



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

**May 7, 2025
2:00 PM**

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

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

HOUSTON COMMUNITY COLLEGE

May 7, 2025

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Wednesday, May 7, 2025 at 2:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Proposed Changes to Policy CAK (LOCAL) - APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS
- B. Proposed Changes to Policy CDE (LOCAL) - ACCOUNTING: FINANCIAL EHTICS
- C. Proposed Changes to DHB (LOCAL): EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING
- D. Proposed Changes to FAA (LOCAL) Policy: EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS
- E. Proposed Board Bylaws Revisions to Article F, Section 1: Committees and Article G, Section 17: Agenda

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

A. Legal Matters

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

- 1. Discuss Proposed Board Bylaws Revisions to Article F, Section 1: Committees and Article G, Section 17: Agenda

B. Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear

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

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the

investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

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

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

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **2nd day of May 2025**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Proposed Changes to Policy CAK (LOCAL) - APPROPRIATIONS AND REVENUE SOURCES: INVESTMENTS	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Melissa Mihalick Dr. Nicole Montgomery Dr. Lucie Tredennick

RECOMMENDATION

Approve of the proposed revisions to policy CAK (LOCAL) - Appropriations and Revenue Sources, as recommended in the TASB Update 48.

COMPELLING REASON AND BACKGROUND

Under "Sellers of Investments", recommended revisions apply the required qualifications applicable to representatives of brokers/dealers to representatives with distributors of investment pools and indicate representatives with distributors of investment pools must be registered in good standing with the Municipal Securities Rulemaking Board.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
CAK(LOCAL) Policy	4/8/2025	Attachment

This item is applicable to the following: District

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Purpose

The purpose of this investment policy (the policy) is to comply with Chapter 2256 of the Texas Government Code, also known as the Public Funds Investment Act (the Act), which requires that the College District annually adopt a written investment policy for the investment of its funds and funds under its control. This document sets forth specific investment policies and strategy guidelines for the College District in order to achieve the goals of ensuring the preservation and safety of principal, maintaining adequate liquidity (including considerations of marketability of investments), proper diversification of investments, maintaining public trust for all investment activities, and achieving the best allowable yield commensurate with the risk criteria of this policy.

Policy

The College District shall invest its funds in a manner that provides optimal security and a reasonable rate of return while meeting daily cash flow demands. Effective cash management is recognized as essential to good fiscal management. An active cash management and investment policy shall be pursued to take advantage of investment interest as a viable and material source of revenue. The College District's portfolio shall be designed and managed in a manner intended to optimize this revenue source, to maintain the public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the following primary objectives:

1. Safety and preservation of principal;
2. Maintenance of sufficient liquidity to meet operating needs;
3. Maintaining public trust by following prudent investment activities; and
4. Risk-commensurate yield on the portfolio, including considerations of diversification, maturity and quality.

Investment Strategy

The College District shall maintain a portfolio that utilizes specific investment strategies designed to address the unique characteristics of the fund groups represented in the portfolio. A comprehensive and proactive cash management program shall be maintained to monitor and control all funds, to the extent possible, to have cash invested and not idle, and to yield a risk-commensurate rate of return. The investment strategy is to minimize credit risk, properly diversity, and actively manage maturities. In order to avoid selling an investment prior to maturity, thereby exposing the College District to the risk of principal due to interest rate increases (market risk), investment maturities shall not exceed the anti-

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

pated cash flow requirements of the respective funds. The composite portfolio shall have a dollar weighted average maturity of two years or less. The management of maturities is accomplished by laddering the maturity dates of investments (longer-term maturities shall be purchased to enhance yield, while shorter-term maturities shall be purchased to cover cash flow needs). The allowable investment instruments, as defined at Authorized Investments, below, reflect the avoidance of credit risk. Diversification is accomplished by allocating investments among a variety of alternatives and maturities.

Authorized
Investments

The list of investments authorized by this policy intentionally excludes some investments allowed by state law. The restrictions limit possible credit risk and provide the conservatively appropriate measure of safety. Within the investment objectives, the investment strategy is to utilize authorized investments for maximum advantage to the College District.

General Portfolio
Strategy

The general portfolio strategy for the aggregate portfolio is to increase the interest earnings for funds identified as being available for investment over longer periods of time while also meeting cash requirements projections.

*Investment Pools
and Mutual
Funds*

Satisfying liquidity requirements through the use of financial institution deposits, local government investment pools, and money market mutual funds shall be considered. An investment pool or money market mutual fund invests funds jointly on behalf of its participants. Because funds are usually available from investment pools and money market mutual funds on a same-day basis, these pools or funds have a high degree of liquidity. The College District shall prudently select investment pools and money market mutual funds that are able to efficiently invest in a variety of investment types.

*Laddered
Investments*

Building a laddered structure of investments with staggered maturities for all or part of the longer-term investable funds shall also be considered. The benefits of this laddered approach include the following:

1. It is straight-forward and easily understood;
2. It is a prudent diversification method;
3. It maintains investments within the approved maturity horizon;
4. It helps minimize the impact of volatile interest rates;
5. It will typically allow the College District to capture a reasonable portion of the yield curve; and

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

6. It provides predictable cash flow with scheduled maturities and reinvestment opportunities.

*Investment
Adviser*

Pursuant to the Act, the College District may, at its discretion and with Board approval, contract with an investment management firm registered under the Investment Advisers Act of 1940 or with the State Securities Board to provide for investment and management of public funds received by the College District subject to investment restrictions.

An appointed investment adviser shall act solely in an advisory and administrative capacity, within the guidelines of this policy. At no time shall the adviser take possession of investments or funds or otherwise be granted authority to transact business on behalf of the College District. Any contract awarded by the College District for investment advisory services shall be approved by the Board and shall not exceed the then maximum term allowed by law (currently two years), with an option to extend by mutual consent of both parties, upon Board approval.

Any investment adviser engaged by the College District shall give investment advice with the judgment and care, under circumstances then prevailing, that persons paid for their special prudence, discretion, and intelligence in such matters exercise in the management of their client's affairs, not for speculation by the client or production of fee income by the adviser or broker, but for investment by the client with emphasis on the probable safety of capital while considering the probable income to be derived.

Before the College District enters into a contract with an outside investment advisor, it shall adopt ethics and disclosure standards pursuant to Chapter 2263 of the Texas Government Code.

*Liquidity and
Maturity*

The strategy of the College District shall be to maintain sufficient liquidity in its portfolio so that it does not need to sell or liquidate an investment prior to maturity. However, the primary investment advisers shall have the authority to sell or liquidate an investment prior to maturity for less than the then current book value, if necessary.

*Specific Investment
Strategy*

The specific investment strategies for the College District fund or fund groups shall utilize five strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. All authorized investments shall be suitable and permitted for each fund-type strategy, and marketability shall be managed by maturity limitations.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

*Operating and
Pooled Funds*

Investment strategies for operating funds and pooled funds containing operating funds shall have as their primary objective to ensure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective shall be to create a portfolio structure that shall experience minimal volatility during economic cycles through diversification by investment type, maturity date, and obligor.

*Debt Service
Funds*

Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover debt service obligations on the various required payment dates. These funds shall be invested to meet scheduled debt payment schedules. Investments shall not have stated final maturity dates that exceed the next unfunded debt service payment date for which such investments are designated. Alternatively, funds can be maintained in shorter-term investments to be available for scheduled debt service payments. Additionally, debt service funds shall be invested according to the restrictions and/or requirements of the related bond covenants.

*Bond and Debt
Service Reserve
Funds*

Investment strategies for bond funds and debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream for the related debt service fund with a low degree of interest rate volatility or market volatility or both. Managing the debt service reserve fund's portfolio maturities to not exceed the call provisions of the related bond issue reduces the investment's market risk if the College District's bonds are called and the reserve fund liquidated. Except as may be required by a specific bond order, resolution or trust indenture, investments shall be of high quality, with short-to-medium term maturities. No investment maturity shall exceed the final maturity of the related bond issue. Additionally, bond and debt service reserve funds shall be invested according to the restrictions and/or requirements of the related bond covenants.

*Special Projects
or Capital Project
Funds*

Investment strategies for special project or capital project funds shall have as their primary objective to ensure that anticipated cash flows are matched with adequate investment liquidity. Market conditions and arbitrage regulations, if any, shall influence the investment of capital project funds. To the extent market conditions and federal income tax law allow, achieving a positive spread to applicable arbitrage yield shall be the desired objective for bond proceeds; although at no time shall the anticipated expenditure schedule be exceeded in an attempt to increase yield.

Scope

This policy shall govern the investment of all financial assets considered to be part of the College District and includes all funds or

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Investment
Objectives**

fund types as described in the College District's audited financial report and any other funds that have been contractually delegated to the College District for management purposes. The College District shall add or delete funds as required by law or for proper accounting procedures. This policy does not include funds governed by approved trust agreements or assets administered for the benefit of the College District by outside agencies under retirement or deferred compensation programs. Additionally, bond funds (including debt service and reserve funds) are governed by related bond orders, resolutions and trust indentures and might be subject to the provisions of the Internal Revenue Code and applicable federal regulations governing the investment of bond proceeds.

The College District shall manage and invest its cash with four primary objectives as identified in the Policy section above. The safety of the principal invested shall always remain the primary objective. All investments shall be designed and managed in a manner to maintain public trust and consistent with all applicable state and federal statutes, this policy, and any other approved, written administrative procedures.

The College District shall maintain a comprehensive cash management program that includes prompt collection of accounts receivable, processing vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing funds in order to ensure maximum cash availability and optimal yield on short-term investment of pooled idle cash.

The four objectives of the College District's investment activities shall be as follows, in order of importance:

1. Safety and—Preservation of Principal - Safety of principal invested shall be the foremost objective in the investment decisions of the College District. Each investment transaction shall seek to ensure the preservation of capital. The risk of loss shall be controlled by portfolio diversification and by investing only in authorized investments as defined in this policy, by qualifying the financial institutions with whom the College District transacts. Safety is defined as the undiminished return of the principal of the College District's investments.
2. Liquidity – The College District's investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating and debt service requirements by structuring the portfolio so that investments mature concurrently with reasonably anticipated cash needs. Because all possible cash demands

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

cannot be anticipated, a reasonable portion of the portfolio shall also be placed in investment options that offer same-day liquidity for short-term funds.

3. Public Trust – All participants in the College District's investment program shall act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might involve an actual or appearance of a conflict of interest or otherwise impair public confidence in the College District's ability to govern effectively. All personnel of the College District having either a direct or indirect role in the process of investing idle funds shall act responsibly as custodians of the public trust.
4. Yield – The College District's investment portfolio shall be designed with the objective of attaining a risk-commensurate rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance to the safety of principal and liquidity objectives described above. The core of investments is limited to relatively low-risk instruments in exchange for a fair return relative to the risk being assumed.

**Investment
Responsibility and
Control**

The authority for investing funds rests with the Board. As provided in this policy, the daily operation and management of the College District's investments are delegated to the following persons. These individuals shall be qualified and capable of making investment decisions.

**Investment Officer
Designation**

The Board delegates the authority to invest the College District funds to the senior vice chancellor of finance and administration, the associate vice chancellor of finance and accounting, and the executive director of finance and treasury. Therefore, the senior vice chancellor of finance and administration, the associate vice chancellor of finance and accounting, and the executive director of finance and treasury shall be the "primary investment officers" for the College District and are authorized to deposit, withdraw, invest, transfer, or manage in any other manner the funds of the College District. All persons involved in investment activities, but not officially designated as investment officers, shall be referred to in this policy as "investment personnel."

No persons may engage in an investment activity except as provided under the terms of this policy and the procedures established by the primary investment officers. The primary investment officers shall be responsible for executing all transactions undertaken and

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

shall establish a system of controls to regulate the activities of investment personnel. The system of controls shall be designed to provide reasonable assurance that the assets of the College District are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by the primary investment officers.

The primary investment officers for the College District shall be responsible for investment decisions and activities under the direction of the Board. The executive director of finance and treasury is responsible for daily investment decisions and activities. However, ultimate responsibility for investment decisions shall rest with the vice chancellor of finance and administration. Commitment of financial and staffing resources in order to maximize total return through active portfolio management shall be the responsibility of the Board.

Prudence

The standard of prudence to be applied by a primary investment officer shall be the "prudent person" rule, which states, "investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived." In determining whether a primary investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the following:

1. The investment of all funds over which the investment officer had responsibility rather than a consideration as to the prudence of a single investment; and
2. Consistency with the written investment policies and procedures of the College District.

Due Diligence

A primary investment officer acting in accordance with the College District's written policies and procedures and exercising due diligence shall not be held personally responsible for a specific investment's yield or market price changes due to credit risk or market risk. All investment officers and personnel involved in investment activities shall be bonded.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Ethical Standards
and Conflicts of
Interests**

All College District primary investment officers and investment personnel having a direct or indirect role in the investment of the College District funds shall act as custodians of the public trust avoiding any transaction that might involve a conflict of interest, the appearance of a conflict of interest, or any activity that might otherwise discourage public confidence. Primary investment officers and investment personnel involved in the investment process shall refrain from any personal business activity that could be reasonably foreseen to conflict with proper execution of the investment program or that could be reasonably foreseen to impair the ability to make impartial investment decisions.

A primary investment officer who has a personal business relationship with a financial institution or with any entity seeking to sell an investment to the College District shall file a statement with the Ethics Commission and the Board disclosing that personal business interest. Primary investment officers shall disclose any material interests in financial institutions with which they conduct business on behalf of the College District. They shall further disclose any personal financial/investment positions that could be reasonably be considered to relate to the performance of the College District's investment portfolio. Primary investment officers and investment personnel shall refrain from undertaking personal investment transactions with any individual with whom business is conducted on behalf of the College District.

A primary investment officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the College District shall file a statement disclosing that relationship. A statement required under this subsection shall be filed with the Ethics Commission and the Board.

Training

Each member of the Board shall attend at least one training session provided by the Texas Higher Education Coordinating Board related to the person's responsibilities under the Act within six months after taking office. The training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

In order to ensure qualified and capable investment management, the primary investment officers shall attend a training session containing at least ten hours of instruction relating to the officers' responsibilities under the Act within six months after assuming duties and prepare a report thereon to the Board not later than the 180th day after the last day of each regular legislative session. The training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio,

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

and compliance with the Act. In addition, the primary investment officers shall attend an investment training session containing at least eight hours of instruction not less once each two-year period beginning on the first day of the School District's fiscal year. The investment training sessions shall be provided by one of the following approved training sources:

1. The Texas Higher Education Coordinating Board;
2. The American Institute of Certified Public Accountants;
3. The Association of Governmental Accountants;
4. The International City/County Management Association;
5. The Council of Governments;
6. The Texas Society of Certified Public Accountants;
7. The Texas State Board of Public Accountancy;
8. The Government Finance Officers Association;
9. The Government Finance Officers Association of Texas;
10. The Government Treasurers' Organization of Texas;
11. The Texas Municipal League;
12. The Government Investment Officers Association;
13. The Texas State University of San Marcos;
14. The Texas Association of Community College Business Officers (TACCBO); and
15. The University of North Texas Center for Public Management.

Internal Controls

The primary investment officers shall establish a system of internal controls. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. The College District's independent external auditors, in conjunction with their annual financial audit, shall perform a compliance audit of management controls and adherence to the College District's established investment policy. The internal controls shall address the following points:

1. Avoidance of collusion;
2. Separation of transaction authority between accounting and recordkeeping;
3. Custodial safekeeping;

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

4. Clear delegation of authority to subordinate staff members;
and
5. Written confirmation for telephone (voice) transactions for investment and wire transfers.

**Authorized
Investments**

Safety of principal shall be the primary objective in investing College District funds and shall be accomplished by limiting two types of risk: credit risk and interest rate risk. Credit risk is the risk associated with the financial failure of an investment obligor or guarantor. Interest rate risk is the risk that the value of a portfolio might decline due to an increase in the prevailing level of interest rates at any time. In order to provide for safety of principal as the College District's primary objective, only certain investments shall be authorized as acceptable investments for the College District. The College District shall not be required to liquidate investments that were authorized investments at the time of purchase. The following list of authorized investments for the College District intentionally excludes some investments authorized by law. These restrictions are placed in order to limit risk and provide a conservative and appropriate measure of safety for the College District funds.

**Authorized and
Acceptable
Investments**

Obligations of or guaranteed by governmental entities, limited to the following, as authorized by Section 2256.009(a) of the Public Funds Investment Act:

1. Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Bank and letters of credit issued by U.S. agencies;
2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States, with the exception of those excluded at Unauthorized Investment Instruments below;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States; and
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

	by a nationally recognized investment rating firm not less than A or its equivalent.
Financial Institution Deposits	<p>Financial institution deposits (a deposit issued by, or placed with, a depository institution that has its main office or a branch office in this state), and is:</p> <ol style="list-style-type: none">1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;2. Secured by obligations that are described by the Public Funds Collateral Act (Chapter 2257, Texas Government Code) and are eligible under this policy; and3. Collateralized in accordance with Market Value of Collateral, as described below. <p>In addition to the above provisions, the College District may invest in certificates of deposit through a broker or depository institution that has its main office or a state branch office and is selected as required by the Act. The broker or depository institution shall arrange for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the College District. The full amount of the principal and accrued interest of each of the certificates of deposit shall be insured by the United States or an instrumentality of the United States.</p> <p>The College District shall appoint an independent custodian qualified under the Act for the College District with respect to the certificates of deposit and require delivery versus payment settlement, when applicable.</p>
Eligible Local Government Investment Pools	<p>Eligible local government investment pools (public funds investment pools that invest in instruments and follow practices allowed by the current law, as defined in the Act), provided that an investment pool shall:</p> <ol style="list-style-type: none">1. Be authorized by the Board;2. Have an advisory board as specified in the Act;3. Have furnished the investment officer an offering circular or other disclosure document containing the information required by Section 2256.016(b) of the Act;4. Furnish the investment officer investment transaction confirmations with respect to all investments made with it;

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

	<ol style="list-style-type: none">5. Furnish to the investment officer monthly reports containing the information required in the Act;6. Be continuously rated no lower than "AAA" or "AAA-m" or an equivalent rating by at least one nationally recognized rating service;7. Mark its portfolio to market daily;8. Be compliant with all requirements of the Act; and9. Have an investment philosophy and strategy consistent with this policy.
Repurchase Agreements	<p>Repurchase agreements with a defined termination date, and secured by a combination of cash and obligations of the United States or its agencies and instrumentalities and meeting the following qualifications:</p> <ol style="list-style-type: none">1. The repurchase agreement shall be placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this state.2. The underlying collateral shall be pledged to the College District, held in an account in the name of the College District, and deposited at the time the investment is made with the College District's custodial (safekeeping) agent.3. A written repurchase agreement between the College District and its trading partner shall be executed.4. Repurchase agreement transactions shall be settled on a delivery versus payment basis.5. Securities pledged as collateral for repurchase agreements shall have a market value greater than or equal to 102 percent of the outstanding principal amount of plus accrued interest on the agreement at all times.
Regulated No-Load Money Market Mutual Funds	<p>Regulated no-load money market mutual funds that meet the following qualifications:</p> <ol style="list-style-type: none">1. The money market mutual fund is registered with and regulated by the Securities and Exchange Commission (SEC);2. The fund provides the College District with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;3. The investment objectives include the maintenance of a stable net asset value of \$1.0000 per share; and

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

4. The fund is continuously rated no lower than "AAA" or an equivalent rating by at least one nationally recognized rating service.

The College District shall not invest funds under its control in an amount that exceeds ~~ten~~-10 percent of the total assets of any individual money market mutual fund.

Regulated No-Load
Mutual Funds

Regulated no-load mutual funds that meet the following qualifications:

1. The mutual fund is registered with the SEC;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of one year or more and is invested exclusively in obligations approved by the Act or has a duration of less than one year and the portfolio is limited to investment grade securities, excluding asset-backed securities.

The College District shall not invest funds under its control in an amount that exceeds 15 percent of the total monthly average fund balance, excluding bond proceeds, reserves, and debt service funds. In accordance with the Act, the College District shall not invest any proceeds of bond issuances, bond reserve funds, or funds held for debt service in a mutual fund described in this section. The College District shall not invest funds under its control in an amount that exceeds ~~ten~~-10 percent of the total assets of any individual mutual fund.

Securities Lending
Programs

The securities lending program shall be an authorized investment by complying with Section 2256.0115 of the Act.

Unauthorized
Investment
Instruments

Specifically unauthorized investment instruments include:

1. Obligations whose payments represent the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ~~ten~~-10 years; and
4. Collateralized mortgage obligations, the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Credit Rating Review
and Effect of Loss**

Not less than quarterly, the investment officers shall obtain the current credit rating for each held investment that is required to maintain a minimum credit rating from a reliable source to ensure that each investment has maintained the required minimum rating. The primary investment officers shall take all prudent measures that are consistent with this policy to liquidate an investment that is downgraded below the required minimum rating.

Diversification

Diversification of investment instruments shall be utilized to avoid incurring unreasonable risks resulting from overconcentration of investments in a specific maturity, issue, or class of investments. With the exception of federal securities, as authorized in this policy, fully collateralized financial institution deposits, and authorized local government investment pools, no more than 50 percent of the total investment portfolio shall be invested in any one security type. Diversification of the portfolio considers diversification by maturity dates and diversification by investment instrument.

Maturities

The longer the maturity of investments the greater their price volatility. Therefore, it is the College District's policy to concentrate its investment portfolio in shorter-term investments in order to limit principal risks caused by increases in interest rates. The College District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College District operating funds shall not directly invest in instruments maturing more than three years from the date of purchase. However, the above-described obligations, certificates, or agreements may be collateralized using instruments with longer maturities. Maturity scheduling shall be managed by the primary investment officers so that maturities of investments shall be timed to coincide with projected cash flow needs.

The entire College District portfolio, including funds at the College District's primary depository bank, shall comprise one pooled fund group, and the maximum average dollar-weighted maturity allowed based on the stated maturity date for the portfolio is two years or less. Investment maturities for debt service interest and sinking funds and/or other types of reserve funds whose use is longer term may not exceed the earlier of ~~ten~~ 10 years or the maturity date of the applicable bond issue.

Investment
Instrument

The College District shall diversify the use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions, or maturities. Diversification by investment instrument shall not exceed the following guidelines for each type of instrument:

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Percentage of Portfolio	
(Maximum at Time of Purchase)	
U.S. Treasury Obligations	100%
U.S. Gov't Agency Securities and Instrumentalities	80%
U.S. Agency Step-Up Options	10%
Authorized Local Gov't Investment Pools	100%
Fully Collateralized Financial Institution Deposits	100%
Fully Collateralized Repurchase Agreements	10%
SEC-Regulated No-Load Money Market Mutual Funds	50%
SEC-Regulated No-Load Mutual Funds (excluding bond funds)	15%
Obligation of States, Agencies, Counties, Cities, and Other Governmental Entities	20%

Authorized Brokers,
Dealers, and
Financial
Institutions

Financial institutions (federally insured banks) with and through whom the College District invests shall be state or national banks. No public deposit shall be made except in a qualified public depository authorized by state law. Broker/dealers authorized to provide investment services to the College District shall be reviewed and approved annually by the Board. All primary banking services shall be governed by a depository contract awarded by the Board. In addition, the primary investment officers shall maintain a list of investment pools that are authorized by the Board.

All local government investment pools and discretionary investment management firms ("business organizations") shall be required to provide a certification of having read the College District's investment policy, signed by a qualified representative of the business organization, acknowledging that the business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the College District and the organization.

The College District shall supply a copy of the currently approved investment policy to any broker/dealer or financial institution with

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

whom it transacts investment business and will request acknowledgment of receipt of the document from the broker/dealer or financial institution. This best practice procedure will ensure that the broker/dealer or financial institution is aware of the current investment policy parameters.

**Sellers of
Investments**

Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.

Commented [JL1]: All changes in this policy are recommended under TASB Update 48, the Administration and Board Counsel are in concurrence.

Representatives of brokers/dealers and representatives with dis-tributors of investment pools shall be registered with the Texas State Securities Board, and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA). Dis-tributors of investment pools shall also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB).

Selection Criteria

Selection criteria for federally insured financial institutions shall include the following:

1. The financial institution shall be insured by the FDIC;
2. The financial institution shall be incorporated under the laws of this state or of the United States of America; and
3. The financial institution shall be eligible under state law.

**Delivery Versus
Payment**

All of the College District's security transactions shall be conducted on a delivery versus payment basis through the Federal Reserve System or other appropriate settlement system. By doing this, the College District funds shall not be released until the College District has received the securities purchased. The College District shall release funds only after the safekeeping bank has received the purchased security in the safekeeping account of the College District.

Safekeeping

All securities owned by the College District shall be held by its Safekeeping Agent. Collateral for financial institution deposits shall be held in a Federal Reserve Bank, a Federal Home Loan Bank, or other custodial institution acceptable to the College District in an account in the College District's name. Original safekeeping receipts shall be obtained and held by the College District. The College District shall contract with a bank or banks for the safekeeping of securities either owned by the College District as part of its investment portfolio or held as collateral to secure financial institution deposits.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Collateralization

Consistent with the requirements of Chapter 2257, Texas Government Code, the Public Funds Collateral Act, the College District shall require full collateralization of non-insured College District funds on deposit with a permitted institution. The College District will accept any collateral permitted by the Public Funds Collateral Act or other state law but, reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards those deposits.

The custodial agreement, with the Federal Reserve Bank, Federal Loan Home Bank or third-party custodian, shall specify the investment securities acceptable as collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. The agreement shall clearly state that the custodian is instructed to release purchased and collateral securities to the College District in the event the College District has determined that the financial institution has failed to pay on any matured deposit or has determined, in its sole discretion, that the funds of the College District are in jeopardy for any reason, including involuntary closure or change of ownership. A clearly marked pledge receipt shall be supplied to and retained by the College District. Any release of collateral or substitution of securities shall be approved by the primary investment officer and then reported to the College District.

The College District may accept irrevocable letters of credit issued by the Federal Home Loan Bank as collateral. The value of the letter of credit must equal 100 percent of the principal plus the aggregate amount of accrued interest to be paid on the letter of credit until maturity.

**Market Value of
Collateral**

For certificates of deposit and other evidence of deposit, the market value of securities pledged as collateral shall always equal or exceed 102 percent or 110 percent in the case of declining principal balances of the principal plus accrued interest of deposits at financial institutions. Irrevocable letters of credit issued by the Federal Home Loan Bank must equal 100 percent of principal and anticipated accrued interest on deposits at financial institutions.

**Pledged Collateral
Listing**

Financial institutions with whom the College District invests or maintains other deposits shall require the custodian to provide monthly, and more often as requested by the primary investment officers, a listing of the collateral pledged to the College District, marked to current market prices (if available). The listing shall include total pledged securities itemized by name, type, description, CUSIP, par value, current market value, maturity date, and the

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Collateralized Deposits

credit rating, if applicable. The financial institution shall have the sole responsibility for ensuring that the collateral is sufficient.

Consistent with the requirements of state law, the College District shall require all financial institution deposits to be federally insured or collateralized. Financial institutions serving as the College District's depositories shall be required to sign a depository agreement with the College District meeting the following criteria:

1. The agreement shall be in writing;
2. The agreement shall be executed by the depository and the College District contemporaneously with the acquisition of the security or other collateral;
3. The agreement shall be approved by the Board of Directors or the Designated Committee of the depository, and a copy of the meeting minutes shall be delivered to the College District; and
4. The agreement shall be part of the depository's official record continuously upon and after its execution.

Competitive Environment

The collateralized deposit portion of the agreement shall define the College District's rights to the collateral in the event of default, bankruptcy, or closing, shall establish a perfected security interest in compliance with federal and state regulations.

The College District requires a competitive environment for all individual security purchases and sales, financial institution time deposit and transaction accounts, and money market mutual fund and local government investment pool selections. The vice chancellor of finance and administration shall develop and maintain procedures for ensuring a competitive environment for the investment of the College District's funds.

The College District recognizes that a competitive quote process is not always in the best interest of the College District when market conditions are changing rapidly or a specific type of security, maturity date, or rate of return is sought that might not be easily available.

Performance

The College District's investment portfolio shall be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective to obtain a market rate of return on investments commensurate with investment risk constraints and cash flow requirements of the College District. The dollar-weighted average yield to maturity shall be the standard for calculating portfolio rate of return.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Reporting	The primary investment officers shall submit a signed monthly investment report that complies with the Act, summarizes the investment strategies employed in the most recent month, and describes the portfolio in terms of investment instruments, maturities, risk characteristics, and total investment return for the month.
Compliance Audit	The independent auditor will perform an audit of the investment reports in compliance with the Public Funds Investment Act and report the results to the Board annually and to the state auditor not later than January 1 of each even-numbered year.
Methods	<p>The monthly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the past month. This management summary shall be prepared in a manner, which shall allow the College District to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the Board and shall include the following:</p> <ol style="list-style-type: none">1. A listing of individual instruments held at the end of the reporting period. This list shall include the name of the fund or pooled group fund for which each individual investment was acquired;2. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of instruments for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from which the security was purchased;3. Fully accrued interest for the reporting period;4. Listing of investments by maturity date;5. The percentage of the total portfolio that each type of investment represents; and6. Statement of compliance of the College District's investment portfolio with state law and the investment strategy and policy approved by the Board.
Investment Policy Amendment and Adoption	The College District's investment policy shall be adopted by resolution of the Board. The College District shall comply with state law and regulations. The College District's written policies and procedures for investments are subject to review not less than annually to stay current with changing laws, regulations, and the needs of the College District. The Board shall adopt a written instrument that

Houston Community College
101506

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

says it has reviewed the investment policy and investment strategies and the written resolution, so adopted, shall record any changes made to the investment policy or strategies.

DATE ISSUED: 12/12/2024
UPDATE 48
CAK(LOCAL)-X

Adopted: ~~12-18-2024~~

20 of 20

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	Proposed Changes to Policy CDE (LOCAL) - ACCOUNTING: FINANCIAL EHTICS	Dr. Margaret Ford Fisher Dr. Sherry Hawn Dr. Melissa Mihalick Dr. Nicole Montgomery Dr. Lucie Tredennick

RECOMMENDATION

Approve of the proposed revisions to policy CDE (LOCAL) - Accounting: Financial Ethics, as recommended in the TASB Update 48.

COMPELLING REASON AND BACKGROUND

Adding Federal Awards Disclosure requirements have been made to align the text with amendments to the OMB Guidelines reflected in CAAB.

A reference to policy CAAA has been added for more information related to awards and grants.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
CDE(LOCAL) Policy	4/8/2025	Attachment

This item is applicable to the following: District

As public servants, College District employees shall be required to maintain the highest ethical standards and perform their duties in accordance with College District finance policies and state and federal law. College District employees shall be prohibited from engaging in any activities that constitute the offenses of bribery, corruption, corrupt influence, perjury, abuse of office, and other offenses that violate state or federal law.

College District funds and resources shall be used for institutional purposes. Improper use of institutional funds and resources, including, but not limited to, unauthorized or personal use or abuse of timekeeping and time entry, shall not be tolerated. Violators will be prosecuted to the fullest extent of the law; employees shall also be subject to disciplinary action, up to and including termination.

All Board members, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the College District's financial transactions shall act with integrity and diligence in duties involving the College District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
 - for Board members—BBF
 - for employees—DH
- Financial conflicts of interest:
 - for public officials—BBFA
 - for all employees—DBD
 - for vendors—CFE
- Compliance with state and federal grant and award requirements: CAA, CAAB
- Systems for monitoring the College District's investment program: CAK
- Budget planning and evaluation: CC
- Compliance with accounting regulations: CDC
- Criminal history record information for employees: DC
- Disciplinary action for fraud by employees: DCC and DM series

Commented [JL1]: All changes in this policy are recommended under TASB Update 48, the Administration and Board Counsel are in concurrence.

**Fraud and Financial
Impropriety**

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

Definition

Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the College District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other College District assets, including employee time.
4. Impropriety in the handling of money or reporting of College District financial transactions.
5. Profiteering as a result of insider knowledge of College District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the College District.
8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the College District, except as otherwise permitted by law or College District policy. [See [CAAA](#), [CAAB](#), and [DBD](#)]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failing to provide financial records required by state or local entities.
11. Failure to disclose conflicts of interest as required by law or College District policy.
12. Any other dishonest act regarding the finances of the College District.
13. Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Houston Community College
101506

ACCOUNTING
FINANCIAL ETHICS

CDE
(LOCAL)

**Financial Controls
and Oversight**

Each employee who supervises or prepares College District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

Fraud Prevention

The Chancellor or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the College District.

Reports

Any person who suspects fraud or financial impropriety in the College District shall report the suspicions immediately to a person with authority to investigate them, including any supervisor, the Chancellor or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

*Protection from
Retaliation*

Neither the Board nor any College District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. [See DG]

Fraud Investigations

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Chancellor, Board Chair, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

Response

If an investigation substantiates a report of fraud or financial impropriety, the Chancellor or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Chancellor or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the College District shall take appropriate action, which may include cancellation of the College District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Chancellor, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the College District, the College District may seek to recover lost or misappropriated funds.

Houston Community College
101506

ACCOUNTING
FINANCIAL ETHICS

CDE
(LOCAL)

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

Federal Awards
Disclosure

The College District shall promptly disclose in writing whenever, in connection with the federal award, which includes any activities or subawards, the College District has credible evidence of the commission of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in federal law, including the Civil False Claims Act. [See CAAB]

Analysis of Fraud

After any investigation substantiates a report of fraud or financial impropriety, the Chancellor or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Chancellor or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

Effective Date

~~This policy shall be effective as of the adoption date, September 4, 2019.~~

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
C.	Proposed Changes to DHB (LOCAL): EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery Dr. Lucie Tredennick

RECOMMENDATION

Approve of the proposed revisions to DHB (LOCAL), Employee Standards of Conduct: Child Abuse and Neglect Reporting, as recommended in the TASB Update 48.

COMPELLING REASON AND BACKGROUND

Recommended revisions have been made to clarify state requirements for Oral Reports and Making a Report.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
DHB(LOCAL) Policy	4/8/2025	Attachment

This item is applicable to the following: District

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of ~~the Texas Department of Family and Protective Services (DFPS)~~ DFPS at (800) 252-5400 or the Texas Abuse Hotline Website¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Commented [JL1]: All changes are recommended under TASB Update 48, the Administration and Board Counsel are in concurrence.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

	<p>An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the ChancellorChancellor or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.</p>
	<p><u>In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.</u></p>
Confidentiality	<p>In accordance with state law, theThe identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with <u>law and</u> the rules of the investigating agency.</p>
Immunity	<p>A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.</p>
Failure to Report	<p>By failing to report suspicion of child abuse or neglect, an employee:</p> <ol style="list-style-type: none">1. May be placing a child at risk of continued abuse or neglect;2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment. <p>It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.</p>
Responsibilities Regarding Investigations	<p>In accordance with law, College District officials shall be prohibited from:</p> <ol style="list-style-type: none">1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;2. Requiring a parent or College District employee be present during the interview; or3. Coercing someone into suppressing or failing to report child abuse or neglect. <p>College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.</p>

Houston Community College
101506

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

Effective Date

This policy shall be effective as of the adoption date, August 17, 2022.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
D.	Proposed Changes to FAA (LOCAL) Policy: EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery Dr. Lucie Tredennick

RECOMMENDATION

Approved revisions to FAA (LOCAL): PREGNANT AND PARENTING STUDENTS, as recommended in the TASB Update 48.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this local policy have been made to reflect new Coordinating Board rules relating to the pregnant and parenting students Liaison and the Publication of information regarding the liaison and the community college’s pregnant and parenting student procedures on the college’s website.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
FAA(LOCAL) Policy	4/8/2025	Attachment

This item is applicable to the following: District

EQUAL EDUCATIONAL OPPORTUNITY
PREGNANT AND PARENTING STUDENTS

FAA
(LOCAL)

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The Chancellor or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration or pre-registration and leaves of absence.

Commented [JL1]: All changes are recommended under TASB Update 48, the Administration and Board Counsel are in concurrence.

Liaison

The Chancellor shall designate a pregnant and parenting students liaison for current ~~or~~and incoming students ~~at the institution who are pregnant or~~ who are the parents or guardians of children ~~younger than~~under 18 years ~~of age~~old. The liaison shall provide the students information ~~regarding support services and other available on~~ and access to resources ~~and designed to help them successfully and timely complete a degree or certificate. The liaison shall also~~ serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website ~~- in a location that is readily available to current and incoming students who are pregnant or who are the parents or guardians of children under 18 years old.~~

ACTION ITEM

Meeting Date: May 7, 2025

Topics For Discussion and/or Action:

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

RECOMMENDATION

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

COMPELLING REASON AND BACKGROUND

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

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

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

STRATEGIC ALIGNMENT

ATTACHMENTS:

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

This item is applicable to the following: District

BYLAWS OF THE BOARD OF TRUSTEES OF THE HOUSTON COMMUNITY COLLEGE

Adopted January 1, 2010

Amended June 29, 2010

Amended September 23, 2010

Amended December 2, 2010

Amended November 17, 2011

Amended December 15, 2011

Amended June 21, 2012

Amended June 24, 2014

Amended November 18, 2014

Amended February 27, 2015

Amended April 16, 2015

Amended January 21, 2016

Amended February 25, 2016

Amended April 21, 2016

Amended June 16, 2016

Amended October 20, 2016

Amended June 15, 2017

Amended August 17, 2017

Amended November 16, 2017

Amended January 18, 2018

Amended May 17, 2018

Amended November 7, 2018

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

Table of Contents

Preface

Mission

ARTICLE A: ETHICS

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

ARTICLE B: POWERS OF THE BOARD

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

ARTICLE C: BOARD ELECTIONS AND VACANCIES

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

ARTICLE D: OFFICERS OF THE BOARD

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

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

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

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

ARTICLE F: COMMITTEES

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

ARTICLE G: GENERAL BOARD MEETINGS

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

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

ARTICLE H: BOARD OPERATIONS

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

EXHIBITS

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

Article F: Committees

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

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

2. APPOINTED COMMITTEES

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

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

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

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

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

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

3. COMMITTEE OF THE WHOLE MEETINGS

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

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

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

4. STANDING COMMITTEES

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

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

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

5. COMMITTEE OF THE WHOLE

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

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

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

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

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

Article G: General Board Meetings

Responsible Board Committee: Board Governance

Responsible Department/Group: Board of Trustees

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

10. DEFINITIONS.

A "meeting" occurs when:

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

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

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

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

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

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

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

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

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

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

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

17. AGENDA.

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

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

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

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

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

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

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

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

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

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

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

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

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