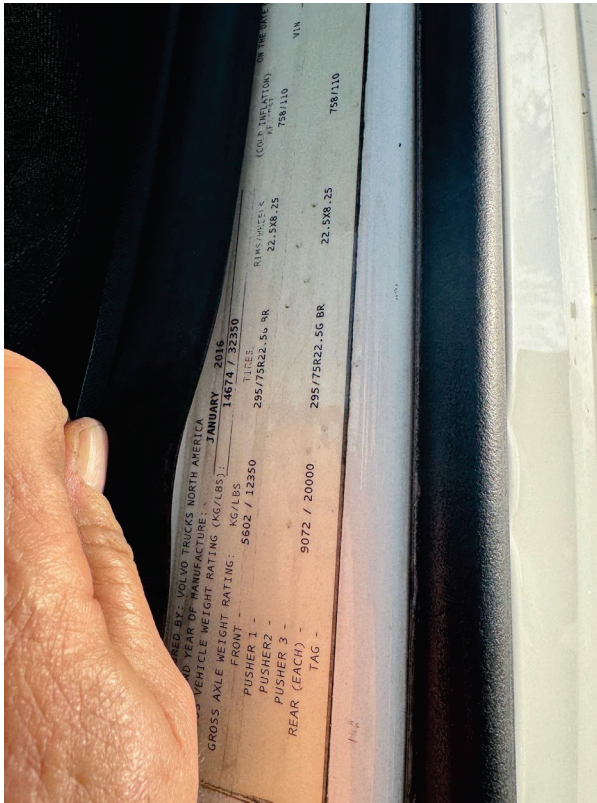
**From:** David, Ben {PEP} <[Ben.David@pepsico.com](mailto:Ben.David@pepsico.com)>  
**Sent:** Friday, December 13, 2024 8:27 AM  
**To:** Porter, Mitchell D {PEP} <[Mitchell.D.Porter@pepsico.com](mailto:Mitchell.D.Porter@pepsico.com)>  
**Subject:** C14892 - Rosenberg - Truck Donation

Mitchell,

2016 Volvo  
Value \$3,700.00  
1,073,032 miles  
Single axle  
SA VNM42T200 DAYCAB  
VIN: 4V4M19EH9HN975083  
D13 Volvo engine Diesel 12.8L L6 XE13

Talking to the mechanics – this tractor is currently down for a small issue – I believe it was a turn signal – but it does run/is roadworthy.

Ben David  
Maintenance/Engineering Sr. Director – Rosenberg, TX  
972.672.3831  
[ben.david@pepsico.com](mailto:ben.david@pepsico.com)



# ACTION ITEM

Meeting Date: April 16, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Acceptance of Donated Item by KC Events and Florals	Dr. Margaret Ford Fisher Dr. Betty Fortune

**RECOMMENDATION**

Acceptance of the donation of: Backdrop for Scripps Spelling Bee, March 22, 2025

**COMPELLING REASON AND BACKGROUND**

This gift will support student success at HCC.

**FISCAL IMPACT**

Donation Value: in- kind contribution at a total of \$900.00.  
Additional Costs: no additional costs included in HCC Budget

**LEGAL REQUIREMENT**

Approved by OGC

**STRATEGIC ALIGNMENT**

1. *Student Success*

**ATTACHMENTS:**

Description	Upload Date	Type
KC Events and Florals Acknowledgement Letter	4/3/2025	Attachment

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



**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*

March 3, 2025

Sherronda Scoggins  
KC Events & Florals  
4350 Town Plaza Drive #205  
Houston, Texas 77045

Dear Ms. Scoggins:

Thank you for the in-kind donation for the Scripps Regional Spelling Bee held at Houston Community College on March 22, 2025. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the April 16, 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 of at \$900.00. 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.*

From: KC Events & Florals LLC <[sherronda@kceventshouston.com](mailto:sherronda@kceventshouston.com)>

Sent: Monday, February 17, 2025 11:02 AM

To: ashley.rhodes <[ashley.rhodes@hccs.edu](mailto:ashley.rhodes@hccs.edu)>

Subject: Re: Sponsorship for the Houston Community College Bee Brilliant Regional Spelling Bee

[CAUTION: This email originated from outside of Houston Community College System. Do not click links or open attachments unless you recd

What is the item being donated? Back Drop with balloons and lighted Marquee letters.

Purpose? (for the spelling bee)

Declared Value of the item: \$900

Contact (name, mailing address and email) of the donor or representative:

KC Events & Florals  
President Sherronda Scoggins  
4350 Town Plaza Dr #205  
Houston, TX 77045

Sincerely,

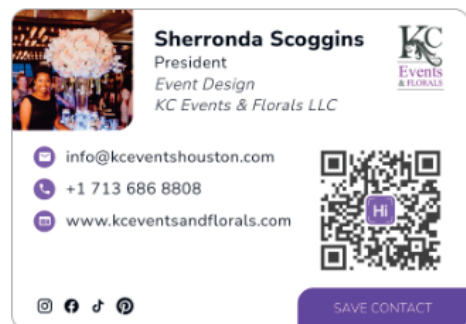
KC Events & Florals Team

**OFFICE HOURS:**

Monday - Thursday ... 9:00am - 3:00pm

Friday - Sunday ... Reserved for Weekend Events

(Emails and Phone Calls very limited during these days)



# ACTION ITEM

Meeting Date: April 16, 2025

## Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Monthly Investment Reports, Financial Statements and Budget Reviews for January and February 2025	Dr. Margaret Ford Fisher Dr. Sherry Hawn

### RECOMMENDATION

Accept the Investment Reports, Financial Statements and Budget Reviews for the month of January and February 2025.

### 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 58% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
  - All pools and money market funds are rated “AAA” by Standard & Poor’s, which is the highest level. All bank deposits are secured with U.S. Treasuries/Agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with “AAA” credit ratings.
- The monthly financial statement and budget review provides the Board with a status of the finances of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

### FISCAL IMPACT

For February, the interest income earned for the month and fiscal year to date totaled \$1,088,263 and \$889,520, respectively. The weighted average interest rate (WAR) on February 28, 2025, was 4.27% compared to 4.30% last month and 5.08% a year ago.

Interest expense on outstanding debt was \$1,400,744 for the month of February 2025.

### LEGAL REQUIREMENT

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

## STRATEGIC ALIGNMENT

*1. Student Success, 5. College of Choice*

### ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	3/26/2025	Presentation
Investment Report - January 2025	3/26/2025	Attachment
Financial Statement - January 2025	3/26/2025	Attachment
Investment Report - February 2025	3/26/2025	Attachment
Financial Statement - February 2025	3/26/2025	Attachment

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



# **FY 2025**

## **Summary of February 2025**

### **Monthly Investment Report, Financial Statements, and Budget Review**

---

Dr. Margaret Ford Fisher, Chancellor

Dr. Sherry Hawn, Sr. Vice Chancellor - Finance & Administration and  
CFO/CBO

April 2, 2025

# Fund 1: Unrestricted Revenues & Expenses Current Year

Current Fiscal Year									
FY25 FEB BUDGET	FY25 FEB ACTUALS	VAR \$	VAR %	VAR CODE	FY25 CUM BUDGET	FY25 CUM ACTUALS	VAR \$	VAR %	
<b>REVENUES</b>									
State Appropriations	\$ 5,686,917	\$ 20,405,991	\$ 14,719,074	258.8%	A	\$ 34,121,500	\$ 53,569,216	\$ 19,447,716	57.0%
Ad Valorem Taxes	18,698,854	73,672,639	54,973,785	294.0%	B	112,193,126	214,926,890	102,733,764	91.6%
Tuition & Fees, Net	10,519,817	1,316,512	(9,203,305)	-87.5%	C	63,118,901	108,425,251	45,306,350	71.8%
Other Local Income	1,894,684	2,195,487	300,803	15.9%	D	11,368,104	7,437,635	(3,930,469)	-34.6%
Tuition & Fees, Net -- Extended Learning	657,166	390,464	(266,702)	-40.6%	E	3,942,997	5,590,195	1,647,198	41.8%
Grant Revenue - Indirect Cost	54,167	93,104	38,937	71.9%	F	325,000	405,341	80,341	24.7%
<b>Total Revenues</b>	<b>37,511,605</b>	<b>98,074,196</b>	<b>60,562,592</b>	<b>161.5%</b>		<b>225,069,627</b>	<b>390,354,527</b>	<b>165,284,900</b>	<b>73.4%</b>
<b>Fund Balance Transfers In &amp; Rolled POs</b>						<b>8,904,992</b>	<b>8,904,992</b>		
<b>Total Revenues and Fund Balance Transfers</b>						<b>\$ 233,974,619</b>	<b>\$ 399,259,519</b>		
<b>EXPENSES</b>									
Salaries	21,594,762	20,978,742	(616,020)	-2.9%		129,568,571	125,231,444	(4,337,127)	-3.3%
Employee Benefits	3,193,496	2,488,817	(704,678)	-22.1%	G	19,160,973	15,316,592	(3,844,381)	-20.1%
Supplies & General Expense	529,519	506,250	(23,270)	-4.4%		3,177,115	2,514,059	(663,056)	-20.9%
Travel	123,993	36,637	(87,355)	-70.5%	H	743,956	283,612	(460,343)	-61.9%
Marketing Costs	336,043	1,033,042	696,998	207.4%	I	2,016,260	1,389,365	(626,895)	-31.1%
Rentals & Leases	36,413	4,599	(31,814)	-87.4%	J	218,478	237,926	19,448	8.9%
Insurance/Risk Mgmt.	780,551	6,973	(773,578)	-99.1%	K	4,683,305	4,076,411	(606,894)	-13.0%
Contracted Services	3,233,763	1,717,582	(1,516,181)	-46.9%	L	19,402,580	14,871,862	(4,530,718)	-23.4%
Utilities	950,769	1,512,564	561,795	59.1%	M	5,704,612	4,428,701	(1,275,911)	-22.4%
Other Departmental Expenses	408,878	216,305	(192,574)	-47.1%	N	2,453,269	1,138,791	(1,314,479)	-53.6%
Instructional & Other Materials	938,887	865,830	(73,056)	-7.8%		5,633,320	4,887,401	(745,919)	-13.2%
Maintenance & Repair	265,011	211,055	(53,956)	-20.4%	O	1,590,068	1,356,056	(234,012)	-14.7%
Transfers\Debt	4,592,653	507,188	(4,085,465)	-89.0%	P	27,555,916	22,056,818	(5,499,097)	-20.0%
Contingency/Initiatives	196,140	-	(196,140)	-100.0%		1,176,840	-	(1,176,840)	-100.0%
Capital Outlay	1,742,393	1,105,563	(636,829)	-36.5%	Q	10,454,356	9,823,910	(630,446)	-6.0%
Amortization/Depreciation	-	-	-	0.0%		-	-	-	0.0%
Scholarship Distribution	72,500	-	(72,500)	-100.0%	R	435,000	-	(435,000)	-100.0%
<b>Total Expenses</b>	<b>\$ 38,995,770</b>	<b>\$ 31,191,147</b>	<b>\$ (7,804,623)</b>	<b>-20.0%</b>		<b>\$ 233,974,619</b>	<b>\$ 207,612,948</b>	<b>\$ (26,361,671)</b>	<b>-11.3%</b>
<b>NET REVENUE/(EXPENSES)</b>						<b>\$ 0</b>	<b>\$ 191,646,571</b>		

# Explanation of Variance Amounts

Variance Code	Notes
A	State Appropriations occur 3 times annually; 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 early Spring tuition collection; this variance is self-correcting by FYE.
D	Other Local Income Includes Transfers-Out for Unrealized Gains and Losses; this variance is self-correcting by FYE.
E	Tuition and Fees, Extended Learning early Spring tuition collection; this variance is self-correcting by FYE.
F	Grant Revenue - Indirect Cost do not occur equally by month; this variance is self-correcting by FYE.
G	Employee benefits Pension & OPEB expenses will post at year-end; 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 Convocation. 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 during 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 variance is self-correcting by FYE.
O	Maintenance & Repairs occur at irregular intervals; this variance is self-correcting by FYE.
P	Transfers/Debt occur at irregular intervals, debt payments occur twice per year; this variance is self-correcting by FYE.
Q	Capital Outlays occur at irregular intervals based on construction schedules; this variance is self-correcting by FYE.
R	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 FEB BUDGET	FY24 FEB ACTUALS	VAR \$	VAR %	FY24 CUM BUDGET	FY24 CUM ACTUALS	VAR \$	VAR %
<b>REVENUES</b>								
State Appropriations	\$ 5,712,503	15,667,714	\$ 9,955,210	174.3%	\$ 34,275,019	\$ 48,190,641	\$ 13,915,622	40.6%
Ad Valorem Taxes	17,144,666	87,334,569	70,189,902	409.4%	102,867,998	199,644,651	96,776,653	94.1%
Tuition & Fees, Net	8,866,680	1,211,512	(7,655,168)	-86.3%	53,200,079	96,063,679	42,863,601	80.6%
Other Local Income	416,667	1,635,766	1,219,099	292.6%	2,500,000	11,152,194	8,652,194	346.1%
Tuition & Fees, Net -- Extended Learning	405,226	481,047	75,821	18.7%	2,431,357	5,258,392	2,827,035	116.3%
Grant Revenue - Indirect Cost	54,167	72,554	18,387	33.9%	325,000	340,096	15,096	4.6%
<b>Total Revenues</b>	<b>32,599,909</b>	<b>106,403,160</b>	<b>73,803,252</b>	<b>226.4%</b>	<b>195,599,452</b>	<b>360,649,654</b>	<b>165,050,202</b>	<b>84.4%</b>
<b>Fund Balance Transfers In &amp; Rolled POs</b>					<b>3,522,991</b>	<b>3,522,991</b>		
<b>Total Revenues and Fund Balance Transfers</b>					<b>\$ 199,122,443</b>	<b>\$ 364,172,645</b>		
<b>EXPENSES</b>								
Salaries	19,694,311	18,661,252	(1,033,059)	-5.2%	118,427,009	111,671,949	(6,755,061)	-5.7%
Employee Benefits	2,927,326	333,149	(2,594,177)	-88.6%	17,563,956	12,332,263	(5,231,693)	-29.8%
Supplies & General Expense	412,629	493,917	81,288	19.7%	2,464,124	2,069,615	(394,509)	-16.0%
Travel	102,904	43,469	(59,435)	-57.8%	615,807	266,070	(349,737)	-56.8%
Marketing Costs	313,094	125,775	(187,319)	-59.8%	1,896,611	1,146,904	(749,707)	-39.5%
Rentals & Leases	39,862	21,885	(17,977)	-45.1%	230,218	151,734	(78,484)	-34.1%
Insurance/Risk Mgmt.	678,872	3,969,677	3,290,805	484.7%	4,073,230	7,621,315	3,548,085	87.1%
Contracted Services	2,820,782	1,936,182	(884,600)	-31.4%	16,678,849	12,130,741	(4,548,108)	-27.3%
Utilities	727,438	722,937	(4,501)	-0.6%	4,364,629	4,145,069	(219,559)	-5.0%
Other Departmental Expenses	342,075	114,094	(227,982)	-66.6%	2,045,843	1,157,583	(888,261)	-43.4%
Instructional & Other Materials	960,105	958,233	(1,873)	-0.2%	5,330,391	7,094,953	1,764,562	33.1%
Maintenance & Repair	158,754	137,317	(21,437)	-13.5%	948,926	627,991	(320,935)	-33.8%
Transfers\Debt	3,464,092	253,777	(3,210,315)	-92.7%	20,461,792	16,446,672	(4,015,119)	-19.6%
Contingency/Initiatives	102,669	459,754	357,085	347.8%	920,381	-	(920,381)	-100.0%
Capital Outlay	384,660	-	(384,660)	-100.0%	2,755,678	1,729,608	(1,026,070)	-37.2%
Amortization/Depreciation	-	330,357	330,357	0.0%	-	-	-	0.0%
Scholarship Distribution	57,500	-	(57,500)	-100.0%	345,000	-	(345,000)	-100.0%
<b>Total Expenses</b>	<b>\$ 33,187,074</b>	<b>\$ 28,561,773</b>	<b>\$ (4,567,801)</b>	<b>-13.8%</b>	<b>\$ 199,122,443</b>	<b>\$ 178,592,467</b>	<b>\$(20,529,976)</b>	<b>-10.3%</b>
<b>NET REVENUE/(EXPENSES)</b>					<b>\$</b>	<b>(0)</b>	<b>\$ 185,580,178</b>	

# Thank You



# HOUSTON COMMUNITY COLLEGE SYSTEM

## MONTHLY INVESTMENT REPORT

**For the Month of January 2025**

**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/ Dawn Stephens

Dawn Stephens

Interim Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere

Executive Director, Finance & Treasury

# HOUSTON COMMUNITY COLLEGE SYSTEM

## INVESTMENT PORTFOLIO COMPOSITION

### January 31, 2025

Beginning Book Value (January 1, 2025)	\$	398,841,699
Beginning Market Value (January 1, 2025)	\$	400,681,690
Additions/Subtractions (Book Value - Net)	\$	127,649,011
Change in Market Value	\$	15,289,544
Ending Book Value (January 31, 2025)	\$	526,490,710
Ending Market Value (January 31, 2025)	\$	528,571,736
Unrealized Gain/(Loss)	\$	2,081,026
WAM (63% of Portfolio's Weighted Average Maturity )		1 day
WAM (37% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		257

* Net amount provided/(for) operations	\$	177,616,111
* Net amount provided/(for) CIP/others		32,900
	\$	<u>177,649,011</u>

### EXECUTIVE SUMMARY

### INVENTORY HOLDINGS REPORT

#### January 31, 2025

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 171,125,418	\$ 173,077,448	\$ 1,952,030
US Agencies	24,416,059	24,545,055	128,996
Local Government Pools	127,914,242	127,914,242	-
Money Market Funds	152,958,695	152,958,695	-
Certificate of Deposit	50,000,000	50,000,000	-
Interest Bearing Checking	76,296	76,296	-
Total	<u>\$ 526,490,710</u>	<u>\$ 528,571,736</u>	<u>\$ 2,081,026</u>
WAR (Weighted Average Interest Rate)		<u>4.30%</u>	

INVESTMENTS  
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)  
January 31, 2025

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	7,906	\$ (1,468)	\$ 8,068	\$ 9,374	\$ (56)	\$ 9,319	\$ 8,021	\$ (47)	\$ (1,298)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	8,821	(5,930)	9,029	14,751	(68)	14,683	8,961	(67)	(5,721)
Federal Home Loan Bank Global Unsecured	Bank of America	0.38%	01/19/24	09/04/25	10,000,000	635,453	9,738,797	9,364,548	-	9,364,548	9,772,781	33,984	408,234
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	488,256	9,949,609	9,511,744	-	9,511,744	9,973,307	23,698	461,563
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	01/19/24	03/15/25	5,000,000	160,500	4,974,805	4,839,500	-	4,839,500	4,986,654	11,849	147,154
U.S. Treasury Note US Govt Treasury	Bank of America	0.50%	01/19/24	03/31/25	10,000,000	475,000	9,910,547	9,525,000	-	9,525,000	9,942,708	32,161	417,708
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	02/08/24	05/15/25	5,000,000	115,500	4,972,500	4,884,500	-	4,884,500	4,978,086	5,586	93,586
U.S. Treasury Note US Govt Treasury	Bank of America	2.63%	02/08/24	04/15/25	15,000,000	348,047	14,930,039	14,651,953	-	14,651,953	14,950,078	20,039	298,125
U.S. Treasury Note US Govt Treasury	Bank of America	2.88%	02/08/24	06/15/25	5,000,000	112,305	4,969,805	4,887,695	-	4,887,695	4,973,281	3,477	85,586
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,500	4,973,389	4,912,500	-	4,912,500	4,975,430	2,041	62,930
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,150	4,973,389	4,912,850	-	4,912,850	4,975,430	2,041	62,580
U.S. Treasury Note US Govt Treasury	Bank of America	0.25%	03/20/24	09/30/25	10,000,000	661,500	9,709,297	9,338,500	-	9,338,500	9,740,625	31,328	402,125
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,547	5,001,250	4,964,453	-	4,964,453	4,998,320	(2,930)	33,867
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,938	5,001,250	4,964,063	-	4,964,063	4,998,320	(2,930)	34,258
U.S. Treasury Note US Govt Treasury	Bank of America	5.00%	04/24/24	10/31/25	5,000,000	2,214	5,028,828	4,997,786	-	4,997,786	5,025,313	(3,516)	27,526
U.S. Treasury Note US Govt Treasury	Bank of America	4.00%	04/11/24	12/15/25	10,000,000	162,109	9,982,969	9,837,891	-	9,837,891	9,979,037	(3,932)	141,146
U.S. Treasury Note US Govt Treasury	Bank of America	3.38%	09/16/24	09/15/27	10,000,000	33,594	9,771,094	9,966,406	-	9,966,406	9,781,250	10,156	(185,156)
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	10/25/24	07/31/27	15,000,000	15,000,000	14,444,531	14,510,850	-	14,510,850	14,467,969	23,438	(42,881)
U.S. Treasury Note US Govt Treasury	Bank of America	3.88%	10/15/24	10/15/27	10,000,000	10,000,000	9,893,750	9,996,484	-	9,996,484	9,899,219	5,469	(97,266)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.63%	09/13/24	09/13/27	15,000,000	(27,510)	14,734,937	15,027,510	-	15,027,510	14,755,292	20,356	(272,218)
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,920,313	9,937,500	-	9,937,500	9,925,000	4,688	(12,500)
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,920,313	9,930,859	-	9,930,859	9,925,000	4,688	(5,859)
U.S. Treasury Note US Govt Treasury	Bank of America	0.88%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,514,453	9,506,250	-	9,506,250	9,543,750	29,297	37,500
U.S. Treasury Note US Govt Treasury	Bank of America	4.50%	1/29/2025	3/31/2026	15,000,000	(48,633)			15,048,633	15,048,633	15,038,672	15,038,672	(9,961)
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				-	1,285	1,285	2	1,287	1,287	-	-
HCCS Merchant Service	Bank of America	0.79%				-	6,286	6,286	(3,278)	3,008	3,008	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				-	117,738	117,738	(45,737)	72,001	72,001	-	-
Chase Certificate 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%				-	37,757,824	37,757,824	112,148,179	149,906,002	149,906,002	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				-	3,041,082	3,041,082	11,610	3,052,692	3,052,692	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				-	57,307,841	57,307,841	221,884	57,529,725	57,529,725	-	-
TexPool	State Street Bank	4.03%				-	70,116,675	70,116,675	267,842	70,384,517	70,384,517	-	-
TOTAL							\$ 400,681,690	\$ 398,841,699	\$ 127,649,011	\$ 526,490,710	\$ 528,571,736	\$ 15,289,544	\$ 2,081,026



# Summary Operating Statements

**For the Period  
September 1, 2024 - January 31, 2025**

**For the Meeting of the Board of Trustees - April 2, 2025**

**for  
Houston Community College System**



# Table of Contents

For the Period September 1, 2023 - January 31, 2025

## **Houston Community College System**

<b>Summary</b>	Summary of Financial Statements	1
<b>Revenues, Expenses &amp; Fund Balances</b>	Statement of Revenues, Expenses and Fund Balances - All Funds	3
<b>Operating Summary</b>	Unrestricted Revenues and Expenses	4
<b>Auxiliary Summary</b>	Auxiliary Revenues and Expenses by Fund	5
<b>Budgets &amp; Actuals Summary</b>	Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison	7
<b>Balance Sheet</b>	Balance Sheet by Fund	8
<b>Exemptions &amp; Waivers</b>	Exemptions and Waivers Detail	9

## Summary of Financial Statements As of January 31, 2025

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 January 31, 2025, total revenues, fund balance transfers and rolled purchase orders (POs) are \$310.1 million. This represents 66.3% of the budgeted total of \$467.9 million. Expenses total \$176.4 million to date, which is 37.7% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 18.7% and expenses are higher by 17.4%. Actual net revenue is \$133.7 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 higher 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 **12.9%** higher than last year at this time. Gross tuition and fee revenues are up 12.6% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 10.8% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 8.8% higher than last year at this time. Gross tuition and fees revenues are up by 8.8%.

Actual salaries for FY 2025 are 12.1% 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 6.9% 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 January 31, 2025**

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
<b>Revenues</b>	\$ 292,280,331	\$ 18,405,547	\$ 4,387,651	\$ -	\$ 63,258,188	\$ 946,584	\$ -	\$ 29,236,000	\$ 290,777	\$ 408,805,078
<b>Expenses</b>										
Salaries	104,252,702	2,370,500	361,285	-	1,107,894	-	-	-	-	108,092,380
Employee Benefits	12,827,774	8,462,663	67,629	-	-	-	-	-	-	21,358,066
Supplies & General Expense	2,007,809	113,133	246,331	-	-	68,505	68,384	-	-	2,504,162
Travel	246,975	23,025	2,738	-	-	-	-	-	-	272,738
Marketing Costs	356,323	47,232	270	-	-	-	-	-	-	403,824
Rentals & Leases	233,327	-	690	-	-	1,142	-	-	-	235,159
Insurance/Risk Mgmt.	4,069,438	838	623	-	-	-	-	-	-	4,070,899
Contracted Services	13,154,280	284,373	513,675	-	-	4,287	108,565	298,466	-	14,363,646
Utilities	2,916,137	-	122,940	-	-	-	-	-	-	3,039,077
Other Departmental Expenses	922,486	235,390	231,292	-	147,784	-	-	-	-	1,536,952
Instructional & Other Materials	4,021,571	286,117	-	-	-	24,877	-	-	-	4,332,565
Maintenance & Repair	1,145,001	-	741	-	-	-	(287)	-	-	1,145,455
Transfers (In)/Out <sup>1</sup>	21,542,606	-	-	-	(591,254)	(993,098)	(24,572,500)	4,614,246	-	-
Debt	7,025	-	-	-	-	-	-	678,660	-	685,685
Capital Outlay	8,718,347	269,690	85,944	-	-	2,595,555	4,168,165	-	-	15,837,700
Amortization/Depreciation	-	-	-	-	-	-	-	-	14,638,602	14,638,602
Scholarship Distribution	-	-	665,727	-	62,609,294	-	-	-	-	63,275,021
<b>Total Expenses</b>	<b>176,421,801</b>	<b>12,092,960</b>	<b>2,299,883</b>	<b>-</b>	<b>63,273,718</b>	<b>1,701,268</b>	<b>(20,227,673)</b>	<b>5,591,372</b>	<b>14,638,602</b>	<b>255,791,932</b>
<b>Net Revenues/(Expenses)</b>	<b>115,858,530</b>	<b>6,312,587</b>	<b>2,087,768</b>	<b>-</b>	<b>(15,530)</b>	<b>(754,683)</b>	<b>20,227,673</b>	<b>23,644,628</b>	<b>(14,347,825)</b>	<b>153,013,146</b>
<b>Other Adjustments and Transfers</b>										
Debt Principal Payments <sup>2</sup>	(48,000,000)	-	-	-	-	-	-	-	48,000,000	-
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP <sup>2</sup>	2,948,623	116,568	-	-	-	944,091	3,123,592	-	1,540,184	8,673,058
Transfers of Completed Projects/Assets	(2,948,623)	(116,568)	-	-	-	(610,246)	(741,421)	-	4,416,858	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Other Adjustments and Transfers</b>	<b>(48,000,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>333,845</b>	<b>2,382,171</b>	<b>-</b>	<b>53,957,042</b>	<b>8,673,058</b>
<b>Beginning Fund Balances, Audited</b>	<b>68,450,207</b>	<b>1,058,425</b>	<b>22,536,108</b>	<b>238,698</b>	<b>3,181,945</b>	<b>85,619,954</b>	<b>28,679,244</b>	<b>18,825,701</b>	<b>505,730,743</b>	<b>734,321,025</b>
<b>Ending Fund Balances</b>	<b>\$ 136,308,737</b>	<b>\$ 7,371,012</b>	<b>\$ 24,623,876</b>	<b>\$ 238,698</b>	<b>3,166,414</b>	<b>\$ 85,199,116</b>	<b>\$ 51,289,087</b>	<b>\$ 42,470,329</b>	<b>\$ 545,339,960</b>	<b>\$ 896,007,227</b>

<sup>1</sup>Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

<sup>2</sup>Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Unrestricted Revenues and Expenses**  
**Comparison to Budget and Previous Fiscal Year**  
**As of January 31, 2025**  
**33.3% of Year**

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2025 Adjusted Budget & Actuals			Increase (Decrease)			
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru January 31, 2025	Actuals as a % of Budget	Year-to-Date Actuals Thru January 31, 2025	Year-to-Date Actuals Thru January 31, 2024	FY 2025 Compared to FY 2024	% Increase (Decrease)
<b>REVENUES</b>							
State Appropriations	\$ 68,243,000	\$ 33,163,225	48.6%	\$ 33,163,225	\$ 32,522,927	\$ 640,298	2.0%
Ad Valorem Taxes	224,386,251	141,254,251	63.0%	141,254,251	112,310,083	28,944,168	25.8%
Tuition & Fees, Net	126,237,802	107,108,739	84.8%	107,108,739	94,852,167	12,256,572	12.9%
Other Local Income	22,736,208	5,242,149	23.1%	5,242,149	9,516,428	(4,274,280)	-44.9%
Tuition & Fees, Net -- Extended Learning	7,885,993	5,199,730	65.9%	5,199,730	4,777,346	422,385	8.8%
Grant Revenue - Indirect Cost	650,000	312,237	48.0%	312,237	267,543	44,694	16.7%
<b>Total Revenues</b>	<b>450,139,254</b>	<b>292,280,331</b>	<b>64.9%</b>	<b>292,280,331</b>	<b>254,246,494</b>	<b>38,033,838</b>	<b>15.0%</b>
<b>Fund Balance Transfers In &amp; Rolled POs</b>	<b>17,809,983</b>	<b>17,809,983</b>	<b>100.0%</b>	<b>17,809,983</b>	<b>7,045,981</b>	<b>10,764,002</b>	<b>152.8%</b>
<b>Total Revenues and Fund Balance Transfers</b>	<b>\$ 467,949,237</b>	<b>\$ 310,090,314</b>	<b>66.3%</b>	<b>\$ 310,090,314</b>	<b>\$ 261,292,475</b>	<b>\$ 48,797,839</b>	<b>18.7%</b>
<b>EXPENSES</b>							
Salaries	259,448,143	104,252,702	40.2%	104,252,702	93,010,696	11,242,006	12.1%
Employee Benefits	38,321,946	12,827,774	33.5%	12,827,774	11,999,114	828,660	6.9%
Supplies & General Expense	6,348,814	2,007,809	31.6%	2,007,809	1,575,698	432,111	27.4%
Travel	1,461,537	246,975	16.9%	246,975	222,601	24,374	10.9%
Marketing Costs	4,044,561	356,323	8.8%	356,323	1,021,129	(664,807)	-65.1%
Rentals & Leases	467,810	233,327	49.9%	233,327	129,849	103,477	79.7%
Insurance/Risk Mgmt.	9,366,460	4,069,438	43.4%	4,069,438	3,651,638	417,800	11.4%
Contracted Services	38,975,941	13,154,280	33.7%	13,154,280	10,194,559	2,959,721	29.0%
Utilities	11,412,083	2,916,137	25.6%	2,916,137	3,422,132	(505,995)	-14.8%
Other Departmental Expenses	4,771,180	922,486	19.3%	922,486	1,043,489	(121,003)	-11.6%
Instructional & Other Materials	11,390,920	4,021,571	35.3%	4,021,571	6,136,721	(2,115,150)	-34.5%
Maintenance & Repair	3,188,927	1,145,001	35.9%	1,145,001	490,674	654,327	133.4%
Transfers\Debt	55,111,831	21,549,631	39.1%	21,549,631	15,986,918	5,562,712	34.8%
Contingency/Initiatives	2,066,146	-	0.0%	-	-	-	0.0%
Capital Outlay	20,702,940	8,718,347	42.1%	8,718,347	1,399,252	7,319,095	523.1%
Amortization/Depreciation	-	-	0.0%	-	-	-	0.0%
Scholarship Distribution	870,000	-	0.0%	-	-	-	0.0%
<b>Total Expenses</b>	<b>\$ 467,949,237</b>	<b>\$ 176,421,801</b>	<b>37.7%</b>	<b>\$ 176,421,801</b>	<b>\$ 150,284,471</b>	<b>\$ 26,137,330</b>	<b>17.4%</b>
<b>NET REVENUE/(EXPENSES)</b>	<b>\$ -</b>	<b>\$ 133,668,513</b>		<b>\$ 133,668,513</b>	<b>\$ 111,008,004</b>	<b>\$ 22,660,509</b>	

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Revenues and Expenses by Fund

As of January 31, 2025

### Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Scholarships	Subtotal Uncommitted
<b>Revenues</b>	\$ 2,202,838	\$ 124,678	\$ 597,829	\$ -	\$ 2,925,345
<b>Expenses</b>					
Salaries	125,267	44,618	-	26,979	196,864
Employee Benefits	29,966	5,440	-	245	35,651
Supplies & General Expense	9,853	46,769	-	-	56,623
Travel	-	-	-	-	-
Marketing Costs	270	-	-	-	270
Rentals & Leases	-	-	-	-	-
Insurance/Risk Mgmt.	-	-	-	-	-
Contracted Services	458,574	16,394	-	-	474,968
Utilities	122,940	-	-	-	122,940
Other Departmental Expenses	300	197,592	-	-	197,892
Instructional & Other Materials	-	-	-	-	-
Maintenance & Repair	741	-	-	-	741
Transfers/Debt	-	-	-	-	-
Capital Outlay	24,285	13,965	-	638,764	677,013
Scholarship Distribution	-	4,963	-	-	4,963
<b>Total Expenses</b>	<b>772,196</b>	<b>329,741</b>	<b>-</b>	<b>665,987</b>	<b>1,767,925</b>
<b>Contribution to Fund Balance</b>	<b>\$ 1,430,642</b>	<b>\$ (205,063)</b>	<b>\$ 597,829</b>	<b>\$ (665,987)</b>	<b>1,157,420</b>
<b>Beginning Fund Balance, Audited</b>					<b>18,426,404</b>
<b>Ending Fund Balance</b>					<b>\$ 19,583,824</b>

\* Expenditures in this category include Minority Male Initiative, Government Relations, Mobile Go, etc.

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Revenues and Expenses By Fund

As of January 31, 2025

### 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
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ 830,748	\$ 631,558	\$ 1,462,306	\$ 4,387,651
<b>Expenses</b>							
Salaries	-	-	-	7,658	156,763	164,421	361,285
Employee Benefits	-	-	-	72	31,906	31,978	67,629
Supplies & General Expense	61	61	-	161,507	28,140	189,648	246,331
Travel	-	-	-	2,738	-	2,738	2,738
Marketing Costs	-	-	-	-	-	-	270
Rentals & Leases	-	-	-	-	690	690	690
Insurance/Risk Mgmt.	-	-	-	532	91	623	623
Contracted Services	-	-	-	26,725	11,982	38,707	513,675
Utilities	-	-	-	-	-	-	122,940
Other Departmental Expenses	143	143	-	29,367	3,890	33,257	231,292
Instructional & Other Materials	-	-	-	-	-	-	-
Maintenance & Repair	-	-	-	-	-	-	741
Transfers/Debt	-	-	-	-	-	-	-
Capital Outlay	-	-	-	22,059	25,635	47,694	724,707
Scholarship Distribution	-	-	-	22,000	-	22,000	26,963
<b>Total Expenses</b>	<b>203</b>	<b>203</b>	<b>-</b>	<b>272,658</b>	<b>259,097</b>	<b>531,755</b>	<b>2,299,883</b>
<b>Contribution to Fund Balance</b>	<b>(203)</b>	<b>(203)</b>	<b>-</b>	<b>558,089</b>	<b>372,461</b>	<b>930,551</b>	<b>2,087,768</b>
<b>Beginning Fund Balance, Audited</b>		<b>1,559,228</b>	<b>(1,284,080)</b>	<b>1,957,474</b>	<b>1,877,082</b>	<b>2,550,476</b>	<b>22,536,108</b>
<b>Ending Fund Balance</b>	<b>\$ 1,559,025</b>		<b>\$ (1,284,080)</b>	<b>\$ 2,515,563</b>	<b>\$ 2,249,544</b>	<b>\$ 3,481,027</b>	<b>\$ 24,623,876</b>

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison**  
**As of January 31, 2025**  
**33.3% of Year**

<b>Division</b>	<b>FY 2025 Adjusted Budget</b>	<b>Actuals as of January 31, 2025</b>	<b>% Spent</b>	<b>FY 2024 Adjusted Budget</b>	<b>Actuals as of January 31, 2024</b>	<b>% Spent</b>
Central College	\$ 15,568,558	\$ 6,114,569	39.3%	\$ 13,447,173	5,218,872	38.8%
Northwest College	19,328,016	7,164,512	37.1%	17,005,448	6,583,943	38.7%
Northeast College	16,668,189	6,850,845	41.1%	14,225,012	5,803,611	40.8%
Southwest College	16,912,192	7,007,313	41.4%	14,548,127	6,018,199	41.4%
Southeast College	17,938,828	7,773,685	43.3%	16,023,612	6,331,983	39.5%
Coleman College	22,416,650	8,579,755	38.3%	19,154,434	7,211,069	37.6%
Academic Instruction	83,745,114	36,727,360	43.9%	76,806,615	31,968,552	41.6%
Office of the Chancellor	18,415,144	5,640,009	30.6%	18,892,638	6,426,251	34.0%
Instructional Services	13,082,573	3,311,520	25.3%	10,606,936	2,870,957	27.1%
Online College	3,256,013	1,248,183	38.3%	2,584,340	913,758	35.4%
Student Services	10,839,215	3,385,954	31.2%	9,326,001	3,149,188	33.8%
Strategy, Planning & Institutional Effectiveness	5,493,366	1,788,642	32.6%	5,257,260	1,717,170	32.7%
External & Governmental Relations, Transfers and Alumni Relations	2,239,248	534,144	23.9%	1,675,760	107,219	6.4%
Legal & Compliance	17,683,118	6,635,660	37.5%	16,386,847	5,931,821	36.2%
Finance & Accounting	81,908,669	35,260,403	43.0%	68,593,216	28,415,965	41.4%
System	122,454,345	38,399,246	31.4%	93,711,467	31,615,913	33.7%
<b>Grand Total</b>	<b>\$ 467,949,237</b>	<b>\$ 176,421,801</b>	<b>37.7%</b>	<b>\$ 398,244,885</b>	<b>\$ 150,284,471</b>	<b>37.7%</b>

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Balance Sheet by Fund

As of January 31, 2025

	CURRENT & LOAN FUNDS <sup>1</sup>	PLANT & BOND FUNDS <sup>2</sup>	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
<b>ASSETS</b>				
Current Assets:				
Cash & cash equivalents	\$ 188,432,049	\$ 138,071,508	\$ 326,503,557	\$ 258,745,698
Short-term Investments	-	-	-	29,736,315
Accounts receivable (net)	68,079,084	1,319,989	69,399,073	3,820,287
Deferred charges	24,294	-	24,294	19,092,614
Prepays	4,808,297	-	4,808,297	24,276,204
Total Current Assets	261,343,724	139,391,497	400,735,221	335,671,118
Non-current Assets:				
Restricted cash & cash equivalents	-	25,006,629	25,006,629	29,056,899
Restricted long-term investments	-	16,983	16,983	143,424,474
Long-term investments	197,605,521	-	197,605,521	20,465,825
Long-term lease receivable	19,116,007	-	19,116,007	-
Capital assets, net	7,752,155	1,130,658,290	1,138,410,445	1,144,265,340
Total Non-current Assets	224,473,683	1,155,681,902	1,380,155,585	1,337,212,538
<b>Total Assets</b>	<b>\$ 485,817,407</b>	<b>\$ 1,295,073,399</b>	<b>\$ 1,780,890,806</b>	<b>\$ 1,672,883,656</b>
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
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 533,047,019</b>	<b>\$ 1,296,637,205</b>	<b>\$ 1,829,684,224</b>	<b>\$ 1,721,677,074</b>
<b>LIABILITIES</b>				
Current Liabilities:				
Accounts payable	17,188,328	471,330	17,659,658	13,700,554
Accrued Interest- SBITA	276,218	-	276,218	276,218
Accrued liabilities	411,701	671,381	1,083,082	18,074,315
Compensated absences	4,955,308	-	4,955,308	4,955,308
Funds held for others	1,387,523	189,211	1,576,734	908,680
Deferred revenue	661,021	-	661,021	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	31,844,827	43,088,195	74,933,022	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
<b>Total Liabilities</b>	<b>\$ 264,842,858</b>	<b>\$ 562,497,897</b>	<b>\$ 827,340,755</b>	<b>\$ 879,452,453</b>
Deferred Inflows of Resources:				
Leases	23,054,722	-	23,054,722	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	\$ 96,495,425	\$ 9,840,817	\$ 106,336,242	\$ 107,903,596
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>\$ 361,338,283</b>	<b>\$ 572,338,714</b>	<b>\$ 933,676,997</b>	<b>\$ 987,356,049</b>
<b>Beginning Fund Balances, Audited</b>	<b>95,465,383</b>	<b>638,855,642</b>	<b>734,321,025</b>	<b>655,881,162</b>
Net Revenue/(Expenses)				
Unrestricted	69,946,297	-	69,946,297	22,698,096
Restricted	6,297,056	-	6,297,056	950,125
Net Investment in Plant	-	85,442,849	85,442,849	54,791,642
<b>Ending Fund Balances</b>	<b>\$ 171,708,737</b>	<b>\$ 724,298,491</b>	<b>\$ 896,007,227</b>	<b>\$ 734,321,025</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 533,047,019</b>	<b>\$ 1,296,637,205</b>	<b>\$ 1,829,684,224</b>	<b>\$ 1,721,677,074</b>

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

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

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Exemptions and Waivers Detail

As of January 31, 2025

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 01/31/2024	Year-to-Date Activity thru 01/31/2025	Actuals % Inc/(Dec)YTD vs. PriorYTD
<b>Tuition &amp; Fees</b>				
<b>Budget:</b>				
Adjusted Budget, Annual*	\$ 106,400,157	\$ 101,709,073	\$ 126,237,802	24.1%
<b>Revenues:</b>				
Gross Tuition & Fees	134,172,076	111,254,689	125,281,979	12.6%
<b>Waivers &amp; Exemptions:</b>				
Dual Credit & Early College HS	(16,567,432)	(14,563,714)	(16,183,057)	11.1%
Other	(2,786,646)	(1,838,808)	(1,990,183)	8.2%
Total Waivers & Exemptions	(19,354,078)	(16,402,522)	(18,173,240)	10.8%
<b>Total Tuition &amp; Fees Revenue, Net</b>	<b>\$ 114,817,998</b>	<b>\$ 94,852,167</b>	<b>\$ 107,108,739</b>	<b>12.9%</b>

<b>Tuition &amp; Fees - Extended Learning (EL)</b>				
<b>Budget:</b>				
Adjusted Budget, Annual*	\$ 4,862,714	\$ 5,758,835	\$ 7,885,993	36.9%
<b>Revenues:</b>				
Gross Tuition & Fees	7,665,722	4,777,346	5,199,730	8.8%
<b>Waivers &amp; Exemptions:</b>				
Department of Corrections	-	-	-	0.0%
<b>Total EL Tuition &amp; Fees Revenue, Net</b>	<b>\$ 7,665,722</b>	<b>\$ 4,777,346</b>	<b>\$ 5,199,730</b>	<b>8.8%</b>

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 01/31/2024	Year-to-Date Activity thru 01/31/2025	Actuals % Inc/(Dec)YTD vs. PriorYTD
<b>Exemptions &amp; Waivers</b>				
Dept of Corrections	\$ -	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	16,567,432	14,563,714	16,183,057	11.1%
<b>Other Exemptions:</b>				
Employee Fee Exemptions	44,993	32,595	32,642	0.1%
Firemen	29,460	21,989	33,180	50.9%
Hazelwood	1,145,051	743,594	878,849	18.2%
Deaf & Blind	150,320	124,337	113,700	-8.6%
High Ranking High School Grad	3,025	1,694	880	-48.1%
Good Neighbor Program	67,042	65,230	67,029	2.8%
Child of Disabled Vet	3,757	2,865	2,642	0.0%
Employee of State College & University	3,164	1,995	4,275	0.0%
Non-resident Teach/Research Assistant	6,876	4,418	3,506	-20.6%
Non-resident Competitive Scholarships	13,823	13,395	5,985	-55.3%
Senior Citizens	450,277	341,659	346,462	1.4%
Foster Children-Resident	272,473	206,978	209,304	1.1%
TX Tomorrow Waiver	-	-	279	100.0%
Surviving Spouse/Children	1,589	1,589	-	-100.0%
Peace Officer Exemption	8,202	4,488	8,283	84.6%
Adopted Student Waiver	351,710	271,982	263,157	-3.2%
FAST Book & OD Fees	234,884	-	20,010	0.0%
<b>Total Other Exemptions</b>	<b>2,786,646</b>	<b>1,838,808</b>	<b>1,990,183</b>	<b>8.2%</b>
<b>Grand Total Exemptions &amp; Waivers</b>	<b>\$ 19,354,078</b>	<b>\$ 16,402,522</b>	<b>\$ 18,173,240</b>	<b>10.8%</b>

\*Amount net of exemptions & waivers.



# HOUSTON COMMUNITY COLLEGE SYSTEM

## MONTHLY INVESTMENT REPORT

**For the Month of February 2025**

**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/ Dawn Stephens

Dawn Stephens

Interim Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere

Victor Onwumere

Executive Director, Finance & Treasury

# HOUSTON COMMUNITY COLLEGE SYSTEM

## INVESTMENT PORTFOLIO COMPOSITION

### February 28, 2025

Beginning Book Value (February 1, 2025)	\$	526,490,710
Beginning Market Value (February 1, 2025)	\$	528,571,736
Additions/Subtractions (Book Value - Net)	\$	84,909,467
Change in Market Value	\$	60,038,125
Ending Book Value (February 28, 2025)	\$	611,400,177
Ending Market Value (February 28, 2025)	\$	614,381,647
Unrealized Gain/(Loss)	\$	2,981,470
WAM (58% of Portfolio's Weighted Average Maturity )		1 day
WAM (42% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		314

* Net amount provided/(for) operations	\$	134,934,284
* Net amount provided/(for) CIP/others		(24,817)
	\$	<u>134,909,467</u>

### EXECUTIVE SUMMARY

### INVENTORY HOLDINGS REPORT

### February 28, 2025

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 210,280,887	\$ 212,843,801	\$ 2,562,914
US Agencies	44,398,271	44,816,827	418,556
Local Government Pools	128,052,553	128,052,553	-
Money Market Funds	178,378,410	178,378,410	-
Certificate of Deposit	50,000,000	50,000,000	-
Interest Bearing Checking	290,057	290,057	-
Total	<u>\$ 611,400,177</u>	<u>\$ 614,381,647</u>	<u>\$ 2,981,470</u>
WAR (Weighted Average Interest Rate)		<u>4.27%</u>	

INVESTMENTS  
INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS)  
February 28, 2025

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	7,850	\$ (1,469)	\$ 8,021	\$ 9,319	\$ (56)	\$ 9,263	\$ 7,984	\$ (37)	\$ (1,279)
Fannie Mae ARM Pool 805454	Bank of America	4.67%	12/23/04	12/01/34	8,769	(5,914)	8,961	14,683	(52)	14,630	8,939	(22)	(5,691)
Federal Home Loan Bank Global Unsecured	Bank of America	0.38%	01/19/24	09/04/25	10,000,000	635,453	9,772,781	9,364,548	-	9,364,548	9,806,116	33,335	441,569
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	4.25%	02/12/25	01/28/28	10,000,000.00	10,000,000			9,980,570	9,980,570	10,065,807	10,065,807	85,237
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	10/19/23	03/15/25	10,000,000	488,256	9,973,307	9,511,744	-	9,511,744	9,991,336	18,029	479,592
U.S. Treasury Note US Govt Treasury	Bank of America	1.75%	01/19/24	03/15/25	5,000,000	160,500	4,986,654	4,839,500	-	4,839,500	4,995,668	9,014	156,168
U.S. Treasury Note US Govt Treasury	Bank of America	0.50%	01/19/24	03/31/25	10,000,000	475,000	9,942,708	9,525,000	-	9,525,000	9,970,313	27,604	445,313
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	02/08/24	05/15/25	5,000,000	115,500	4,978,086	4,884,500	-	4,884,500	4,984,141	6,055	99,641
U.S. Treasury Note US Govt Treasury	Bank of America	2.63%	02/08/24	04/15/25	15,000,000	348,047	14,950,078	14,651,953	-	14,651,953	14,971,406	21,328	319,453
U.S. Treasury Note US Govt Treasury	Bank of America	2.88%	02/08/24	06/15/25	5,000,000	112,305	4,973,281	4,887,695	-	4,887,695	4,978,750	5,469	91,055
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,500	4,975,430	4,912,500	-	4,912,500	4,979,688	4,258	67,188
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	03/05/24	09/15/25	5,000,000	87,150	4,975,430	4,912,850	-	4,912,850	4,979,688	4,258	66,838
U.S. Treasury Note US Govt Treasury	Bank of America	0.25%	03/20/24	09/30/25	10,000,000	661,500	9,740,625	9,338,500	-	9,338,500	9,773,047	32,422	434,547
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,547	4,998,320	4,964,453	-	4,964,453	5,000,000	1,680	35,547
U.S. Treasury Note US Govt Treasury	Bank of America	4.25%	03/28/24	10/15/25	5,000,000	35,938	4,998,320	4,964,063	-	4,964,063	5,000,000	1,680	35,938
U.S. Treasury Note US Govt Treasury	Bank of America	5.00%	04/24/24	10/31/25	5,000,000	2,214	5,025,313	4,997,786	-	4,997,786	5,024,492	(820)	26,706
U.S. Treasury Note US Govt Treasury	Bank of America	4.00%	04/11/24	12/15/25	10,000,000	162,109	9,979,037	9,837,891	-	9,837,891	9,986,094	7,057	148,203
U.S. Treasury Note US Govt Treasury	Bank of America	3.38%	09/16/24	09/15/27	10,000,000	33,594	9,781,250	9,966,406	-	9,966,406	9,852,734	71,484	(113,672)
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	10/25/24	07/31/27	15,000,000	15,000,000	14,467,969	14,510,850	-	14,510,850	14,574,023	106,055	63,173
U.S. Treasury Note US Govt Treasury	Bank of America	3.88%	10/15/24	10/15/27	10,000,000	10,000,000	9,899,219	9,996,484	-	9,996,484	9,970,703	71,484	(25,781)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.63%	09/13/24	09/13/27	15,000,000	(27,510)	14,755,292	15,027,510	-	15,027,510	14,844,201	88,909	(183,309)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.35%	02/12/25	01/28/28	10,000,000	10,000,000			10,001,750	10,001,750	10,083,780	10,083,780	82,030
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,925,000	9,937,500	-	9,937,500	9,955,469	30,469	17,969
U.S. Treasury Note US Govt Treasury	Bank of America	3.75%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,925,000	9,930,859	-	9,930,859	9,955,469	30,469	24,609
U.S. Treasury Note US Govt Treasury	Bank of America	0.88%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,543,750	9,506,250	-	9,506,250	9,590,234	46,484	83,984
U.S. Treasury Note US Govt Treasury	Bank of America	4.50%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,038,672	15,048,633	-	15,048,633	15,057,422	18,750	8,789
U.S. Treasury Note US Govt Treasury	Bank of America	3.50%	2/26/2025	1/31/2028	30,000,000	475,781			29,524,219	29,524,219	29,595,703	29,595,703	71,484
U.S. Treasury Note US Govt Treasury	Bank of America	2.75%	2/26/2025	2/15/2028	10,000,000	368,750			9,631,250	9,631,250	9,657,422	9,657,422	26,172
Debt Service 2001A Bond Interest Checking	Bank of America	1.83%				-	1,287	1,287	2	1,290	1,290	-	-
HCCS Merchant Service	Bank of America	0.79%				-	3,008	3,008	25,088	28,096	28,096	-	-
LTD 2013 Tax Bond General Checking	Bank of America	1.77%				-	72,001	72,001	188,670	260,671	260,671	-	-
Chase Certificate 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%				-	149,906,002	149,906,002	25,408,526	175,314,529	175,314,529	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	3.70%				-	3,052,692	3,052,692	11,189	3,063,881	3,063,881	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.09%				-	57,529,725	57,529,725	197,493	57,727,218	57,727,218	-	-
TexPool	State Street Bank	4.03%				-	70,384,517	70,384,517	(59,183)	70,325,334	70,325,334	-	-
TOTAL							\$ 528,571,736	\$ 526,490,710	\$ 84,909,467	\$ 611,400,177	\$ 614,381,647	\$ 60,038,125	\$ 2,981,470



# Summary Operating Statements

**For the Period  
September 1, 2024 - February 28, 2025**

**For the Meeting of the Board of Trustees - April 2, 2025**

**for**

**Houston Community College System**



# Table of Contents

For the Period September 1, 2023 - February 28, 2025

## **Houston Community College System**

<b>Summary</b>	Summary of Financial Statements	1
<b>Revenues, Expenses &amp; Fund Balances</b>	Statement of Revenues, Expenses and Fund Balances - All Funds	3
<b>Operating Summary</b>	Unrestricted Revenues and Expenses	4
<b>Auxiliary Summary</b>	Auxiliary Revenues and Expenses by Fund	5
<b>Budgets &amp; Actuals Summary</b>	Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison	7
<b>Balance Sheet</b>	Balance Sheet by Fund	8
<b>Exemptions &amp; Waivers</b>	Exemptions and Waivers Detail	9

## Summary of Financial Statements As of February 28, 2025

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 February 28, 2025, total revenues, fund balance transfers and rolled purchase orders (POs) are \$408.2 million. This represents 87.2% of the budgeted total of \$467.9 million. Expenses total \$207.6 million to date, which is 44.4% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 11% and expenses are higher by 16.2%. Actual net revenue is \$200.6 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 higher 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 **12.9%** higher than last year at this time. Gross tuition and fee revenues are up 12.5% 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 10.7% primarily due to Dual Credit waivers.

Extended learning tuition and fees, net are 6.3% higher than last year at this time. Gross tuition and fees revenues are up by 6.3%.

Actual salaries for FY 2025 are 12.1% 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 24.2% 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 \$1,400,744 compared to this time in FY 2024 of \$1,463,041.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Statement of Revenues, Expenses and Fund Balances - All Funds**  
**As of February 28, 2025**

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
<b>Revenues</b>	\$ 390,354,527	\$ 21,310,965	\$ 5,039,996	\$ -	\$ 106,174,422	\$ 1,038,584	\$ -	\$ 42,567,651	\$ 290,777	\$ 566,776,922
<b>Expenses</b>										
Salaries	125,231,444	2,864,130	435,964	-	1,423,547	-	-	-	-	129,955,085
Employee Benefits	15,316,592	10,160,013	81,879	-	-	-	-	-	-	25,558,483
Supplies & General Expense	2,514,059	145,648	307,999	-	-	90,588	107,589	-	-	3,165,883
Travel	283,612	28,745	6,322	-	-	-	-	-	-	318,679
Marketing Costs	1,389,365	47,982	270	-	-	-	-	-	-	1,437,616
Rentals & Leases	237,926	31	1,150	-	-	5,625	-	-	-	244,732
Insurance/Risk Mgmt.	4,076,411	838	1,071	-	-	-	-	-	-	4,078,320
Contracted Services	14,871,862	334,172	602,271	-	-	4,287	151,208	314,210	-	16,278,012
Utilities	4,428,701	-	207,908	-	-	-	-	-	-	4,636,609
Other Departmental Expenses	1,138,791	297,692	245,333	-	307,844	-	-	-	-	1,989,660
Instructional & Other Materials	4,887,401	351,565	4,728	-	-	24,877	71,512	-	-	5,340,082
Maintenance & Repair	1,356,056	-	741	-	-	-	(287)	-	-	1,356,510
Transfers (In)/Out <sup>1</sup>	22,049,793	-	-	-	(912,688)	(993,098)	(24,572,500)	4,428,493	-	-
Debt	7,025	-	-	-	-	-	-	33,410,667	-	33,417,692
Capital Outlay	9,823,910	275,421	134,468	-	-	2,912,623	6,047,875	-	-	19,194,296
Amortization/Depreciation	-	-	-	-	-	-	-	-	17,591,368	17,591,368
Scholarship Distribution	-	-	1,463,530	-	105,370,313	-	-	-	-	106,833,843
<b>Total Expenses</b>	<b>207,612,948</b>	<b>14,506,237</b>	<b>3,493,634</b>	<b>-</b>	<b>106,189,016</b>	<b>2,044,902</b>	<b>(18,194,603)</b>	<b>38,153,370</b>	<b>17,591,368</b>	<b>371,396,871</b>
<b>Net Revenues/(Expenses)</b>	<b>182,741,579</b>	<b>6,804,728</b>	<b>1,546,363</b>	<b>-</b>	<b>(14,593)</b>	<b>(1,006,318)</b>	<b>18,194,603</b>	<b>4,414,280</b>	<b>(17,300,591)</b>	<b>195,380,051</b>
<b>Other Adjustments and Transfers</b>										
Debt Principal Payments <sup>2</sup>	(48,000,000)	-	-	-	-	-	-	-	73,705,000	25,705,000
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP <sup>2</sup>	3,116,721	116,568	-	-	-	1,221,877	3,663,337	-	1,720,157	9,838,660
Transfers of Completed Projects/Assets	(3,116,721)	(116,568)	-	-	-	(773,254)	(745,071)	-	4,751,614	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
<b>Total Other Adjustments and Transfers</b>	<b>(48,000,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>448,623</b>	<b>2,918,266</b>	<b>-</b>	<b>80,176,771</b>	<b>35,543,660</b>
<b>Beginning Fund Balances, Audited</b>	<b>68,450,207</b>	<b>1,058,425</b>	<b>22,536,108</b>	<b>238,698</b>	<b>3,181,945</b>	<b>85,619,954</b>	<b>28,679,244</b>	<b>18,825,701</b>	<b>505,730,743</b>	<b>734,321,025</b>
<b>Ending Fund Balances</b>	<b>\$ 203,191,786</b>	<b>\$ 7,863,153</b>	<b>\$ 24,082,471</b>	<b>\$ 238,698</b>	<b>3,167,351</b>	<b>\$ 85,062,259</b>	<b>\$ 49,792,112</b>	<b>\$ 23,239,982</b>	<b>\$ 568,606,923</b>	<b>\$ 965,244,734</b>

<sup>1</sup>Transfers include student revenue bond payment funds, scholarship matching funds, and transfers to Unexpended Plant and Capital and Technology Funds.

<sup>2</sup>Per government accounting practices, items included in the expenses category above are subsequently deducted from YTD expenses shown above and reclassified as increases or decreases to appropriate asset and liability line items on the balance sheet (page 8). Also, includes GASB 96 SBITA.

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Unrestricted Revenues and Expenses**  
**Comparison to Budget and Previous Fiscal Year**  
**As of February 28, 2025**  
**50% of Year**

	<b>Budget Comparison</b>			<b>Previous Fiscal Year Comparison</b>			
	<b>FY 2025 Adjusted Budget &amp; Actuals</b>						
	<b>FY 2025 Adjusted Budget</b>	<b>Year-to-Date Actuals Thru February 28, 2025</b>	<b>Actuals as a % of Budget</b>	<b>Year-to-Date Actuals Thru February 28, 2025</b>	<b>Year-to-Date Actuals Thru February 28, 2024</b>	<b>Increase (Decrease) FY 2025 Compared to FY 2024</b>	<b>% Increase (Decrease)</b>
<b>REVENUES</b>							
State Appropriations	\$ 68,243,000	\$ 53,569,216	78.5%	\$ 53,569,216	\$ 48,190,641	\$ 5,378,575	11.2%
Ad Valorem Taxes	224,386,251	214,926,890	95.8%	214,926,890	199,644,651	15,282,238	7.7%
Tuition & Fees, Net	126,237,802	108,425,251	85.9%	108,425,251	96,063,679	12,361,572	12.9%
Other Local Income	22,736,208	7,437,635	32.7%	7,437,635	11,152,194	(3,714,559)	-33.3%
Tuition & Fees, Net -- Extended Learning	7,885,993	5,590,195	70.9%	5,590,195	5,258,392	331,802	6.3%
Grant Revenue - Indirect Cost	650,000	405,341	62.4%	405,341	340,096	65,244	19.2%
<b>Total Revenues</b>	<b>450,139,254</b>	<b>390,354,528</b>	<b>86.7%</b>	<b>390,354,528</b>	<b>360,649,654</b>	<b>29,704,874</b>	<b>8.2%</b>
<b>Fund Balance Transfers In &amp; Rolled POs</b>	<b>17,809,983</b>	<b>17,809,983</b>	<b>100.0%</b>	<b>17,809,983</b>	<b>7,045,981</b>	<b>10,764,002</b>	<b>152.8%</b>
<b>Total Revenues and Fund Balance Transfers</b>	<b>\$ 467,949,237</b>	<b>\$ 408,164,511</b>	<b>87.2%</b>	<b>\$ 408,164,511</b>	<b>\$ 367,695,636</b>	<b>\$ 40,468,875</b>	<b>11.0%</b>
<b>EXPENSES</b>							
Salaries	259,137,143	125,231,444	48.3%	125,231,444	111,671,949	13,559,495	12.1%
Employee Benefits	38,321,946	15,316,592	40.0%	15,316,592	12,332,263	2,984,329	24.2%
Supplies & General Expense	6,354,231	2,514,059	39.6%	2,514,059	2,069,615	444,444	21.5%
Travel	1,487,911	283,612	19.1%	283,612	266,070	17,542	6.6%
Marketing Costs	4,032,520	1,389,365	34.5%	1,389,365	1,146,904	242,461	21.1%
Rentals & Leases	436,956	237,926	54.5%	237,926	151,734	86,192	56.8%
Insurance/Risk Mgmt.	9,366,610	4,076,411	43.5%	4,076,411	7,621,315	(3,544,903)	-46.5%
Contracted Services	38,805,161	14,871,862	38.3%	14,871,862	12,130,741	2,741,121	22.6%
Utilities	11,409,224	4,428,701	38.8%	4,428,701	4,145,069	283,632	6.8%
Other Departmental Expenses	4,906,539	1,138,791	23.2%	1,138,791	1,157,583	(18,792)	-1.6%
Instructional & Other Materials	11,266,640	4,887,401	43.4%	4,887,401	7,094,953	(2,207,552)	-31.1%
Maintenance & Repair	3,180,137	1,356,056	42.6%	1,356,056	627,991	728,065	115.9%
Transfers\Debt	55,111,831	22,056,818	40.0%	22,056,818	16,446,672	5,610,146	34.1%
Contingency/Initiatives	2,353,679	-	0.0%	-	-	-	0.0%
Capital Outlay	20,908,711	9,823,910	47.0%	9,823,910	1,729,608	8,094,302	468.0%
Amortization/Depreciation	-	-	0.0%	-	-	-	0.0%
Scholarship Distribution	870,000	-	0.0%	-	-	-	0.0%
<b>Total Expenses</b>	<b>\$ 467,949,237</b>	<b>\$ 207,612,948</b>	<b>44.4%</b>	<b>\$ 207,612,948</b>	<b>\$ 178,592,467</b>	<b>\$ 29,020,481</b>	<b>16.2%</b>
<b>NET REVENUE/(EXPENSES)</b>	<b>\$ 0</b>	<b>\$ 200,551,563</b>		<b>\$ 200,551,563</b>	<b>\$ 189,103,169</b>	<b>\$ 11,448,394</b>	

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Revenues and Expenses by Fund

As of February 28, 2025

### Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Scholarships	Subtotal Uncommitted
<b>Revenues</b>	\$ 2,662,403	\$ 898,867		\$ -	\$ 3,561,270
<b>Expenses</b>					
Salaries	155,340	52,608	-	32,588	240,536
Employee Benefits	37,068	6,545	-	293	43,906
Supplies & General Expense	9,721	51,086	-		60,807
Travel			-		-
Marketing Costs	270		-		270
Rentals & Leases			-		-
Insurance/Risk Mgmt.			-		-
Contracted Services	537,691	16,253	-		553,945
Utilities	207,908		-		207,908
Other Departmental Expenses	990	206,871	-		207,862
Instructional & Other Materials			-		-
Maintenance & Repair	5,469		-		5,469
Transfers/Debt			-		-
Capital Outlay	72,809	13,965	-		86,774
Scholarship Distribution		6,445	-	1,435,085	1,441,530
<b>Total Expenses</b>	<b>1,027,267</b>	<b>353,774</b>	<b>-</b>	<b>1,467,967</b>	<b>2,849,007</b>
<b>Contribution to Fund Balance</b>	<b>\$ 1,635,137</b>	<b>\$ 545,093</b>	<b>\$ -</b>	<b>\$ (1,467,967)</b>	<b>712,263</b>
<b>Beginning Fund Balance, Audited</b>					<b>18,426,404</b>
<b>Ending Fund Balance</b>					<b>\$ 19,138,667</b>

\* Expenditures in this category include Minority Male Initiative, Government Relations, Mobile Go, etc.

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Auxiliary Revenues and Expenses By Fund

As of February 28, 2025

### 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
<b>Revenues</b>	\$ -	\$ -	\$ -	\$ 839,643	\$ 639,084	\$ 1,478,727	\$ 5,039,996
<b>Expenses</b>							
Salaries	-	-	-	9,284	186,144	195,428	435,964
Employee Benefits	-	-	-	87	37,886	37,973	81,879
Supplies & General Expense	61	61	-	214,681	32,450	247,131	307,999
Travel	-	-	-	6,322		6,322	6,322
Marketing Costs	-	-	-			-	270
Rentals & Leases	-	-	-		1,150	1,150	1,150
Insurance/Risk Mgmt.	-	-	-	980	91	1,071	1,071
Contracted Services	-	-	-	32,745	15,582	48,327	602,271
Utilities	-	-	-			-	207,908
Other Departmental Expenses	143	143	-	29,717	7,612	37,329	245,333
Instructional & Other Materials	-	-	-			-	-
Maintenance & Repair	-	-	-			-	5,469
Transfers/Debt	-	-	-			-	-
Capital Outlay	-	-	-	22,059	25,635	47,694	134,468
Scholarship Distribution	-	-	-	22,000		22,000	1,463,530
<b>Total Expenses</b>	<b>203</b>	<b>203</b>	<b>-</b>	<b>337,875</b>	<b>306,549</b>	<b>644,424</b>	<b>3,493,634</b>
<b>Contribution to Fund Balance</b>	<b>(203)</b>	<b>(203)</b>	<b>-</b>	<b>501,768</b>	<b>332,535</b>	<b>834,303</b>	<b>1,546,363</b>
<b>Beginning Fund Balance, Audited</b>		<b>1,559,228</b>	<b>(1,284,080)</b>	<b>1,957,474</b>	<b>1,877,082</b>	<b>2,550,476</b>	<b>22,536,108</b>
<b>Ending Fund Balance</b>	<b>\$ 1,559,025</b>		<b>\$ (1,284,080)</b>	<b>\$ 2,459,242</b>	<b>\$ 2,209,617</b>	<b>\$ 3,384,779</b>	<b>\$ 24,082,471</b>

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison**  
**As of February 28, 2025**  
**50% of Year**

<b>Division</b>	<b>FY 2025 Adjusted Budget</b>	<b>Actuals as of February 28, 2025</b>	<b>% Spent</b>	<b>FY 2024 Adjusted Budget</b>	<b>Actuals as of February 28, 2024</b>	<b>% Spent</b>
Central College	\$ 15,544,520	\$ 7,390,083	47.5%	\$ 13,396,665	6,283,228	46.9%
Northwest College	19,374,269	8,620,548	44.5%	16,960,050	7,872,841	46.4%
Northeast College	16,699,416	8,279,511	49.6%	14,259,016	6,957,661	48.8%
Southwest College	16,964,096	8,487,085	50.0%	14,592,032	7,267,988	49.8%
Southeast College	17,929,461	9,346,887	52.1%	15,933,752	7,638,874	47.9%
Coleman College	22,430,831	10,465,334	46.7%	19,092,779	8,874,434	46.5%
Academic Instruction	83,479,822	43,762,814	52.4%	76,649,240	38,154,573	49.8%
Office of the Chancellor	18,251,262	7,799,941	42.7%	18,814,527	7,574,403	40.3%
Instructional Services	13,137,260	4,150,214	31.6%	10,553,463	3,642,431	34.5%
Online College	3,290,379	1,493,370	45.4%	2,563,561	1,112,686	43.4%
Student Services	10,839,379	3,990,404	36.8%	9,312,158	3,689,719	39.6%
Strategy, Planning & Institutional Effectiveness	5,493,366	2,122,969	38.6%	5,174,332	2,024,233	39.1%
External & Governmental Relations, Transfers and Alumni Relations	2,239,084	687,018	30.7%	1,672,743	141,917	8.5%
Legal & Compliance	17,683,118	6,895,255	39.0%	16,320,226	10,155,813	62.2%
Finance & Accounting	82,114,159	40,948,014	49.9%	68,366,818	33,868,177	49.5%
System	122,478,816	43,173,500	35.2%	94,583,524	33,333,486	35.2%
<b>Grand Total</b>	<b>\$ 467,949,237</b>	<b>\$ 207,612,948</b>	<b>44.4%</b>	<b>\$ 398,244,885</b>	<b>\$ 178,592,467</b>	<b>44.8%</b>

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Balance Sheet by Fund

As of February 28, 2025

	CURRENT & LOAN FUNDS <sup>1</sup>	PLANT & BOND FUNDS <sup>2</sup>	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
<b>ASSETS</b>				
Current Assets:				
Cash & cash equivalents	\$ 222,327,502	\$ 115,834,357	\$ 338,161,859	\$ 258,745,698
Short-term Investments	-	-	-	29,736,315
Accounts receivable (net)	42,239,814	1,340,522	43,580,336	3,820,287
Deferred charges	24,293	-	24,293	19,092,614
Prepays	4,808,716	-	4,808,716	24,276,204
Total Current Assets	269,400,325	117,174,879	386,575,204	335,671,118
Non-current Assets:				
Restricted cash & cash equivalents	-	24,793,248	24,793,248	29,056,899
Restricted long-term investments	-	16,923	16,923	143,424,474
Long-term investments	257,643,705	-	257,643,705	20,465,825
Long-term lease receivable	18,834,546	-	18,834,546	-
Capital assets, net	7,752,155	1,128,691,151	1,136,443,306	1,144,265,340
Total Non-current Assets	284,230,406	1,153,501,322	1,437,731,728	1,337,212,538
<b>Total Assets</b>	<b>\$ 553,630,731</b>	<b>\$ 1,270,676,201</b>	<b>\$ 1,824,306,932</b>	<b>\$ 1,672,883,656</b>
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
<b>Total Assets and Deferred Outflows of Resources</b>	<b>\$ 600,860,343</b>	<b>\$ 1,272,240,007</b>	<b>\$ 1,873,100,350</b>	<b>\$ 1,721,677,074</b>
<b>LIABILITIES</b>				
Current Liabilities:				
Accounts payable	17,899,682	188,304	18,087,986	13,700,554
Accrued Interest- SBITA	276,218	-	276,218	276,218
Accrued liabilities	406,446	39,400	445,846	18,074,315
Compensated absences	4,955,308	-	4,955,308	4,955,308
Funds held for others	2,051,719	189,209	2,240,928	908,680
Deferred revenue	597,655	-	597,655	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	-	361,299	361,299	720,798
Bonds payable-current portion	-	15,510,000	15,510,000	41,215,000
Total Current Liabilities	33,151,756	16,288,212	49,439,968	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
<b>Total Liabilities</b>	<b>\$ 266,149,787</b>	<b>\$ 535,697,914</b>	<b>\$ 801,847,701</b>	<b>\$ 879,452,453</b>
Deferred Inflows of Resources:				
Leases	22,726,395	-	22,726,395	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	\$ 96,167,098	\$ 9,840,817	\$ 106,007,915	\$ 107,903,596
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>\$ 362,316,885</b>	<b>\$ 545,538,731</b>	<b>\$ 907,855,616</b>	<b>\$ 987,356,049</b>
<b>Beginning Fund Balances, Audited</b>	<b>95,465,383</b>	<b>638,855,642</b>	<b>734,321,025</b>	<b>655,881,162</b>
Net Revenue/(Expenses)				
Unrestricted	136,287,941	-	136,287,941	22,698,096
Restricted	6,790,134	-	6,790,134	950,125
Net Investment in Plant	-	87,845,634	87,845,634	54,791,642
<b>Ending Fund Balances</b>	<b>\$ 238,543,458</b>	<b>\$ 726,701,276</b>	<b>\$ 965,244,734</b>	<b>\$ 734,321,025</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 600,860,343</b>	<b>\$ 1,272,240,007</b>	<b>\$ 1,873,100,350</b>	<b>\$ 1,721,677,074</b>

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

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

# HOUSTON COMMUNITY COLLEGE SYSTEM

## Exemptions and Waivers Detail

As of February 28, 2025

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 02/28/2024	Year-to-Date Activity thru 02/28/2025	Actuals % Inc/(Dec)YTD vs. PriorYTD
<b>Tuition &amp; Fees</b>				
<b>Budget:</b>				
Adjusted Budget, Annual*	\$ 106,400,157	\$ 101,709,073	\$ 126,237,802	24.1%
<b>Revenues:</b>				
Gross Tuition & Fees	134,172,076	112,719,978	126,856,929	12.5%
<b>Waivers &amp; Exemptions:</b>				
Dual Credit & Early College HS	(16,567,432)	(14,625,129)	(16,296,084)	11.4%
Other	(2,786,646)	(2,031,170)	(2,135,594)	5.1%
Total Waivers & Exemptions	(19,354,078)	(16,656,299)	(18,431,678)	10.7%
<b>Total Tuition &amp; Fees Revenue, Net</b>	<b>\$ 114,817,998</b>	<b>\$ 96,063,679</b>	<b>\$ 108,425,251</b>	<b>12.9%</b>

<b>Tuition &amp; Fees - Extended Learning (EL)</b>				
<b>Budget:</b>				
Adjusted Budget, Annual*	\$ 4,862,714	\$ 5,758,835	\$ 7,885,993	36.9%
<b>Revenues:</b>				
Gross Tuition & Fees	7,665,722	5,258,392	5,590,195	6.3%
<b>Waivers &amp; Exemptions:</b>				
Department of Corrections	-	-	-	0.0%
<b>Total EL Tuition &amp; Fees Revenue, Net</b>	<b>\$ 7,665,722</b>	<b>\$ 5,258,392</b>	<b>\$ 5,590,195</b>	<b>6.3%</b>

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 02/28/2024	Year-to-Date Activity thru 02/28/2025	Actuals % Inc/(Dec)YTD vs. PriorYTD
<b>Exemptions &amp; Waivers</b>				
Dept of Corrections	\$ -	\$ -	\$ -	0.0%
Dual Credit & Early College HS Waiver	16,567,432	14,625,129	16,296,084	11.4%
<b>Other Exemptions:</b>				
Employee Fee Exemptions	44,993	34,581	34,504	-0.2%
Firemen	29,460	25,672	33,906	32.1%
Hazelwood	1,145,051	887,165	974,019	9.8%
Deaf & Blind	150,320	125,355	116,930	-6.7%
High Ranking High School Grad	3,025	1,694	1,364	-19.5%
Good Neighbor Program	67,042	65,230	67,527	3.5%
Child of Disabled Vet	3,757	2,865	2,642	0.0%
Employee of State College & University	3,164	1,995	4,275	0.0%
Non-resident Teach/Research Assistant	6,876	6,555	3,506	-46.5%
Non-resident Competitive Scholarships	13,823	13,823	6,555	-52.6%
Senior Citizens	450,277	356,465	349,269	-2.0%
Foster Children-Resident	272,473	216,460	221,437	2.3%
TX Tomorrow Waiver	-	-	278	100.0%
Surviving Spouse/Children	1,589	1,589	-	-100.0%
Peace Officer Exemption	8,202	4,686	9,108	94.4%
Adopted Student Waiver	351,710	287,035	285,545	-0.5%
FAST Book & OD Fees	234,884	-	24,729	0.0%
<b>Total Other Exemptions</b>	<b>2,786,646</b>	<b>2,031,170</b>	<b>2,135,594</b>	<b>5.1%</b>
<b>Grand Total Exemptions &amp; Waivers</b>	<b>\$ 19,354,078</b>	<b>\$ 16,656,299</b>	<b>\$ 18,431,678</b>	<b>10.7%</b>

\*Amount net of exemptions & waivers.

# ACTION ITEM

Meeting Date: April 16, 2025

## Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	Approve Internal Audit Department and Audit Committee Charters	Dr. Margaret Ford Fisher Terry Corrigan

### RECOMMENDATION

Approve the Internal Audit Department and Audit Committee Charters with revisions to conform with the new Global Internal Audit Standards.

### COMPELLING REASON AND BACKGROUND

To allow time for the AY 2025 Audit Committee members to review the proposed Internal Audit Department and Audit Committee Charters, the information and methodology used for the Charters were presented in the February 5, 2025, Audit Committee Meeting with the Charters being brought forward for Board of Trustees approval in the April 2025 board meetings.

To conform with the new Global Internal Audit Standards, and Board Bylaws Article F, Section 4c:

- Global Internal Audit Standard 8.1 requires: "The chief audit executive must provide the board with the information needed to conduct its oversight responsibilities. This information may be specifically requested by the board or may be, in the judgment of the chief audit executive, valuable for the board to exercise its oversight responsibilities."
- Board Bylaws Article F, Section 4c states: "The audit committee assists the board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the board."

### FISCAL IMPACT

No impact.

### STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

#### ATTACHMENTS:

Description	Upload Date	Type
Current Approved IA Department Charter	2/20/2025	Attachment
Proposed IA Department Charter w tracked revisions	2/20/2025	Attachment
Proposed IA Department Charter with Revisions	2/20/2025	Attachment
Current Approved Audit Committee Charter	2/20/2025	Attachment
Proposed Audit Committee Charter w tracked revisions	2/20/2025	Attachment
Proposed Audit Committee Charter with Revisions	2/20/2025	Attachment

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

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

---

**Authority**

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

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

**Purpose**

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

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

**Composition**

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

**Meetings**

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

**Responsibilities**

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

***Oversight of Internal Auditing***

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

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

---

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

***Oversight of External Accounting Entities***

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

**Document History**

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024



# HOUSTON COMMUNITY COLLEGE

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

#### PURPOSE

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

The purpose of the internal audit function is to strengthen Houston Community College System's (HCCS) ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances HCCS's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

HCCS's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards™, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the board.
- Internal auditors are free from undue influence and committed to making objective assessments.

#### ***Commitment to Adhering to the Global Internal Audit Standards***

The HCCS's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements (the Standards). The chief audit executive (CAE) will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

#### **Mandate**

# Internal Audit Policies and Procedures

## Internal Audit Charter

---

### **AUTHORITY**

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the HCCS operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The HCCS's board grants the internal audit function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the board. The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

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

### **MISSION**

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

### **INDEPENDENCE, ORGANIZATION POSITION, AND REPORTING RELATIONSHIPS** **OBJECTIVITY**

To provide for the independence of the internal audit function, the Department to perform audit services and responsibilities without interference from management, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

The CAE will confirm to the board, at least annually, the organizational independence of the internal audit function. The CAE will disclose to the board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results.

#### **CHARTER AND MANDATE REVISIONS**

Circumstances may justify a follow-up discussion between the chief audit executive, board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Any changes to this Charter require the approval of the Board Audit Committee.

#### **FUNCTION**

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

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

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

#### **BOARD OVERSIGHT**

To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. **Annually** Approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.
2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

5. Establish a schedule of regular meetings.
6. Establish a means of unrestricted access to and direct communication between the Chairman of the Audit Committee and the CAE, including private meetings without senior management present Internal Audit Director.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

### CAE ROLES AND RESPONSIBILITIES

#### *Ethics and Professionalism*

The chief audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

### OBJECTIVITY

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. In particular, Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function. **Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:**

- Performing operational duties for HCCS.
- Initiating or approving transactions external to the internal audit function.
- Directing the activities of any HCCS employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Assessing specific operations for which they had responsibility within the previous year.

**Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.**

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

### ***MANAGING THE INTERNAL AUDIT FUNCTION***

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

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees as required by IIA Standard 2010. A1

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

and submit the audit plan to the Audit Committee for review and the Board for approval.

- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.
- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.
- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Identify and consider trends and emerging issues that could impact HCCS and communicate to the board and senior management.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

### **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

The CAE will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program will assess compliance with laws and/or regulations relevant to internal auditing. The assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the CAE will communicate with the board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal self-assessments and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside HCCS. The assessment team must include at least one assessor holding an active Certified Internal Auditor® credential.

### ***Communication with the Board and Senior Management***

The CAE will communicate with the board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond HCCS's risk appetite.

### SCOPE AND TYPES OF INTERNAL AUDIT SERVICES

The scope of internal audit services covers the entire breadth of the organization, including all HCCS's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the board and management on the adequacy and effectiveness of governance, risk management, and control processes for HCCS.

HCCS internal audit services include:

Operational: These are projects in which some activity or other management assertion is evaluated so that improvements to operating efficiency and effectiveness can be made. These can also be projects in which the object is to develop new information on an activity so that management can use that information in their decision-making process.

Compliance: Reviews focused on ensuring compliance with laws, regulations and HCC policies.

Information Technology: Governance assessments in support of HCC's strategies and objectives.

Advisory Services: Consulting projects that improve management of risks, add value, and improve the organization's operations, including special projects requested by the Board or management, participating in HCC committees and task forces, and providing investigation services.

Administrative: Administrative projects within the department such as performing enterprise risk assessments, preparing the next fiscal year's audit plan, performing quality assurance, preparing the Annual Audit Report, newsletters, and lunch & learns.

Observation action plan follow-ups: These are on-going status reviews on the resolution of deficiencies identified in past audits to ensure management completed action plans.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

#### **Document History**

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



# HOUSTON COMMUNITY COLLEGE

## Internal Audit Policies and Procedures

### Internal Audit Charter

---

#### PURPOSE

The purpose of the internal audit function is to strengthen Houston Community College System's (HCCS) ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The internal audit function enhances HCCS's:

- Successful achievement of its objectives.
- Governance, risk management, and control processes.
- Decision-making and oversight.
- Reputation and credibility with its stakeholders.
- Ability to serve the public interest.

HCCS's internal audit function is most effective when:

- Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards™, which are set in the public interest.
- The internal audit function is independently positioned with direct accountability to the board.
- Internal auditors are free from undue influence and committed to making objective assessments.

#### ***Commitment to Adhering to the Global Internal Audit Standards***

The HCCS's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements (the Standards). The chief audit executive (CAE) will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

# **Internal Audit Policies and Procedures**

## **Internal Audit Charter**

---

### **MANDATE**

#### ***Authority***

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve the HCCS operations. The Department helps HCCS accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The HCCS's board grants the internal audit function the mandate to provide the board and senior management with objective assurance, advice, insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the board. The CAE will have unrestricted access to and communicate and interact directly with the Audit Committee Chair, including in private meetings without management present. The Board of Trustees authorizes the Department to:

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

#### ***Independence, Organization Position, and Reporting Relationships***

To provide for the independence of the internal audit function to perform audit services and responsibilities without interference from management, its personnel report to the Chief Audit Executive ("CAE"), who reports functionally to the Audit Committee of the Board of Trustees and administratively (i.e., day-to-day operations) to the Chancellor. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

The CAE will confirm to the board, at least annually, the organizational independence of the internal audit function. The CAE will disclose to the board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

#### ***Charter and Mandate Revisions***

Circumstances may justify a follow-up discussion between the chief audit executive, board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Any changes to this Charter require the approval of the Board Audit Committee.

### **BOARD OVERSIGHT**

To establish, maintain, and assure that the Department has sufficient authority to fulfill its duties, the Board Audit Committee will:

1. Annually approve and recommend the Internal Audit Department Charter and Audit Committee Charter for Board approval.
2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of unrestricted access to and direct communication between the Chairman of the Audit Committee and the CAE, including private meetings without senior management present.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

## **CAE ROLES AND RESPONSIBILITIES**

### ***Ethics and Professionalism***

The chief audit executive will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization's ethical expectations, as described in applicable policies and procedures.

### ***Objectivity***

The reporting relationships of the CAE enhance departmental independence, promote comprehensive audit coverage and encourage adequate consideration of audit reports and recommendations. To maintain objectivity, the CAE and the audit staff shall have no direct authority over the activities they review. Internal Audit may not develop policies and procedures for a function they might audit or direct the actions of the personnel in the performance of that function. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Performing operational duties for HCCS.
- Initiating or approving transactions external to the internal audit function.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

- Directing the activities of any HCCS employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.
- Assessing specific operations for which they had responsibility within the previous year.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

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

#### ***Managing the Internal Audit Function***

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

- Developing a flexible risk based annual internal audit plan with input from Senior Management and the Board of Trustees as required by IIA Standard 2010. A1 and submit the audit plan to the Audit Committee for review and the Board for approval.
- Reviewing and adjusting the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and Board approval.
- Meeting regularly with the Board Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the Department resources.
- Conducting independent and constructive audits to review effectiveness of controls, financial records, operations, or to review departmental records, the proper recording of transactions, and compliance with applicable rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

- Analyzing data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.
- Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.
- Investigating allegations of fraud, waste, abuse and other wrongdoing as appropriate and in accordance with Board Policy, and coordinating such investigations as needed with Legal Counsel or the HCCS Police.
- Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.
- Assessing whether information technology governance effectively supports HCCS strategies and objectives.
- Offering Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.
- Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.
- Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).
- Identify and consider trends and emerging issues that could impact HCCS and communicate to the board and senior management.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this *Charter* and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

#### ***Quality Assurance and Improvement Program***

The CAE will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program will assess compliance with laws

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

and/or regulations relevant to internal auditing. The assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the CAE will communicate with the board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal self-assessments and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside HCCS. The assessment team must include at least one assessor holding an active Certified Internal Auditor® credential.

#### ***Communication with the Board and Senior Management***

The CAE will communicate with the board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Internal audit budget.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond HCCS's risk appetite.

#### **SCOPE AND TYPES OF INTERNAL AUDIT SERVICES**

The scope of internal audit services covers the entire breadth of the organization, including all HCCS's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the board and management on

## **Internal Audit Policies and Procedures**

### **Internal Audit Charter**

---

the adequacy and effectiveness of governance, risk management, and control processes for HCCS.

HCCS internal audit services include:

Operational: These are projects in which some activity or other management assertion is evaluated so that improvements to operating efficiency and effectiveness can be made. These can also be projects in which the object is to develop new information on an activity so that management can use that information in their decision-making process.

Compliance: Reviews focused on ensuring compliance with laws, regulations and HCC policies.

Information Technology: Governance assessments in support of HCC's strategies and objectives.

Advisory Services: Consulting projects that improve management of risks, add value, and improve the organization's operations, including special projects requested by the Board or management, participating in HCC committees and task forces, and providing investigation services.

Administrative: Administrative projects within the department such as performing enterprise risk assessments, preparing the next fiscal year's audit plan, performing quality assurance, preparing the Annual Audit Report, newsletters, and lunch & learns.

Observation action plan follow-ups: These are on-going status reviews on the resolution of deficiencies identified in past audits to ensure management completed action plans.

#### **Document History**

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

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

---

**Authority**

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

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

**Purpose**

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

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

**Composition**

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

**Meetings**

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

**Responsibilities**

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

***Oversight of Internal Auditing***

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

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

---

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

***Oversight of External Accounting Entities***

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

**Document History**

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024

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

---

**Authority**

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

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

**Purpose**

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

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

**Composition**

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

**Meetings**

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

**Responsibilities**

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

***Oversight of Internal Auditing***

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

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

---

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the **Chief Audit Executive (CAE), including private meetings without senior management present**~~Internal Audit Director~~.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. **Ensure a quality assurance and improvement program has been established.**
10. **Review Internal Audit's Strategic Plan.**
11. **Review the internal audit function's human resources administration and budget.**
12. **Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.**
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director
14. **Approve the remuneration of the Internal Audit Director.**
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

***Oversight of External Accounting Entities***

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

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

---

**Document History**

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended \_\_\_\_\_

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

---

**Authority**

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

“The audit committee assists the Board in fulfilling its audit oversight responsibilities of the institution. The committee will also receive periodic compliance reporting and approve the annual audit plan for recommendation to the Board.”

**Purpose**

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

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

**Composition**

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

**Meetings**

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

**Responsibilities**

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

***Oversight of Internal Auditing***

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

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

---

2. Periodically review the Internal Audit Charter and Audit Committee Charter to ensure it encompasses any required revisions.
3. Approve and recommend the Annual Internal Audit Work Plan for Board approval.
4. Review the audit reports, audits in progress, and future audits at regularly scheduled meetings.
5. Establish a schedule of regular meetings.
6. Establish a means of direct communication between the Chairman of the Audit Committee and the Chief Audit Executive (CAE), including private meetings without senior management present.
7. Review significant observations and management action plans to address those observations in the audit reports.
8. Monitor the status of management action plans for progress on significant observations.
9. Ensure a quality assurance and improvement program has been established.
10. Review Internal Audit's Strategic Plan.
11. Review the internal audit function's human resources administration and budget.
12. Make appropriate inquiries of senior management and the CAE to determine whether scope or resource limitations are inappropriate.
13. Provide input to the Chancellor for the annual evaluation of the Internal Audit Director.
14. Approve the remuneration of the Internal Audit Director.
15. Provide input to the Board concerning the selection of the Internal Audit Director from the three (3) candidates recommended by the Chancellor.
16. Provide input to the Board concerning approval of the Chancellor's recommendation to terminate the Internal Audit Director.

***Oversight of External Accounting Entities***

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

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

---

**Document History**

- Adopted by the Board of Trustees September 19, 2013
- Amended September 2, 2020
- Amended April 21, 2021
- Approved with no revisions April 20, 2022
- Approved with no revisions April 19, 2023
- Approved with no revisions April 17, 2024
- Amended \_\_\_\_\_

# ACTION ITEM

**Meeting Date:** April 16, 2025

## Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Web-based Program for Commercial Driving License (CDL) Training (Project No. RFP-C 25-14)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld

### RECOMMENDATION

Authorize the Chancellor to execute a contract with Bumper-to-Bumper EASY CDL, LLC, to provide a Web Based Program for Commercial Driving CDL Training in accordance with RFP-C 25-14, in support of continuing Education – Commercial transportation.

### COMPELLING REASON AND BACKGROUND

- Houston Community College issued a Request for Proposal for Web Based Program for Commercial Driving License CDL Training, Houston Community College (HCC) seeks to procure a high-quality, web-based Commercial Driver's License (CDL) training program to enhance its Commercial Truck Driving Program.
- With the growing demand for skilled commercial drivers, it is essential to provide students with accessible, industry-aligned training that meets all Federal and State regulations. A web-based training platform allows students to access CDL coursework anytime, anywhere, using mobile devices, tablets, or computers. This flexibility improves learning outcomes and ensures that students receive comprehensive instruction in line with industry standards.
- The selected contractor will be responsible for delivering a curriculum for CDL, Class A & B Commercial Truck Driving Curricula. The program includes all necessary materials, with full manufacturer warranties transferring to HCC. This initiative aligns with HCC's commitment to career-focused education, equipping students with the knowledge, skills, and certifications needed for success in the commercial trucking industry.

### FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed Ninety-Five Thousand Dollars \$95,000.00 annually.

Total Maximum Contract Value of Four Hundred Seventy-Five Thousand Dollars \$475,000.00 for the term of the contract. The funding source shall be the Campus Operating Budget.

### LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP-C 25-14.

## STRATEGIC ALIGNMENT

*1. Student Success, 2. Personalized Learning , 5. College of Choice*

### ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 25-14	4/2/2025	Attachment
Summary of Composite Scores - RFP-C 25-14	4/2/2025	Attachment

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

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

**PROJECT TITLE:** RFP-C 25-14 Web Based Program for Commercial Driver’s License (CDL) Training

**PROCUREMENT METHOD:** Request for Proposal-Commodity (Overall Best Value)

**PROJECT DEPARTMENT:** Continuing Education – Commercial Transportation

**NAME OF BUYER:** Sajid Iqbal, Buyer

**PURPOSE:** Houston Community College (HCC) solicited proposals from qualified vendors to supply a web-based training program for Commercial Driver’s License (CDL) education. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.

This project aims to ensure that students enrolled in HCC’s Commercial Truck Driving Program have access to a high-quality training solution that meets or exceeds federal and state requirements.

The awarded contractor will supply a CDL training program that aligns with the standards of the Bumper-to-Bumper Easy CDL, Class A & B Commercial Truck Driving Curricula. This program will be accessible across multiple platforms, including smartphones, tablets, and computers, allowing students flexibility in their learning experience.

As part of the agreement, the contractor will provide all necessary materials, resources, labor, equipment, insurance, and support services to implement and maintain the program. The pricing for the program is all-inclusive, covering delivery and ensuring that all supplied items are brand new, with full manufacturer warranties transferring to HCC.

To maintain quality, only products that match or exceed the specified standards have been considered. Equivalent alternatives were evaluated based on documentation and sample testing. Any substitutions after the contract award are not permitted unless authorized by HCC.

By awarding this project, HCC aims to enhance its CDL training program with a modern, accessible, and regulation-compliant web-based learning solution, equipping students with the knowledge and skills needed for commercial truck driving careers.

**RECOMMENDED VENDOR:** Bumper to Bumper EASY CDL LLC

**PRIOR VENDOR:** Bumper to Bumper EASY CDL LLC

<b>LEGAL REQUIREMENTS:</b>	<p>This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.</p> <p>Pursuant to the published RFP-C 25-14 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification of the services provided.</p> <p>Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district.</p> <p>Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.</p>
<b>LOCATION INFORMATION:</b>	<p>In performing the work under RFP-C 25-14, the recommended firm will be working from its Houston, Texas office.</p>
<b>PROJECTED VALUE:</b>	<p>The estimated annual cost of services under the resulting contracts will not exceed Ninety-Five thousand dollars (<b>\$95,000.00</b>) for Web Based Program for Commercial Driver's License (CDL) Training.</p> <p>Total Maximum Contract Value of Four Hundred and Seventy-Five Thousand dollars (<b>\$475,000.00</b>). The funding source shall be the Campus Management Operating Budget FY25.</p>
<b>CONTRACT TERM:</b>	<p>It is anticipated that the contract term resulting from this solicitation will be One (1) year with the option to renew for Four (4) additional One-year terms.</p>
<b>PROCUREMENT ADVERTISEMENT &amp; NOTICE:</b>	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none"> <li>• HCC Procurement Operations Website on November 19, 2024</li> <li>• State of Texas Electronic Business Daily Website on November 19, 2024</li> <li>• The Daily Court Review on November 20 and November 27, 2024</li> <li>• Notice to HCC Board of Trustees on December 2, 2024</li> </ul>
<b>SOLICITATION INFORMATION:</b>	<p>RFP-C 25-14 was issued on November 19, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website, question-and-answer period was allowed through December 10, 2024. Initially Five (5) proposals were received by the solicitation due date of January 6, 2025 by 2:00 p.m. One Vendor Withdrew its proposal on January 15, 2025, four (4) proposals were evaluated in accordance with RFP-C 25-14.</p>

**COMPETITIVE:** Yes

**PROPOSAL EVALUATION:** Responses were evaluated by the procurement operations and proposals were in accordance with the published evaluation criteria noted below.

<b>Evaluation Criteria</b>	<b>Available Points</b>
Price	85
<u>Small business practices</u>	<u>15</u>
<b>Total 100</b>	

**PRIOR HCC EXPERIENCE:** Yes

**REFERENCES:** Evaluated and found to be favorable.

**SMALL BUSINESS GOAL:** In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a twenty-five percent (25%) – Small Business participation goal.

The recommended firm is Not Small Business Certified.

**RFP-C 25-14 Web Based Program for Commercial Driver's License (CDL) Training**  
Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>85</i>	<i>15</i>	<i>100</i>
Bumper to Bumper EASYCDL LLC	85.00	0.00	85.00
Interactive Education Concepts, Inc	70.25	0.00	70.25
STVT-AAI Education, Inc DBA Ancora Training	46.42	0.00	46.42
Consultadd Inc	14.99	0.00	14.99
Dream Big Ventures, LLC*	0.00	0.00	0.00

*\*Dream Big Ventures, LLC withdrew bid , 01/15/2025*

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Topics for Discussion and/or Action**

ITEM #	ITEM TITLE	PRESENTER
B.	Linen Laundry Services (Project No. RFP-C 25-16)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld

## RECOMMENDATION

Authorize the Chancellor to execute a contract with Laundry Genie to provide Linen Laundry Services systemwide, in accordance with RFP-C 25-16.

## COMPELLING REASON AND BACKGROUND

- Houston Community College (HCC) solicited proposals from qualified vendors to provide Linen Laundry services. The College issued an RFP-C for Linen Cleaning Services on an as-needed basis across all locations. The project scope varies based on demand, with the contractor responsible for providing services as required. The contractor must provide a monthly schedule for quarterly and semiannual services per building.
- Laundry services were discontinued in June 2024 after the previous provider was acquired by a company that does not offer hospitality services. This left College locations with soiled linens, impacting operations. Each campus requires laundry services for events and will coordinate with the contractor weekly or as needed. The contractor will arrange linen pick-up and delivery with each campus directly. Linen services are essential for hygiene, safety, and operational efficiency at the College. Compliance with Federal, State, and local health regulations is mandatory. A Single Point of Contact (SPOC) will manage service coordination, ensuring accountability. The SPOC will be available 24/7, including holidays, for urgent needs. The contractor must meet strict quality control standards, addressing damaged or stained linens. Linen bags, stands, and carts will streamline collection and delivery, minimizing disruptions. Invoicing and tracking will ensure cost transparency and service accountability.

## FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed Ninety-Five Thousand Dollars (\$95,000.00) annually.

Total Maximum Contract Value of Four Hundred Seventy-Five Thousand Dollars (\$475,000.00) for the term of the contract. The funding source shall be the Campus Operating Budget.

## LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP-C 25-16.

## STRATEGIC ALIGNMENT

### 5. *College of Choice*

#### ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 25-16	4/2/2025	Attachment
Summary of Composite Scores - RFP-C 25-16	4/2/2025	Attachment

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

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

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

**PROJECT TITLE:** RFP-C 25-16 Linen Laundry Services

**PROCUREMENT METHOD:** Request for Proposal-Commodity (Overall Best Value)

**PROJECT DEPARTMENT:** Facilities Department

**NAME OF BUYER:** Sajid Iqbal, Buyer

**PURPOSE:** The College solicited proposals from qualified firms to provide Linen Laundry Services Systemwide in accordance with the scope of services. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.

Laundry services were discontinued in June 2024 by the company, leaving College locations with soiled linens for months. The company was acquired by another company who does not provide hospitality services. Each campus location provides linens during college and community events and requires laundry services. Each campus location will reach out to the selected contractor on an as-needed basis or weekly, depending on the volume of linen that requires laundering.

The awarded Contractor shall provide the following Linen Laundry services.

- **Compliance:** The awarded contractor will comply with all applicable Federal, State, Local, and City regulations (Houston, Katy, Missouri City, Stafford) for commercial linen laundry services.
- **Single Point of Contact (SPOC):** The awarded contractor will provide an English-speaking, skilled, and experienced SPOC to manage services. The SPOC will have full authority to dispatch personnel and make decisions on behalf of the contractor.
- **SPOC Responsibilities:** The SPOC will ensure adherence to work schedules, safety protocols, and quality standards.
  1. The SPOC will be available 24/7, including holidays, and will provide contact details within 10 business days of the contract award.
  2. If SPOC is unavailable, the contractor will designate a qualified substitute, meeting the same criteria.
- **Linen Handling:** The awarded contractor will launder, iron, hang, and package linens by size. Stained or damaged linens will be separated, labeled, and bagged for further remediation.
  1. Laundered items will be delivered, unloaded, and stored as per the designated locations.
- **Invoicing:** The awarded contractor will provide invoices that include delivery dates, request numbers, and costs for each delivery.
- **Linen Care:** The awarded contractor will ensure that items not requiring ironing or that cannot be ironed are cleaned per the item's instructions.
- **Linens Management:** The awarded contractor will manage the cleaning, drying, ironing, hanging, and packaging of linens according to project

requirements. The contractor will provide linen bags, stands, and carts for collecting dirty linen at distribution points.

- **Safety:** The awarded contractor will take all necessary actions to protect College property and personnel from harm.
- **Schedule Flexibility:** The awarded contractor will accommodate changes in the College's schedule without holding the College liable, recognizing that College events take priority.
- **Sustainability Requirements:** Upon request, the awarded contractor will submit a list of cleaning products and MSDS within 2 business days. The awarded contractor will use environmentally friendly and sustainable cleaning practices where possible.
- **Delivery Timeline:** The awarded contractor will deliver orders within business days after receiving an approved purchase order (PO). The contractor will not be liable for additional costs or damages due to delays caused by material shortages or unavailability.
- **Stock Availability:** The awarded contractor will maintain adequate stock to fulfill orders within the requested delivery window.
- **Payment Terms:** The awarded contractor will only be paid for products delivered in accordance with an authorized PO and receipted invoice.
- **Special Deliveries:** The awarded contractor will provide special deliveries for products and services outside the contract specifications as additional services, upon request from the College.

This summary highlights the key responsibilities of the awarded contractor to ensure service delivery in alignment with the College's expectations.

**RECOMMENDED VENDORS:** Laundry Genie

**PRIOR VENDORS:** Laundry Genie  
Imperial Linens  
Image First

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

Pursuant to the published RFP-C 25-16 document, the highest ranked firm offering the best value is being recommended for award.

**LOCATION INFORMATION:** In performing the work under RFP-C 25-16, the recommended firm will be working from their Houston, TX offices.

**PROJECTED VALUE:** The estimated annual cost of services under the resulting contracts will not exceed Ninety-five Thousand Dollars, **(\$95,000.00)** for laundry cleaning services.

Total Maximum Contract Value of Four Hundred Seventy-Five Thousand Dollars **(\$475,000.00)**. The funding source shall be the Campus Operating Budget.

**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 November 22, 2024
- State of Texas Electronic Business Daily Website on November 22, 2024
- The Daily Court Review on November 25, 2024, and December 02, 2024
- Notice to HCC Board of Trustees on December 2, 2024.

**SOLICITATION INFORMATION:**

RFP-C 25-16 was issued on November 22, 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 December 11, 2024, and a question-and-answer period was allowed through December 16, 2024. Three (3) proposals were received by the solicitation due date of January 9, 2025 at 2:00 p.m. Three (3) proposals were evaluated in accordance with RFP-C 25-16.

**COMPETITIVE:**

Yes

**PROPOSAL EVALUATION:**

Responses were evaluated by the procurement operations and proposals were in accordance with the published evaluation criteria noted below.

<b>Evaluation Criteria</b>	<b>Available Points</b>
Price	85
<u>Small business practices</u>	<u>15</u>
	<b>Total 100</b>

**PRIOR HCC EXPERIENCE:**

Yes

**REFERENCES:**

Evaluated and found to be favorable.

**SMALL BUSINESS GOAL:**

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

The recommended firm is a certified SBE with METRO, Certification # 4111 and will self-perform all work.

RFP-C 25-16 Linen Laundry Services  
Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>85</i>	<i>15</i>	<i>100</i>
Laundry Genie	83.66	10.00	93.66
Prime Wash House Laundromats & Cleaners	85.00	0.00	85.00
Dream Big Ventures, LLC	51.15	10.00	61.15

# ACTION ITEM

**Meeting Date:** April 16, 2025

## Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Golf Carts Utility Vehicles Preventative Maintenance & Repair Services (Project No. RFP-C 25-18)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld

### RECOMMENDATION

Authorize the Chancellor to execute a contract with Cart Leasing Inc, to provide Golf Cart and Utility Vehicle Preventative Maintenance and Repair Services, in accordance with RFP-C 25-18, in support of the Fleet Management Department.

### COMPELLING REASON AND BACKGROUND

- Houston Community College (HCC) solicited proposals from qualified vendors to provide golf cart and utility vehicle preventative maintenance and repair services. The College is committed to maintaining a reliable and efficient fleet of golf carts and utility vehicles to support its operations across various campuses. These vehicles play a crucial role in campus transportation, maintenance, security, and daily operations. To ensure their longevity and optimal performance.
- This initiative aims to proactively detect and address potential issues before they escalate into costly and disruptive failures. Regular quarterly inspections will be conducted to assess critical components such as motors, engines, batteries, cables, chargers, tires, brakes, and steering systems.
- The selected contractor meets stringent qualifications, including certification in utility vehicle and golf cart mechanics, a minimum of five years of industry experience, and access to the necessary tools and equipment. The contractor also demonstrates a strong ability to respond promptly to service requests, provide emergency support, and complete repairs efficiently within a one-week timeframe unless otherwise approved.

### FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed Ninety-five Thousand Dollars (\$95,000.00) annually.

Total Maximum Contract Value of four hundred seventy-five thousand Dollars (\$475,000.00). The funding source shall be the Campus Operating Budget.

### LEGAL REQUIREMENT

The 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 25-18.

## STRATEGIC ALIGNMENT

*1. Student Success, 5. College of Choice*

### ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 25-18	4/2/2025	Attachment
Summary of Composite Scores - RFP-C 25-18	4/2/2025	Attachment

### This item is applicable to the following:

Central, Northeast, Northwest, Southeast, Southwest, District

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

<b>PROJECT TITLE:</b>	RFP-C 25-18 Golf Cart and Utility Vehicle Preventative Maintenance and Repair Services
<b>PROCUREMENT METHOD:</b>	Request for Proposal-Commodity (Overall Best Value)
<b>PROJECT DEPARTMENT:</b>	Fleet Management Department
<b>NAME OF BUYER:</b>	Sajid Iqbal, Buyer
<b>PURPOSE:</b>	<p>Houston Community College (HCC) solicited proposals from qualified vendors to provide golf cart and utility vehicle preventative maintenance and repair services. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.</p> <p>The primary goal of this project is to keep the fleet of golf carts and utility vehicles safe and in excellent working condition through regular maintenance and prompt repairs. By hiring a qualified contractor, HCC aims to prevent injuries, unexpected breakdowns, extend the lifespan of vehicles, and ensure their safe and efficient use across campuses.</p> <p>The awarded Contractor will provide the following services, but not limited to,</p> <ol style="list-style-type: none"><li>1. Perform Preventative Maintenance (PM):<ul style="list-style-type: none"><li>• Conduct quarterly inspections and servicing of all golf carts and utility vehicles.</li><li>• Identify and address potential issues before they escalate into major repairs.</li><li>• Ensure all essential components, including motors, engines, batteries, tires, brakes, and steering systems, are in optimal condition.</li></ul></li><li>2. Provide Timely Repairs:<ul style="list-style-type: none"><li>• Respond to service requests within 24 hours (excluding holidays).</li><li>• Complete repairs within one week unless an extension is approved by HCC in writing.</li><li>• Ensure that all repairs are pre-approved and inspected by HCC before final acceptance.</li></ul></li><li>3. Comply with Licensing and Certification Requirements:<ul style="list-style-type: none"><li>• Be a certified specialist in utility vehicle and golf cart maintenance.</li><li>• Maintain an active business license with at least five years of experience in the field.</li><li>• Ensure all technicians working on HCC vehicles are properly trained and qualified.</li></ul></li><li>4. Ensure Availability and Communication:<ul style="list-style-type: none"><li>• Provide services during standard business hours (Monday–Friday, 7:00 AM to 5:30 PM).</li><li>• Maintain a 24-hour emergency contact number and email for urgent repairs.</li></ul></li></ol>

- Have a physical location within a reasonable distance of HCC campus to facilitate off-site repairs if necessary.
- 5. Supply Necessary Equipment and Resources:
  - Possess all required tools and equipment to complete maintenance and repair work efficiently.
  - Arrange transportation for vehicles that cannot be repaired on-site.
  - Keep an adequate stock of necessary replacement parts to prevent delays.
- 6. Adhere to HCC Approval and Documentation Processes:
  - Obtain written approval from HCC before starting any repairs or additional services.
  - Provide detailed service records and maintenance reports upon request.
  - Ensure all completed repairs are inspected and approved by HCC before final payment.
- 7. Meet Delivery and Warranty Obligations:
  - Deliver parts and services within five business days after receiving an approved purchase order.
  - Offer a one-year warranty on all services, ensuring work is free from defects.
  - Correct or redo any defective repairs at no additional cost to HCC if issues arise within the warranty period.

By adhering to these requirements, the awarded contractor will help maintain HCC's fleet in top condition, ensuring efficiency, reliability, and safety.

**RECOMMENDED VENDORS:** Cart Leasing Inc

**PRIOR VENDORS:** H&S Customs, LLC  
JJ Golf Cart Services

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

Pursuant to the published RFP-C 25-18 document, the highest ranked firm offering the best value is being recommended for the award.

**LOCATION INFORMATION:** In performing the work under RFP-C 25-18, the recommended firm will be working from their Houston, TX offices.

**PROJECTED VALUE:** The estimated annual cost of services under the resulting contracts will not exceed Ninety-five Thousand Dollars, **(\$95,000)** for golf cart and utility vehicle preventative maintenance and repair services.

Total Maximum Contract Value of four hundred seventy-five thousand dollars **(\$475,000.00)**. The funding source shall be the Campus Operating Budget.

**CONTRACT TERM:** It is anticipated that the contract term resulting from this solicitation will be one (1) year with the option to renew for four (4) additional 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 20, 2024
- State of Texas Electronic Business Daily Website on December 20, 2024
- The Daily Court Review on December 20, 2024, and December 27, 2024
- Notice to HCC Board of Trustees on January 6, 2025.

**SOLICITATION INFORMATION:**

RFP-C 25-18 was issued on December 20, 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, question-and-answer period was allowed through January 06, 2025. Three (3) proposals were received by the solicitation due date of February 07, 2025, at 2:00 p.m. Three (3) proposals were evaluated in accordance with RFP-C 25-18. One of the Vendor withdrew its proposal during the evaluation phase.

**COMPETITIVE:**

Yes

**PROPOSAL EVALUATION:**

Responses were evaluated by the procurement operations and proposals were in accordance with the published evaluation criteria noted below.

<b>Evaluation Criteria</b>	<b>Available Points</b>
Price	95
Small business practices	05
<b>Total 100</b>	

**PRIOR HCC EXPERIENCE:**

No

**REFERENCES:**

Evaluated and found to be favorable.

**SMALL BUSINESS GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 5% – Small Business Participation Goal.

The recommended firm is Not a Certified Small Business and will self-perform all work.

RFP-C 25-18 Golf Cart and Utility Vehicle Preventative Maintenance & Repair Services  
 Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>95</i>	<i>5</i>	<i>100</i>
Cart Leasing Inc	74.09	0.00	74.09
H&S Customs, LLC	47.74	0.00	47.74
Dream Big Ventures, LLC*	0.00	0.00	0.00

*\*Dream Big Ventures, LLC withdrew bid, 02/18/2025*

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Topics for Discussion and/or Action**

ITEM #	ITEM TITLE	PRESENTER
D.	Various Types of Commercial Light Bulbs (Project No. RFP-C 25-19)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld Robert McCracken

## RECOMMENDATION

Authorize the Chancellor to execute a contract with E. Sam Jones Distributor Inc, to provide Various Types of Commercial Light Bulbs in accordance with RFP-C 25-19.

## COMPELLING REASON AND BACKGROUND

- Houston Community College (HCC) solicited proposals from qualified vendors to Supply Various types of Commercial Light Bulbs on an "as-needed" basis. Proper lighting is essential for maintaining a safe, efficient, and conducive learning environment. Compliance with state and federal regulations is required to ensure safety and energy efficiency. HCC staff will identify and remove burnt-out bulbs across classrooms, hallways, offices, common areas, and exterior spaces various fixtures across campus. The Contractors must supply appropriate replacement bulbs per the college's specifications.
- HCC will install new, standard replacement bulbs of the appropriate type and wattage to ensure proper lighting in classrooms, hallways, offices, common areas, and exterior spaces. All labor and materials for this process will be provided by the college. HCC will follow all necessary safety procedures, including proper handling and disposal of old bulbs. The college will also maintain an inventory of standard replacement bulbs to ensure timely replacements. Facility staff will monitor lighting conditions and coordinate necessary replacements to maintain a safe and well-lit environment across campus. The contractor will provide high-quality bulbs and services backed by a warranty, ensuring performance and longevity. Awarding this contract ensures seamless, cost-effective lighting maintenance while enhancing campus safety and operational efficiency.

## FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed Ninety-five Thousand Dollars (\$95,000.00) annually.

Total Maximum Contract Value of four hundred seventy-five thousand dollars (\$475,000.00). The funding source shall be the Facilities Department Operating Budget.

## LEGAL REQUIREMENT

The 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 25-19.

## STRATEGIC ALIGNMENT

*1. Student Success, 5. College of Choice*

### ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP-C 25-19	4/2/2025	Attachment
Summary of Composite Scores - RFP-C 25-19	4/2/2025	Attachment

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

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

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

<b>PROJECT TITLE:</b>	RFP-C 25-19 Various Types of Commercial Light Bulbs
<b>PROCUREMENT METHOD:</b>	Request for Proposal- Commodity (Overall Best Value)
<b>PROJECT DEPARTMENT:</b>	Facilities Department
<b>NAME OF BUYER:</b>	Sajid Iqbal, Buyer
<b>PURPOSE:</b>	<p>Houston Community College (HCC) solicited proposals from qualified vendors to Supply Various types of Commercial Light Bulbs. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.</p> <p>The purpose of this request is to establish a reliable process for the replacement of commercial light bulbs at Houston Community College (HCC) on an "as-needed" basis. HCC aims to ensure proper campus lighting by maintaining a safe, efficient, and well-lit environment in compliance with state and federal regulations. The college will be responsible for removing burnt-out bulbs, installing appropriate replacements, and managing an inventory of standard bulbs. Contractors will support this effort by supplying necessary bulbs as required. This initiative enhances campus safety, energy efficiency, and operational effectiveness while ensuring timely maintenance across all facilities.</p> <p>The selected Contractor will be responsible for supplying a variety of commercial-grade light bulbs as required by HCC, While HCC personnel will notify the designated contractor when replacements are needed, the awarded firm must be capable of delivering high-quality products within the specified timeframe.</p> <p>Proposals were evaluated based on the contractor's experience, qualifications, financial terms, and responsiveness to requirements. The awarded vendor must demonstrate reliability in delivering products within five business days, maintaining availability. This solicitation supports HCC's commitment to maintaining a safe, well-lit, and energy-efficient campus while ensuring cost-effective procurement and operational efficiency.</p>
<b>RECOMMENDED VENDORS:</b>	E. Sam Jones Distributor, Inc
<b>PRIOR VENDORS:</b>	E. Sam Jones Distributor, Inc.
<b>LEGAL REQUIREMENTS:</b>	<p>This recommendation is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.</p> <p>Pursuant to the published RFP-C 25-19 document, the highest ranked firm offering the best value is being recommended for the award.</p>

**LOCATION INFORMATION:** In performing the work under RFP-C 25-19, the recommended firm will be working from their Houston, TX offices.

**PROJECTED VALUE:** The estimated annual cost of services under the resulting contracts will not exceed Ninety-Five Thousand Dollars, (**\$95,000.00**) for various types of commercial light bulbs.

Total Contract Value of Four Hundred Seventy-Five Thousand Dollars (**\$475,000.00**). The funding source shall be the Campus Management Departmental Operating Budget.

**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) additional 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 20, 2024
- State of Texas Electronic Business Daily Website on December 20, 2024
- The Daily Court Review on December 20, 2024, and December 27, 2024
- Notice to HCC Board of Trustees on January 6, 2025.

**SOLICITATION INFORMATION:** RFP-C 25-19 was issued on December 20, 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 question-and-answer period was allowed through January 08, 2025. Six (6) proposals were received by the solicitation due date of January 29, 2025 at 2:00 p.m. Two (2) proposals were evaluated in accordance with RFP-C 25-19. One (1) Vendor Withdrew its proposal and Three (3) were found non-responsive.

**COMPETITIVE:** Yes

**PROPOSAL EVALUATION:** Responses were evaluated by the procurement operations and proposals were in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Price	95
Small business practices	05
<b>Total</b>	<b>100</b>

**PRIOR HCC EXPERIENCE:** Yes

**REFERENCES:**

Evaluated and found to be favorable.

**SMALL BUSINESS GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised a 5% – Small Business Participation Goal.

The recommended firm is Not a Certified Small Business and will self-perm all work.

**RFP-C 25-19 Various Types of Commercial Light Bulbs**

## Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>95</i>	<i>5</i>	<i>100</i>
E. Sam Jones Distributor, Inc	95.00	0.00	95.00
Fuse, LLC	70.88	0.00	70.88
Dream Big Ventures, LLC*	0.00	0.00	0.00
Facility Solutions Group Inc **	0.00	0.00	0.00
Competitive Choice, Inc **	0.00	0.00	0.00
Voss Electric Co **	0.00	0.00	0.00

*\*Dream Big Ventures, LLC , withdrew bid, 02/11/2025*

*\*\*Non Responsive, incomplete price proposal*

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Topics for Discussion and/or Action**

ITEM #	ITEM TITLE	PRESENTER
E.	Drug Testing & Medical Examination Services (Project No. RFP-C 25-22)	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld

## RECOMMENDATION

Authorize the Chancellor to execute a contract with Texas WSS holdings Corp dba. Workplace Safety Screenings to provide Drug Testing and Medical Examination Services, in support of Continuing Education – Commercial Transportation.

## COMPELLING REASON AND BACKGROUND

- The Houston Community College issued a Request for Proposal – Commodity to provide Drug Testing and Medical Examination Services in accordance with the US Department of Transportation (DOT) and the Federal Motor Carrier Safety administration (FMSCA) regulations referenced in federal code 49 CFR Part 40 to the students of the Commercial Transportation truck driving program.
- These drug testing and medical examinations are required as part of the DOT and FMSCA regulations for students to obtain their Commercial Learners Permit (CLP) and or Commercial Driver's License (CDL). Students are also required to take a DOT drug test prior to entering the program. The award of this RFP-C shall allow the Commercial Transportation department to continue providing commercial transportation education to students in accordance with federal, state, and local regulations.

## FISCAL IMPACT

The cost of all services under the resulting contract shall be Eighty-Thousand Dollars (\$80,000) annually, contract award to Texas WSS Holdings Corp dba. Workplace Safety Screenings.

Total Contract Value of Four Hundred Thousand Dollars (\$400,000) for the term of the contract. The funding source shall be the Continuing Education – Commercial Transportation FY2025 Budget.

## LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP-C 25-22.

## STRATEGIC ALIGNMENT

*1. Student Success, 5. College of Choice*

## ATTACHMENTS:

Description	Upload Date	Type
-------------	-------------	------

Summary of Procurement - RFP-C 25-22  
Summary of Composite Scores - RFP-C 25-22

4/2/2025  
4/2/2025

Attachment  
Attachment

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

**SUMMARY OF PROCUREMENT  
BOARD ACTION ITEM**

<b>PROJECT TITLE:</b>	RFP-C 25-22 Drug Testing and Medical Examination Services
<b>PROCUREMENT METHOD:</b>	Request for Proposal - Commodity (Overall Best Value)
<b>PROJECT DEPARTMENT:</b>	Continuing Education – Commercial Transportation
<b>NAME OF BUYER:</b>	Gabriel Moya, Buyer
<b>PURPOSE:</b>	<p>The College solicited proposals from qualified firms to provide Drug Testing &amp; Medical Examination Services in accordance with the Department of Transportation (DOT) and Federal Motor Carrier Safety administration (FMSCA) regulations detailed in federal code 49 CFR Part 40. Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.</p> <p>The scope of services includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• DOT 5 Panel Urine Drug Screen</li><li>• DOT Physical</li><li>• DOT Physical Follow-up</li><li>• DOT Blood and Alcohol Testing</li><li>• Refusal to Test Notification</li></ul>
<b>RECOMMENDED VENDOR:</b>	Texas WSS Holdings Corp dba. Workplace Safety Screenings
<b>PRIOR VENDOR:</b>	Texas WSS Holdings Corp dba. Workplace Safety Screenings
<b>PROPOSED SUB-CONTRACTORS:</b>	i3 Screen Clinical Reference Laboratory
<b>LEGAL REQUIREMENTS:</b>	<p>This recommendation to the Board of Trustees is being made to the highest ranked firm offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code.</p> <p>Pursuant to the published RFP-C 25-22 document and following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.</p>
<b>LOCATION INFORMATION:</b>	In performing the work under RFP-C 25-22, the recommended firm will be working from their Houston, Texas office.

<b>PROJECTED VALUE:</b>	<p>The estimated annual cost of services under the resulting contracts is projected to be Eighty-Thousand Dollars <b>(\$80,000)</b>.</p> <p>Total Contract Value of Four Hundred Thousand Dollars <b>(\$400,000)</b>. The funding source shall be the Continuing Education – Commercial Transportation Contract Services FY25 budget.</p>								
<b>CONTRACT TERM:</b>	It is anticipated that the contract term resulting from this solicitation, if any, will be one (1) year with the option to renew it for four (4) additional one-year terms.								
<b>ADVERTISEMENT &amp; NOTICE:</b>	<p>This procurement was advertised, and a notice of procurement was distributed as follows:</p> <ul style="list-style-type: none"> <li>• HCC Procurement Operations Website on January 15, 2025</li> <li>• Texas State Procurement Website on January 14, 2025</li> <li>• Notice to HCC Board of Trustees on January 21, 2025</li> <li>• The Daily Court Review on January 15, and January 22, 2025</li> </ul>								
<b>SOLICITATION INFORMATION:</b>	<p>RFP-C 25-22 was issued on January 15, 2025, 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 question-and-answer period was allowed through February 5<sup>th</sup>, 2025. Thirteen (13) proposals were received by the solicitation due date of February 20, 2025 at 2:00 p.m. Thirteen (13) proposals were evaluated in accordance with RFP-C 25-22.</p>								
<b>COMPETITIVE:</b>	Yes								
<b>PROPOSAL EVALUATION:</b>	<p>Responses were evaluated by the procurement operations and proposals were in accordance with the published evaluation criteria noted below.</p> <table> <tr> <th><b>Evaluation Criteria</b></th><th><b>Available Points</b></th></tr> <tr> <td>Price Proposal</td><td>85</td></tr> <tr> <td><u>Small business practices</u></td><td><u>15</u></td></tr> <tr> <td></td><td><b>Total 100</b></td></tr> </table>	<b>Evaluation Criteria</b>	<b>Available Points</b>	Price Proposal	85	<u>Small business practices</u>	<u>15</u>		<b>Total 100</b>
<b>Evaluation Criteria</b>	<b>Available Points</b>								
Price Proposal	85								
<u>Small business practices</u>	<u>15</u>								
	<b>Total 100</b>								
<b>PRIOR HCC EXPERIENCE:</b>	Yes								
<b>REFERENCES:</b>	Evaluated and found to be favorable.								
<b>HIGHER EDUCATION EXPERIENCE:</b>	<p>The recommended firms have experience with the following educational institutions:</p> <ul style="list-style-type: none"> <li>• Houston Community College</li> </ul>								
<b>VALUE ADDED:</b>	The qualified firm is offering five (5) to ten (10) internships.								

**SMALL BUSINESS GOAL:**

In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised as 25% – Small Business participation goal.

Texas WSS Holdings Corp dba. Workplace Safety Screenings is a certified SBE through the City of Houston. The subcontractors are not currently certified small businesses.

# RFP-C 25-22 Drug Testing & Medical Examination Services

## Summary Composite Score Sheet

Firm	Evaluation Criteria		Total
	Price Proposal	Small Business Practices	
<i>Available Points</i>	<i>85</i>	<i>15</i>	<i>100</i>
Texas WSS Holdings Corp dba. Workplace Safety Screenings	85.00	10.00	95.00
Walker Wellness & Aesthetics	71.78	10.00	81.78
Concentra Medical Centers	62.12	0.00	62.12
Anchoring Hopes Wellness Recovery Institute	51.27	10.00	61.27
DSI Medical Services	57.89	0.00	57.89
Quick Labs LLC	46.14	10.00	56.14
Consummate Solutions Consulting Firm LLC	40.89	15.00	55.89
Statecare Urgent & Walk In Medical Care PLLC	43.65	0.00	43.65
Accurate C&S Services Inc.	39.39	0.00	39.39
ARC Serenity Service LLC	33.30	0.00	33.30
Test First Drug & Alcohol Testing*	0.00	0.00	0.00
On-Site Samples LLC*	0.00	0.00	0.00
Workplace Testing Consultants LLC*	0.00	0.00	0.00

**\*Eliminated Submissions - Incomplete Price Proposal**

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Topics for Discussion and/or Action**

ITEM #	ITEM TITLE	PRESENTER
F.	Sole Source Contract Award for Biometric Signature ID Technology	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Dietrich von Biedenfeld Dr. Jerome Drain

## RECOMMENDATION

Authorize the Chancellor to negotiate and execute the contract sole source exemption agreement with Biometric Signature ID Technology for an identity verification system and that is approved in Fiscal Year 2025 Budget.

## COMPELLING REASON AND BACKGROUND

- The purpose of implementing BioSig ID at HCC is to strengthen the security, integrity, and authenticity of both face-to-face and online learning environments through a reliable, user-friendly, and accessible identity verification system. This initiative ensures compliance with regulatory standards, promotes academic honesty, and cultivates a trustworthy environment where students, faculty, and staff can engage confidently in educational activities.
- The recommended firm hold the exclusive licensing rights for the noted software and services which are only available directly from the noted sole source provider.
- HCC has used the noted software and services, and the client department has requested the continued use for the delivery of services in support of students, faculty and staff.

## FISCAL IMPACT

Based on the current scope of services received, the total cost does not exceed One hundred Five Thousand Three Hundred and Thirty-Three Dollars and Thirty-Three Cents (\$105,333.33) annually.

Total Contract Value of Three Hundred Sixteen Thousand Dollars (\$316,000.00) for three (3) years. This project is funded by the FY2025 Administrative Services Funds.

## LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance Texas Education Code Subchapter B., Section 44.031.(j).

## STRATEGIC ALIGNMENT

*1. Student Success, 5. College of Choice*

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

# ACTION ITEM

Meeting Date: April 16, 2025

Topics for Discussion and/or Action

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

**RECOMMENDATION**

Approve the personnel action items for April 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
April 2025 Personnel Agenda - Faculty	4/7/2025	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  
April 16, 2025**

**INFORMATION ITEMS - BOARD ACTION REQUIRED  
FACULTY (REGULAR)**

<b>Name</b>	<b>Previous Organization or HCCS Job Title</b>	<b>Proposed New Job Title</b>	<b>Contract Type/ Grade</b>	<b>Employment Action Reason</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>1. Abraham, Lesly</b>	Chi St. Luke's Patient Medical Center Pasanda	F/T Vocational Nursing Instructor	12 months Grade: 9	Rehire	\$ 68,466	02-18-2025
<b>2. Beckett, Vivienne</b>	P/T Public Services Librarian	F/T Public Services Librarian	12 months Grade: 6	Part-time to Full-time	\$ 77,179	02-18-2025
<b>3. Blankenship, Sidney</b>	Pen Scholar	F/T Computer Networking & Telecommunication	10.5 months Grade: 7	F/T New Hire	\$ 68,860	02-10-2025
<b>4. Garza, Cynthia</b>	P/T Logistics Instructor	F/T Logistics Instructor	10.5 months Grade: 11	Part-Time to Full-time	\$ 74,436	04-01-2025
<b>5. Moore, Micah</b>	Prairie View A&M University	F/T Human Services Technology Instructor	12 months Grade: 9	Rehire	\$ 69,835	03-03-2025

Meeting Date: April 16, 2025

## Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
H.	Ratify Approval of Resolution in Memoriam of Congressman Sylvester Turner	Board of Trustees Dr. Margaret Ford Fisher

### RECOMMENDATION

Ratify approval of resolution in memoriam of Congressman Sylvester Turner, Texas 18th Congressional District.

### COMPELLING REASON AND BACKGROUND

A resolution was provided to the family of Congressman Sylvester Turner at his celebration of life services held on Saturday, March 15, 2025, to honor his legacy of leadership, advocacy, and commitment to education and public service.

The Houston Community College (HCC) Board of Trustees wishes to recognize and honor the extraordinary life and contributions of U.S. Congressman Sylvester Turner, a distinguished public servant and tireless advocate for education and the city of Houston.

Congressman Turner's commitment to education was evident throughout his life and dedicated his career to public service, serving 27 years in the Texas House of Representatives representing District 139 while playing an integral role in shaping advocating for higher education.

As Mayor of Houston from 2016 to 2024, Congressman Turner championed policies that improved public education, workforce development, and unwavering support for HCC and its mission.

Congressman Turner's leadership, vision, and steadfast dedication to public service left an indelible mark on the Houston community.

### FISCAL IMPACT

N/A

### LEGAL REQUIREMENT

N/A

### STRATEGIC ALIGNMENT

4. *Community Investment*

### ATTACHMENTS:

Description	Upload Date	Type
Resolution-Congresswoman Sylvester Truner	4/9/2025	Attachment

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



HOUSTON COMMUNITY COLLEGE

# Resolution

HONORING THE LIFE AND CONTRIBUTIONS OF  
CONGRESSMAN SYLVESTER TURNER

- Whereas,* The Houston Community College (HCC) Board of Trustees wishes to recognize and honor the extraordinary life and contributions of U.S. Congressman Sylvester Turner, a distinguished public servant and tireless advocate for education and the city of Houston; and
- Whereas,* Sylvester Turner was born and raised in the Acres Homes community of Houston, Texas, and through his perseverance and dedication, rose to become the city's Mayor; and
- Whereas,* Congressman Turner's commitment to education was evident throughout his life, beginning with his own academic achievements as a magna cum laude graduate of the University of Houston with a B.A. in political science, and a Juris Doctor from Harvard Law School; and
- Whereas,* Congressman Turner dedicated his career to public service, serving 27 years in the Texas House of Representatives representing District 139 while playing an integral role in shaping advocating for higher education; and
- Whereas,* Congressman Turner also chaired the Texas Legislative Black Caucus and the Greater Houston Area Legislative Delegation, working tirelessly to promote policies that supported underserved communities; and
- Whereas,* As Mayor of Houston from 2016 to 2024, Congressman Turner championed policies that improved public education, workforce development, and unwavering support for HCC and its mission; and
- Whereas,* Congressman Turner's advocacy extended beyond local governance, as he was elected to serve as the U.S. Congressman for Texas' 18th Congressional District in 2024, where he continued to fight for policies that uplifted students, educators, and colleges; and
- Whereas,* Congressman Turner's leadership, vision, and steadfast dedication to public service left an indelible mark on the Houston community; and

NOW, therefore, be it resolved, that the Houston Community College Board of Trustees hereby expresses its deepest appreciation for the life and contributions of Congressman Turner and recognizes his invaluable contributions to education and public service; and

BE IT FURTHER RESOLVED, that the HCC Board of Trustees, administration, faculty, and students extend heartfelt condolences to Congressman Turner's family, friends, colleagues, and constituents, while celebrating his legacy of leadership, advocacy, and commitment to education; and

BE IT FINALLY RESOLVED, that a copy of this resolution be presented to the family of Congressman Turner from Houston Community College System.

Adopted this 16th day of April 2025, by the Houston Community College Board of Trustees.



Eva L. Loredo  
HCC Board of Trustees, Chair



Sean Cheben  
HCC Board of Trustees, Secretary

# ACTION ITEM

**Meeting Date:** April 16, 2025

**Topics for Discussion and/or Action**

ITEM #	ITEM TITLE	PRESENTER
I.	Presentation of Community Sentiment Research	Dr. Margaret Ford Fisher Steve Lestarjette

## RECOMMENDATION

Approve administration's request to bring forward to the Board of Trustees a short list of possible new names for the institution at a subsequent meeting.

## COMPELLING REASON AND BACKGROUND

In June 2024, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), an institutional accreditor for quality assurance in higher education, approved a request by Houston Community College (HCC) to offer baccalaureate degrees in Artificial Intelligence & Robotics and Healthcare Management. This historical occurrence warrants the subsequent application of strategic thought, vision, and leadership in a competitive higher education environment. Particularly, this is true where higher education institutions like HCC must differentiate themselves to attract students and appeal to other constituencies which benefit from the institution's program offerings.

Notably, a June 2014 USA Today article provides that several community colleges have changed their names. This reality emerges as "more states allow two-year colleges to confer bachelor's degrees ..." Similar occurrences are evident in Texas where multiple community colleges (e.g., Lone Star College and Dallas College) have changed their names, with some offering baccalaureate degrees. The identified rationale in part is to effectively "signal ways for community colleges to expand beyond their traditional offerings and to meet student and workforce needs and open up new career opportunities" for students to be competitive in their job search.

Considering the above-identified circumstances, it is prudent for HCC to assess the utility of renaming the college, acknowledging its present ability to not only confer associate degrees, but baccalaureate degrees, too. Thus, after thoughtful consideration, this item comes to the governing board as a report item in anticipation of advancing a process to rename HCC with the intent of serving the best interest of the institution and those whom the college serves throughout its service delivery area and beyond. An examination of this initiative will position stakeholders, via designated mediums, to offer input as deemed appropriate for subsequent consideration by the HCC Board of Trustees.

When HCC administration approached the Board of Trustees on this subject in August 2024, trustees asked administration to return to the community and ascertain 1) the community's sentiment about HCC and 2) the community's sentiment regarding a name change. In the months since, the college has conducted multifaceted research through focus groups, community partnership meetings, and polling to provide answers to these questions. The research indicates that there is strong support for

the college and its effectiveness is carrying out its mission, as well as support for a new name that will address programmatic expansion, support student success and encourage enrollment growth in the future.

This information is intended to inform the trustees’ decision regarding a new name for HCC.

**FISCAL IMPACT**

To be determined.

**LEGAL REQUIREMENT**

Requires Texas Higher Education Coordinating Board (THECB) approval.

**STRATEGIC ALIGNMENT**

*1. Student Success*

**ATTACHMENTS:**

Description	Upload Date	Type
Community Sentiment Research Finding Presentation	4/9/2025	Presentation
Name Exploration Research Report	4/9/2025	Attachment
Community Partnership Survey Findings	4/9/2025	Attachment

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



# Community Sentiment Research Findings

---

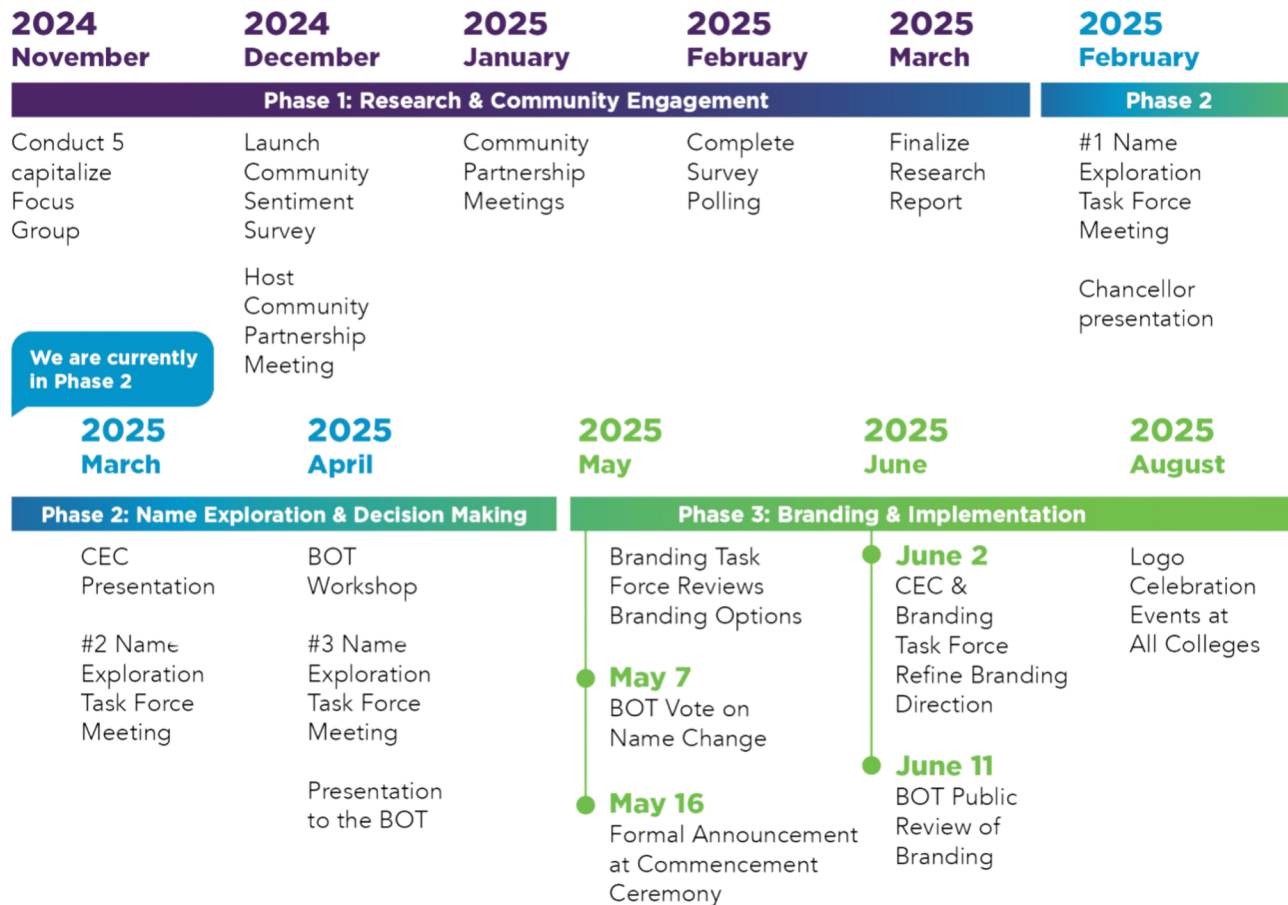
April 16, 2025

Dr. Margaret Ford Fisher, Chancellor

Steve Lestarjette, AVC, Communications & Marketing (Interim)

Paul Rivera, Outreach Strategists

# TIMELINE



# Opportunity for Repositioning

This moment in HCC's journey presents a unique opportunity for the institution to consider how it is positioned within the higher education landscape.

- As HCC continues to grow and expand into new academic areas, exploring a name change could serve as a **reflection of its long-term vision, future ambitions, and continued commitment to student success.**
- HCC has the chance to craft a **stronger, more relevant identity** to resonate with both current and prospective students, as well as the broader community.
- Such a repositioning would go beyond a name; it would represent an intentional step toward aligning the institution's brand with the forward-looking values that **define its evolving role in higher education.**

→ To determine if HCC should pursue this journey, internal and external research was conducted to gather insights from key stakeholders on perceptions of HCC and higher education.

# How Other Systems Evolved

PREVIOUS NAME	NEW NAME
North Harris County College District	Lone Star College (LSC)
South Texas Community College	South Texas College (STC)
Dallas County Community College District	Dallas College
Southwest Texas Junior College	Southwest Texas College
Gainesville Junior College	North Central Texas College
Hill Junior College	Hill College
Navarro Junior College	Navarro College
Florida Community College	Florida State College at Jacksonville

# Methodology

## FOCUS GROUPS

→ Five focus groups held from November 20 to December 3, 2024.

- ◆ Prospective students
- ◆ Parents of prospective students
- ◆ High School teachers/counselors
- ◆ Employers
- ◆ Current Students/Alumni

## SURVEY

- Survey ran December 6, 2024 to February 9, 2025.
- 50 questions across six different topics:
  - ◆ General Perceptions of Higher Education
  - ◆ Perception of Community Colleges
  - ◆ HCC's Reputation and Impact
  - ◆ Familiarity with HCC
  - ◆ Current Branding
  - ◆ Name Change Recommendations
- 1,811 total responses collected, **1,492 completions**

## SURVEY METRICS

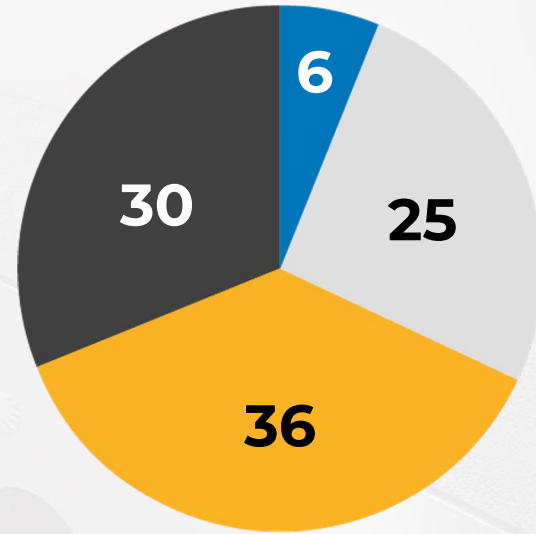
Contact Population	60,612
Responses	1,811
Response Rate	3%
Completion Rate	78%

# HCC Task Forces

To prepare, HCC utilized four special-purpose groups to gain valuable input on process, transitioning, and branding:



→ Conducted 10 Community Partnership meetings



- **Oversight Task Force** (6 internal stakeholders)
- **Name Exploration Task Force** (25 external stakeholders)
- **Transition Planning Task Force** (36 stakeholders)
- **Branding Review Task Force** (30 stakeholders)

# Stakeholder Audiences

	SURVEY	#	FOCUS GROUP	#
Current Students/Alumni	Y	723	Y	10
Prospective Students	Y	139	Y	10
Parents of Prospective Students	Y	80	Y	10
High School Teacher/Counselor	Y	21	Y	10
Faculty/Staff	Y	473	N	
Selected Local Employers	Y	65	Y	8
Other Stakeholders	Y	428	N	

# Key Research Questions and Topics Discussed

**Perceptions of higher education**

**Perceptions of opportunities in  
Houston**

**Perceptions of community colleges**

**Perceptions of HCC**

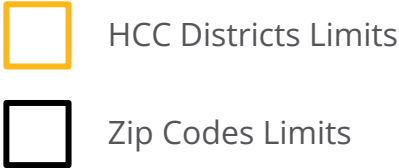
**Reactions to a potential name change**

**Reactions to a brand awareness video**

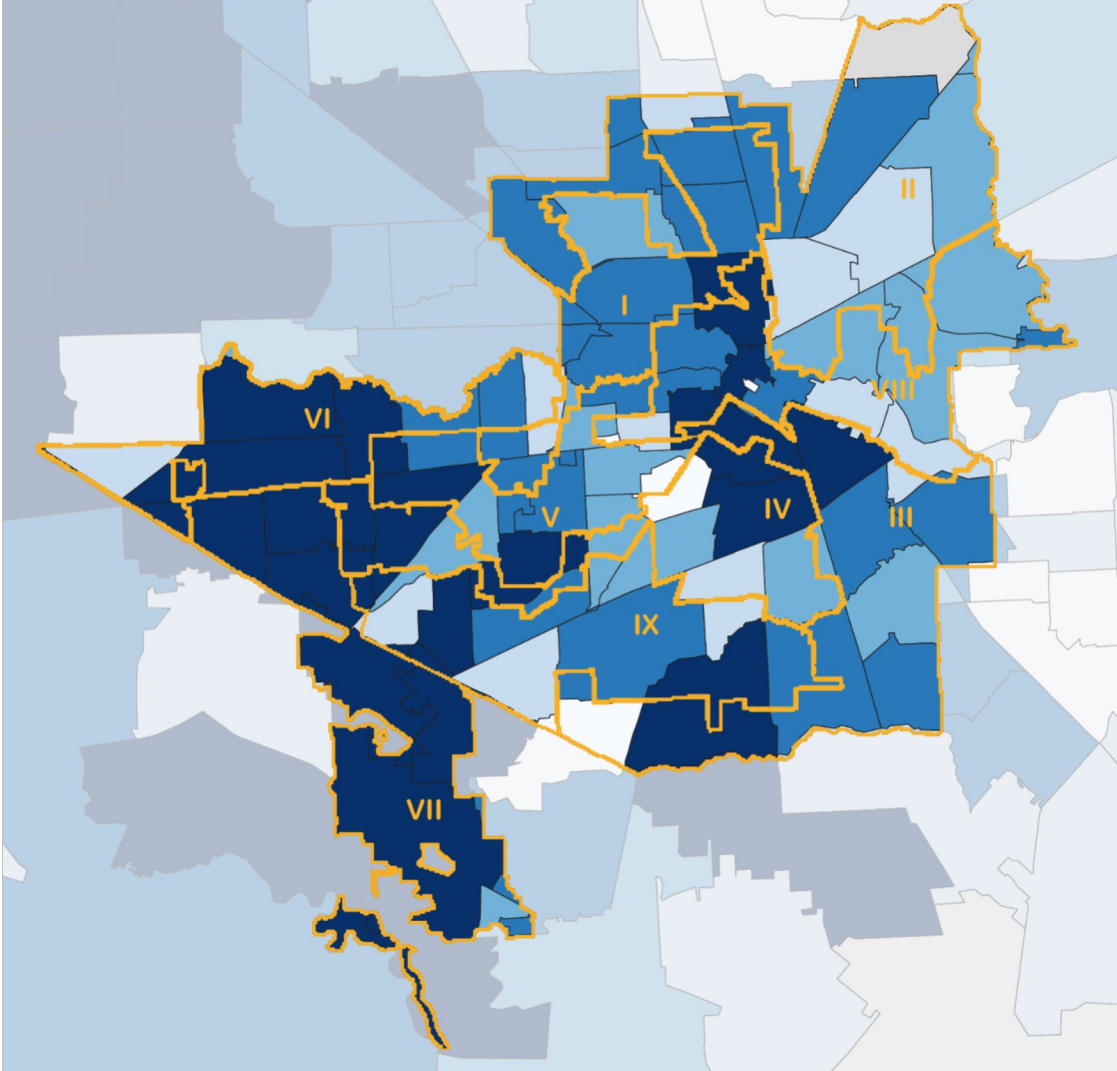
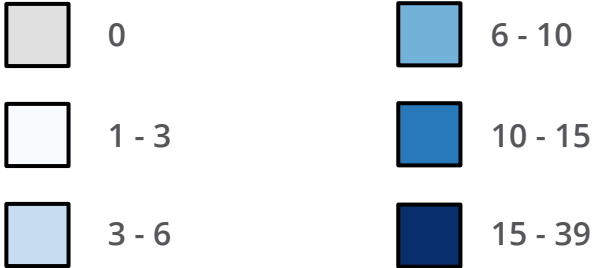
**Reactions to the Mission and Vision  
statements**

**Name change alternatives**

# HCC Focus Groups & Survey results by District & Zip Code

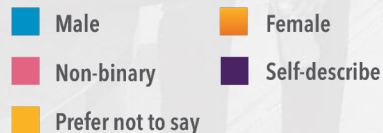
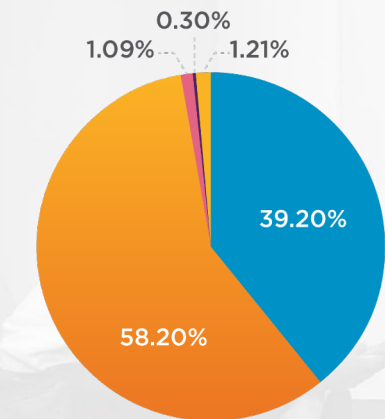


## Survey/FG Responses by Zip Code

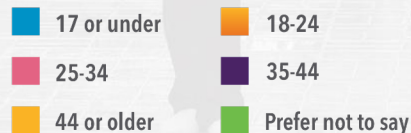
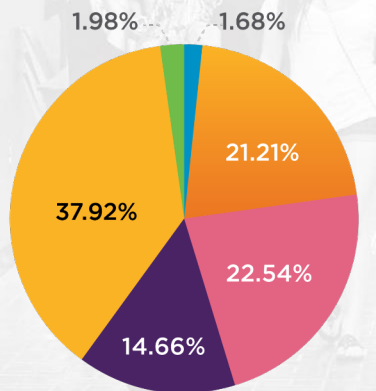


# Survey Demographics

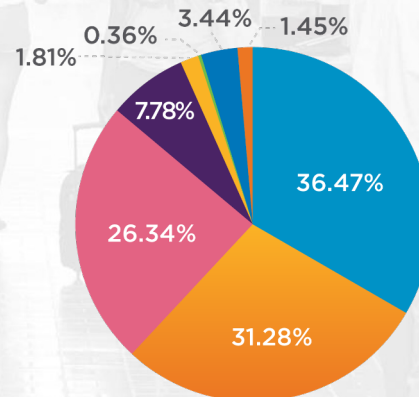
## Gender



## Age



## Ethnicity



# Focus Group Demographics

HISPANIC	AFRICAN AMERICAN	WHITE	ASIAN/PACIFIC ISLANDS	OTHER
41.12%	26.63%	12.89%	12.27%	7.09%

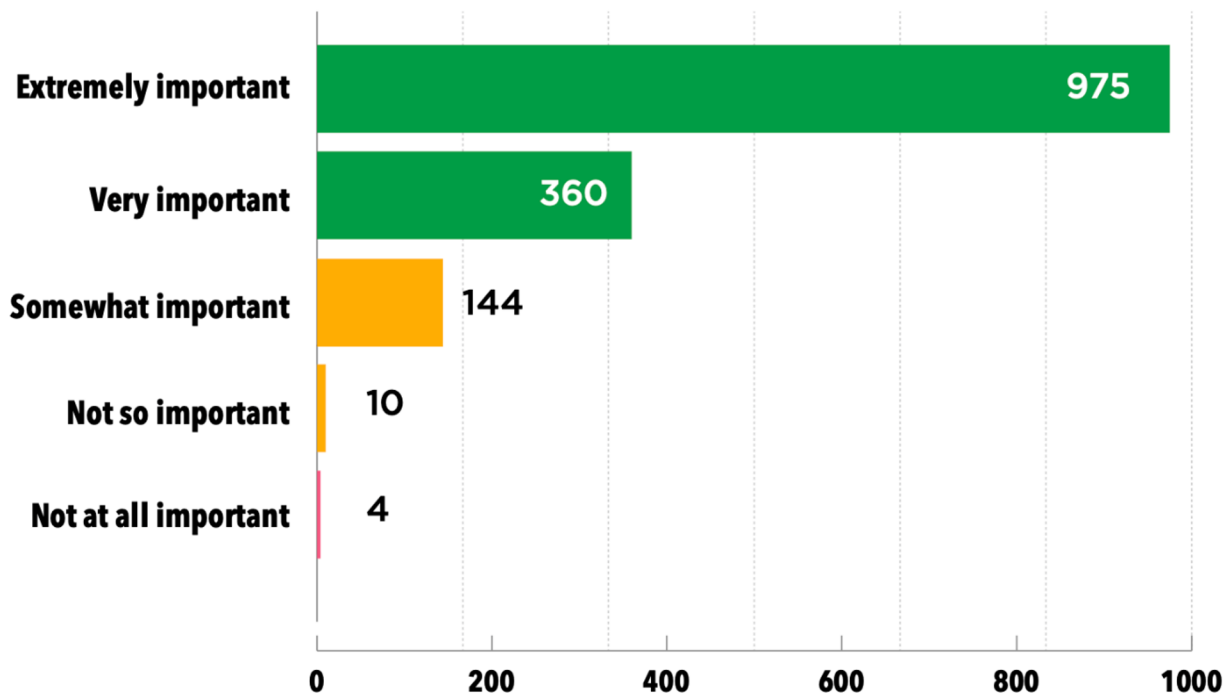
## Focus Group Demographics vs. HCC Student Population

- **Hispanic:** 41.12% (focus group) vs. 38.88% (HCC students).
- **African American:** 26.63% vs. 26.21%.
- **Asian/Pacific Islander:** 12.27% vs. 12.40%.
- **White participants:** 12.89% vs. 14.15%.

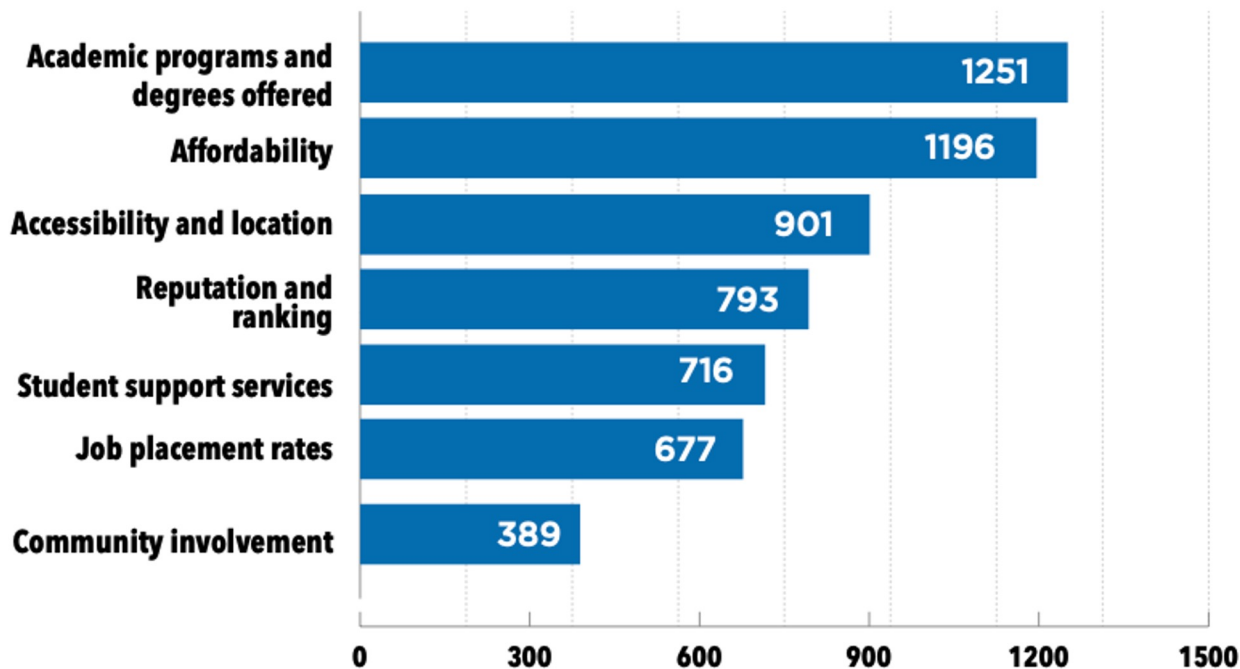
# Feelings about **Higher Education**



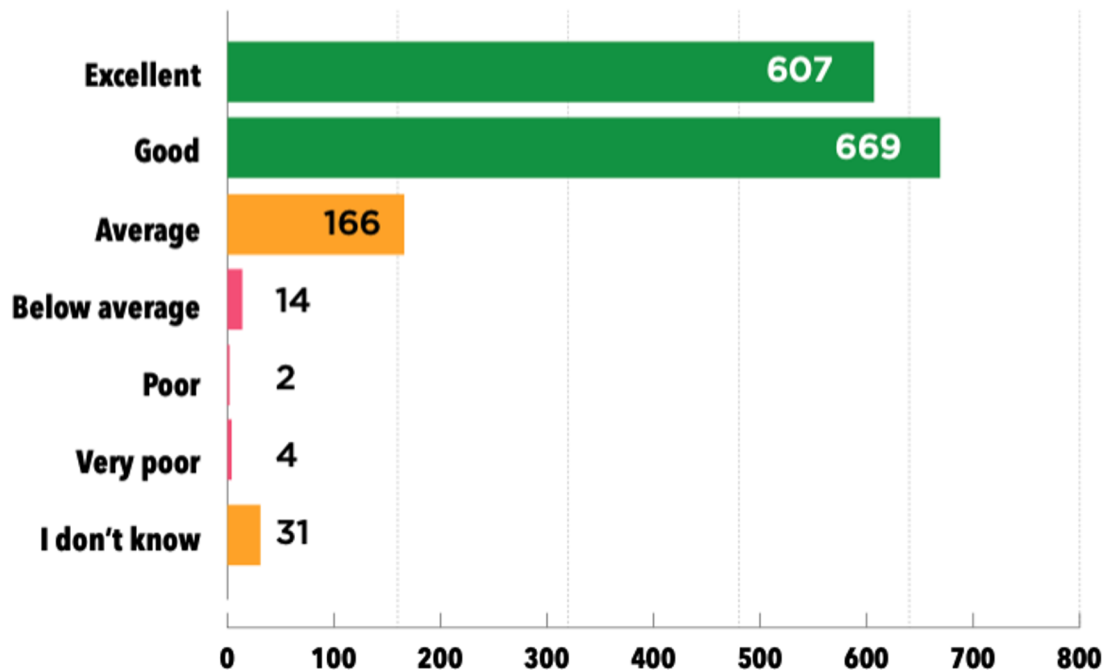
# How important do you think higher education is?



# What factors do you consider most important when evaluating the quality of a college or university?



# How would you rate the overall quality of higher education institutions in Houston?

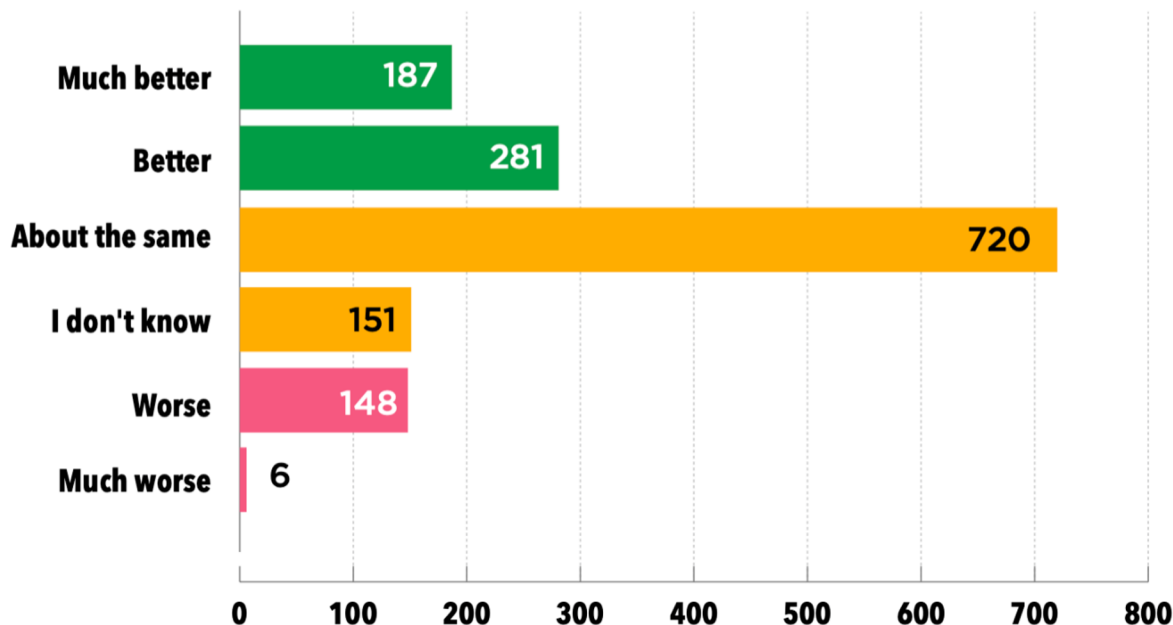


# The Role Of Community Colleges

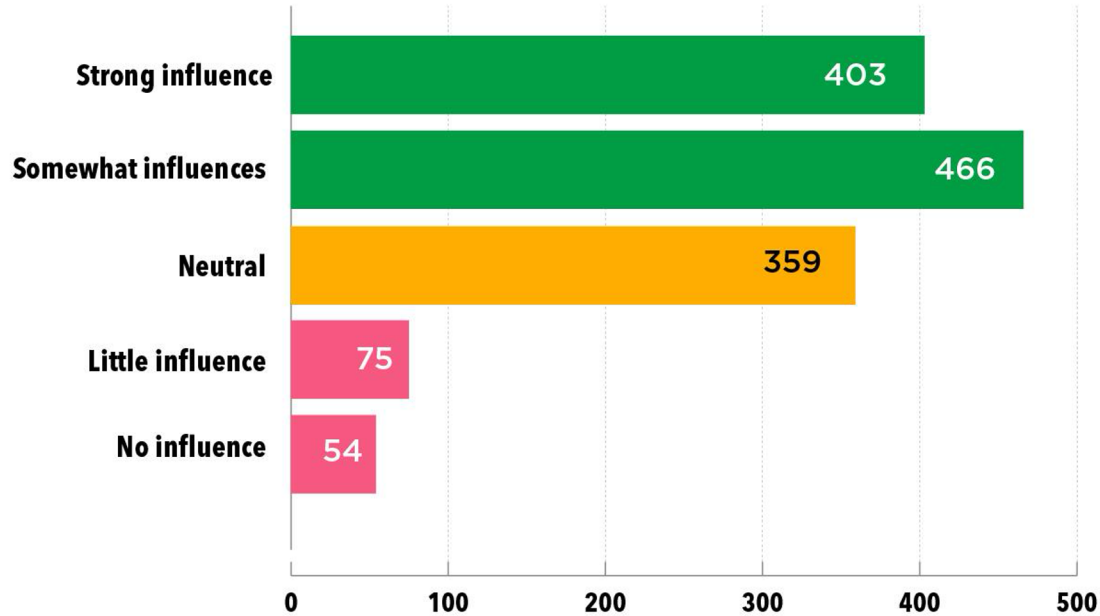




# How would you rate the overall quality of education provided by community colleges compared to universities?



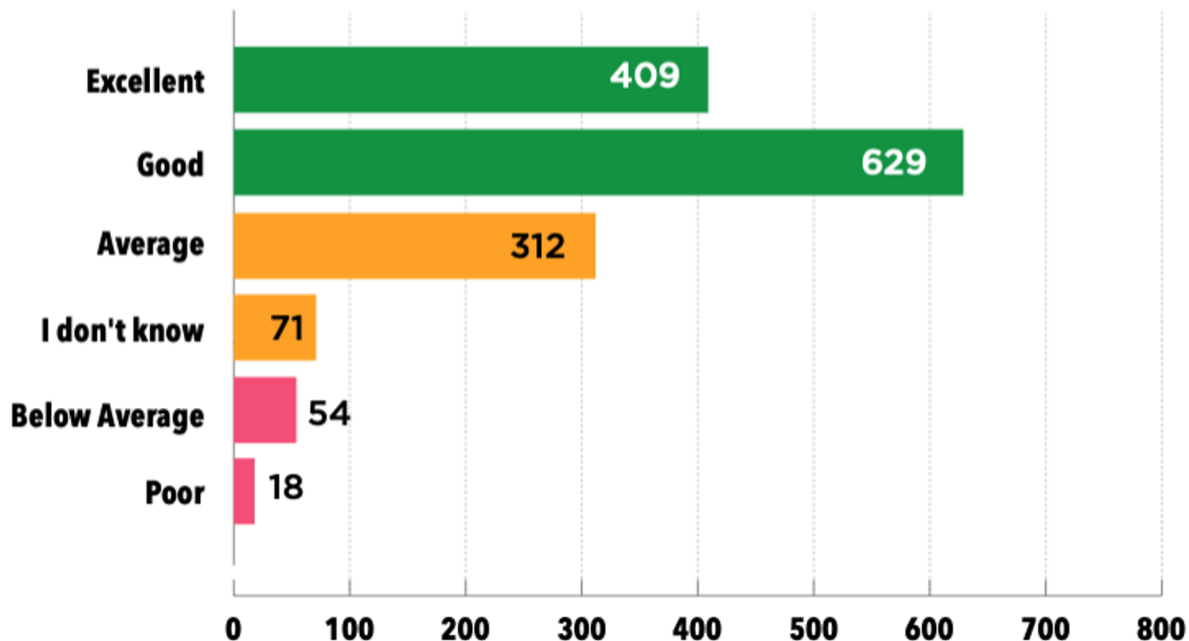
# To what extent does the name of a college influence your perception of its graduates as potential employees?



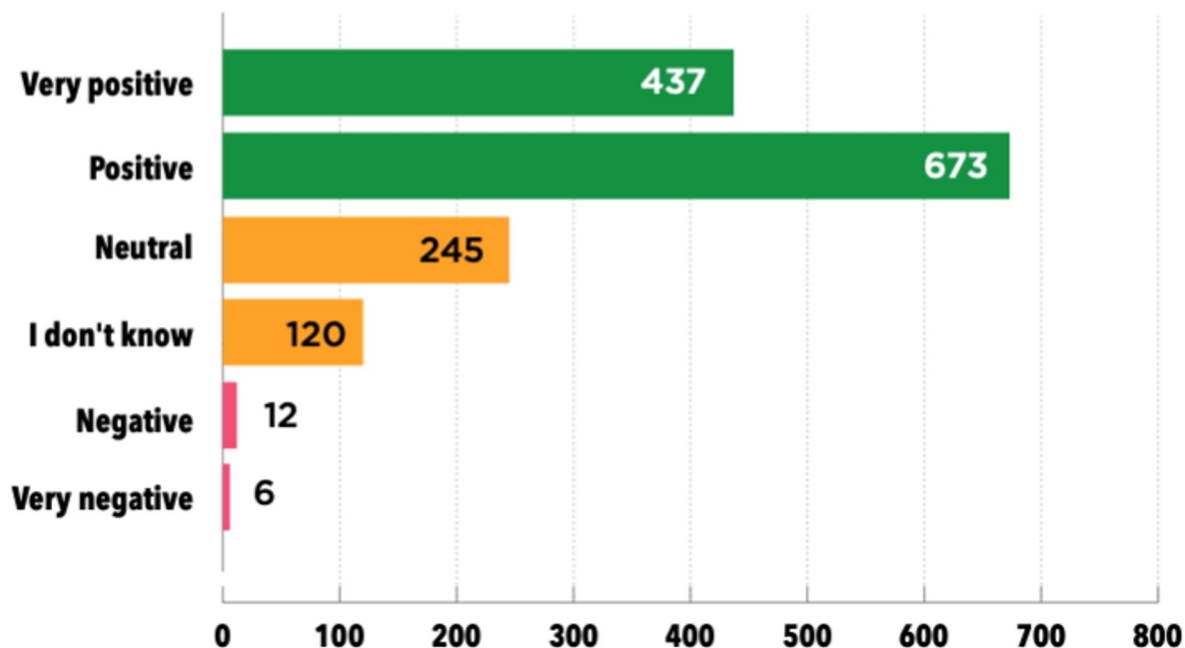
# Community Perceptions Of **HCC**



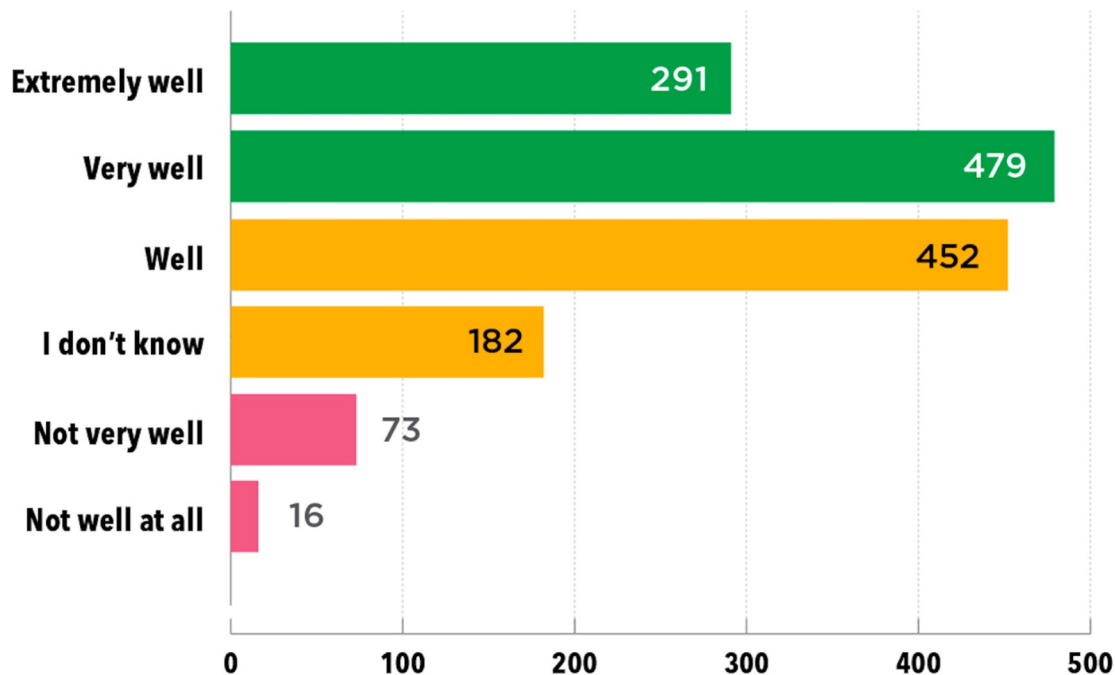
# How would you describe HCC's reputation in the community?



# How would you rate the impact of HCC on the local community?



# How well do you think HCC prepares students for success in the job market?



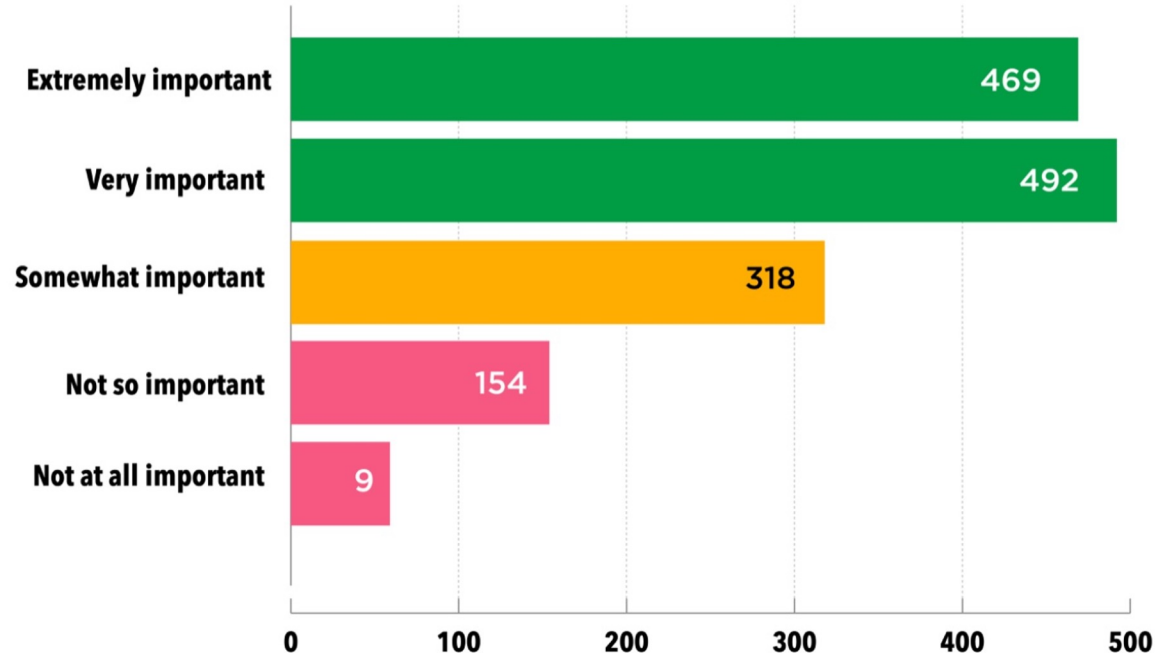
# What do you think is the biggest strength of HCC?



# What do you think is the biggest growth opportunity for HCC?



# How important do you think it is for a college like HCC to be seen as **more than a community college**?



# Thank You!



HOUSTON COMMUNITY COLLEGE

# NAME EXPLORATION RESEARCH REPORT



# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>04</b>	<b>POSITIONING OF COMMUNITY COLLEGES</b>	<b>15</b>
Exploring HCC's Future	04	Comparative Quality of Community Colleges vs. Universities	16
Shaping HCC's Future	04	Importance for College Like HCC to Be Seen as More Than a Community College	17
Key Questions the Research Will Answer	05	Impact of a College Name on Graduate Perception	18
<b>METHODOLOGY</b>		<b>FEELINGS ABOUT HCC</b>	<b>19</b>
Research Design	06	HCC's Reputation in the Community	19
Participants & Sampling	06	HCC's Biggest Strength	21
Data Collection Methods	06	HCC's Biggest Opportunity	22
Analysis Approach	07	Additional Offerings	23
<b>FOCUS GROUPS &amp; COMMUNITY SENTIMENT SURVEY RESULTS</b>	<b>09</b>	<b>CONTEXT FOR NAME CHANGE</b>	<b>24</b>
Importance of Higher Education	10	Degree Competitiveness	24
Perception of Higher Education	11	Premier Provider of Higher Education	25
Overall Quality of Higher Education in Houston	12	Program Awareness	26
Factors Most Important When Evaluating the Quality of a College	13	Qualified and Competitive	27
	14		



<b>VIABILITY OF A NAME CHANGE</b>	<b>29</b>	<b>CONCLUSION</b>	<b>39</b>
Does “Community” in the Name Influence Perception?	30	HCC’s Strengths and Community Value	39
Perception of HCC if it Changed its Name	32	Need for Evolving Brand and Name	39
HCC Current Branding	33	Support for a Name Change	40
Brand Update to Communicate Educational Quality	34	Preferred Name Options	40
Importance of Name and Brand	35	Importance of a Branding Update	40
		Final Reflections	41
<b>COMMUNITY PARTNERSHIP MEETING RESULTS</b>	<b>36</b>	<b>TIMELINE</b>	<b>42</b>
<b>CEC PRESENTATION</b>	<b>38</b>	<b>APPENDICES</b>	<b>44</b>
		Appendix A: Profile of Focus Group Participants	44
		Appendix B: Survey Questions	48
		Appendix C: Web Landing Pages	68
		Appendix D: Survey Marketing Materials	73
		Appendix E: CEC Presentation	75

# INTRODUCTION

## Exploring HCC's Future

HCC is committed to evolving as an institution that reflects the diverse needs of its community, embraces academic growth, and champions the success of its students. As HCC introduces bachelor's degree programs and expanded education offerings, HCC recognizes the opportunity to reassess its name to better align with its broader mission and vision for the future.

## Shaping HCC's Future

### VISION

At HCC, we are committed to evolving as an institution that reflects the diverse needs of our community, embraces academic growth, and champions the success of our students. As we introduce bachelor's degree programs and expand our educational offerings, we recognize the opportunity to reassess our name to better align with our broader mission and vision for the future.

### OPPORTUNITY FOR REPOSITIONING

This moment in HCC's journey presents a unique opportunity to reposition itself within the higher education landscape. As HCC expands into new academic territories, HCC recognizes the importance of a name that reflects its ambition, future growth, and dedication to its students' success. By reexamining its name, HCC has the chance to craft a stronger, more relevant identity that resonates with both current and prospective students, as well as its broader community. This repositioning is not just about a name change, it's about affirming its evolving role in higher education and ensuring that its brand aligns with the forward-thinking values that define them.

# Research Scope and Purpose

This study seeks to explore and answer the following:

## Importance of Higher Education

- How important people think higher education is.
- What factors are considered when evaluating the quality of a college or university.
- How people rate the overall quality of higher education institutions in Houston.

## Positioning of Community Colleges

- What people think when they hear the term “community college.”
- How people compare the overall quality of education provided by community colleges to universities.
- How much people think it is important for a college like HCC to be seen as more than a community college.
- To what extent does the name of a college influence perceptions of its graduates.

## Feelings About HCC

- How people describe HCC’s reputation in the community.
- Do people think HCC prepares students well for success in the job market.
- What people think is the biggest strength of HCC.
- What people think is the biggest growth opportunity for HCC.
- Additional career fields or degree programs people would like to see offered at HCC.

## Context for Name Change

- Students were asked if they believe a degree from a community college helps them compete with others with a degree from a four-year college or university.
- People were asked whether it’s important for an institution like HCC to be recognized as a premier

provider of higher education in Houston.

- People were asked to share their awareness of the different types of programs available at HCC.

## Viability of a Name Change

- How much do you think HCC’s bachelor’s degree programs contribute to changing the traditional view of what a community college can offer?
- How much does the word “Community” in the name influence your perception of the college?
- How do you think your perception of HCC would change if it changed its name?
- How well do you think HCC’s current branding (logo, colors) reflects its mission and vision?
- How well do you think a brand update would help better communicate HCC’s high quality of education and diverse offerings?
- How important is it for HCC to have a name and brand that reflects the high quality of education and the wide range of programs it offers?

## Name Change Options

- If Houston Community College were to change its name based on the initiatives shared, what name would be the best fit?
- If Houston Community College were to change its name based on the vision we shared, which name do you think would be the best fit?
- Please share any additional thoughts or comments you have about HCC or the potential changes to its name and branding.

# METHODOLOGY

## Research Design

Outreach Strategists conducted mixed method research, combining both quantitative and qualitative data collection methods to identify the community's impression of HCC in terms of perception, community interactions, awareness of programs offered, and views on its current name and branding. This comprehensive approach ensures the capture of measurable trends and deeper insights into opinions, concerns, and expectations.



## Participants & Sampling

The focus groups included 50 people from eight key stakeholder groups: prospective students, parents of prospective students, current students, alumni, staff/faculty, high school teachers and counselors, employers, and external community members, all of whom are directly or indirectly affected by the name change.

The survey targeted current students, alumni, faculty, staff, and local community leaders. A total of 1,811 respondents participated in the survey, and stratified sampling was used to ensure representation across different demographic groups and geographic areas.

# Data Collection Methods

To ensure a comprehensive understanding of community sentiment and perception of HCC, multiple data collection methods were used to capture quantitative trends and qualitative insights, providing a well-rounded analysis of stakeholder opinions, concerns, and expectations.

## 1. FOCUS GROUPS

HCC conducted five virtual focus groups from late November to early December 2024 to gain insights into community perceptions, program awareness, and feedback on a possible name-change. The study captured a comprehensive understanding of HCC’s current role, offerings, and future opportunities across a range of stakeholder groups.

Participants were secured through a professional recruiting firm, and the recruitment process focused on ensuring geographic and demographic diversity within the Greater Houston area. Geographies included jurisdictions like the Houston Independent School District, Katy, Spring Branch, Alief Independent School Districts, Stafford Municipal District, and the Fort Bend portion of Missouri City. A detailed breakdown of participant demographics and geographic representation is provided in Appendix A.

Each group was facilitated through a structured discussion for 90 minutes, allowing for a detailed exploration of their thoughts, concerns, and suggestions.

The five groups were:



**Current Students and Alumni**  
Individuals with direct experience at HCC, providing feedback on academic and workforce programs and their relevance to personal and professional growth. This included students and alumni of various types – straight from high school, returners, and adult learners.



**Parents of Prospective Students**  
Parents of high school students, providing insights into family priorities regarding post-secondary education.



**High School Counselors and Teachers**  
Educators from public and private schools, offering perspectives on how HCC aligns with academic readiness and career guidance.



**Prospective Students**  
Current high school juniors and seniors considering higher education pathways.



**Employers & Business Owners**  
Representatives from various industries, highlighting workforce needs and HCC’s role in talent development.

## 2. COMMUNITY SENTIMENT SURVEY

The community sentiment survey was distributed to a broader audience from November 2024 to February 2025. It gathered data on awareness of HCC's latest programs, perceptions of the institution's brand, and openness to potential changes, including feedback on alternative name suggestions. A full list of the survey questions is provided in Appendix B.

The survey was distributed through HCC email lists, purchased contact lists (cell phone numbers and emails) for community outreach, and campus marketing efforts such as posters and social media. Additionally, we offered a prize drawing to motivate all survey recipients to complete it.

### Targeted respondents included:

**Current  
Students and  
Alumni**

**Faculty and  
Staff**

**Prospective  
Students**

**Parents of  
Prospective  
Students**

**High School  
Counselors and  
Teachers**

**Employers  
& Business  
Owners**

**Community  
Members**

## 3. COMMUNITY PARTNERSHIP MEETING

In addition to the formal research methods, Chancellor Margaret Ford Fisher led ten Community Partnership meetings across the district, held at each HCC campus. These on-campus meetings brought together community leaders and stakeholders to gather input on future programs and facilities, as well as to gauge sentiment regarding a potential name change. Attendance at these sessions ranged from 40 to more than 100 participants, reflecting strong community engagement.





## Analysis Approach

The collected data was analyzed to identify key trends and insights. Statistical methods were applied to survey responses, while thematic analysis was used to interpret focus group discussions.



### Qualitative Data:

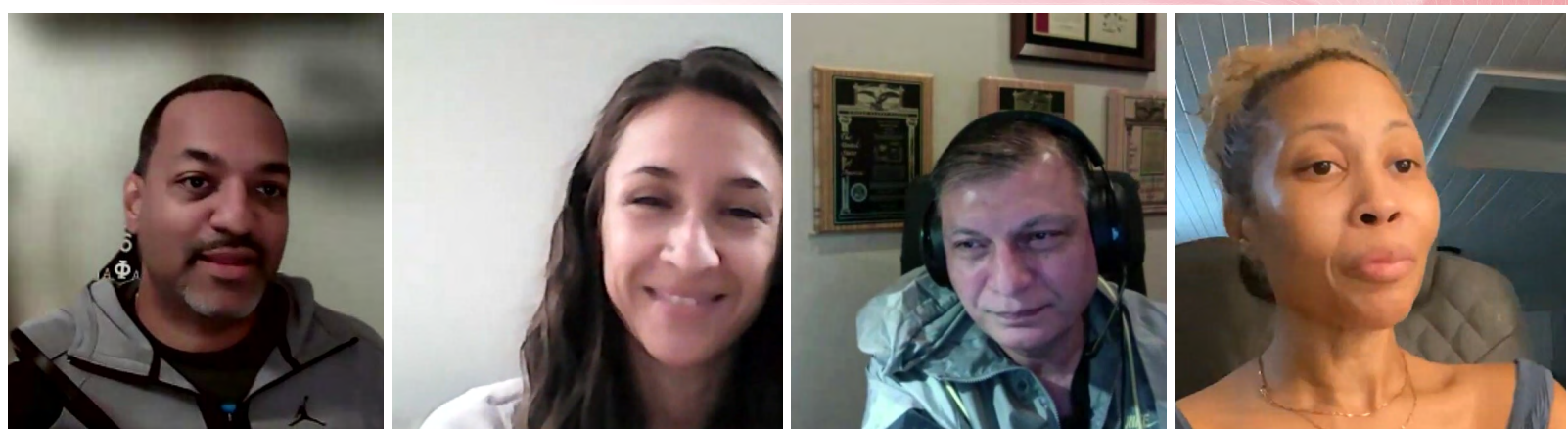
Focus group discussions and transcripts were analyzed to identify recurring themes on the perceptions and concerns of the participants relative to the anticipated benefits or challenges associated with the name change.



### Quantitative Data

Survey responses were analyzed using descriptive statistics (e.g., frequency distributions, mean comparisons) to identify overall trends in stakeholder sentiment. Cross-tabulations were created to compare responses across different demographic groups.

# FOCUS GROUPS & COMMUNITY SENTIMENT SURVEY RESULTS



Each focus group session included 8 to 10 participants, offering a robust forum for in-depth conversations on perceptions of HCC, its reputation, and thoughts on a potential name and brand change.

The community survey generated 1,492 complete responses. The survey participants included current students, prospective students, parents of prospective students, faculty and staff, alumni, high school counselors and teachers, community members, and business leaders. This large sample size enabled an analysis of broad sentiment and community-wide trends.

The results from both focus groups and survey responses offer a comprehensive analysis of participant perspectives. The combined research results help surface common themes and areas of agreement or divergence.

# The Importance of Higher Education

## PERCEPTIONS ABOUT HIGHER EDUCATION

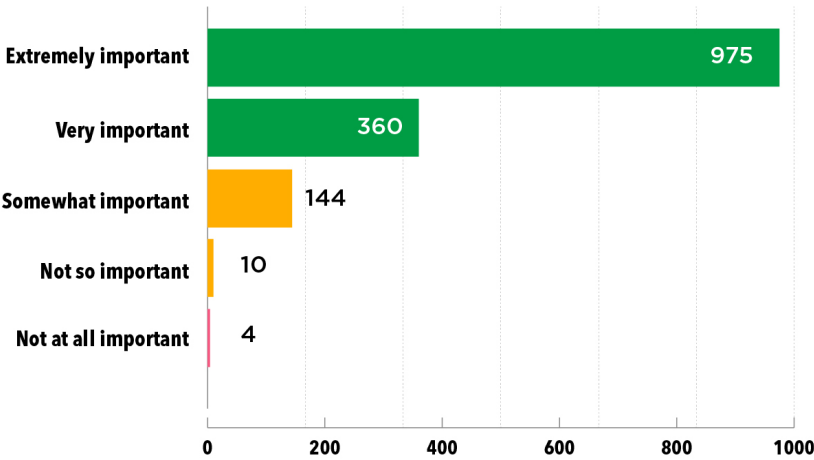
### Focus Group Insights

Most participants viewed the quality of community college education as comparable to universities, particularly in terms of foundational coursework. Many shared how community colleges are often “on par” with universities for general education courses and offer smaller class sizes and more personalized instruction – which can help some students thrive. However, some believe universities offer greater prestige, more advanced resources, and a broader range of programs. Employers were split—some valued community college graduates for their practical skills, while others preferred university credentials for more competitive roles.

### Survey Data Insights

Survey results echo these views, with most respondents viewing community college education as equal to or better than a university education: This overwhelming consensus underscores the wide understanding of how higher education plays an essential role in shaping career paths and life opportunities.

## How important do you think higher education is?



## PERCEPTIONS ABOUT HIGHER EDUCATION

### Focus Group Insights

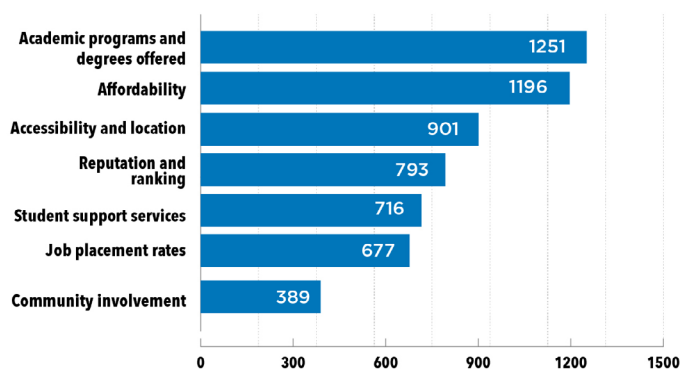
**Students, parents** and **prospective students** consistently identified *affordability, program quality, and reputation* as top factors when assessing a college or university. Many emphasized how it's essential academic programs align with actual career opportunities, highlighting the importance of industry-relevant degrees and certifications. Accessibility, both in terms of location and flexible class schedules, was also frequently mentioned, particularly for working adults and non-traditional students. Support services, such as career counseling, job placement assistance, and tutoring, were also seen as critical for student success.

**Employers** noted how job placement rates and partnerships with industries are key indicators of a high-quality institution. Additionally, the participants stressed how a college's reputation in the community and among employers influences both student enrollment and job market outcomes.

### Survey Data Insights

Survey results strongly align with focus group perspectives. The most important factors identified when evaluating a college or university include program and degree offerings, affordability, access and location, and reputation and ranking.

#### What factors do you consider most important when evaluating the quality of a college or university?



This data reinforces the need for HCC to emphasize these factors in its communications, program design, and branding efforts to resonate with community expectations.

*“...for me specifically, I prioritized the employable skills and any sort of help in the realm of employment. If that is satisfied, then it is also nice to have a good community.”*

— **Alison Q.**,  
HCC Current  
Student/Alumni



# OVERALL QUALITY OF HIGHER EDUCATION IN HOUSTON

## Focus Group Insights

Overall, participants gave a positive but mixed assessment of higher education in Houston. Many acknowledged how the city offers a wide range of quality institutions, including strong community colleges and respected universities.

HCC, in particular, was praised for its accessibility, affordability, and workforce-focused programs. However, participants noted how perceptions vary depending on the specific institution and program of study.

**Students** and **parents** expressed concern about the rising costs of higher education and whether degrees are keeping pace with the demands of the job market. Some also noted how not all institutions are equally effective at preparing students for real-world careers.

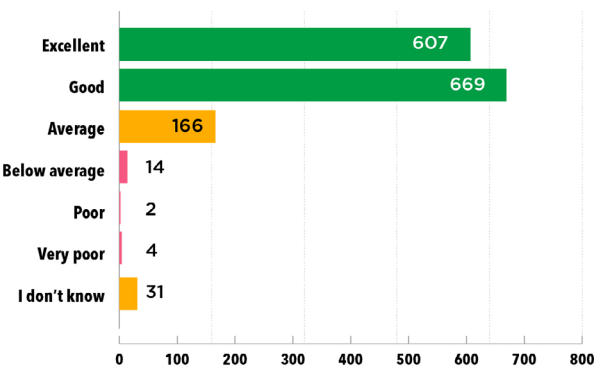
**Employers** highlighted the need for better alignment between academic programs and workforce needs, particularly in fast-growing sectors like healthcare, technology, and skilled trades.

*“...Opportunity... I think Houston’s full of that because of like the variety we have in schools, like public, private, like the sizes, the athletics, just how good the academics are at each school. I think it’s really good with finding the right school for you.”*

## Survey Data Insights

In general, survey respondents positively rated the quality of Houston’s higher education institutions, with a supermajority rating local institutions as excellent (607) or good (669):

### How would you rate the overall quality of higher education institutions in Houston?



These responses demonstrate strong community confidence in the local education system.

— Gigi M.,  
Prospective Student



## FAMILIARITY WITH LOCAL COLLEGES/UNIVERSITIES

Focus group and survey participants were asked what colleges, universities, and institutions immediately come to mind when thinking about higher education in Houston. The results in the following word cloud present the frequency of each institution mentioned.



The University of Houston, Houston Community College, Rice University, Lone Star College, and St. Thomas University appear most frequently, indicating strong brand awareness and influence within the Greater Houston area.

There are also mentions of specialized institutions such as Texas Southern University, Prairie View A&M, Houston Christian University, San Jacinto College, UT Health, and Baylor College of Medicine. This illustrates the range of higher education offerings available in Houston – including research universities, community colleges, and specialized medical and trade schools.

Houston Community College ranks among the most frequently mentioned institutions, highlighting the important role HCC already plays in public consciousness. However, it is not top ranked, which emphasizes the need to strengthen its brand awareness, especially as it expands bachelor's degree offerings and considers a potential name change, to maintain and grow name identification in a competitive environment.

The survey demonstrates how HCC is often thought of when people consider accessible and affordable education – and it may now to reposition and communicate to fully showcase its breadth of programs and evolving mission.

# Positioning of Community Colleges

## THE IMPACT OF “COMMUNITY”

### Focus Group Insights

Focus group participants commonly associated “community college” with accessibility, affordability, and opportunities for students beginning their educational journey. Many emphasize community colleges as practical and inclusive institutions offering accessible pathways to higher education.

The word “affordable” was among the most frequently mentioned terms. Participants cited how community colleges offer a variety of vocational and certificate programs catering to workforce needs.

However, there were also perceptions of community colleges being “less rigorous” or “second tier” compared to four-year universities, particularly due to the inclusion of “community” in the name, which some felt implied limited educational offerings or strong career outcomes.

### Survey Data Insights

Survey participants were asked to share what they thought when they heard the term “community college.” The most frequently mentioned words include “affordable,” “accessible,” “degree,” “certificate,” “opportunities,” “associate,” “local,” and “stepping-stone.”



Other prominent terms include “certificate”, “workforce”, “small”, “flexible”, and “local.” Some negative associations also appear in limited ways, such as “stigma,” “easy,” “cheap,” “less,” and “substandard”, reflecting ongoing challenges around perception. Together, these insights demonstrate how community colleges are widely valued for access and affordability, yet negative perceptions of quality and prestige remain.

## COMPARATIVE QUALITY OF COMMUNITY COLLEGE VS. UNIVERSITIES

### Focus Group Insights

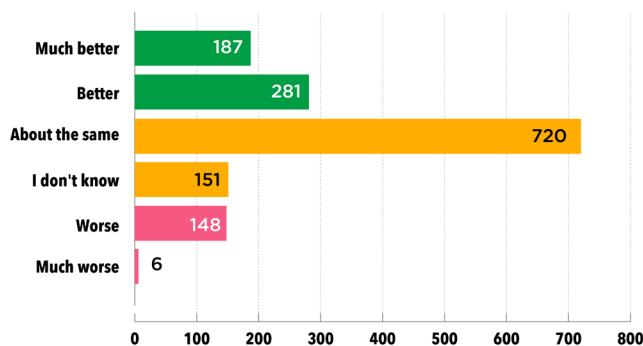
Most participants viewed the quality of community college education as comparable to universities, particularly in terms of foundational coursework. Many shared how community colleges are often “on par” with universities for general education courses and offer smaller class sizes and more personalized instruction – which can help some students thrive. However, some believe universities offer greater prestige, more advanced resources, and a broader range of programs.

**Employers** were split—some valued community college graduates for their practical skills, while others preferred university credentials for more competitive roles.

### Survey Data Insights

Survey results echo these views, with most respondents viewing community college education as equal to or better than a university education:

#### How would you rate the overall quality of education provided by community colleges compared to universities?



A combined 1,188 respondents rate community colleges as better or about the same, while only 154 rate them as worse. This shows broad respect for the quality of community colleges, while a small minority harbor poor perceptions of community colleges.



## IMPORTANCE OF A COLLEGE LIKE HCC TO BE SEEN AS MORE THAN A COMMUNITY COLLEGE

### Focus Group Insights

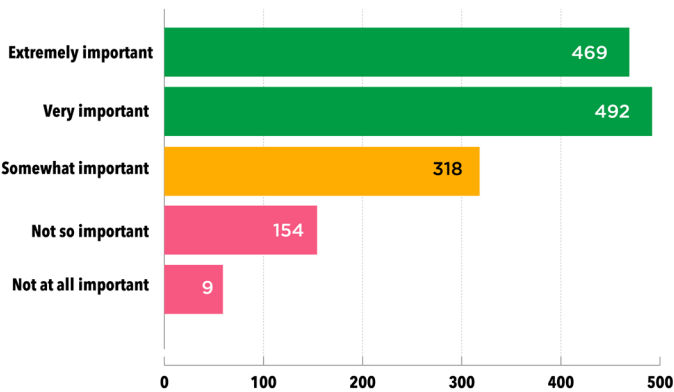
Participants overwhelmingly agreed it is important for HCC to be recognized as more than just a community college. Many cited how the college going beyond offering traditional two-year programs is important – with the institution now offering bachelor’s degrees, workforce training, and a wide range of academic pathways.

There was a shared concern how the “community college” label undercuts HCC’s stature and awareness of its breadth of offerings, limiting perceptions among prospective students and employers. Participants agreed if HCC continues to grow, its brand should reflect its updated, broader mission.

### Survey Data Insights

Survey responses indicate a majority of people believe it is important for HCC to be recognized beyond its current community college label:

### How important do you think it is for a college like HCC to be seen as more than a community college?



961 respondents find it extremely (469) or very important (492) for HCC to reposition itself as more than a community college.

## IMPACT OF A COLLEGE NAME ON HOW GRADUATES ARE PERCEIVED

### Focus Group Insights

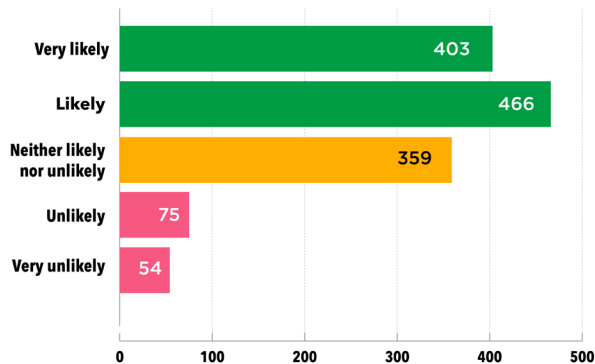
Participants believe in brands – and a college’s name does influence perceptions of graduates, especially among employers. Some **employers** acknowledged a natural, if unspoken bias favoring four-year university degrees over community college credentials. **Parents** and **students** expressed concern how having “community college” in the name might negatively affect graduates’ job prospects.

However, others argued how real-world skills, certifications, and internships can help mitigate any name-related stigma, especially in technical fields.

### Survey Data Insights

The survey reinforces how a college’s name plays a significant role in shaping perceptions of its graduates:

#### To what extent does the name of a college influence your perception of its graduates as potential employees?



869 respondents indicated it is very likely (403) or likely (466) the name of a college influences their perception of graduates, confirming how perception about the school can impact post-graduate success.

### RECAP

The findings from both the focus groups and survey highlight how community colleges like HCC are highly valued for affordability, accessibility, and practical training, yet there remain negative stereotypes associated with the term “community college.”

There is strong community interest in ensuring HCC is recognized as more than a community college, especially as it grows its program offerings, including bachelor’s degrees. Finally, the name and brand of a college significantly influence employer perceptions of graduate quality, making the conversation around a potential name change timely, relevant, and necessary.

Moving forward, any rebranding effort should carefully balance HCC’s community-focused roots with its expanding academic mission, addressing both perception challenges and opportunities for growth.



# Perceptions About HCC

## HCC’S REPUTATION IN THE COMMUNITY

### Focus Group Insights

Participants generally described HCC as a “good,” “affordable,” and “accessible” institution – with strong service to a broad population. **Community members** praised HCC for being inclusive and offering opportunities to non-traditional, working, and first-generation students. **Current students** and **alumni** cited positive personal experiences with faculty and small class sizes.

However, some participants note how HCC is often overlooked in favor of four-year universities, and how its full scope of programs is not well known. A few participants mentioned outdated perceptions of HCC as just a stepping stone rather than a premier education provider.

### Survey Data Insights

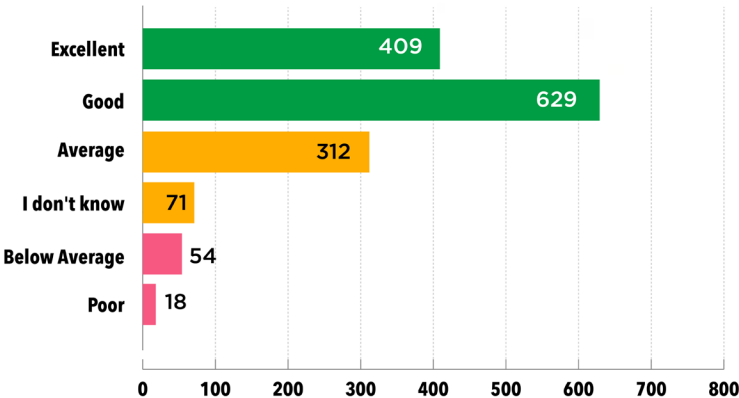
A supermajority of survey participants identified HCC’s reputation as excellent (409) or good (629), confirming how HCC enjoys strong positive recognition. There are small signals of dissatisfaction (72 total responses), which means there are opportunities to improve awareness and shift lingering neutral or negative perceptions.

*“I have the fullest confidence in HCC because I went there, I took classes there...I went through the whole program. So, I have the fullest confidence in HCC with my children.”*

—Allie W.,  
Current Student &  
Parent of Prospective Student



### How would you describe HCC’s reputation in the community?



## HOW HCC PREPARES STUDENTS FOR THE JOB MARKET

### Focus Group Insights

Participants believed HCC prepares students well for technical and workforce careers, especially in programs aligned with local industry needs. **Employers** had favorable impressions of HCC graduates in nursing, trades, and technology, though some suggested more focus on soft skills and communication.

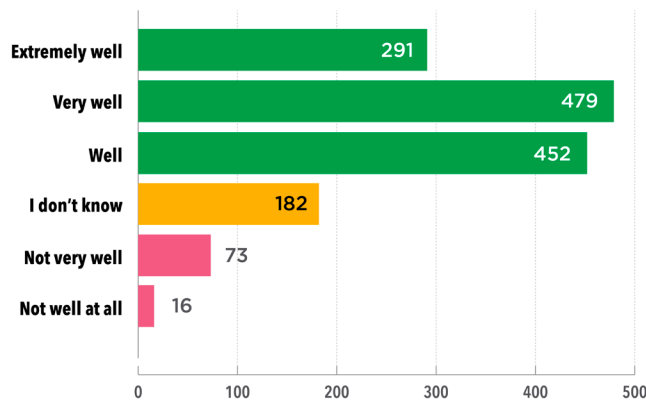
**Students** and **alumni** appreciated practical, hands-on learning and affordable pathways to high-demand careers.

However, there were mixed views on how well HCC connects students to employers through internships or career services, with some calling for stronger partnerships with industry.

### Survey Data Insights

A strong supermajority believe HCC prepares students extremely well (291), very well (479) or well (452) for the workforce. 182 respondents were unsure, suggesting more communication around career outcomes and success stories could improve perceptions even more.

### How well do you think HCC prepares students for success in the job market?



*"Houston and the surrounding area has one of the best STEM oriented community college ecosystems... and we have hired some of the best people from these community colleges. So, I think community college, the ecosystem in Houston, is great."*

**—Naveed M.,  
Parent of Prospective Student**



## HCC'S BIGGEST STRENGTH

### Focus Group Insights

Across all groups, HCC's top positive attributes were affordability, accessibility, and expansive program offerings. Participants repeatedly mentioned how HCC makes education accessible to all, regardless of income or background, with flexible scheduling and many accessible campus locations. Faculty and supportive learning environments were also noted as key strengths.

**Employers** specifically emphasized HCC's role in developing a skilled workforce, especially in healthcare and technical fields.

### Survey Data Insights

Affordability and accessibility dominate as HCC's strongest attributes, confirming its role as a gateway to higher education and career opportunities for a wide range of students.

## What do you think is the biggest strength of HCC?





## EXPANDING PROGRAM OFFERINGS

### Focus Group Insights

**Students** and **alumni** suggested adding bachelor's degrees in areas like business, technology, healthcare, education, and engineering. Many emphasized high-demand fields like cybersecurity, nursing, and data science. **Employers** and **educators** also recommended expanding certifications and short-term training programs to meet current workforce demands, especially in technology and trades. Several groups suggested creating clearer pathways from associate to bachelor's degrees within HCC.

### Survey Data Insights

There is strong demand for expanding bachelor's degree offerings, especially in high-demand fields like healthcare, business, engineering, and technology, indicating alignment with workforce needs.

**Are there any career fields or degree programs you would like to see offered at HCC?**



# Context for Name Change

## DEGREE COMPETITIVENESS

### Focus Group Insights

Focus group participants offered mixed perspectives on how competitive a community college degree is compared to a four-year degree. **Current students** and **alumni** expressed pride in their education and cited how a community college degree can open doors, especially for local employment. However, many noted there is still a stigma attached to community colleges, and graduates from four-year universities are often perceived as more competitive in the job market.

**Employers** shared how they believe skills and experience often matter more than the degree’s origin. They conceded the reputation and name of the institution can influence hiring decisions, particularly in more competitive fields.

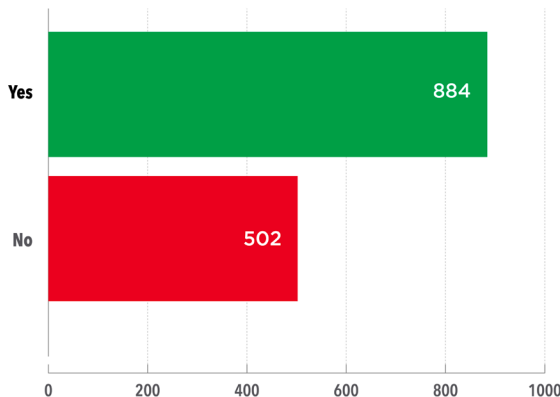
**Parents** and **teachers** raised concerns about how a degree from a community college may not always carry the same weight, especially outside the local community, and believed changing the name could improve perceptions of competitiveness.

### Survey Data Insights

The survey data is more of a mixed response than earlier questions, which were more polarized to the positive. Here, a greater number of respondents felt community colleges are less competitive than four-year colleges.

- 64% of respondents (884 people) believe a community college degree does help them compete with others holding four-year degrees.
- 36% of respondents (502 people) said No, indicating they do not feel equally competitive.

**As a student, do you believe a degree from a community college helps you compete with others with a degree from a four-year college or university?**



The good news is a strong majority sees a community college degree as competitive, yet there are still measurable opportunities to improve perception in the community and workforce landscapes.

## A LEADING PROVIDER OF HIGHER EDUCATION

### Focus Group Insights

Participants overwhelmingly agreed that it is very important for HCC to be recognized as a leading higher education institution in Houston. **Current** and **prospective students** emphasized how this recognition would enhance the value of their degrees and improve job prospects. **Parents** and **teachers** believed improving HCC's reputation would make it a more attractive option for students who might otherwise choose a four-year university.

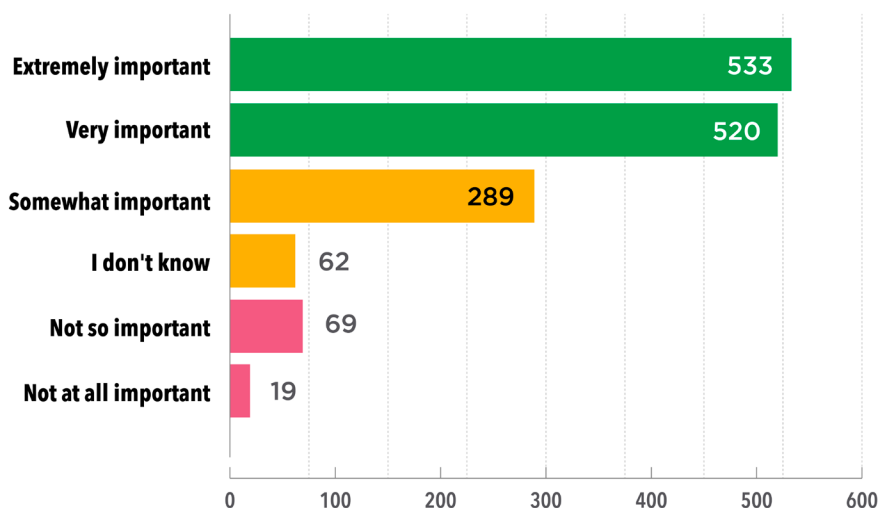
**Employers** stressed how a stronger reputation would make them more confident in hiring HCC graduates, particularly for roles requiring specialized training or bachelor's degrees.

**High school counselors** and **teachers** indicated an improved reputation would help them confidently recommend HCC to students exploring higher education pathways.

### Survey Data Insights

The survey data demonstrates strong support for HCC improving its reputation as a leading institution. In total, 95% of respondents (1,252) consider this recognition at least somewhat important. Strengthening HCC's brand and reputation is a key priority for stakeholders and community alike.

## How important is it to you for an institution like HCC to be recognized as a premier provider of higher education in Houston?



## AWARENESS OF PROGRAM OFFERINGS

### Focus Group Insights

Across all focus groups, participants were generally aware of associate degrees and certificate programs offered at HCC, but awareness of bachelor's degree offerings was much lower. **Current students** and **alumni** knew about workforce training and continuing education options but expressed uncertainty about newer program offerings. **Prospective students** and **parents** primarily associated HCC with two-year associate degrees and were surprised to learn about bachelor's programs, indicating a need for more communication about the full range of HCC's offerings.

**Employers** were familiar with certificate and workforce training programs but were largely unaware of HCC's bachelor's degrees, which they noted could be valuable for addressing workforce gaps if better publicized. **High school counselors** and **teachers** believed many students do not realize HCC offers pathways beyond associate degrees, highlighting a key opportunity for targeted outreach.

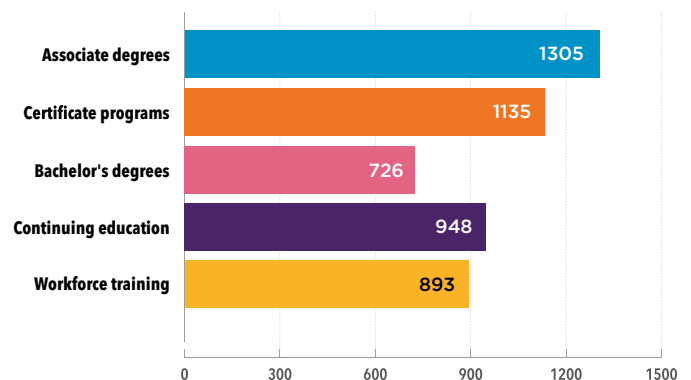


### Survey Data Insights

Survey results confirm the limited awareness of HCC's full program offerings:

- Associate degrees are the most recognized offering (1,305 participants) - the highest of all program categories. This aligns with HCC's strong reputation as a provider of two-year degrees.
- Certificate programs are also widely known (1,135 participants), reflecting public understanding of HCC's role in workforce and technical education.
- Continuing education programs were also widely recognized (948 participants) showing broad awareness of HCC's non-degree learning opportunities.
- Workforce training was ranked fourth (893 participants), suggesting an opportunity to improve awareness of HCC's role in preparing students directly for employment. This is an area where stronger alignment and partnerships with employers could boost visibility.
- Bachelor's degrees were recognized by 726 respondents, making it the least known program type. As a key strategic focus for HCC's future growth, HCC's bachelor's degrees are still flying under the radar for many.

### Which of the following types of programs at HCC are you aware of?



QUALIFIED AND COMPETITIVE DEGREES

Focus Group Insights

Across focus groups, participants acknowledged how employer perception of HCC graduates plays a crucial role in determining the value of an HCC degree. **Prospective Students** voiced concern HCC graduates may be overlooked in favor of four-year university graduates, though they believed that strong academic programs and clear pathways to jobs could improve employer perceptions.

**Parents of Prospective Students** shared worries about the competitiveness and perceived value of an HCC degree, especially in a crowded job market, and emphasized the importance of building stronger employer relationships.

**Teachers and Counselors** emphasized how HCC needs to better promote graduate success stories and improve its public image to ensure students are seen as competitive in the workforce.

**Employers** offered mixed responses, with some focusing on skills and experience over degree type, with others acknowledging how candidates from four-year universities are often favored. However, employers expressed openness to hiring HCC graduates, especially if partnerships and engagement with employers are strengthened.

**Alumni and Current Students** believed they generally feel well-prepared academically, yet they sometimes face challenges with employer perceptions. This suggests improved direct employer engagement, internships, and partnerships are needed to best support student and alumni success.

Together, these responses indicate the potential for an HCC graduate to be considered qualified, reinforcing the value HCC brings to the workforce pipeline.

Survey Data Insights

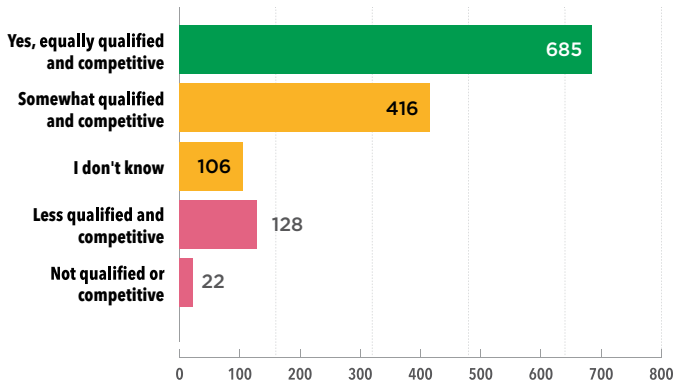
The survey data reveals a generally favorable perception among hiring authorities regarding the qualifications and competitiveness of HCC graduates with a four-year degree.

49% (685 respondents) indicated they would consider an HCC graduate with a four-year degree to be “equally qualified and competitive” as a graduate from another four-year institution. With nearly half of hiring authorities already seeing HCC graduates as on par with their peers from other colleges, there is a strong foundation upon which HCC can build its reputation.

However, the data also surfaces opportunities where HCC can improve perceptions to further level the playing field for its graduates.

30% (416 respondents) said they would view HCC graduates as “somewhat qualified and competitive.” While still a positive response and employers are open to hiring HCC graduates, there is hesitation, This middle group represents a key audience for expanded messaging and engagement, which may be persuaded to shift toward a more favorable perception with the right branding and evidence of program quality.

**As a hiring authority, would you consider a candidate with a four-year degree from Houston Community College to be as qualified and competitive as a graduate from another four-year college or university?**





# VIABILITY OF A NAME CHANGE

## Changing Views Through the Bachelor's Degree Programs

### Focus Group Insights

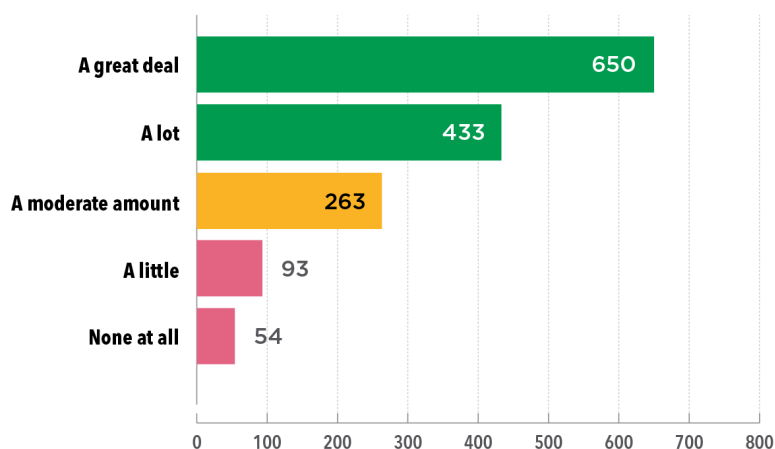
Participants across all focus groups recognized how HCC offering bachelor's degrees challenges traditional notions of what a community college provides. Many viewed these programs as a sign of HCC's growth and adaptation to meet workforce demands. However, some participants believed public awareness is lacking, and many community members still view HCC as primarily offering associate degrees and certificates.

**Students, alumni, and employers** believed these bachelor's programs can elevate HCC's status, and the term "community college" may obscure this advancement, limiting awareness and recognition of these degrees' value in the job market.

## Survey Data Insights

Survey results reinforce the positive perception of HCC's bachelor's degree programs and highlight their potential impact on shifting public perception of community colleges:

### How much do you think HCC's Bachelor's degree programs contribute to changing the traditional view of what a community college can offer?



Once again, a supermajority of respondents react favorably. Survey participants indicate the bachelor's degree programs will contribute to changing the traditional view of a community college a great deal (650) or "a lot" (433). The combined affirmative responses (1,083) outweigh limiting responses (147) more than seven to one.

## Does "community" in the name influence perception?

### Focus Group Insights

Across groups, participants expressed mixed feelings about the word "community" in the college's name. Many acknowledged "community"

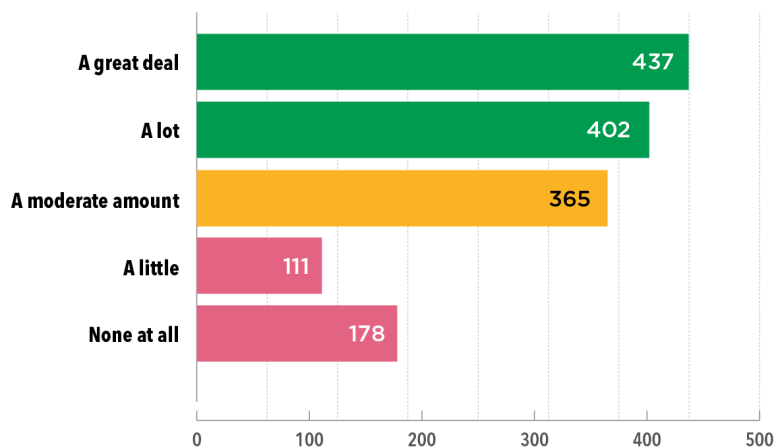
reflects HCC’s mission of accessibility and affordability, while others believed the word carries a stigma – a connotation of lower academic quality or limited opportunities.

**Employers** and **parents** expressed concern HCC graduates might be perceived as less competitive in the job market due to the “community” label. **Current students, alumni,** and **prospective students** value the current supportive environment, yet believe a name without “community” might better reflect the college’s growing offerings and reputation.

### Survey Data Insights

Survey responses confirm the word “Community” in HCC’s name has a meaningful influence on public perception, with the majority seeing it as impactful, though not universally negative or positive:

## How much does the word “Community” in the name influence your perception of the college?



The focus group and survey data together highlight how the word “Community” is a double-edged sword for HCC. While it reinforces key values like accessibility, affordability, and local engagement, it also can limit perceptions of academic rigor and opportunity, particularly as HCC expands into bachelor’s degrees and more advanced programs. Most participants believe the term influences perceptions significantly, suggesting any decision on the name and brand could impact the institution’s future positioning.

# Perception of HCC if it changed its name

## Focus Group Insights

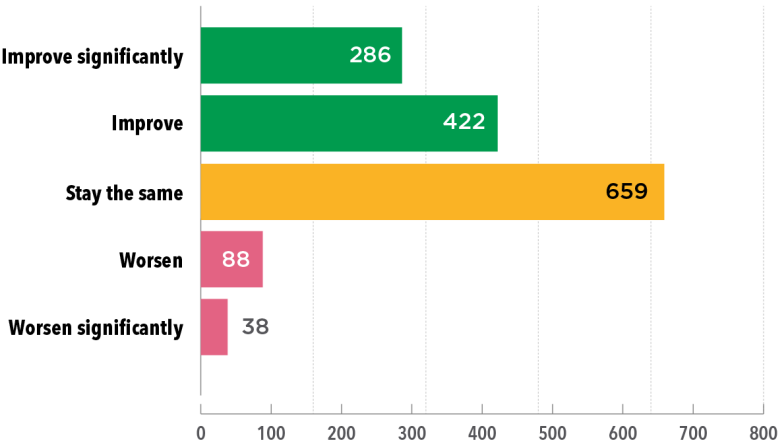
Some focus group participants embraced the idea of a name change as a way to better reflect HCC’s expanded academic portfolio, including bachelor’s degrees. **Students** and **prospective students** indicated a new name could help elevate the perceived value of their degrees. **Parents** and **counselors** felt a name change could improve HCC’s appeal to students seeking a four-year experience.

However, many participants insisted HCC maintain its commitment to community access and affordability, and expressed concern how a new name should not alienate those who rely on the institution for an affordable education.

## Survey Data Insights

Survey data indicates a largely positive openness toward a name change. A plurality of respondents felt changing the name would significantly improve (286) or improve (422) their perception of HCC (a combined 708 respondents) while many (659) indicated a name change would not impact their perception of HCC. Few respondents (126 in total) indicated it would worsen (88) or significantly worsen (38) their perception of HCC.

## How do you think your perception of HCC would change if it changed its name?



Both focus group and survey data reflect meaningful support for a potential name change, particularly if it helps enhance HCC's image, reflects its evolving role (including bachelor's degrees), and improves how it is perceived by employers, students, and parents.

However, some participants did sound a note of caution – expressing a value for what “Community” represents in terms of accessibility, affordability, and local connections. Therefore, if pursued, a name change should be paired with strong messaging to reaffirms HCC's commitment to access and affordability while also elevating its improving academic positioning, and significant value to the local workforce and regional economy.

## Reactions to HCC'S current branding

### Focus Group Insights

Most participants described HCC's current branding as outdated, lacking the modern, innovative image aligned with its academic quality and program diversity. **Alumni** and **current students** claimed the logo and colors do not effectively convey the college's mission or the caliber of its programs. **Parents** and counselors suggested a refreshed visual identity could help reposition HCC as a more competitive and desirable option. **Employers** believed a modernized brand could improve HCC's standing among other higher education institutions.



Siana E., survey participant.

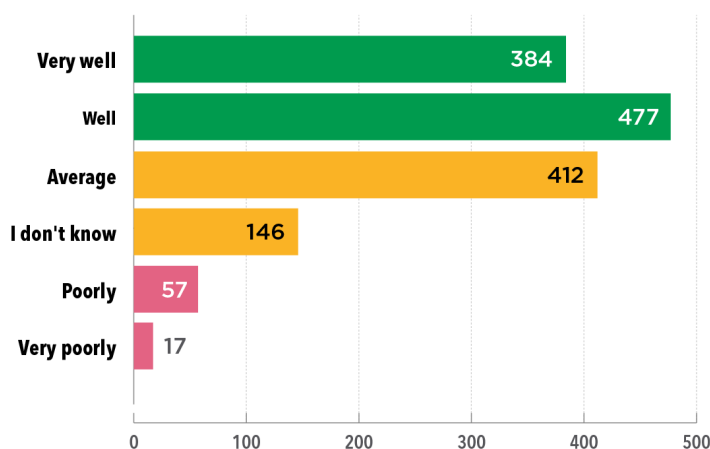
### Survey Data Insights

Survey data reflects a net-positive perception of HCC's current branding, with a majority responding the current branding reflects HCC's mission and vision very well (384) or well (477). There is room for improvement, with a significant share (412) viewing the current branding as average.



Daniel B., survey participant.

## How well do you think HCC's current branding (logo, colors) reflects its mission and vision?



The combined focus group and survey feedback suggest HCC's current branding (logo, colors) can improve and does not fully represent its evolving identity, quality, and breadth of programs. While some audiences appreciate the familiarity and community-oriented feel of the current branding, many, including prospective students, counselors, and employers, believe it lacks the professionalism, prestige, and modernity needed to attract today's students and position HCC as a leader in higher education and workforce development.

HCC has a strong opportunity to evolve its branding to better align with its mission, high-quality education, and expanding role, while retaining its commitment to access and community connection.

## Brand Update to Communicate Educational Quality

### Focus Group Insights

Across all focus groups, participants agreed a brand update could significantly improve perceptions of HCC, provided it reflects the institution's high-quality programs and commitment to student success. **Employers** and business owners highlighted that a stronger brand could enhance graduate employability. **Students** and **parents** emphasized updated branding

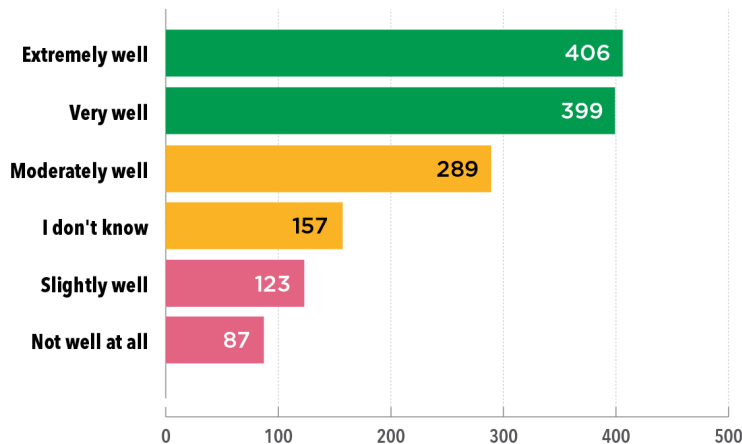
might help overcome misconceptions about the college's academic rigor.

**Counselors** suggested that more dynamic and professional branding would make HCC more competitive in attracting students who might otherwise pursue a university pathway.

### Survey Data Insights

Survey results align closely with these insights. A strong majority of respondents indicate a brand update would better communicate HCC's high quality extremely well (406) or very well (399). Most respondents support a brand refresh as a strategic move to enhance visibility, reputation, and alignment with HCC's evolving mission. This data suggests a rebranding effort would be widely welcomed and would support broader institutional goals, including attracting students, strengthening employer partnerships, and elevating public perception.

## How well do you think a brand update would help better communicate HCC's high quality of education and diverse offerings?



# Importance of Name and Brand

## Focus Group Insights

Participants widely agreed on the importance of HCC’s name and brand reflecting the high quality of its academic offerings. As HCC expands its bachelor’s degree programs and enhances workforce training, stakeholders from all groups stressed the new brand identity should align with this evolution.

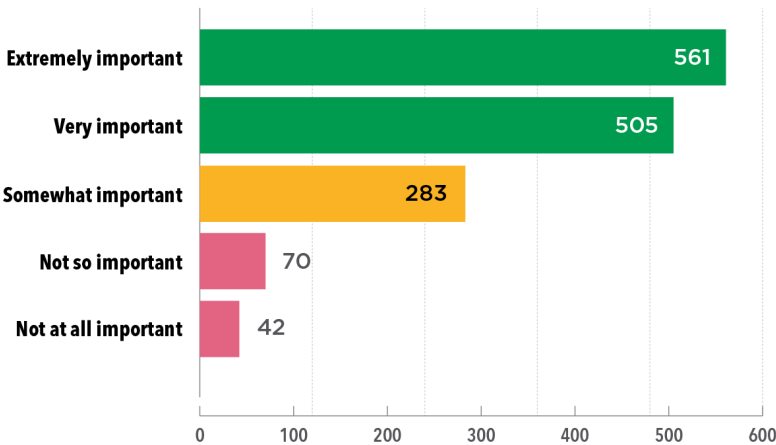
**Employers** emphasized how name and brand directly affect how graduates are perceived in the workforce. **Parents, counselors,** and **prospective students** believed an updated name and brand could attract a broader range of students seeking both two- and four-year pathways.

*“I’d agree that you need a new name to take off with international students and target global presence...If HCC is trying to kind of break the mold and go be something totally different, I think it does need a totally different name.”*



— Jaime M., Employer

## How important it is for HCC to have a name and brand that reflects the high quality of education and the wide range of programs it offers?





2024 HCC Katy Community Partnership Meeting

# COMMUNITY PARTNERSHIP MEETING RESULTS

In addition to the focus groups and community sentiment survey, Houston Community College (HCC) organized a series of community partnership meetings across its campuses to gather valuable feedback on perceptions of the college, community needs, and considerations around a potential name change.

These partnership meetings provided a survey, collecting 237 responses. The results provide meaningful insights from community stakeholders, partners, and students.

Overall, perceptions of HCC are overwhelmingly positive. A powerful majority (92%) of respondents reported feeling optimistic or very optimistic about the future of HCC, and the institution is broadly viewed as having a positive impact on the community while providing excellent educational opportunities and value.

Participants did identify some challenges facing the college, including the need for greater community engagement, as well as enhancing the students' experience and satisfaction. The breadth and capacity of programs were also noted as areas for continued attention, though the emphasis on these points varied by campus.

In terms of community needs, there is a strong desire and need for expanded certificates, continuing education, and professional development opportunities, demonstrating a widespread interest in lifelong learning. When asked about priority areas of study, respondents highlighted healthcare, artificial intelligence (AI), and business as top fields of interest, reflecting current workforce trends and future growth sectors.

There is also significant community support for upgraded facilities, including technology and innovation hubs, community learning centers, and meeting spaces for public use, a point particularly emphasized by participants from Central College (South) and mentioned in the online sessions.

59% of respondents expressed support for updating HCC's name, while 13% opposed the idea. Opinions were mixed on whether to retain the words "Community College" in the name, but there was broad consensus any new name should represent Houston, align with HCC's mission, and resonate with the student body.

Participants from sessions held at Coleman, Northeast (Northline), Northwest (Katy), and Online were especially vocal about the importance of ensuring the name reflects the institution's purpose and values.



2024 HCC Coleman Community Partnership Meeting

Among suggested names, “Houston College,” “Houston City College,” and retaining “Houston Community College” were top preferences, along with other ideas such as “Bayou City College,” “Houston Community University,” and “Houston Global College.”

Taken together, these results underscore the community’s strong support for HCC’s mission and role, while also recognizing opportunities to evolve and modernize its offerings, facilities, and brand identity to better serve the growing and diverse Houston region. While there is openness to a name change, the community seeks a thoughtful approach to honor HCC’s history, maintain accessibility, and reflect the breadth of programs and high-quality education HCC provides.

## CEC Presentation

After a comprehensive review and in-depth analysis of all collected research, the findings were formally presented to the Chancellor’s Executive Council board. The Council participated in a structured presentation on the key themes that emerged from the research.

Each stage of the presentation featured focus group videos highlighting participant viewpoints, providing a firsthand look at their perspectives and concerns. These videos were complemented by supporting charts and graphs from the survey results, offering a data-driven understanding of the findings. By integrating qualitative insights with quantitative data, the presentation provided a well-rounded view of the research, helping the council members engage in informed discussions about the potential name change.



March 2025 CEC Research Presentation

# Conclusion

The comprehensive research approach - combining focus groups and survey data with community feedback reveals how Houston Community College is deeply valued for its accessibility, affordability, and workforce-aligned education, and highlights significant opportunities to evolve its brand, name, and public perception to reflect the institution's growing role and offerings.

## HCC'S STRENGTHS AND COMMUNITY VALUE

Across all audiences, including students, alumni, prospective students, parents, counselors, educators, and employers, HCC is consistently recognized as an essential part of the Houston higher education and workforce landscape. Its reputation as a welcoming, affordable, and diverse institution that provides quality education and career opportunities is a defining strength.

Focus groups and survey participants alike cited affordability, accessibility, faculty quality, and alignment with workforce needs as HCC's core assets. These elements should remain at the heart of the institution's identity moving forward.

## NEED FOR EVOLVING BRAND AND NAME

Despite HCC's many strengths, the research also surfaces real opportunities related to perception. The term "community college," while reflecting affordability and access, is often seen as limiting, particularly as HCC now offers bachelor's degrees and advanced workforce training. Many participants, including students, alumni, and employers, expressed concerns that the "community college" label can be a barrier to prestige, transferability, and employment opportunities, even as the quality of education is recognized.

The research surfaces strong consensus HCC has outgrown its traditional label and should be viewed as more than a community college. Survey and focus group participants believed the name and brand need to reflect HCC's high-quality education, diverse programs, and significant role in workforce development. More than 95% of survey respondents agree it is important for HCC to have a name and brand aligned with its mission and evolving role.

## SUPPORT FOR A NAME CHANGE

When asked about a potential name change, participants demonstrated broad support for the idea, though tempered the move to change with thoughtful considerations:

- Current students and alumni see value in a change to elevate the institution's prestige, provided the benefits of affordability and access remain central to the institution.
- Prospective students and parents of prospective students favor a name conveying greater academic rigor and competitiveness, especially as HCC offers bachelor's degrees.
- Counselors and teachers want a name to make it easier to recommend HCC as a first-choice option.
- Employers seek a name reflecting HCC's value as a workforce partner producing job-ready graduates.

Survey data confirmed this trend, with a significant portion (more than 700 respondents) indicating their perception of HCC would improve with a name change — though some emphasized how any shift should carefully balance tradition with progress.



Angel N., survey participant.



Terrie S., survey participant.

## PREFERRED NAME OPTIONS

When evaluating potential names, both focus groups and survey participants overwhelmingly favored **“Houston College”** as the most effective option to reflect HCC's expanded role. This name was praised for being simple, prestigious, location-specific, and versatile, aligning with both academic and workforce pathways. Other options like “Houston City College” and “Houston Central College” received support but were slightly less favorable options.

## IMPORTANCE OF A BRANDING UPDATE

Participants also widely support a brand refresh, including updated logo, colors, and messaging, seeing the refresh as essential to better representing HCC's mission, vision, and evolving role. A refreshed brand would help combat outdated perceptions, highlight the addition of bachelor's degrees, and position HCC as a competitive, high-quality educational institution. The survey supports this framework as well, with a majority believing a brand update would help communicate HCC's value more effectively.

## FINAL REFLECTIONS

In summary, HCC stands at a pivotal moment: the institution enjoys strong community trust and recognition for affordability, access, and workforce readiness, but faces persistent perception challenges tied to the “community college” label. There is broad and consistent support across all stakeholder groups for modernizing the institution’s name and brand to reflect its broad and growing role, including bachelor’s degrees and advanced workforce training.

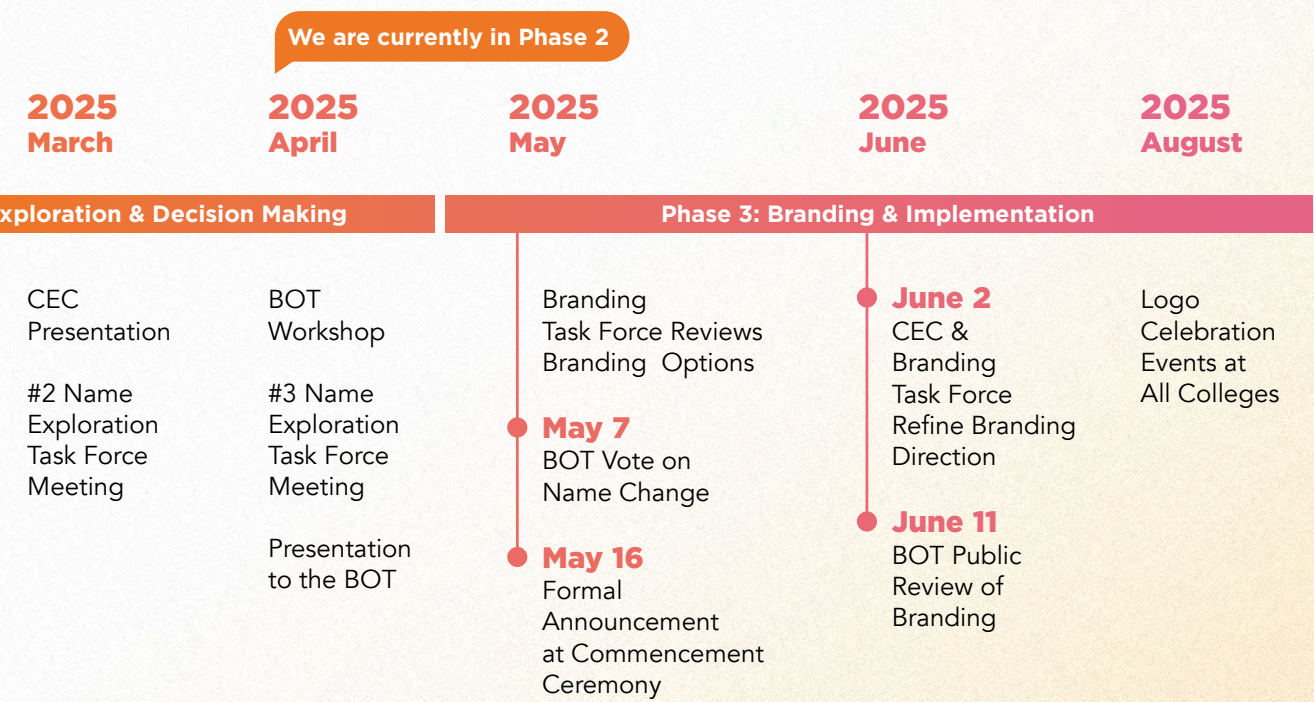
“Houston College” emerges as the most widely supported name option, representing a bold yet thoughtful evolution of HCC’s identity — one that maintains its local roots while projecting a broader, more competitive academic mission.

Moving forward, HCC can build on its strong foundation, strengthen its market position, and enhance the value of its degrees for students and employers alike, through a refreshed name and brand fully reflecting the institution it has become.



# TIMELINE

2024 November	2024 December	2025 January	2025 February	2025 March	2025 February
Phase 1: Research & Community Engagement					Phase 2: Name E
Conduct 5 Focus Groups	Launch Community Sentiment Survey  Host Community Partnership Meetings	Community Partnership Meetings	Complete Survey Polling	Finalize Research Report	#1 Name Exploration Task Force Meeting  Chancellor Presentation



# APPENDICES

## Appendix A: Profile of focus group participants

Based on the findings of the landscape analysis, the focus groups were carefully planned to ensure diverse representation, as outlined in the table below. Additionally, the groups were strategically organized to cover various Harris County locations, school districts, and zip codes, further ensuring a comprehensive representation of the community.

The focus group demographics closely aligned with HCC's student population, particularly in the representation of Hispanic (41.12% vs. 38.88%), African American (26.63% vs. 26.21%), and Asian/Pacific Islander individuals (12.27% vs. 12.40%). However, White participants had slightly lower representation (12.89% vs. 14.15%). Compared to Houston's overall population, where Hispanic and African American individuals make up 37.02% and 22.59% respectively, the focus groups showed a higher representation of these groups. This reflects the diversity of HCC while addressing the unique needs of the community.

Hispanic	African American	White	Asian/Pacific Islands	Other
41.12%	26.63%	12.89%	12.27%	7.09%

Table 1. Focus Group Demographics

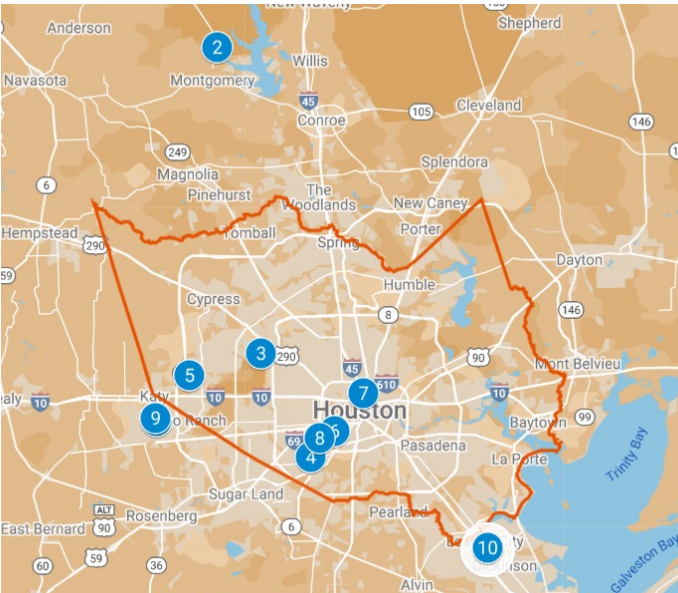
PROSPECTIVE COLLEGE STUDENTS

**Total participants:** 10

**Ages:** Ranging from 16 to 18 (High School Juniors & Seniors)

**Gender:** 50% female and 50% male

**Education:** 100% currently in high school and 20% have some college experience through a dual credit program



Zip codes of their current residence:

Zip Codes	77441	77356	77041
77096	77449	77005	77009
77401	77494	77573	

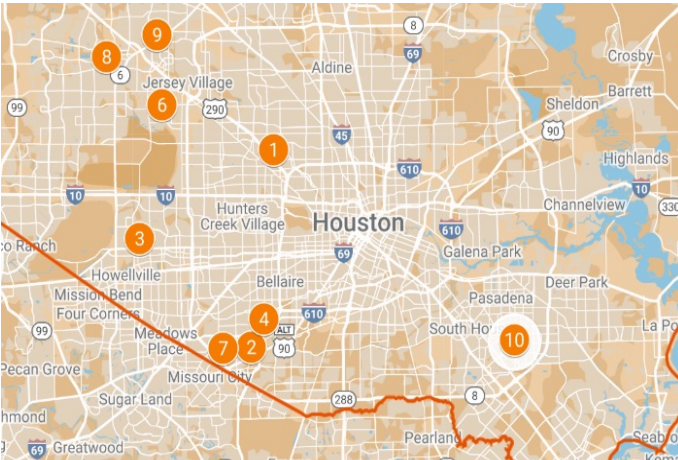
PARENTS OF PROSPECTIVE STUDENTS

**Total participants:** 10

**Ages:** Ranging from 36 to 60 (High School aged children)

**Gender:** 60% female and 40% male

**Grade Level of Child:** Ranging from 9th through 12th grade with 30% having a child enrolled in a dual credit program



Zip codes of their current residence:

Zip Codes	77092	77035	77077
77096	77573	77041	77071
77095	77065	77504	

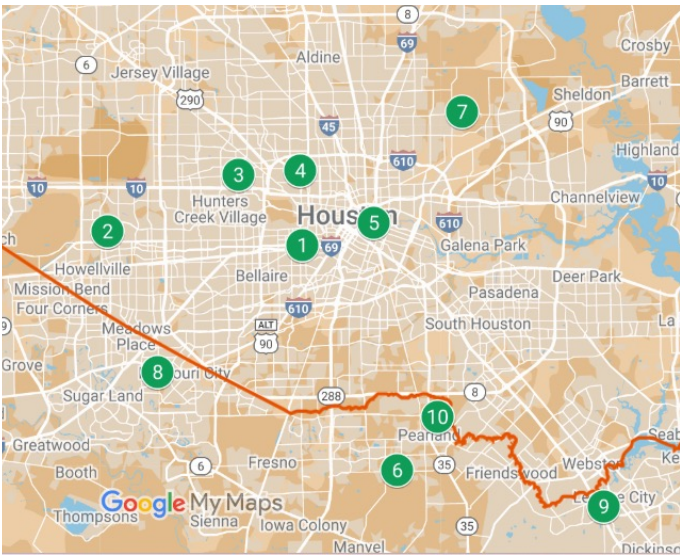
# TEACHERS/COUNSELORS

**Total participants:** 10

**Ages:** Ranging from 30 to 56 (High School aged students)

**Gender:** 60% female and 40% male

**Grade Level Service:** Ranging from 9th through 12th grade



Zip codes of their current residence:

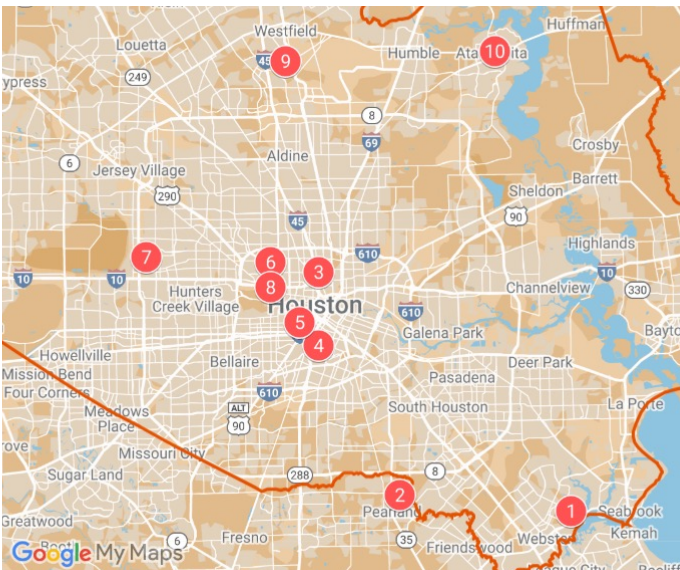
Zip Codes	77098	77077	77055
77008	77003	77584	77078
77477	77573	77581	

# EMPLOYERS/ BUSINESS OWNERS

**Total participants:** 10

**Ages:** Ranging from 30 to 56 (High School aged students)

**Gender:** 60% female and 40% male



Zip codes of their current residence:

Zip Codes	77058	77581	77009
77004	77006	77008	77043
77007	77073	77346	

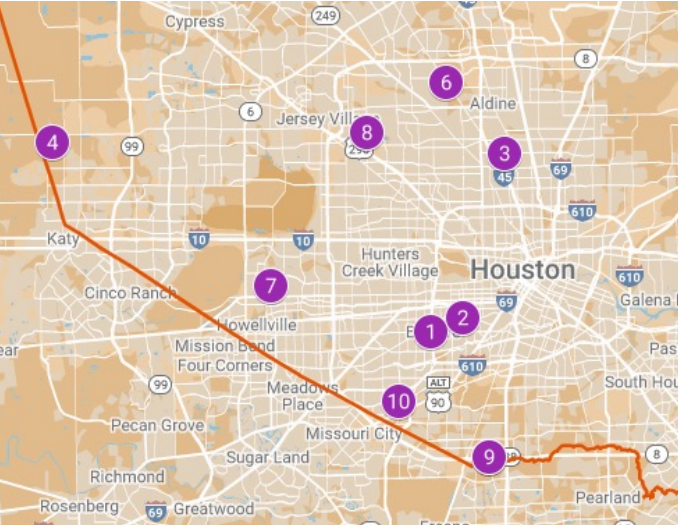
# HCC ALUMNI AND CURRENT STUDENTS

**Total participants:** 10

**Ages:** Ranging from 18 to 52

**Gender:** 50% female, 40% male, 10% transgender

**Scholarship:** 40% currently in college, 30% currently in college and working,  
10% attended college but did not graduate, 20% graduated college



Zip codes of their current residence:

Zip Codes	77058	77581	77009
77004	77006	77008	77043
77007	77073	77346	

# Appendix B:

## Survey Questions

## Houston Community College Community Sentiment Survey

### **Purpose:**

**This survey is to identify the community's impressions of Houston Community College (HCC) in terms of perception, community interaction and experience, awareness of programs offered, and views on its current name and branding. Your answers will be used to analyze community opinions.**

### **What will I be asked to do?**

**If you agree to take part, you'll answer a few questions online. This should take about 15 minutes and you can skip any questions you're not comfortable answering.**

### **Do I have to participate?**

**No, you don't have to take part if you don't want to. Your participation is completely up to you. You can also stop at any time, even if you start the survey, without any consequences.**

### **Will anyone know what I say?**

**Your answers are private. No one will know how you responded individually; only the people working on the project will see your responses, and they won't share them with anyone else in a way that would identify you.**

### **Raffle Prizes:**

There will be two prizes awarded: an Apple iPad (9th Generation, Wi-Fi, 64GB) with an approximate retail value (ARV) of \$329 and a Meta Quest 3 Virtual Reality Goggles (128GB) with an ARV of \$499. The total ARV of all prizes is \$828. Prizes are non-transferable and cannot be redeemed for cash or substituted, except at the sponsor's sole discretion if the advertised prize is unavailable. The sponsor reserves the right to substitute the prize with one of equal or greater value.

### **Survey Raffle Official Rules and Disclaimer**

No purchase or payment is necessary to enter or win. Open to legal residents of Harris County, Texas, aged 18 or older as of the start date of the raffle. The entry period begins at on December 4, 2024 and ends on February 7, 2025. Entries received outside this timeframe will not be considered. Complete and submit the survey provided by Outreach Strategists. Only one entry per person is allowed. Odds of winning depend on the number of eligible entries received during the entry period. Winners will be selected in a random drawing conducted by Outreach Strategists on or about February 10, 2025. Winners will be notified via email within 2 weeks of the drawing. If a winner does not respond within 1 week of notification, an alternate winner may be selected. By participating, entrants agree to release and hold harmless Outreach Strategists, its affiliates, and their respective officers, directors, employees, and agents from any liability, claim, or damage arising out of participation in the raffle or acceptance, use, or misuse of any prize. This raffle is void where prohibited by law. This raffle is sponsored by Outreach Strategists, located at 6213 Skyline Dr #2100, Houston, TX 77057. The sponsor reserves the right to modify or terminate the raffle at any time without prior notice. Participation in this raffle constitutes acceptance of these official rules and the decisions of the sponsor, which are final and binding in all respects.

\* 1. If you're ready to take part, please click "Yes, I agree" below.

☐ Yes

☐ No



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Demographic Information

(Optional, no bearing on survey participation)

2. What is your age?

- ☐ 17 or under
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 44 or older
- ☐ Prefer not to say

3. How do you identify?

- ☐ Male
- ☐ Female
- ☐ Non-binary
- ☐ Self-describe
- ☐ Prefer not to say

4. Which of the following best describes your racial or ethnic identity? (Select all that apply)

- ☐ White
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Asian or Asian American
- ☐ Native American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Prefer not to say
- ☐ Other (please specify)

## 5. What is the highest level of education you have completed?

- ☐ Primary school
- ☐ Some high school
- ☐ High school diploma or equivalent
- ☐ Some college
- ☐ Certificate and/or associate's degree
- ☐ Bachelor's degree
- ☐ Graduate degree (Master's, Doctorate)
- ☐ Other (please specify)

## 6. What is the highest level of education within your family?

- ☐ Primary school
- ☐ Some high school
- ☐ High school diploma or equivalent
- ☐ Some college
- ☐ Certificate and/or associate's degree
- ☐ Bachelor's degree
- ☐ Graduate degree (Master's, Doctorate)
- ☐ I do not know

## 7. What is your annual household income?

- ☐ Less than \$25,000
- ☐ \$25,000 - \$49,999
- ☐ \$50,000 - \$74,999
- ☐ \$75,000 - \$99,999
- ☐ \$100,000 - \$149,999
- ☐ \$150,000 or more
- ☐ I do not know
- ☐ Prefer not to say

8. What is your primary language?

- ☐ English
- ☐ Spanish
- ☐ Mandarin
- ☐ Vietnamese
- ☐ Other (please specify)

\* 9. Which ZIP code do you currently reside in?

10. How long have you lived in the Houston area?

- ☐ 0-2 years
- ☐ 3-5 years
- ☐ 6-15 years
- ☐ 16-25 years
- ☐ 26+ years

11. Where else besides Houston have you lived?

\* 12. Which of the following best describes your relationship with HCC? (Select all that apply)

- ☐ Current High School Student
- ☐ Current HCC Student
- ☐ Current College Student (Not HCC)
- ☐ HCC Alumni
- ☐ HCC Faculty/Staff
- ☐ Possible College Student
- ☐ Parent of Possible College Student
- ☐ High School Teacher/Counselor
- ☐ Employer/Business Owner
- ☐ Community Member
- ☐ Other (please specify)

13. How long have you been familiar with HCC?

- ☐ Less than 1 year
- ☐ 1-3 years
- ☐ 4-6 years
- ☐ 7-10 years
- ☐ More than 10 years

14. Have you or someone you know ever attended HCC? (Select all that apply)

- ☐ Yes, I have attended
- ☐ Yes, someone I know has attended
- ☐ No, neither I nor anyone I know has attended



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### General Perceptions of Higher Education

\* 15. How important do you think higher education is?

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Not so important
- ☐ Not at all important

\* 16. When you think about higher education opportunities in Houston, which institutions come to mind?

\* 17. How would you rate the overall quality of higher education institutions in Houston?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below average
- ☐ Poor
- ☐ Very poor
- ☐ I don't know

\* 18. What factors do you consider most important when evaluating the quality of a college or university? (Select all that apply)

- ☐ Academic programs and degrees offered
- ☐ Affordability
- ☐ Accessibility and location
- ☐ Reputation and ranking
- ☐ Student support services
- ☐ Job placement rates
- ☐ Community involvement
- ☐ Other (please specify)

\* 19. How would you describe the general state of the educational system (K-12) in your county and region?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below average
- ☐ Poor
- ☐ Very poor
- ☐ I don't know

\* 20. How would you describe the general state of the higher education system in your county and region?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below average
- ☐ Poor
- ☐ Very poor
- ☐ I don't know



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Perception of Community Colleges

\* 21. What comes to mind when you hear the term "community college"?

\* 22. Which of the following perceptions about community colleges do you agree with? (Select all that apply)

- ☐ They are more affordable than universities.
- ☐ They provide a good stepping stone to a bachelor's degree.
- ☐ They offer flexible learning options.
- ☐ They are for students who did not get into a university.
- ☐ They are less prestigious than universities.
- ☐ They are more accessible than universities.
- ☐ They are only for vocational training and associate degrees.
- ☐ They lack the traditional "college experience."

\* 23. How would you rate the overall quality of education provided by community colleges compared to universities?

- ☐ Much better
- ☐ Better
- ☐ About the same
- ☐ Worse
- ☐ Much worse
- ☐ I don't know

\* 24. How would you rate HCC's quality of education compared to other community colleges?

- ☐ Much higher
- ☐ Higher
- ☐ About the same
- ☐ Lower
- ☐ Much lower
- ☐ I don't know

\* 25. How important do you think it is for a college like HCC to be seen as more than a community college?

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Not so important
- ☐ Not at all important

\* 26. To what extent does the name of a college influence your perception of its graduates as potential employees?

- ☐ Very likely
- ☐ Likely
- ☐ Neither likely nor unlikely
- ☐ Unlikely
- ☐ Very unlikely

\* 27. As a student, do you believe a degree from a community college helps you compete with others with a degree from a four-year college or university?

- ☐ Yes
- ☐ No



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### HCC's Reputation and Impact

\* 28. How would you describe HCC's reputation in the community?

- ☐ Excellent
- ☐ Good
- ☐ Average
- ☐ Below Average
- ☐ Poor
- ☐ I don't know

\* 29. How would you rate the impact of HCC on the local community?

- ☐ Very positive
- ☐ Positive
- ☐ Neutral
- ☐ Negative
- ☐ Very negative
- ☐ I don't know

\* 30. How well do you think HCC prepares students for success in the job market?

- ☐ Extremely well
- ☐ Very well
- ☐ Well
- ☐ Not very well
- ☐ Not well at all
- ☐ I don't know

\* 31. How would you describe HCC's impact on student success compared to other educational institutions in the area?

- ☐ More impactful
- ☐ Somewhat Impactful
- ☐ About the same
- ☐ Less impactful
- ☐ Not impactful at all
- ☐ I don't know

\* 32. As a hiring authority, would you consider a candidate with a four-year degree from Houston Community College to be as qualified and competitive as a graduate from another four-year college or university?

- ☐ Yes, equally qualified and competitive
- ☐ Somewhat qualified and competitive
- ☐ Less qualified and competitive
- ☐ Not qualified or competitive
- ☐ I don't know

\* 33. How likely are you to consider HCC as a first-choice institution for higher education?

- ☐ Very likely
- ☐ Likely
- ☐ Neither likely nor unlikely
- ☐ Unlikely
- ☐ Very unlikely

\* 34. How well do you think HCC serves the local community beyond education (e.g., community development, partnerships, local economy)?

- ☐ Extremely well
- ☐ Very well
- ☐ Well
- ☐ Not very well
- ☐ Not well at all
- ☐ I don't know

\* 35. In your opinion, how well does HCC fulfill its role as a leading educational institution in the region compared to other community colleges?

- ☐ Exceeded expectations
- ☐ Met expectations
- ☐ Below expectations
- ☐ Does not meet expectations
- ☐ I don't know

\* 36. How important is it to you for an institution like HCC to be recognized as a premier provider of higher education in Houston?

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Not so important
- ☐ Not at all important
- ☐ I don't know



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Familiarity with HCC

\* 37. How familiar are you with the programs and degrees offered by HCC?

- ☐ Extremely familiar
- ☐ Very familiar
- ☐ Somewhat familiar
- ☐ Not so familiar
- ☐ Not at all familiar

\* 38. Which of the following types of programs at HCC are you aware of? (Select all that apply)

- ☐ Associate degrees
- ☐ Certificate programs
- ☐ Bachelor's degrees
- ☐ Continuing education
- ☐ Workforce training

\* 39. How much do you think HCC's Bachelor's degree programs contribute to changing the traditional view of what a community college can offer?

- ☐ A great deal
- ☐ A lot
- ☐ A moderate amount
- ☐ A little
- ☐ None at all



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Current Branding

\* 40. How much does the word "Community" in the name influence your perception of the college?

- ☐ A great deal
- ☐ A lot
- ☐ A moderate amount
- ☐ A little
- ☐ None at all

\* 41. How do you think your perception of HCC would change if it changed its name?

- ☐ My perception would improve significantly
- ☐ My perception would improve
- ☐ My perception would stay the same
- ☐ My perception would worsen
- ☐ My perception would worsen significantly

\* 42. How well do you think HCC's current branding (logo, colors) reflects its mission and vision?

- ☐ Very well
- ☐ Well
- ☐ Average
- ☐ Poorly
- ☐ Very poorly
- ☐ I don't know

\* 43. How well do you think a brand update would help better communicate HCC's high quality of education and diverse offerings?

- ☐ Extremely well
- ☐ Very well
- ☐ Moderately well
- ☐ Slightly well
- ☐ Not well at all
- ☐ I don't know

\* 44. How important is it for HCC to have a name and brand that reflects the high quality of education and the wide range of programs it offers?

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Not so important
- ☐ Not at all important



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### **Houston Community College Initiatives**

For over 50 years, Houston Community College has served the Houston area by offering transfer courses, workforce training, and a variety of degree and certificate programs that prepare students for well-paying careers. In response to the evolving needs of our community, HCC has launched several ambitious plans to expand educational opportunities and programs for the future.

#### **Real-World Education:**

HCC students can gain practical skills by completing one of more than 191 workforce programs, as well as through a growing number of apprenticeships that lead to permanent employment.

#### **Micro-Credentials For Persistence:**

HCC is introducing micro-credentials for students completing 15, 30, and 45 credit hours. These credentials encourage students to persist in their studies by recognizing their progress along the way.

#### **New Bachelor's Degrees:**

HCC launched new bachelor's programs like Bachelor of Applied Technology in Artificial Intelligence & Robotics and Bachelor of Applied Science in Healthcare Management to meet the growing demand for skilled workers. These affordable degrees will help fill workforce gaps, with more programs coming soon.

#### **Leading in Online Education:**

HCC is a pioneer in online education, offering over 60 fully online programs and 70 hybrid options. HCC was recognized by Newsweek as one of the best in the nation. Next year, HCC Global Online College will launch, expanding access to our programs starting with countries that supply the most international students.

#### **Embracing the Metaverse:**

HCC is at the forefront of integrating Metaverse technology into education. As the first Texas college to open a Virtual Reality lab, HCC is now a national leader in developing virtual and augmented reality applications for the classroom. The Metaverse, seen as the future of the internet, allows for immersive experiences where users can interact in shared virtual spaces. HCC is incorporating this transformative technology into its instruction.

These initiatives are just the beginning. HCC's overarching goal is to remove barriers to student success, ensuring every graduate earns a "Credential of Value" and is prepared for the future.



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Name Change Recommendations

45. If Houston Community College were to change its name based on the initiatives shared above, what name would be the best fit?

\* 46. If Houston Community College were to change its name based on the vision we shared earlier, which name do you think would be the best fit?

- ☐ Houston College
- ☐ Houston Central College
- ☐ Houston City College
- ☐ Other (please specify)

- ☐ None of the above



HOUSTON COMMUNITY COLLEGE

## Houston Community College Community Sentiment Survey

### Additional Feedback

47. What do you think is the biggest strength of HCC?

48. What do you think is the biggest growth opportunity for HCC?

49. Are there any career fields or degree programs you would like to see offered at HCC?

50. Please share any additional thoughts or comments you have about HCC or the potential changes to its name and branding.

## RESEARCH REPORT

## HOUSTON COMMUNITY COLLEGE

## HOUSTON COMMUNITY COLLEGE



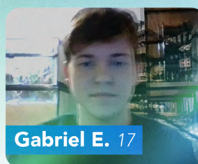
## THE ROL OF COMMUNITY COLLEGES AND PERCEPTIONS OF HCC - LANDING PAGE

## THE ROLE OF



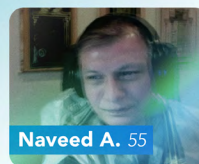
**Onaje B. 43**

Parent of Prospective Student



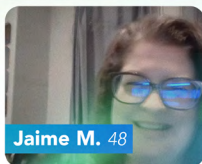
Gabriel E. 17

Prospective Student



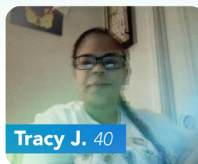
Naveed A. 55

Parent of Prospective Student



Jaime M. 48

Employer/Business owner



Tracy J. 4C

High School Teacher/Counselor



would you rate the overall quality of education  
provided by community colleges compared to



How important do you think it is for a college like HACC to be seen as more than a community college?



...at extent does the name of a college influence perception of its graduates as potential



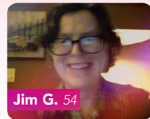
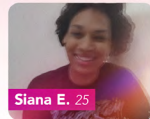
HOUSTON COMMUNITY COLLEGE

# UNDERSTANDING THE NAME CHANGE:

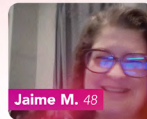
## CONTEXT AND VIABILITY



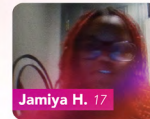
## Testimonials

High School  
Teacher/Counselor

HCC Alumni and Current Student



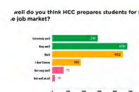
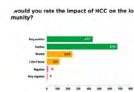
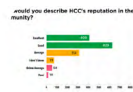
Employer/Business Owner



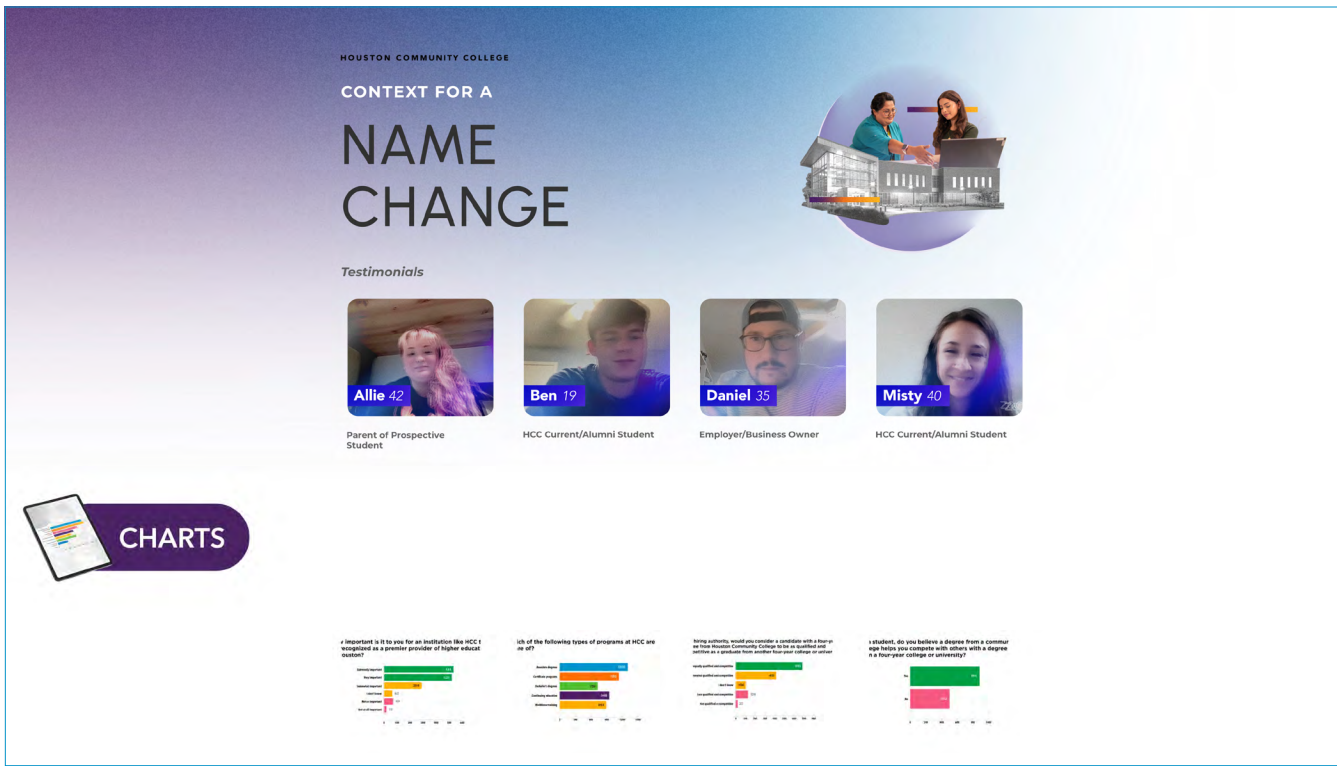
Prospective Student



## CHARTS



## CONTEXT FOR A NAME CHANGE - LANDING PAGE



# VIABILITY NAME CHANGE - LANDING PAGE

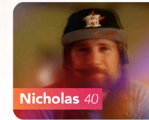
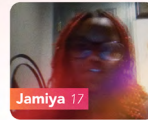
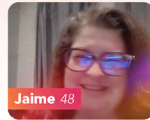
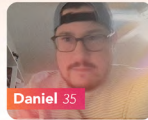
HOUSTON COMMUNITY COLLEGE

VIABILITY OF

## NAME CHANGE



Testimonials



### CHARTS

How much do you think HCC's Bachelor's degree programs contribute to changing the traditional view of a community college can offer?



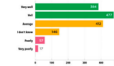
How much does the word "Community" in the name serve your perception of the college?



How much do you think your perception of HCC would change if the name changed to HCC?



How much do you think HCC's current branding (logo, colors) reflects its mission and vision?



How well do you think a brand update would help let everyone know HCC's high quality of education and the wide range of programs it offers?



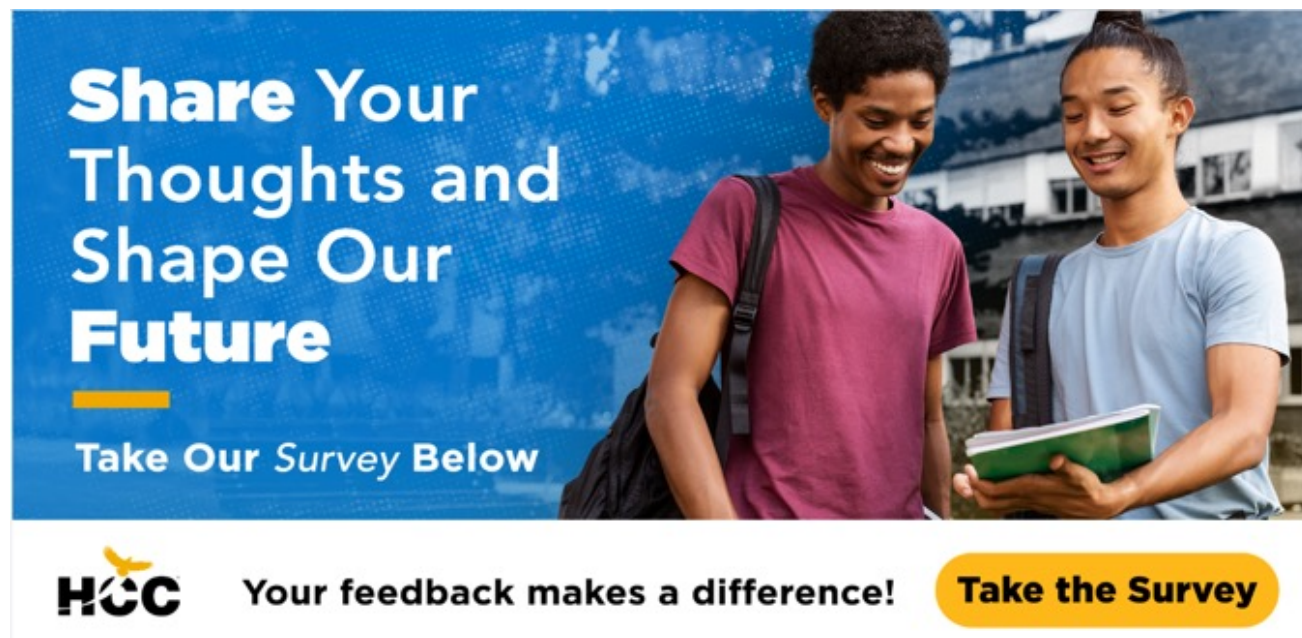
How important is it to HCC to have a name and brand that reflects the high quality of education and the wide range of programs it offers?



## Appendix D:

# Survey Marketing Materials

WEBSITE BANNER AD

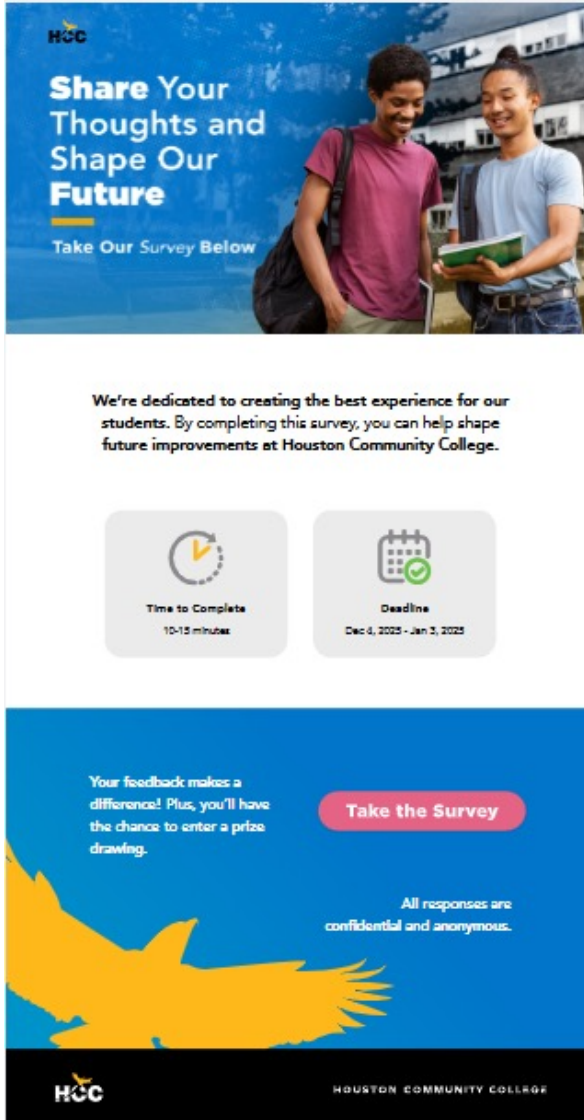
A banner advertisement for Houston Community College (HCC). The top half features a blue background with a halftone pattern. On the left, white text reads "Share Your Thoughts and Shape Our Future" in a large, bold font, followed by a small orange horizontal line and "Take Our Survey Below" in a smaller font. On the right, a photograph shows two young men, one Black and one Asian, smiling and looking at a green book held by the Asian man. The bottom half of the banner has a white background. On the left is the HCC logo, which includes a stylized orange bird above the letters "HCC". To the right of the logo is the text "Your feedback makes a difference!". On the far right is a yellow rounded rectangular button with the text "Take the Survey" in black.

**Share Your Thoughts and Shape Our Future**

Take Our Survey Below

**HCC** Your feedback makes a difference! **Take the Survey**

## SURVEY LANDING PAGE



## SOCIAL MEDIA ADS



## Appendix E:

# CEC Presentation

[HTTPS://HCC-WALKTHROUGH.COM/](https://hcc-walkthrough.com/)

HOUSTON COMMUNITY COLLEGE  
NAME EXPLORATION RESEARCH REPORT

---



Prepared for Houston Community College by Outreach Strategists.



## Community Partnership Survey Findings

237 responses

### Perceptions of HCC

- 97%** believe that HCC positively impacts the local community.
- 97%** agree that HCC is a good value.
- 92%** are optimistic about the future of HCC.
- 91%** are familiar with the programs offered at HCC.
- 90%** believe HCC provides an excellent education.
- 80%** believe HCC has a good reputation.
- 74%** believe the “Houston Community College” name is well-respected.

### Program Interest

- 97%** are at least somewhat interested in Community Engagement Programs.
- 96%** are at least somewhat interested in Certificate Programs.
- 93%** are at least somewhat interested in Continuing Education/Professional Development Programs.
- 92%** are at least somewhat interested in Bachelor’s Degrees.
- 88%** are at least somewhat interested in Associate Degrees.

### Common Areas of Interest

Healthcare

Artificial Intelligence

Business

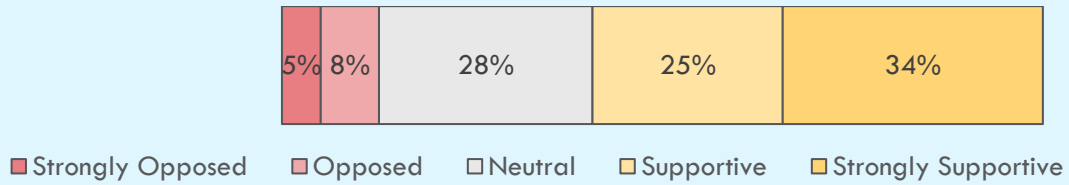
Community engagement

Education

### Name Change

- 59%** Are supportive of a name change and 13% are opposed.

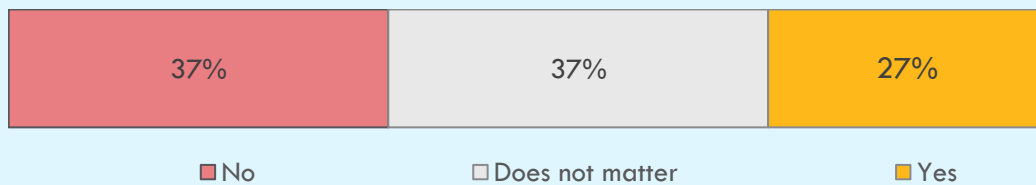
How supportive are you of changing  
HCC's institutional name?



### Importance of Elements for a New Name

- 100%** believe it's important a new name reflects the college's mission.
- 100%** believe it's important a new name represents the college's students.
- 99%** believe it's important a new name represents Houston.
- 98%** believe it's important a new name reflects the spirit of Houston.
- 98%** believe it's important a new name resonates with the community.
- 95%** believe it's important a new name reflects that the college offers Bachelor's degrees.

Is it important that the words "Community College" remain in  
the name?



Adjournment

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

XIV.

Appendix - No Action  
Required

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
April 2025 Personnel Agenda - Staff	4/9/2025	Attachment

This item is applicable to the following:

# **APPENDIX**

(No Board Action Required)

## **Personnel Agenda - Staff**

**Board Meeting  
April 16, 2025**

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED**

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

**INTERNAL HIRES**

<b>Name</b>	<b>Previous HCCS Job Title</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>1. Goodarzi, Zahra</b>	P/T Workstudy Student	F/T Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 41,000	04-16-2025
<b>2. Poindexter, Donna</b>	P/T Reception Assistant	F/T Reception Assistant	Southwest	Non-Exempt Grade: 1	\$ 35,000	02-18-2025

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

<b>Name</b>	<b>Previous HCCS Job Title</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>3. Dooley, Noreen</b>	F/T Coordinator, Training & Development	F/T Regional Manager, Innovative Instr'l Technology & Learning Services	Northwest	Exempt Grade: 10	\$102,000	03-17-2025
<b>4. Fontenot, Adrieene</b>	F/T Advisor, Admissions	F/T Manager, Admission Advisor	Northeast	Exempt Grade: 7	\$ 62,000	03-03-2025
<b>5. Garza, Vanessa</b>	F/T Administrative Assistant	F/T Advisor, Admissions	Southeast	Exempt Grade: 5	\$ 53,000	03-24-2025
<b>6. Hembree, Lucrecia</b>	F/T Assistant, Veteran Affairs	F/T Certifying Official, Veteran Affairs	Southeast	Exempt Grade: 4	\$ 51,500	02-18-2025
<b>7. Herrera, Sandra</b>	F/T Success Coach Dual Credit	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 67,150	02-16-2025

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

<b>Name</b>	<b>Previous HCCS Job Title</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>8. Jefferson, Rylie</b>	F/T Office Manager	F/T Executive Assistant	Northeast	Non-Exempt Grade: 6	\$ 55,000	03-03-2024
<b>9. Jones, Sonya</b>	F/T Success Coach, Workforce	F/T Program Manager	Northeast	Exempt Grade: 6	\$ 64,000	04-01-2025
<b>10. Nikoonejad, Annahita</b>	F/T Associate, Enrollment Services	F/T Executive Assistant	System	Exempt Grade: 6	\$ 60,000	04-1-2025
<b>11. Onwuchuruba, Tanya</b>	F/T Curriculum Specialist	F/T Program Coordinator	Northwest	Exempt Grade: 7	\$ 67,000	03-03-2025
<b>12. Wilson, Pamela</b>	F/T Office Manager	F/T Campus Manager	Southwest	Exempt Grade: 6	\$ 59,000	03-01-2025

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

<b>Name</b>	<b>Previous HCCS Job Title</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>13. Berry, Juanita</b>	F/T Assistant, Enrollment Services	F/T Associate, Enrollment Services	Northwest	Exempt Grade: 4	\$ 52,000	03-03-2025
<b>14. Gac, Heather</b>	F/T Curriculum Specialist	F/T Curriculum Specialist	Northwest	Exempt Grade: 4	\$ 53,750	03-03-2025
<b>15. Faler, Gerald</b>	F/T Specialist, Student Records	F/T Transcript Evaluator	System	Non-Exempt Grade: 4	\$ 62,814	03-17-2025
<b>16. Moreno, Reynaldo</b>	F/T Advisor, Pathways & Case Management	F/T Advisor, Pathways & Case Management	Southwest	Exempt Grade: 7	\$ 58,695	04-01-2025

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

<b>Name</b>	<b>Previous Organization</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>17. Armstrong, Kimberly</b>	Houston Health Department	F/T Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 44,000	03-03-2025
<b>18. Banasik, Jerome</b>	The Menninger Clinic	F/T Executive Assistant	System	Non-Exempt Grade: 6	\$ 57,000	04-16-2025
<b>19. Bernal, Jessica</b>	J.S. Held	F/T Instructional Designer	System	Exempt Grade: 7	\$ 65,000	03-03-2025
<b>20. Cassar, Jacqueline</b>	Hofstra University Maurice Deane School	F/T Administrative Assistant	System	Non-Exempt Grade: 3	\$ 44,000	03-03-2025
<b>21. Cavazos, Maria</b>	Bianca Garcia Candidate for Texas	F/T Executive Assistant	Coleman	Non-Exempt Grade: 6	\$ 61,000	03-03-2025
<b>22. Contreras, Manuel</b>	Bureau Of Prisons	F/T Safety Specialist	System	Exempt Grade: 7	\$ 74,000	04-01-2025
<b>23. Edmond, Jazmin</b>	Houston I.S.D.	F/T Administrative Assistant Sr.	Northeast	Exempt Grade: 5	\$ 54,000	03-03-2025

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

<b>Name</b>	<b>Previous Organization</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>24. Rios, Francisca</b>	United Way of Greater Houston	F/T Director, Development	System	Exempt Grade: 12	\$110,000	03-17-2025
<b>25. Salarda, Astrid</b>	Texas Children’s Hospital	F/T Director, Development	System	Exempt Grade: 12	\$109,000	03-17-2025
<b>26. Seahorn, Jarrod</b>	Lifetime Fitness	F/T Specialist, Recreational Sports	Northeast	Exempt Grade: 6	\$ 54,000	03-03-2025
<b>27. Vasquez, Ricardo</b>	Catholic University of El Salvador	F/T Campus Technology Technician Sr.	System	Non-Exempt Grade: 5	\$ 61,000	03-03-2025

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

<b>Name</b>	<b>Previous Organization</b>	<b>New Job Title</b>	<b>College</b>	<b>FLSA/ Grade</b>	<b>Annual Salary</b>	<b>Effective Date</b>
<b>28. Carrigan, Lawanda</b>	College of Health Care Professions	F/T Advisor, Financial Aid	Northwest	Exempt Grade: 5	\$ 53,750	02-18-2025
<b>29. Deluna, Lionel</b>	College of the Mainland	F/T Advisor, Pathways & Case Management	System	Exempt Grade: 7	\$ 66,840	03-03-2025
<b>30. Hebert, Kiki</b>	Texas Southern University	F/T Advisor, Pathways & Case Management	Southwest	Exempt Grade: 7	\$ 63,670	03-17-2025
<b>31. Lofton, Crystal</b>	Memorial Villages Water Authority	F/T Assistant, Enrollment Services	Northwest	Non-Exempt Grade: 2	\$ 36,000	03-03-2025
<b>32. Rincon, Mario</b>	Memorial Katy Cardiology	F/T Assistant, Enrollment Services	Southeast	Non-Exempt/ Grade: 2	\$ 37,000	03-17-2025

**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
------	-----------	------------	--------	----------------

No data to report

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

**SEPARATIONS OF EMPLOYMENT**

1. <b>Atkin, Jacob</b>	AVC, Finance & Accounting, System, effective March 05, 2025.
2. <b>Brooks, Andre</b>	Lab Assistant 1, Southwest College, effective February 01, 2025.
3. <b>Calhoun Jr., Paul</b>	Specialist External Reporting, System, effective February 15, 2025.
4. <b>Coleman, James</b>	Campus Service Technician, Northwest College, effective February 13, 2025.
5. <b>Darlin, Parker</b>	Campus Service Technician, Northwest College, effective March 22, 2025.
6. <b>Delgado, Jose</b>	Campus Technology Technician, System, effective February 16, 2025.
7. <b>Gardner, Crystal</b>	Program Director, Southwest College, effective March 08, 2025.
8. <b>Goodman-Chavez, Evangeline</b>	Sign Language Interpreter 1, Central College, effective February 01, 2025.
9. <b>Gray, Julius</b>	Analyst, Compliance Policy, System, effective March 07, 2025.
10. <b>Hernandez, Jaime</b>	Faculty Associate Chair, Southwest College, effective March 18, 2025.
11. <b>Herrera, Gianfranco</b>	Advisor, Admissions, Southeast College, effective March 18, 2025.
12. <b>Holloway, Shaine</b>	Associate, Financial Aid, System, effective February 26, 2025.
13. <b>Jackson, Stephanie</b>	Representative Sr., Talent Technology, System, effective February 01, 2025.
14. <b>Jasper, LaToya</b>	Director, Facilities Support Services, System, effective January 25, 2025.
15. <b>Pena, Daniel</b>	Technician, Audio Visual Facility, System, effective March 08, 2025.
16. <b>Persaud, Surayya</b>	Lab Assistant 1, Central College, effective February 04, 2025.
17. <b>Prestage, Fheryl</b>	Chief Information Officer, System, effective March 01, 2025.
18. <b>Remo, Daphne</b>	Associate, Financial Aid, System, effective March 01, 2025.
19. <b>Thornton, Taylor</b>	Coordinator, Community Outreach, Northeast College, effective February 22, 2025.
20. <b>Torres, Alejandro</b>	Academic Coach, Central College, effective January 24, 2025.