

AGENDA

BOARD OF TRUSTEES REGULAR MEETING

August 20, 2025 4:00 PM

NOTICE OF A REGULAR MEETING OF THE BOARD OF TRUSTEES HOUSTON COMMUNITY COLLEGE

August 20, 2025

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, August 20, 2025 at 4:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

- I. Call to Order
- II. Prayer and Pledge of Allegiance
- III. Approval of Minutes
 - A. Approval of Minutes for June and July 2025
- IV. Awards, Presentations, and Recognitions
 - A. Check Presentation by Dr. Butch Herod and Kathie Herod Endowment Scholarship Fund
 - B. Texas Workforce Commission Grant Recognition
 - C. Recognition of Dr. Nichole Boutte-Heiniluoma, Faculty Senate President for Academic Year 2025
 - D. Recognition of Morgan Yette, Staff Senate President for 2024-2025

V. Chair's Report

A. Trustees District Report

VI. Chancellor's Report

- A. United Student Council Report
- B. Faculty Senate Report
- C. Staff Senate Report

VII. Hearing of Citizens

VIII. Consent Agenda

- 1. Acceptance of Donated Item by E&E Aviation
- 2. Acceptance of Donated Item by NASA
- 3. Acceptance of Donated Item by PepsiCo Foundation Truck and Trailer

- 4. Acceptance of Donated Item by Apple CEI
- 5. Acceptance of Donated Item by Center Point Energy
- 6. FY 2026 Internal Audit Plan for Approval
- 7. Proposed Changes to Policy FLA (LOCAL), DGC (LOCAL), and GD (LOCAL) in Compliance with Senate Bill 2972 Limiting Expressive Activities on Campus
- 8. Proposed Changes to CDC (LOCAL) Accounting: Audits
- 9. Approve Rescission of Policy DGD (LOCAL) and DHBB (LOCAL)
- Faculty Senate Establishment Under Senate Bill 37 and Approve BGC (LOCAL),
 As Amended
- 11. Approval of Funds for the Connect 2 Workforce Initiative
- 12. Monthly Investment Reports, Financial Statements and Budget Reviews for May and June 2025

IX. Topics for Discussion and/or Action

- A. Unemployment Insurance Claims Management and Employment Verification (Project No. RFP 25-36)
- Enterprise Solution for Institutional Assessment, Strategic Planning & Accreditation (Project No. RFP 25-26)
- C. Audio/Video Production Rental Service (Project No. 25-24)
- D. Parking Lot Lighting Replacements and Lot Renovations, Stafford Campus (Project No. IFB 25-32)
- E. Professional Environmental Consulting Services (Project No. RFQ 25-34)
- F. Increase in Spending Authority Facilities Maintenance Services (Project No. RFP 19-56)
- G. Increase in Spending Authority Security Guard Services (Project No. RFP 24-28)
- H. Cooperative Contract Awards for Fiscal Year 2026
- I. Sole Source Contract Awards for Fiscal Year 2026
- J. Approve Senate Bill 17 Certification Report Submission
- K. Approve Senate Bill 18 Certification Report Submission
- L. Personnel Agenda (Faculty)
- M. Adopt a Resolution Establishing Faculty Senate
- N. Approve Resolution in Memoriam of Emilia (Emily) Cole
- O. HCC Foundation Quarterly Report
- P. Capital Improvement Projects Report
- X. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

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

B. **Personnel Matters**

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

C. Real Estate Matters

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

XI. Additional Closed or Executive Session Authority:

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

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

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

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

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

Section 551.076 - To consider the deployment, or specific occasions for

implementation of security personnel or devices, or a security audit.

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

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

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.
- XII. Reconvene in Open Meeting
- XIII. Adjournment
- XIV. Personnel Agenda (Staff)

CERTIFICATE OF POSTING OR GIVING NOTICE

On this <u>15th day of August 2025</u>, 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: August 20, 2025

Approval of Minutes

ITEM # ITEM TITLE PRESENTER

Α.

Approval of Minutes for June and July 2025

Dr. Margaret Ford Fisher Sharon Wright

RECOMMENDATION

Approve meeting minutes for June and July 2025.

COMPELLING REASON AND BACKGROUND

In accordance with the Board bylaws, the Board shall prepare and keep minutes of each open meeting.

The following Board meetings were held in June and July 2025:

- Academic and Student Affairs Committee on June 4, 2025
- Audit Committee on June 4, 2025
- Committee of the Whole on June 4, 2025
- External Relations Committee on June 4, 2025
- Regular Meeting on June 18, 2025
- Board Governance Committee on July 10, 2025

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description

Upload Date Type

Draft Minutes - June and July 2025 8/13/2025 Attachment

This item is applicable to the following: District

MEETING OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES HOUSTON COMMUNITY COLLEGE

June 4, 2025

Minutes

The Academic and Student Affairs Committee of Houston Community College Board of Trustees met on Wednesday, June 4, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Committee Chair (via videoconference) Sean Cheben, Committee Member Renee Patterson, Alternate member Eva Loredo

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor

Rima Adil, Interim Vice Chancellor, Student Services

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Jerome Drain, President, Online College

Michael Edwards, Office of the Ombudsman

Betty Fortune, Interim President, Northeast College

Frances Villagran-Glover, President, Southeast College

Lutricia Harrison, President, Coleman College

Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations

Edmond "Butch" Herod, President, Central College

Katherine Anzivino for Zachary Hodges, President, Northwest College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

Bob McCracken, Vice Chancellor, Administration and Operations

Nicole Montgomery, Interim General Counsel

Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer

Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer

Miguel Ramos, Vice Chancellor, Instructional Services

Karen Schmidt, Executive Director, HCC Foundation

James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

Houston Community College Academic and Student Affairs Committee Meeting – June 4, 2025 - Page 2

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Sean Cheben, Committee member, called the meeting to order at 1:36 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Patterson, and Tamez)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

DUAL CREDIT PROGRAM UPDATE

Dr. Ford Fisher noted that the item provides an update on the Dual Credit Program. She apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer, would give the report.

Dr. Perez noted that Dr. Desmond Lewis, Associate Vice Chancellor, College Readiness, would copresent on the Dual Credit Program performance outcomes related to Dual Credit enrollment trends, persistence, and completion rates, and demographics.

Dr. Lewis reported on the following:

- HCC Locations Geocoded Dual Credit by HCC Service Area, AY 2025
- Distribution of Dual Credit Students by Academic Plan, FY 2025 to Date
- Unduplicated Dual Credit Enrolment By ISD
- Dual Credit Enrollment by Ethnicity
- Unduplicated Dual Credit Fall to Spring Persistence by ISD AY 24-25
- Dual Credit Course Success Rate by ISD Across Academic Years
- Dual Credit Course Success Rate by Ethnicity Across Academic Years
- Unduplicated Dual Credit Count with 15+ Credits Earned by ISD Across Academic Years
- Dual Credit Graduates by Academic Year and Type
- Texas Education Agency Early College High School/Pathways in Technology Early College High School Designation Process
- Top 10 Transfer Institutions for Dual Credit Students by Year
- HCC Dual Credit Program 3 Year Financial Analysis
- Exemptions & Waivers Summary
- Dual Credit Partnership Expansions
- Success and Completion Initiatives

(Trustee Loredo joined the meeting at 1:45 p.m.)

Houston Community College Academic and Student Affairs Committee Meeting – June 4, 2025 - Page 3

Trustee Cheben commended the P-16 team and noted that the impact of their work was visible during the HCC Commencement Ceremonies. He referenced partnership opportunities and noted the importance of expanding efforts to include Houston Independent School District (HISD) collaborations. He apprised that there is an essential opportunity for increased engagement between HCC and religious organizations.

Dr. Lewis apprised that the college seeks to engage with any school and noted that the team engages through conversation, outreach, and attendance at events to promote the program and strengthen connections.

Trustee Cheben inquired about what is being done to ensure students complete 15 semester credit hours (SCH) by the time they graduate from high school. Dr. Lewis noted that one of the key efforts involves participation in the "Commitment to Complete" initiative. He apprised that ongoing strategic partnership meetings are held to identify key touchpoints and provide updates on various initiatives.

Trustee Patterson noted that she was excited to see the Dual Credit report on the agenda and apprised that she was particularly encouraged by the expansion with Aldine ISD. She noted that she recently had the opportunity to speak about Dual Credit at Wheatley High School and apprised that Principal Grace Mosby is enthusiastic about the program and the opportunities it presents for students.

Trustee Loredo expressed appreciation to the P-16 team and noted that it was wonderful to see so many Dual Credit students participating in the HCC commencement. She apprised that efforts should continue to support Dual Credit students in completing their associate degrees. She further noted that collaboration with charter schools is vital and apprised that she was pleased to see their active participation.

(Dr. Tamez arrived at the meeting in person at 1:52 p.m.)

PARTNERSHIP WITH THE BILATERAL CHAMBER OF COMMERCE

Dr. Ford Fisher noted that the item provides an update on the Memorandum of Understanding (MOU) signed between the Bilateral Chamber of Commerce and HCC regarding training opportunities. She noted that Dr. Michael Webster, President of Southwest College would provide an overview.

Dr. Webster reported on the following:

- About the Bilateral Chamber of Commerce
- Recent Achievements and Impacts
- Agreement with HCC—Key Objectives

Dr. Webster acknowledged Ms. Cari Broderson of Global Trade Advisor, Bilateral Chamber, and Mr. Miguel Juan, Executive Director, Grants and Resource Development, for their assistance with the presentation.

Houston Community College Academic and Student Affairs Committee Meeting – June 4, 2025 - Page 4

Trustee Cheben recommended apprising the Board of how they could assist in moving the project forward.

EAGLE SPARK: HCC'S APPLE COMMUNITY EDUCATION INITIATIVE

Dr. Ford Fisher noted that Dr. Michael Webster would provide the update on the Eagle Spark Community Education Initiative.

Dr. Webster provided an overview of the following:

- Initiative Background
- Platform
- Recent Sessions
- What's Next

ENHANCING THE STUDENT EXPERIENCE

Dr. Ford Fisher noted that Dr. Norma Perez will provide a report on efforts to enhance the student experience.

Dr. Perez noted that there is a continuous initiative to improve the student experience to assist in their success and completion. She reported on the following:

- Website Modifications
- Onboarding Process
- Virtual Lobby Availability
- Training Initiatives

Trustee Patterson noted that she is pleased with the current approach to assisting students and apprised that she has been personally helping a student who encountered difficulties navigating the website. She requested that ongoing improvements be made to enhance student support services, particularly for international students.

Trustee Cheben noted concerns regarding financial aid and new students exploring eligibility for the Reconnect Program in the academic year. He inquired about the actions the administration is taking to prepare in case students are underserved. Dr. Perez advised that the administration is actively collecting data to determine the next steps. She apprised that efforts are underway to enhance both in-person and virtual support centers.

ADJOURNMENT

With no	further	husinass	coming	hafora th	e Board	the meeting	na adiourna	d at 2:14 n n

Minutes submitted by Sharon Wright, Director, Board Services	
Minutes Approved as Submitted:	

AUDIT COMMITTEE OF THE BOARD OF TRUSTEES HOUSTON COMMUNITY COLLEGE

June 4, 2025

Minutes

The Audit Committee of Houston Community College Board of Trustees met on Wednesday, June 4, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Pretta VanDible Stallworth, Committee Chair Renee Patterson, Committee Member Sean Cheben Eva Loredo Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Jerome Drain, President, Online College

Michael Edwards, Office of the Ombudsman

Betty Fortune, Interim President, Northeast College

Frances Villagran-Glover, President, Southeast College

Lutricia Harrison, President, Coleman College

Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations

Edmond "Butch" Herod, President, Central College

Katherine Anzivino for Zachary Hodges, President, Northwest College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

Bob McCracken, Vice Chancellor, Administration and Operations

Nicole Montgomery, Interim General Counsel

Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer

Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer

Miguel Ramos, Vice Chancellor, Instructional Services

Karen Schmidt, Executive Director, HCC Foundation

James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

Houston Community College Audit Committee Meeting – June 4, 2025 - Page 2

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 2:31 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Loredo, Patterson, and VanDible Stallworth)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

ADJOURNED TO CLOSED SESSION

Dr. VanDible Stallworth adjourned the meeting to Executive Session at 2:32 p.m. notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Dr. VanDible Stallworth stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Dr. VanDible Stallworth reconvened the meeting in Open Session at 3:38 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Cheben, Loredo, Patterson, Richart, VanDible Stallworth, and Wilson)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:38 p.m.
Minutes submitted by Sharon Wright, Director, Board Services
Minutes Approved as Submitted:

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

June 4, 2025

Minutes

The Houston Community College Board of Trustees held a Committee of the Whole meeting on Wednesday, June 4, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Jerome Drain, President, Online College

Michael Edwards, Office of the Ombudsman

Betty Fortune, Interim President, Northeast College

Frances Villagran-Glover, President, Southeast College

Lutricia Harrison, President, Coleman College

Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations

Edmond "Butch" Herod, President, Central College

Katherine Anzivino for Zachary Hodges, President, Northwest College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

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Nicole Montgomery, Interim General Counsel

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Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer

Miguel Ramos, Vice Chancellor, Instructional Services

Karen Schmidt, Executive Director, HCC Foundation

James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loredo, Chair, called the meeting to order at 4:31 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

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

HEARING OF THE CITIZENS

No citizens requested to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

MONTHLY INVESTMENT REPORT, FINANCIAL STATEMENT AND BUDGET REVIEW FOR APRIL 2025

<u>Motion</u> – Trustee Richart motioned, and Dr. Lenton-Gary seconded.

Dr. Ford Fisher noted that the item is presented to accept the monthly investment report, Financial Statement, and Budget Review and apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations, would provide an overview and entertain any questions.

Dr. Hawn reported on the following:

- Fund 1 Unrestricted Revenues
- Fund 1 Unrestricted Expenses
- Explanation of Variance Amounts

Trustee Davies noted the investment regarding the Chase account and inquired about the timeframe for long-term Treasury securities versus short-term money market investments. Dr. Hawn apprised that short-term could be as brief as one day based on market liquidity and advised that the Treasury notes have a two-year term.

Trustee Davies suggested exploring other potential alternatives unless an expert has determined that those alternatives do not offer a higher yield.

Dr. Lenton-Gary inquired whether the financial brokers provided the best financial options. Dr. Hawn concurred.

<u>Vote</u> – The motion passed with a vote of 7-0, with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Richart, and Wilson.

APPROVAL OF FY 2025 BUDGET AMENDMENT #1

<u>Motion</u> – Trustee Sean Cheben motioned, and Dr. Cynthia Lenton-Gary seconded.

Dr. Ford Fisher noted that the administration recommends amending the FY 2025 budget to reallocate \$11.1 million to address Deferred Maintenance (\$10 million) and equipment, supplies, and building improvements (\$1.1 million). She apprised that Dr. Sherry Hawn would provide the overview and entertain any questions.

Trustee Cheben noted that there has been considerable discussion regarding Deferred Maintenance and inquired whether these items differ from those included in the \$15 million allocated in the FY 2026 budget. Mr. Bob McCracken, Vice Chancellor of Administration and Operations, noted that some items address safety concerns, while others pertain to ADA compliance. He apprised that the primary objective is to prevent any building from becoming unusable for an extended period.

Trustee Richart referenced the replacement of blinds at Coleman College regarding item 2A: Instructional Labs and Renovations (FY25 Budget Amendment - Equipment, Supplies, Building Improvements List) and inquired how it is categorized as Deferred Maintenance. Mr. McCracken noted that the item is not considered Deferred Maintenance.

Trustee Richart inquired if the item needed to be included in the budget amendment or if it could be addressed in the FY 2026 budget.

Trustee Davies inquired about how the item would be handled if is not classified as Deferred Maintenance, how would it be handled. Dr. Hawn noted that it would be included in a future year's budget.

Trustee Cheben inquired if the replacement of the blinds could not be postponed. Mr. McCracken noted that the items listed under the \$10 million Deferred Maintenance budget are necessary and required. He apprised that the second list (\$1.1 million) consists of college improvement items proposed by the college presidents to enhance their respective campuses.

Trustee Richart referenced the item related to travel for HCC TV and inquired how travel falls under the category of supplies and equipment. Dr. Hawn noted that the item is intended for the replacement of cameras and equipment, not for travel expenses.

Trustee Loredo inquired whether the expenses could be covered under the Chancellor's emergency expense budget. Dr. Hawn noted that travel is a standard item that would typically be included in the Chancellor's expenses. Mr. McCracken apprised that the second list was developed from a priority list and includes items not currently included in the FY 2026 budget.

Trustee Richart inquired whether the referenced travel aligns with the current travel

moratorium. Dr. Hawn noted that travel is permitted when the individual is a conference presenter or when it is required for licensing purposes.

(Dr. VanDible Stallworth joined the meeting at 4:30 p.m.)

Dr. Ford Fisher noted that there may have been some miscommunications regarding travel under the Chancellor's budget. She apprised that she has limited and minimized travel expenses for the administration and noted that travel under the Chancellor's budget also includes Foundation and Communications.

<u>Motion</u> – Trustee Sean Cheben motioned, and Trustee Monica Richart seconded to separate the vote to divide the approval for the deferred maintenance from the equipment and supplies.

<u>Vote on the Motion</u> – The motion passed with a vote of 8-1, with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth in favor and Trustee Wilson opposing.

Trustee Cheben noted that the college is facing uncertain times and apprised that some of the items appear to be short-term priorities. He inquired whether any of the items could be reprioritized or deferred for later discussion. He also asked if some items, due to having a shorter timeline or less urgency, could be set aside temporarily. He further noted that a significant drop in enrollment could create a need for surplus funds, particularly in the event of a Pell Grant deficit. Mr. McCracken acknowledged that while the items are urgent, even with funding available today, repairs would not happen immediately. He advised that the risk of delaying action is encountering a critical situation later.

<u>Vote on Approval of FY 2025 Budget Amendment #1: Deferred Maintenance (\$10 Million)</u> – The motion passed with a vote of 6-2-1, with Trustees Loredo, Lenton-Gary, Patterson, Richart, Tamez, and VanDible Stallworth in favor. Trustees Cheben and Wilson opposed, and Trustee Davies abstained.

<u>Vote on Approval of FY 2025 Budget Amendment #1: Equipment and Supplies (\$1.1 Million)</u> — The motion passed with a vote of 5-3-1, with Trustees Loredo, Lenton-Gary, Patterson, Tamez, and VanDible Stallworth in favor. Trustees Cheben, Richart, and Wilson opposing; and Trustee Davies abstaining.

APPROVE ONE-TIME VARIANCE TO THE BOARD BYLAWS RELATING TO ARTICLE G, SECTION 9(D) AND 9(E)

Motion – Dr. Cynthia Lenton-Gary motioned, and Dr. Adriana Tamez seconded.

Melissa Mihalick, Board Counsel, noted that a one-time variance to the bylaws would be required to allow the Board to consider an agenda item received less than the required five business days in advance. She apprised that the item in question, Item K: *Potential Use of HCC Reserves to Eliminate the Student Technology Fee for FY2026*, would need approval under this variance. She noted that the item was added to the agenda after the Board materials had been distributed;

however, the posting did meet Open Meeting requirements.

<u>Vote</u> – The motion passed with a vote of 7-0-2 with Trustees Loredo, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor. Trustees Davies and Cheben abstained.

POTENTIAL USE OF HCC RESERVES TO ELIMINATE STUDENT TECHNOLOGY FEE FOR FY2026 Motion – Dr. Cynthia Lenton-Gary motioned, and Dr. Adriana Tamez seconded.

Dr. Ford Fisher noted that the item is a recommendation to use HCC reserves to eliminate student technology fees for FY 2026 and apprised that Dr. Sherry Hawn would provide the overview and entertain any questions.

Dr. Hawn noted that eliminating the student technology fee would cost approximately \$30 million. She apprised that the reserve balance currently accounts for about 11%; however, when combined with Houston Reconnect, Deferred Maintenance, and Equipment and Supplies, which totals \$64 million in assets, the reserves represent 24%, providing for unforeseen circumstances.

Trustee Loredo asked Trustee Davies to preside over the meeting so she could speak as a Board member.

Trustee Loredo noted that the effort is focused on assisting students, acknowledging that many are experiencing difficult times. She apprised that the college has savings and allocates funds to savings each year, yet some students are unable to attend school due to financial barriers. She noted that while the amount involved is large, the effort is to better support HCC students and communities.

Trustee Cheben apprised that there is concern about making a financial commitment of this magnitude without knowing the potential impact if eligibility criteria change, which could affect the college's ability to assist students. He noted that the intent is to determine the best way to support students. He further apprised that eliminating the technology fee could limit the college's ability to respond to unforeseen situations or to assist students who may lose Pell Grant funding in the future.

Dr. Tamez noted that she supports doing whatever the college can to assist students. She apprised that the \$30 million cost is significantly higher than anticipated and inquired whether it would be possible to conduct further review.

Trustee Richart inquired if delaying the item until August, could a mechanism be implemented to provide students with a credit. Dr. Hawn noted that while it may be possible to incorporate the credit into fall billing, it would not be an easy task.

Trustee Richart inquired about the fee amount. Dr. Hawn noted that it is a \$25 fee per semester credit hour (SCH) and that any offset provided to students would be classified as a scholarship.

Trustee Wilson noted that while he has consistently expressed a desire to support students, he

does not want to deplete the college's reserves. He apprised that his goal is to reduce the operating budget to lower tuition and address expenses on an annual basis as they arise. Trustee Wilson noted that he does not want this to be a one-time effort, but rather a sustainable, long-term solution.

Dr. Ford Fisher noted that the Administration will follow the direction of the Board. She apprised that the item represents a one-time infusion of funds and acknowledged that, while significant, the identified pros and cons suggest the potential to create meaningful opportunities. She further apprised that, if the item is approved, the Administration would ensure strong marketing efforts to support its success.

<u>Motion to Postpone</u> – Trustee Richart motion to postpone until the COTW meeting in August 2025. Tamez seconded.

<u>Vote to Postpone</u> – The motion passed with a vote of 7-1-1 with Trustees Davies, Cheben, Lenton-Gary, Richart, Tamez, VanDible Stallworth, and Wilson in favor. Trustee Patterson abstained, and Trustee Loredo opposed.

(Trustee Loredo resumed presiding over the meeting.)

APPROVAL OF THE UNRESTRICTED (OPERATING) BUDGET FOR FISCAL YEAR 2025-2026 Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the administration is recommending approval of the unrestricted budget for FY 2025–26 in the amount of \$481 million. She apprised that Dr. Sherry Hawn would provide the overview and entertain any questions.

(Trustee Davies stepped out at 5:27 p.m.)

Dr. VanDible Stallworth noted that she would prefer to keep the budget flat or adopt a more austere budget. Trustee Loredo inquired about the amount Dr. VanDible Stallworth recommended for the budget. Dr. Hawn noted that this amount would be \$458 million.

Dr. VanDible Stallworth inquired about the dollar value increase needed for insurance and what other absolutes the College must have. Dr. Hawn noted that there is an expense for METRO cards for students.

(Trustee Davies returned at 5:29 p.m.)

Trustee Wilson inquired about the projected budget for FY 2025. Dr. Hawn noted that the figure is not yet available, but could be provided. She noted that the financial statements are current through April.

(Trustee Richart stepped out at 5:43 p.m.)

Trustee Davies noted that he would refrain from voting on the budget.

(Trustee Richart returned at 5:44 p.m.)

<u>Vote</u> – The motion passed with a vote of 5-2-2 with Trustee Cheben, Lenton-Gary, Patterson, Richart, and Tamez in favor. With Trustees Loredo and Wilson opposing and Trustees Davies and VanDible Stallworth abstaining.

APPROVAL OF RESTRICTED BUDGET FOR FISCAL YEAR 2025-2026

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

Dr. Ford Fisher noted that the item is to approve the restricted budget for FY2025-26 in the amount of \$151 million. She apprised that Dr. Sherry Hawn would provide the overview and entertain any questions.

Dr. Hawn noted that the increase is due to the Foundation's increase in additional revenues. She noted that there is a projected increase in Pell funding.

Trustee Loredo referenced grant applications and noted that some grants have been rescinded. She acknowledged concerns from Trustees regarding the lack of information about grants. She apprised that there are restrictions on how grant funds can be spent and noted that Trustees need to be fully aware of the grants currently available, as well as those that will no longer be accessible.

<u>Vote</u> – The motion passed with a vote of 8-0-1 with Trustees Loredo, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor. With Trustee Davies abstaining.

APPROVAL OF THE AUXILIARY BUDGET FOR FISCAL YEAR 2025-2026

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

Dr. Ford Fisher noted that the item is to approve the recommended Auxiliary Budget for Fiscal Year 2025–2026 (FY 2026) in the amount of \$9.8 million. She advised that Dr. Sherry Hawn would provide the overview and address any questions.

Dr. Hawn noted that the increase is primarily driven by a 30% rise in bookstore commissions. She advised that an equity access plan is currently in development. Additionally, she noted that the largest expense category is non-payroll expenses, which include student activities and facility usage.

Trustee Loredo inquired whether the college would work with the bookstore regarding the commissions. Dr. Hawn noted that the college will work with the bookstore to develop a detailed action plan.

<u>Vote</u> – The motion passed with a vote of 8-0-1 with Trustees Loredo, Cheben, Lenton-Gary,

Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor. With Trustee Davies abstaining.

APPROVAL OF CAPITAL AND TECHNOLOGY PLAN BUDGET FOR FISCAL YEAR 2025-2026 Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the item recommends approval of the proposed Capital and Technology Plan Budget for Fiscal Year 2025–2026 (FY 2026) in the amount of \$7.5 million. She advised that Dr. Sherry Hawn would provide the overview and address any questions.

Dr. Hawn noted that the plan would be funded through three sources, including \$2.6 million from operations and \$3.4 million from student technology fees.

Trustee Loredo noted that the item builds on the amount mentioned earlier and inquired why the total does not equal the \$30 million referenced in Item K: *Potential Use of HCC Reserves to Eliminate Student Technology Fee for FY2026*. Dr. Hawn advised that \$10.4 million comes from technology fees.

<u>Vote</u> – The motion passed with a vote of 8-0-1 with Trustees Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor; and Trustee Loredo opposing.

TUITION AND FEES FOR CONTINUING EDUCATION UNITS (CEU) AND NON-CREDIT (NCR) CLASSES

Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Monica Richart seconded.

Dr. Ford Fisher noted that the recommendation is for approval of tuition and fees as presented in the attached schedule to be offered at HCC during the 2025-2026 academic year and authorize the Chancellor, or her designee, to establish tuition and fees for any new Continuing Education Units (CEU) or Non-Credit Received (NCR) courses that may be offered in the 2025-2026 academic year based on the current market rate. She apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer, would address any questions.

<u>Vote</u> – The motion passed with a vote of 8-0-1 with Trustees Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, VanDible Stallworth, and Wilson in favor; and Trustee Loredo abstaining.

ADOPT BOARD SELF-ASSESSMENT INSTRUMENT FOR 2024-2025

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

Trustee Loredo noted that the Board Self-Assessment will be held at the retreat in August 2025.

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

ADOPT CHANCELLOR'S PERFORMANCE EVALUATION INSTRUMENT FOR 2024-2025

<u>Motion</u> – Dr. Cynthia Lenton-Gary motioned, and Trustee Monica Richart seconded.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:16 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted:



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

June 4, 2025

Minutes

The External Relations Committee of Houston Community College met on Wednesday, June 4, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Committee Chair Sean Cheben, Committee Member Laolu Davies, Committee Member Eva Loredo Monica Richart Dave Wilson

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Jerome Drain, President, Online College

Michael Edwards, Office of the Ombudsman

Betty Fortune, Interim President, Northeast College

Frances Villagran-Glover, President, Southeast College

Lutricia Harrison, President, Coleman College

Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations

Edmond "Butch" Herod, President, Central College

Katherine Anzivino for Zachary Hodges, President, Northwest College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

Bob McCracken, Vice Chancellor, Administration and Operations

Nicole Montgomery, Interim General Counsel

Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer

Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer

Miguel Ramos, Vice Chancellor, Instructional Services

Karen Schmidt, Executive Director, HCC Foundation

James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

Houston Community College External Relations Committee – June 4, 2025 – Page 2

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALLED TO ORDER

Trustee Sean Cheben, Committee Member, called the meeting to order at 3:40 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Loredo, Richart, and Wilson)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

(Trustee Davies joined the meeting at 3:41 p.m.)

REPORT ON EXTERNAL RELATIONS ACTIVITIES

Dr. Ford Fisher noted that the report provides an update regarding the legislative activities. She apprised that Dr. Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations, would provide the overview.

(Dr. Lenton-Gary joined the meeting at 3:43 p.m. and presided as Chair)

Dr. Young reported on the following:

- Texas Transfer Grants Program Conference Committee on SB1
- Key Bill Tracking
- HCC Legislative Timeline

Trustee Cheben referenced Senate Bill 1786 regarding Dual Credit and inquired about the funding source. Dr. Young apprised that the bill is supported by grant funding. Trustee Cheben requested a report as developments unfold, including any impact on the college.

Trustee Cheben also referenced House Bill 2856 regarding clinical rotation and inquired whether the Nursing Board would be involved. Dr. Young apprised that he would review the matter and follow up with a response.

Trustee Cheben referenced House Bill 500 regarding supplemental appropriations and inquired when funding would be distributed. Dr. Young stated that the funding is performance-based.

Trustee Davies inquired about the portion of HB 500 funding the college anticipates receiving. Dr. Young noted that a follow-up report could be provided regarding the college's specific allocations.

Houston Community College External Relations Committee – June 4, 2025 – Page 3

Trustee Davies also inquired about the HCC Regional Response Emergency Training Center (2026–2027). Dr. Young apprised that the item did not make it into the committee and noted that it appears no community colleges received special funding.

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With no further business coming before the Board, the meeting adjourned at 3:56 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved:



REGULAR MEETING OF THE BOARD OF TRUSTEES HOUSTON COMMUNITY COLLEGE

June 18, 2025

Minutes

The Board of Trustees of Houston Community College held a Regular Meeting on Wednesday, June 18, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor

Rima Adil, Interim Vice Chancellor, Student Services

Nichole Boulette-Heiniluoma, Faculty Senate President

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Jerome Drain, President, Online College

Michael Edwards, Office of the Ombudsman

Betty Fortune, Interim President, Northeast College

Frances Villagran-Glover, President, Southeast College

Lutricia Harrison, President, Coleman College

Sherry Hawn, Senior Vice Chancellor, Finance & Administration/Chief Finance & Building Operations

Edmond "Butch" Herod, President, Central College

Zachary Hodges, President, Northwest College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

Bob McCracken, Vice Chancellor, Administration and Operations

Nicole Montgomery, Interim General Counsel

Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer

Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer

Karen Schmidt, Executive Director, HCC Foundation

James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loredo, Chair, called the meeting to order at 4:14 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

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

PRAYER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES FOR APRIL 2025

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

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

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The awards and recognition were as follows:

- HCC Foundation Gala for 2025 Check Presentation
- Chancellor's Challenge Match Check Presentation
- Recognition of United Student Council Officers for 2024-2025
- Juneteenth Recognition

CHAIR'S REPORT

RECOGNITION

Trustee Loredo announced that Dr. VanDible Stallworth will be honored at the Beyond the Veil Community Awards Extravaganza on Saturday, June 21, 2025.

TRUSTEE DISTRICT REPORT

<u>District VII</u> – Dr. Lenton-Gary attended the partnership signing between HCC and Fort Bend County Sheriff's Department and expressed appreciation to all who helped make the opportunity possible. She also attended the State of Higher Education event in Fort Bend and acknowledged the contributions of Dr. Michael Webster, President, Southwest College. Dr. Lenton-Gary will be honored as an Outstanding Community Leader in Fort Bend County and Missouri City.

<u>District III</u> – Dr. Adriana Tamez expressed appreciation to everyone contributing to the success of HCC students. She attended the Southeast College Advisory Board meeting, noting that it was a highly successful gathering to strengthen collaboration with community leaders.

<u>District IV</u> – Trustee Davies highlighted several upcoming events in recognition of Juneteenth, including the recognition of the late Rev. John Henry Yates at Antioch Missionary Baptist Church Downtown, as well as the tribute honoring the memory of Congresswoman Sheila Jackson Lee. He noted that the Emancipation Conservatory will host a Family Fun Day at Emancipation Park on June 19, 2025, and that the Buffalo Soldiers Museum will hold a Juneteenth ceremony.

<u>District IX</u> – Dr. VanDible Stallworth highlighted the Juneteenth Recognition event at HCC Central College hosted by KHOU. She shared that Ms. Sandra Casey will be graduating in December with two degrees from HCC and acknowledged United Student Council President Jonah Garcia. She expressed appreciation for Mr. Garcia's powerful speech at the HCC graduation, which shared his journey with a disability, and requested permission to post the speech on social media.

<u>District VIII</u> – Trustee Loredo expressed appreciation to her fellow Trustees for their willingness to attend events on her behalf when she was not available.

BOARD MEETING SCHEDULED

Trustee Loredo noted that the Committees/COTW meetings for August will be held on Wednesday, August 6, 2025, and the Regular meeting will be on Wednesday, August 20, 2025. She noted that there are no meetings scheduled for the month of July 2025.

CHANCELLOR'S REPORT

Dr. Ford Fisher expressed appreciation to the faculty and staff for their efforts and provided the following report:

- Total Enrollment Comparison (Summer 2024 vs. Summer 2025)
- HCC Total Enrollment Comparison (Fall 2024 vs. Fall 2025)
- Annual Unduplicated Enrollment (AY 2024 vs. AY 2025 as of June 15, 2025)
- Resiliency Workforce Collaboration
- Ceremonial Memorandum of Understanding (MOU) Signing with Fort Bend County Sheriff's Office held on June 12, 2025

UNITED STUDENT COUNCIL REPORT

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

- Student Awards Banquet 2025 was held on May 9, 2025, with City of Houston Councilmember Jakeem Martinez as the keynote speaker.
- Recognition and Acknowledgement
 - USC Executive Board Members

- o Reginia Wilson, Coordinator of Student Life
- Farewell Expressions as President of Student Governance Council FY 2024-2025

FACULTY SENATE REPORT

Dr. Nichole Boutte-Heiniluoma, Faculty Senate President, provided a report on the following:

- Recognition of past Faculty Senate Presidents
- Reaffirmation of the Faculty Senate's commitment to shared governance
- Expressed appreciation to the HCC Administration

STAFF SENATE REPORT

Ms. Morgan Yette provided the Staff Senate Report on the following:

- Staff Senate Conference will be held on June 27, 2025, from 8:00 a.m. until 4:00 p.m. at the West Houston Institute
- Staff Senate Newsletter
- Staff Senate General Body Meeting is scheduled for July 25, 2025, from 1:00-3:00 p.m.

CREDENTIALS OF VALUE (COV) MONTHLY HIGHLIGHT

Dr. Ford Fisher noted that Dr. Michael Webster, President, Southwest College, would provide the Credentials of Value highlight video featuring Muskaan Shahzad.

HEARING OF THE CITIZENS

No citizens were present to speak before the Board.

CONSENT AGENDA

<u>Motion</u> – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded to approve the Consent Agenda except for Items #2, 5, 6, and 7.

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

The following items were approved:

- Monthly Investment Report, Financial Statement and Budget Review for April 2025
- Approval of Restricted Budget for Fiscal Year 2025-2026
- Approval of the Auxiliary Budget for Fiscal Year 2025-2026
- Tuition and Fees for Continuing Education Units (CEU) and Non-Credit (NCR) Classes
- Adopt Board Self-Assessment Instrument for 2024-2025
- Adopt Chancellor's Performance Evaluation Instrument for 2024-2025

APPROVAL OF THE UNRESTRICTED (OPERATING) BUDGET FOR FISCAL YEAR 2025-2026

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

Dr. Ford Fisher noted that the item is to recommend approval of the unrestricted operating budget in the amount of \$481 million and apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations would provide the overview and entertain any questions.

Trustee Cheben inquired about the potential impact of rolling some items, including the \$11 million new funding line item under the moderate budget, to move closer to a balanced budget. He also inquired whether reducing that line item to zero would cause any significant setbacks. Dr. Hawn noted that the item would need to be reviewed.

Trustee Cheben noted that the items in question could have been embedded within a broader area of the budget and noted that the items should have been vetted through the Chancellor and the executive team. He inquired whether it would be workable to lessen the new funding items.

Dr. Ford Fisher advised that one of the initial discussions centered on adopting a flat budget that included salary increases for faculty and staff, but not for executive administration. She noted that this approach would help identify opportunities for belt-tightening and noted that the conversation was before Dr. Hawn's arrival. She further noted that the college could operate within a flat budget while still providing salary increases for faculty and staff, excluding executives.

Dr. Ford Fisher advised that moving forward with the approval of a flat budget would allow the administration to bring back specific projects as needed.

Dr. VanDible Stallworth noted that departments were asked to reduce their budgets by 10% in response to the austere budget. She recommended adopting a flat budget, and items could be reallocated if and when fiscal growth is realized. She further recommended that the 10% reduction be returned to departments should conditions improve.

Trustee Richart noted that the college is facing three known issues related to Pell Grants, beginning with international students and including DREAMER students. She apprised that students who were previously paying \$2,000 will now be required to pay \$5,000. She noted that it is concerning to see a proposed increase in funding for Trustee events and expressed a preference for those funds to be allocated toward student support.

Dr. Lenton-Gary inquired about the deadline for approving the budget. Trustee Loredo noted that the goal was to approve it today. Ms. Melissa Mihalick, Board Counsel, noted that, by law, the budget must be approved by August 31, 2025.

Trustee Wilson noted that there will be an approximate \$20 million surplus for FY2025. He expressed a preference for adopting a flat budget and the importance of avoiding additional financial burdens on students and taxpayers.

Dr. VanDible Stallworth referenced the austere \$471 million budget and inquired whether it allows flexibility for the Chancellor, Dr. Ford Fisher, to maintain effective management. Dr. Ford Fisher apprised that the budget is workable only if it includes the 2% salary increase for full-time faculty and staff, and a 1.5% increase for part-time faculty.

<u>Amended Motion #1</u> – Trustee Cheben motioned to amend the moderate budget by adjusting \$11 million under new funding to \$4 million for a total budget of \$474 million. Trustee Richart seconded.

<u>Vote on Amended Motion #1</u> – The motion passed with a vote of 7-1-1, with Trustees Loredo, Cheben, Lenton-Gary, Patterson, Richart, Tamez, and VanDible Stallworth in favor. Trustee Wilson opposing and Trustee Davies abstaining.

<u>Amended Motion</u> #2— Trustee Wilson motioned to prohibit the use of public taxpayer money for economic development organizations that refuse to open their financial records or make them available to the public. Dr. Lenton-Gary seconded.

(Dr. Tamez stepped out at 6:15 p.m.)

Dr. Lenton-Gary inquired how this measure would be integrated into the budget process and how the Administration would verify whether an organization's financial records are publicly available. Trustee Wilson responded that the intent is to stop providing funding to organizations that do not make their books accessible to the public. Dr. Hawn noted that this information could be obtained through the organization's 990 filing, although accessing it may take some time.

<u>Vote on Amended Motion #2</u> – The motion failed with a vote of 1-3-4 with Trustee Wilson in favor; Trustees Loredo, Cheben, and Richart opposing; and Trustees Davies, Lenton-Gary, Patterson, VanDible Stallworth abstaining.

<u>Vote on Item as Amended</u> – The motion passed with a vote of 7-0-1 with Trustees Loredo, Cheben, Lenton-Gary, Patterson, Richart, VanDible Stallworth, and Wilson in favor; and Trustee Davies abstaining.

(Dr. Tamez returned at 6:20 p.m.)

APPROVAL OF CAPITAL AND TECHNOLOGY PLAN BUDGET FOR FISCAL YEAR 2025-2026 Motion – Trustee Laolu Davies motioned, and Trustee Sean Cheben seconded.

Trustee Loredo apprised that she agrees with the item as it has been presented.

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

APPROVAL OF FY 2025 BUDGET AMENDMENT #1 (DEFERRED MAINTENANCE)

<u>Motion</u> – Trustee Monica Richart motioned, and Dr. Cynthia Lenton-Gary seconded.

<u>Vote</u> – The motion passed with a vote of 8-1, with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Richart, Tamez, and VanDible Stallworth in favor, and Trustee Wilson opposing.

APPROVAL OF FY 2025 BUDGET AMENDMENT #1 (EQUIPMENT, SUPPLIES, AND BUILDING IMPROVEMENTS)

<u>Motion</u> – Dr. Cynthia Lenton-Gary motioned, and Dr. Adriana Tamez seconded.

Trustee Richart noted that she could not support allocating funds for new blinds if student needs cannot be met at this time and apprised that she will oppose the item.

Trustee Cheben noted that half of the funding is tied to the aviation program and inquired whether the faculty funding for the aviation program was part of the amount that was stripped. He advised that the college should maintain consistency across the board and inquired if aviation faculty funding was included in the \$4 million removed during the previous vote. Dr. Hawn and Ms. Dawn Stephen, Interim Associate Vice Chancellor for Finance and Accounting, apprised that it was not included.

Dr. VanDible Stallworth inquired whether the Administration could manage the budget based on the items that are immediately needed. Dr. Ford Fisher responded that she is confident the Administration can operate within the available funding.

Trustee Davies referenced the aviation item and inquired about the intent of the program and the promise to the community. Dr. Ford Fisher apprised that the effort is to have new programs at North Forest Campus. She noted that there is a partnership offered by one of the school districts. She acknowledged Dr. Michael Webster, President, Southwest College, to speak to the initiative.

Dr. Webster noted that the partnership with Fort Bend would provide training for dual credit students and that Fort Bend is also allowing the College to use the space during the evening hours. He apprised that the funding would support the replacement of aging equipment as needed.

Trustee Jefferson noted that some individuals may be unaware of the aviation program at the Northeast College and expressed her desire to see additional programs added to help retain students who might otherwise attend other campuses. Dr. Ford Fisher noted that the aviation program has strong potential and needs to grow in order to support future expansion.

Trustee Loredo inquired about transportation for students from North Forest to Fort Bend and noted that there are significant needs in the North Forest community. Dr. Ford Fisher apprised that the model is like the Public Safety Institute at Northeast College, where entry-level courses are offered at various campuses throughout the district. She noted that it would be too costly to build facilities at every location and apprised that additional programs are planned for the North Forest campus.

<u>Vote</u> – The motion passed with a vote of 7-2, with Trustees Loredo, Davies, Cheben, Lenton-Gary, Patterson, Tamez, and VanDible Stallworth in favor. Trustees Richart and Wilson oppose.

TOPICS FOR DISCUSSION AND/OR ACTION

HOUSTON COMMUNITY COLLEGE REBRANDING PROPOSAL AND POSSIBLE NAME CHANGE Motion – Dr. Cynthia Lenton-Gary motioned, and Trustee Monica Richart seconded.

(Trustee Davies stepped out at 6:38 p.m.)

Dr. Ford Fisher noted that Dr. Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness, would provide an overview and entertain questions.

(Dr. Lenton-Gary stepped out at 6:39 p.m.)

Dr. Burridge provided an overview of the following:

- Strategic and Institutional Effectiveness
- Name Changes Are Not Uncommon
- Stakeholder Consent

(Trustee Davies returned at 6:41 pm)

- Community Validated
- Top 5
- Employer Perspectives
- The Houston Region
- Strategic
- Why Rebrand?
- Community and Regional

(Dr. Lenton-Gary returned at 6:44 p.m.)

Trustee Loredo noted that the item includes a closed session component and will be considered following the closed session.

Trustee Richart inquired about the budget for the media strategy. Dr. Burridge noted that a media budget already exists and apprised that funds could be reallocated. Dr. Burridge further noted that the rebranding strategy could be revised as part of the rollout budget, and the overall strategies can be updated. She apprised that if the name changes, access and affordability would still be maintained.

Trustee Richart noted that there must be a loss at some point. Dr. Ford Fisher responded that the information is available and requested that Mr. Bob McCracken, Vice Chancellor, Administration and Operations, provide the financial details.

(Dr. Lenton-Gary stepped out at 6:45 p.m.)

Mr. McCracken noted that wayfinding and graphics will cover the cost of the major signage approved as part of CIP 2.0. He noted that smaller signage will be replaced under future year budgets.

(Trustee Patterson stepped out at 6:52 p.m.)

Trustee Cheben inquired about the impact of the website as it relates to a name change. Mr. Stephen Lestarjette, Interim Associate Vice Chancellor, Community and Marketing, noted that the name change is incorporated in the website redesign.

(Trustee Patterson returned at 6:53 p.m.)

Dr. Tamez noted that, for her, it is a matter of timing and apprised that the impact is significant. She noted that rolling out the college's rebranding is a major undertaking and ultimately depends on timing, especially given the uncertainties at the federal level.

Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer, apprised that there has been discussion to propose approving three additional bachelor's degrees, in nursing, computer science, and business management. Dr. Ford Fisher noted that the college is in a competitive position, as other community colleges and universities are also offering similar programs. She noted that the programs mentioned are in high demand and high approach, and noted that Dr. Burridge completed the research regarding the feedback from industry.

Trustee Davies moved to lay the item on the table until after the closed session discussion. There were no objections.

STUDENT FINANCIAL COLLECTION SERVICES (PROJECT NO. RFP 25-29)

The item was pulled by the Administration.

LANDSCAPING, GROUNDS, AND IRRIGATION MAINTENANCE SERVICES (PROJECT NO. RFP 25-31)

<u>Motion</u> – Trustee Monica Richart motioned, and Dr. Adriana Tamez seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract with Smartscaping, to provide landscaping and grounds maintenance services in accordance with RFP 25-31, and apprised that Mr. Bob McCracken, Vice Chancellor, Administration and Operations, would provide the overview and entertain questions.

Mr. McCracken noted that the landscaping contract, along with the current contract, is expiring.

Trustee Wilson inquired about the principal. Mr. McCracken noted that he is unaware of the principal.

Trustee Wilson noted that the contract could be divided into smaller parts to allow for smaller contracts within various districts. Mr. McCracken apprised that the college has a small business participation component, but not a small or minority business program.

Trustee Loredo inquired whether a five-year term is customary. Mr. McCracken noted that an evaluation will be conducted at the end of two years. Trustee Loredo suggested the evaluation be carried out after two years.

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

ROOF REPLACEMENT PROJECT, NORTH FOREST CAMPUS (PROJECT NO. IFB 25-33)

Motion – Dr. Adriana Tamez motioned, and Dr. VanDible Stallworth seconded.

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract with Sphere Superior Services, LLC, the lowest responsible bidder meeting specifications, to provide the Roof Replacement Project, North Forest Campus, in accordance with IFB 25-33. She apprised that Mr. Bob McCracken, Vice Chancellor, Administration and Operations, and Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations, would provide the overview and entertain questions.

Mr. McCracken noted that the item covers the roof and insulation.

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

ADVISING TECHNOLOGY PLATFORM AND IMPLEMENTATION SERVICES (PROJECT NO. RFP 25-30)

Motion – Dr. Adriana Tamez motioned, and Trustee Sean Cheben seconded.

Dr. Ford Fisher noted that the item authorizes the Chancellor to execute a contract with EAB Global Inc. to provide advising technology platform and implementation services, in support of HCC and accordance with RFP 25-30. She apprised that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer, will provide the overview and entertain questions.

Dr. Perez noted that the goal of implementing an advising platform is to streamline communication, track student progress, enhance retention efforts, and provide data-informed insights to improve student success outcomes. She apprised that the system will also improve departmental collaboration and support the strategic goals of the institution.

Dr. VanDible Stallworth inquired if the program interfaces with ServiceNow and Workday. Mr. James Jackson, Interim Chief Information Officer, Information Technology, noted that he was not aware of any existing interfacing and apprised that no integrations have been identified at this time.

Trustee Cheben noted the five-year implementation period and the operation of space stations and inquired about the timeline. Dr. Adil Rima, Interim Vice Chancellor for Student Services, apprised that the first year will focus on integration with PeopleSoft, followed by support and software maintenance in the subsequent years. She noted that full implementation could take up to one year.

(Dr. Lenton-Gary returned at 7:20 p.m.)

Trustee Loredo inquired if the college has an alternate option to assist with capturing student data. Dr. Perez noted that PeopleSoft does not support student tracking and that the advising platform provides a more effective way to guide students from start to completion. She apprised that the platform is essential to achieving the college's established goals.

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

FULL-TIME FACULTY ACADEMIC YEAR CONTRACT RENEWALS

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

Dr. Ford Fisher noted that the item presents full-time faculty contract renewals. She apprised that Mr. Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer, would address any questions regarding the item.

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

PERSONNEL AGENDA – FACULTY

<u>Motion</u> – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded.

Dr. Ford Fisher noted that the item presents the personnel agenda for faculty. She noted that Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer, would address any questions regarding the item.

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

ADJOURNED TO CLOSED SESSION

Trustee Eva Loredo adjourned the meeting to Executive Session at 7:28 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Eva Loredo stated that any final action, vote, or decision on any

item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Trustee Eva Loredo reconvened the meeting in Open Session at 8:18 p.m. and entertained any motions on pending matters.

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

Remove Item A from the Table – Trustee Davies moved to take Item A: Houston Community College Rebranding Proposal and Possible Name Change from the table. There were no objections, and the item was returned to the floor for consideration.

<u>Motion</u> – Trustee Laolu Davies moved to approve the rebranding of Houston Community College as Houston City College. The motion was seconded by Dr. VanDible Stallworth.

Trustee Cheben noted that he will commit to supporting the proposal if it passes. He apprised that a fundamental change in admission signals a shift in the institution's mission. He noted that his second reason is based on a review of the changes to the Pell Grant program, noting that this is the final year the current structure remains in place. He apprised that the term "community" in the college's name signifies affordability. He also mentioned concerns about proceeding with a name change amid such uncertainty.

Trustee Richart noted that there is no urgency to move forward with the item, given the current uncertainty, particularly considering the survey results provided by Outreach Strategist. She expressed a preference for directing the funding to support students who will be losing financial aid and noted that she will not vote in favor of the item.

Trustee Davies noted that the proposed change reflects a continued commitment to students, both affordability and accessibility. He apprised that the mission of the college remains unchanged.

Trustee Loredo noted that, regardless of the name, HCC will always be considered a junior college.

<u>Vote</u> – The motion passed with a vote of 6-3, with Trustees Loredo, Davies, Lenton-Gary, Patterson, Tamez, and VanDible Stallworth in favor. Trustees Cheben, Richart, and Wilson opposed.

ADJOURNMENT

With no further business coi	ning before the Board, the	meeting adjourned at	: 8:25 p.m.
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Minutes Approved a	c Cubmittad:			
Minutes Approved a	s subillitieu.			

Minutes submitted by Sharon Wright, Director, Board Services

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

July 10, 2025

Minutes

The Board Governance Committee of Houston Community College Board of Trustees met on Thursday, July 10, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Monica Richart, Committee Chair Sean Cheben, Committee Member Dave Wilson, Committee Member Cynthia Lenton-Gary (via Video Conference)

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor

Rima Adil, Interim Vice Chancellor, Student Services

Nathan Smith for Nichole Boulette-Heiniluoma, Faculty Senate President

Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness

Michael Edwards, Office of the Ombudsman

Frances Villagran-Glover, President, Southeast College

Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations

Edmond "Butch" Herod, President, Central College

Warren Hurd, Vice Chancellor, Administrative Services

James Jackson, Interim Chief Information Officer, Information Technology

Bob McCracken, Vice Chancellor, Administration and Operations

Nicole Montgomery, Interim General Counsel

Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer

Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer

Miguel Ramos, Vice Chancellor, Instructional Services

James Walker, Interim Chief Facilities Officer

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

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Monica Richart, Committee Chair, called the meeting to order at 1:32 p.m. and declared

Houston Community College Board Governance Committee Meeting – July 10, 2025 - Page 2

the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Richart, and Wilson)

HEARING OF THE CITIZENS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

REVISED POLICY FOR FACULTY SENATE - SENATE BILL 37

Dr. Ford Fisher apprised that Dr. Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations, would provide the overview of the revised policy related to the Faculty Senate in accordance with Senate Bill 37.

Dr. Young provided an overview of Senate Bill 37 regarding Faculty Senate as follows:

- Institutional Governance
- Faculty Council or Senate (1)
- Effective Date of the Bill (September 1, 2025)

(Dr. Lenton-Gary joined the meeting at 1:42 p.m.)

Trustee Richart requested a timeline outlining the context regarding all components of SB 37, along with a general framework of the college's planned actions, including a breakdown of responsibilities delegated to the Board and the Chancellor or their designee. Dr. Young noted that a timeline has been developed and will be included in the materials provided to the Board.

ADJOURNED TO CLOSED SESSION

Trustee Monica Richart adjourned the meeting to Executive Session at 1:46 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Monica Richart stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Trustee Monica Richart reconvened the meeting in Open Session at 3:00 p.m. and entertained any motions on pending matters.

(The following Trustee was present: Richart)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:00 p.m. Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted:	

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

1

Acceptance of Donated Item by E&E Aviation

Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of the following: Non Airworthy Condition Aircraft, Travel Air

COMPELLING REASON AND BACKGROUND

This gift will support student success and excitement at HCC.

FISCAL IMPACT

Donation Value: in- kind contribution at a total of \$60,000.00. Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description Upload Date Type

E&E Aviation Acknowledgement Letter 7/7/2025 Attachment

This item is applicable to the following: Southwest



3100 Main Street, Suite 12B12

Houston, TX 77002 hccsfoundation.org



HCC Foundation Executive Committee

David D. Itz Board Chair

Ryan F. McCauley Immediate Past Chair

Melissa Vela Vice Chair of **Board Relations**

Ed Fierro Vice Chair of Governance

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy

Juanita S. Parker Secretary

Cecelia Allen Treasurer

Margaret Ford Fisher, Ed.D. HCC Chancellor

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

July 2, 2025

Raymond Villalba, Owner 7884 Eagle Lane Hangar M6 Spring, Texas 77379

Mr. Villalba:

Thank you for the wonderful in-kind donation of an aircraft for the Aviation program. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the August 20, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$60,000.00. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

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



E & E AVIATION Aircraft Maintenance Raymond Villalba

Houston Community College Foundation

3100 Main St,

Suite 12B12 (MC 1148)

Houston Texas 77002

April 7, 2025

Raymond Villalba, Owner of E & E Aviation, 7784 Eagle Lane Hangar M-6, Spring Texas 77379

eeaviationmx@gmail.com

Donation is: One (1) non airworthy condition aircraft. Travelair

No Log Books included. Previously N773B

This can support the students' success in the Aviation Program

The value of this donation is \$60,000.00



832-639-8380

7884 Eagle Lane Hangar M6 Spring, TX 77379

eeaviationmx@gmail.com

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

2.

Acceptance of Donated Item by NASA

Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of the following: Abort Nozzle

COMPELLING REASON AND BACKGROUND

This gift will support student success and excitement at HCC.

FISCAL IMPACT

Donation Value: In-Kind contribution at a total of \$250,000.00. Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description
NASA Acknowledgement Letter

Upload Date Type

7/7/2025 Attachment

This item is applicable to the following: Southwest





HCC Foundation Executive Committee

David D. Itz Board Chair

Ryan F. McCauley Immediate Past Chair

Melissa Vela Vice Chair of **Board Relations**

Ed Fierro Vice Chair of Governance

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy

Juanita S. Parker Secretary

Cecelia Allen Treasurer

Margaret Ford Fisher, Ed.D. HCC Chancellor

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

3100 Main Street, Suite 12B12 Houston, TX 77002

hccsfoundation.org

June 30, 2025

NASA Johnson Space Center 2101 E NASA Parkway Houston, Texas 77058

To Whom It May Concern:

Thank you for the in-kind donation of the Abort Nozzle. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the August 20, 2025 Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$250,000.00. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

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

Good afternoon,

NASA has allocated your organization to receive the attached item(s) from the Artifact Module. There is no cost to your organization for the item(s) that you have been allocated. The original acquisition values listed are for our property and financial records. You are only responsible for pick-up/shipping cost you arrange after approval to retrieve property.

As the Ordering Agency, you will need to do the following:

- Obtain the department head signature/title in block 9. Please do not sign block 14.
- · Return signed form by replying all. A completed document will be sent to you when the JSC Property Disposal Officer approves it.
 - · If possible, please return the form with same name.
- · Make arrangements to have all items picked up within 3 weeks.
 - · Failure to make appropriate pickup/shipping arrangements will result in your allocation being cancelled by GSA.

Best Regards,



Bryan Boyd, CPPS
Redistribution & Utilization
Supervisor
JSC Logistics Contract
TechTrans International
Building 422, Room 108D
O: 281-483-1995
bryan.j.boyd@nasa.gov

Good afternoon,

There are 2 crates for this item. Crate 1 - 77-1/2 x 31 x 27inches Crate 2 - 56-3/4 x 25-1/2 x 26inches Please see pictures attached.

Best Regards,



Bryan Boyd, CPPS

Redistribution & Utilization Supervisor JSC Logistics Contract TechTrans International Building 422, Room 108D O: 281-483-1995 bryan i boyd@nasa.gov





STANDARD FORM 1 SEPTEMBER 2014							1. ORDER NO.	202524
GENERAL SERVICE ADMINISTRATION FINE (41 OFF) 102-3 FINE (41 OFF) 102-3 FINE (41 OFF) 102-3	8 125 140	TRANSFER ORDER EXCESS PERSONAL PROPERTY 2. DATE 06/25/2025						
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ONLY								
*Include ZIP C	ode							

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

3.

Acceptance of Donated Item by PepsiCo Foundation Truck and Trailer

Dr. Margaret Ford Fisher Dr. Betty Fortune

RECOMMENDATION

Acceptance of the donation of a diesel truck and trailer

COMPELLING REASON AND BACKGROUND

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

FISCAL IMPACT

Donation Value: in- kind contribution at a total of \$2,400.00. Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description Upload Date Type

Pepsi Co. Foundation Acknowledgement Letter 7/7/2025 Attachment

This item is applicable to the following: Northeast



3100 Main Street, Suite 12B12

Houston, TX 77002 hccsfoundation.org



HCC Foundation Executive Committee

David D. Itz Board Chair

Ryan F. McCauley Immediate Past Chair

Melissa Vela Vice Chair of **Board Relations**

Ed Fierro Vice Chair of Governance

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy

Juanita S. Parker Secretary

Cecelia Allen Treasurer

Margaret Ford Fisher, Ed.D. HCC Chancellor

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

July 2, 2025

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

Dear Mr. David:

Thank you for the in-kind donation for Houston Community College – Northeast College by providing a diesel truck and trailer. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the August 20, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$2,400.00. Your generosity has furthered the efforts of the student programs of Houston Community College.

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

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

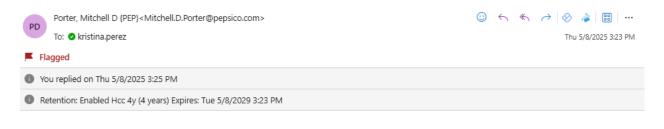
Sincerely,

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

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

NOTE

PepsiCo Foundation donated a truck and it was approved at the April, 2025 BOT meeting. The PepsiCo Foundation decided to donate a different truck and add a trailer to it; therefore, this donated items paperwork is replacing the previous truck VIN#4V4M19EH9HN975083 (2016 Volvo) with the new truck and trailer – see details below.



[External Email Notice: This email is from outside the Houston Community College System. HCC will never use external email accounts to send confidential information, job opportunities, business/financial-related emails, or account password/expiration updates.]

Hi Kristina, this is the new unit number. This has been approved and we're working on getting the new stickers on it next week and will plan a day to bring it over to the school.

I'm still waiting on an jupdate with possible trailer

	Record of Donation	
Seller:	Rolling Frito-Lay Sales, Inc.	
Seller's Agent/Employee Name:	FL Transportation	
Employee GPID		
	Donation Made To	
Company Name:	HCC Houston Community College	
Contact :	Kristina Perez	
Address:	HCC Automotiv Technology Training Cent	
	4638 Airline Dr. Houston TX 77022	
Phone Number:	832-489-1323	
Fed Tax ID:		
Date of Donation:	7/1/2025	
Model Year:	2018	
Make:	Volvo- VNR64T300	
Model:	D13-405-ECO	
Asset No.:	C18097	
VIN		
Title Number:		
Current Book Value	\$1,9	





To: kristina.perez; Lacey, Jamelle {PEP} < Jamelle.Lacey1@pepsico.com>

Mon 6/16/2025 4:25 PM

You replied on Mon 6/16/2025 4:28 PM

Retention: Enabled Hcc 4y (4 years) Expires: Sat 6/16/2029 4:25 PM



[External Email Notice: This email is from outside the Houston Community College System. HCC will never use external email accounts to send confidential information, job opportunities, business/financial-related emails, or account password/expiration updates.]

 $Hi\ Kristina, sorry\ for\ the\ delay.\ We're\ having\ the\ new\ logos\ installed\ this\ week\ and\ will\ be\ ready\ to\ bring\ them\ over\ to\ the\ school\ once\ approved.$

Please let me know if you need any other information.

Not sure the July date will work and will need to look at August or September.

Thanks for your patience.

	Record of Donation
Seller:	Rolling Frito-Lay Sales, Inc.
Seller's Agent/Employee Name:	FL Transportation
Employee GPID	81066592
	Donation Made To
Company Name:	HCC Houston Community College
Contact :	Kristina Perez
Address:	HCC Automotiv Technology Training Center
	4638 Airline Dr. Houston TX 77022
Phone Number:	832-489-1323
Fed Tax ID:	
Date of Donation:	7/1/2025
Model Year:	2008
Make:	59' E-VAN
Model:	Kentucky
Asset No.:	D14135
VIN	
Title Number:	
Current Book Value	\$500



Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

4

Acceptance of Donated Item by Apple CEI

Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of the donation of the following: Apple technology

COMPELLING REASON AND BACKGROUND

This gift will support student success and excitement at HCC.

FISCAL IMPACT

Donation Value: In-Kind contribution at a total of \$238,585.50. Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description Upload Date Type

In Kind Donation Gift Acknowledgement Apple CEI 7/7/2025 Attachment

This item is applicable to the following: Southwest



3100 Main Street, Suite 12B12



HCC Foundation Executive Committee

David D. Itz Board Chair

Ryan F. McCauley Immediate Past Chair

Melissa Vela Vice Chair of **Board Relations**

Ed Fierro Vice Chair of Governance

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy

Juanita S. Parker Secretary

Cecelia Allen Treasurer

Margaret Ford Fisher, Ed.D. HCC Chancellor

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

Houston, TX 77002 hccsfoundation.org

July 2, 2025

Dianne Guenther Sr. Project Manager, Community Education Initiative **Apple** 12545 Riata Vista Circle Austin, Texas 78727

Ms. Guenther:

Thank you for the wonderful in-kind donation of Apple technology for the Eagle Spark program. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the August 20, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$238,585.50. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

Karen S. Lemist

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

Apple Community Education Initiative



Statement of Work

Houston Community College Foundation

July 2, 2025

Apple Community Education Initiative Program

1. Executive Summary

This Statement of Work (SOW) is attached to and made part of the Apple Community Education Initiative program Terms and Conditions and Program Guide. The purpose of this Statement of Work is to document the following Product being issued as part of the Apple Community Education Initiative. Any applicable installation work and support services to be performed by Apple for the following Product is detailed in a separate Statement of Work.

2. Product

The following Product will be provided for Houston Community College Foundation as part of the Apple Community Education Initiative Program:

MPN	Description	Value	Quantity	Total
	Covenant House			
Z1K2	24-inch iMac with Retina 4.5K display: Apple M4 - Yellow, 24GB unified memory, 512GB SSD storage	\$1,799.00	30	\$53,970.00
S7729LL/A	3-Year AppleCare+ for Schools - iMac	\$119.00	30	\$3,570.00
BCU13LL/A	11-inch iPad Wi-Fi 256GB-Silver (Packaged in a 10-pack), I13LL/A Logitech Rugged Combo 4 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees)		3	\$17,488.50
MUWA3AM/A	Apple Pencil (USB-C)	\$69.00	30	\$2,070.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	RW2LL/A Jamf Pro macOS (EDU) Subscription License - 1 Year		30	\$540.00
HLRY2LL/A	Y2LL/A Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year		30	\$270.00
HLRY2LL/A	LL/A Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year		30	\$270.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
	Innovation Lab (South Campus)			\$0.00
Z1K2	24-inch iMac with Retina 4.5K display: Apple M4 - Yellow, 24GB unified memory, 512GB SSD storage	\$1,799.00	30	\$53,970.00
S7729LL/A	3-Year AppleCare+ for Schools - IMac	\$119.00	30	\$3,570.00
BCU13LL/A	11-inch iPad Wi-Fi 256GB-Silver (Packaged in a 10-pack), Logitech Rugged Combo 4 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees)		3	\$17,488.50
MUWA3AM/A	Apple Pencil (USB-C)	\$69.00	30	\$2,070.00

HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00

Apple Community Education Initiative | Statement of Work

Page 1 of 3

HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
	HCC Stafford			\$0.00
Z1K2	24-inch iMac with Retina 4.5K display: Apple M4 - Yellow, 24GB unified memory, 512GB SSD storage	\$1,799.00	30	\$53,970.00
S7729LL/A	3-Year AppleCare+ for Schools - iMac	\$119.00	30	\$3,570.00
BCU13LL/A	11-inch iPad Wi-Fi 256GB-Silver (Packaged in a 10-pack), Logitech Rugged Combo 4 Touch Case, w/ 3YR AppleCare+ for Schools (no service fees)	\$5,829.50	3	\$17,488.50
MUWA3AM/A	Apple Pencil (USB-C)	\$69.00	30	\$2,070.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRW2LL/A	Jamf Pro macOS (EDU) Subscription License - 1 Year	\$18.00	30	\$540.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00
HLRY2LL/A	Jamf Pro iOS/tvOS (EDU) Subscription License - 1 Year	\$9.00	30	\$270.00

\$238,585.50

Meeting Date: August 20, 2025

Consent Agenda

ITEM# **ITEM TITLE PRESENTER**

5.

Acceptance of Donated Item by Center Point Energy

Dr. Margaret Ford Fisher Dr. Betty Fortune

RECOMMENDATION

Acceptance of the donation for: 2013 Freightliner M2106 Derrick Digger truck

COMPELLING REASON AND BACKGROUND

This gift will support student success at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$13,250.00. Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approve by the Office of General Counsel

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Upload Date Type Description Center Point Acknowledgement Letter 7/10/2025

This item is applicable to the following: Northeast

Attachment





HCC Foundation Executive Committee

David D. Itz Board Chair

Ryan F. McCauley Immediate Past Chair

Melissa Vela Vice Chair of **Board Relations**

Ed Fierro Vice Chair of Governance

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy

Juanita S. Parker Secretary

Cecelia Allen Treasurer

Margaret Ford Fisher, Ed.D. HCC Chancellor

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

3100 Main Street, Suite 12B12 Houston, TX 77002

hccsfoundation.org

July 7, 2025

CenterPoint Energy Mr. Al Payton 1111 Louisiana St Houston, TX 77002-5228

Dear Mr. Payton:

Thank you for the in-kind donation of the 2013 Freightliner M2106 Derrick Digger truck for the HCC NE. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the August 20, 2025, board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$13,250.00. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

Karen S. Eunist

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

From: Payton, Al M <al.payton@centerpointenergy.com>

Sent: Tuesday, June 3, 2025 3:31 PM

To: kristina.perez < kristina.perez@hccs.edu >

Subject: RE: [External Email] Re: [External Email] Re: [External Email] Re: [External Email] touch base, HCCF

[External Email Notice: This email is from outside the Houston Community College System. HCC will never use external email acco

Yes, it is the derrick digger.

Unit 3805 is a 2013 Freightliner M2106 Derrick Digger truck with a 2013 Terex Commander 6054 boom.

Odometer reading is 98,765 and PTO hours are 1,450.

Chassis VIN is 3ALHCYBS8DDFH7642

Regards,

Al

READY

Recognize | Evaluate | Anticipate | Define | Yes!

From: Payton, Al M <<u>al.payton@centerpointenergy.com</u>>

Sent: Thursday, June 19, 2025 4:47 PM

To: kristina.perez < kristina.perez@hccs.edu >

Subject: RE: [External Email] Re: [External Email]

[External Email Notice: This email is from outside the Houston Community College System. HCC will never use external email accounts to send of Hi Kristina,

The estimated value of the vehicle is \$13,250.00. Sorry it took a minute to get this for you.

Have a great day!

Regards,

Al

READY

Recognize | Evaluate | Anticipate | Define | Yes!

Confidentiality Notice: This email message, including any attachments, contains or may contain confidential information intended only for the addressee. If you are not an intended recipied you have received this message in error, please notify the sender immediately by reply message and delete this email message and any attachments from your system.







Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

6.

FY 2026 Internal Audit Plan for Approval

Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the FY 2026 Internal Audit Plan

COMPELLING REASON AND BACKGROUND

Annual approval of the Internal Audit Plan per the Board of Trustees adopted Audit Committee Action Calendar.

<u>Global Internal Audit Standard (GIAS) 8.1 Board Interaction</u> requires "The chief audit executive must report to the board and senior management the internal audit plan and budget and subsequent significant revisions to them."

<u>GIAS 9.4 Internal Audit Plan</u> requires "The chief audit executive must discuss the internal audit plan, including significant interim changes, with the board and senior management. The plan and significant changes to the plan must be approved by the board."

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Туре
FY 2026 Internal Audit Plan for Approval	7/25/2025	Presentation
FY 2026 Internal Audit Plan - Proposed	7/25/2025	Attachment

This item is applicable to the following: District



Presented by Terry Corrigan August 6, 2025

Presentation Contents

- Plan Development Considerations
- Projects Types
- Planned Projects



Plan Development Considerations

- 1. Input received from the governing board members
- 2. Enterprise risk management assessment (24 interviews, 239 risks)
- 3. External consultants use
- 4. External Audits
- 5. Top risks identified by the United Educator's Risk Management Premium Credit program
- 6. Top risks identified by the University Risk Management Association
- 7. 2025 KPMG Internal Audit Key Thematic Areas
- 8. The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards, Topical Requirements, and Global Guidance
- 9. Texas Internal Auditing Act
- 10. Alignment with HCC's strategic priorities

Proposed FY 2026 Internal Audit Plan is attached in the package



Project Types

- 1. Operational
- 2. Compliance
- 3. Information Technology
- 4. Advisory Services
- 5. Administrative
- 6. Observation Action Plan Follow-ups



Planned Projects

	Operational Audit Projects			
No.	Project	Description		
26-O-1	Minors on Campus	Governance, risk and controls (GRC) propriety review. Review the propriety of processes for mandatory staff training, compliance with unaccompanied minor policy, event planning, facility use agreements, and MOU's with ISDs.		
26-O-2	Policing	Governance, risk and controls (GRC) propriety review. Review the progress being made in upgrading systems automation and equipment.		
	Comp	oliance Audit Projects		
26-C-1	Campus Safety & Environmental Operations Management	Planning for campus safety & environmental legal policy compliance management reviews.		
26-C-1-1	Central College	Safety & environmental legal policy compliance.		
26-C-1-2	Northeast College	Safety & environmental legal policy compliance.		
26-C-1-3	Coleman College	Safety & environmental legal policy compliance.		
26-C-2	Clery Act Reporting	Review the Clery Act reporting process and compliance with the regulations.		



Planned Projects (Cont'd)

	Information Technology Audit Projects			
No.	Project	Description		
26-I-1	IT Disaster Recovery/Business Continuity	Review of governance, risk and controls (GRC) propriety. Evaluate processes and procedures for IT Disaster Recovery and Business Continuity including compliance with regulations and HCC policies. Additionally, IA will attend and observe the annual disaster recovery exercise. The criteria for this engagement will include the standards established by TAC 202.		
26-I-2	IT Systems Audit	Employee off boarding represents the final chapter of an individual's professional journey within an organization. An effective offboarding process is important for several reasons, including but not limited to: Ensuring that access to university systems, data, and physical assets is promptly revoked, significantly reducing the risk of unauthorized access and potential security breaches; The criteria for this engagement will include the standards established by TAC 202.		



Planned Projects (Cont'd)

	Advi	isory Services Projects
No.	Project	Description
26-S-1	Committees & Task Forces	Participate on committees and task forces providing risk management and control advice.
26-S-2	Special Projects & Examinations	Responsive to provide services as required.
26-S-3	ERM Top 10 Risks Baseline Assessment	Review for integrity and validity of assessments and information
26-S-4	Contracted Services Analysis	Analysis report on contracted services.
26-S-5	Less than \$100K Payments Analysis	Vendor analysis report on payments under the chancellor's signatory authority.
26-S-6	Procurement Processing	Review the procurement processes to help streamline the system.
26-S-7	HB 33 Active Shooter & Campus Security	Review HCC's preparedness to implement HB 33 requirements.
26-S-8	Website Accessibility	Monitor website accessibility compliance with OCR requirements.
26-S-9	SB 37 Faculty Senate Reconstruction	Review Faculty Senate reconstruction under the new regulations and revised policy framework. Review faculty governance documents revisions in compliance with the bill.



Planned Projects (Cont'd)

	Adn	ninistrative Projects
No.	Project	Description
26-A-1	FY 2027 Audit Planning & ERM Assessment	Collaborate with HCC Risk Management to update the Enterprise Risk Management (ERM) assessment & audit planning.
26-A-2	TeamMate IA Management System	TeamMate software system maintenance & improvement.
26-A-3	Internal Quality Assurance Review	Perform a formal internal quality assurance review on IA.
26-A-4	FY 2026 Annual Audit Report	Compile and prepare State required annual audit report.
26-A-5	External Audits Monitoring	Monitor external audit activities on HCC and related observation action plans.
26-A-6	Lunch and Learns	Presentations to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.
26-A-7	Newsletters	Newsletters to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.
26-A-8	Global Internal Audit Standards Transition	IA transitioning to the new Institute of Internal Auditors "Global Internal Audit Standards" that are effective January 2025.
	Observation	on Action Plan Follow-ups
No.	Project	Description
26-F-1	Observation Action Plan Follow-ups	Follow-up on completion of audit observations action plans



We recommend the Board of Trustees approve the proposed FY 2026 Internal Audit Plan.



Thank You

Questions?

Internal Audit Plan

Fiscal Year 2026

Approved by Board of Trustees _____

Internal Audit Plan Fiscal Year 2026

Executive Summary

The purpose of the Internal Audit Plan (Plan) is to outline audits and other activities the Houston Community College (HCC) Internal Audit Department (IA) will conduct during fiscal year 2026. The Plan's development and approval are intended to satisfy requirements under Board Bylaws, Board Policy CDC (LOCAL), Audit Committee Charter, HCC's Internal Audit Department Charter, The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF), and Texas Internal Auditing Act. Time is built into the Plan for IA to be agile and responsive to board and management concerns that come up during the fiscal year.

A significant amount of time will be devoted to collaborating with HCC's Vice Chancellor, Administration and Operations and other control monitoring functions within HCC to further refine the Enterprise Risk Management (ERM) Assessment Program in FY 2026. The plan includes time for reviewing the integrity and validity of assessments and information provided to the board on the top 10 risks identified in HCC's ERM Assessment.

Plan Development Methodology

The HCC audit universe is developed through HCC's ERM Assessment Program (239 risks assessed). The High Risk Audit Candidates are updated in Attachment I based on the assessment of the following: 1) governing board members input, 2) ERM interviews conducted with the Chancellor, Chancellor's Executive Council members and other chief executives (24 interviews), 3) external consultants use, 4) external audits, 5) top risks identified by the United Educator's Risk Management Premium Credit program, 6) top risks identified by the University Risk Management Association, 7) 2025 KPMG Internal Audit Key Thematic Areas, 8) Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) 9) Texas Internal Auditing Act, and 10) alignment with HCC's strategic priorities. The plan includes some hours for transitioning to the new Global Internal Audit Standards that went into effect on January 9, 2025.

Internal Audit Available Time

Total Hours (7 staff * 261 days *8 hours)	14,616	100%
Less: Staff Vacancies	0	0%
Estimated Vacation, Holiday, Sick, Personal, and Other	2,968	20%
Training	840	6%
Various Meetings & Departmental Administration	2,660	18%
Total Hours Available for Audits & Other Projects	8,148	56%

Description of Project Types

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

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

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

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

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

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

FY 2026 Internal Audit Plan

No.	Project	Description	Hours
	Ор	erational Audit Projects	
26-O-1	Minors on Campus	Governance, risk and controls (GRC) propriety review. Review the propriety of processes for mandatory staff training, compliance with unaccompanied minor policy, event planning, facility use agreements, and MOU's with ISDs.	640
26-O-2	Policing	Governance, risk and controls (GRC) propriety review. Review the progress being made in upgrading systems automation and equipment.	640
	Informati	on Technology Audit Projects	
26-I-1	IT Disaster Recovery/Business Continuity	Review of governance, risk and controls (GRC) propriety. Evaluate processes and procedures for IT Disaster Recovery and Business Continuity including compliance with regulations and HCC policies. Additionally, IA will attend and observe the annual disaster recovery exercise. The criteria for this engagement will include the standards established by TAC 202.	480
26-1-2	IT Systems Audit	Employee off boarding represents the final chapter of an individual's professional journey within an organization. An effective offboarding process is important for several reasons, including but not limited to: Ensuring that access to university systems, data, and physical assets is promptly revoked, significantly reducing the risk of unauthorized access and potential security breaches; The criteria for this engagement will include the standards established by TAC 202.	640
		mpliance Audit Projects	
26-C-1	Campus Safety & Environmental Operations Management	Planning for campus safety & environmental legal policy compliance management reviews.	320
26-C-1-1	Central College	Safety & environmental legal policy compliance.	240
26-C-1-2	Northeast College	Safety & environmental legal policy compliance.	240
26-C-1-3	Coleman College	Safety & environmental legal policy compliance.	240
26-C-2	Clery Act Reporting	Review the Clery Act reporting process and compliance with the regulations.	320
	Adv	visory Services Projects	
26-S-1	Committees & Task Forces	Participate on committees and task forces providing risk management and control advice.	240
26-S-2	Special Projects & Examinations	Responsive to provide services as required.	240
26-S-3	ERM Top 10 Risks Baseline Assessment	Review for integrity and validity of assessments and information.	640
26-S-4	Contracted Services Analysis	Analysis report on contracted services.	240
26-S-5	Less than \$100K Payments Analysis	Vendor analysis report on payments under the chancellor's signatory authority.	240
26-S-6	Procurement Processing	Review the procurement processes to help streamline the system.	640
26-S-7	HB 33 Active Shooter & Campus Security	Review HCC's preparedness to implement HB 33 requirements.	480
26-S-8	Website Accessibility	Monitor website accessibility compliance with OCR requirements.	80
26-S-9	SB 37 Faculty Senate Reconstruction	Review Faculty Senate reconstruction under the new regulations and revised policy framework. Review faculty governance documents revisions in compliance with the bill.	80

FY 2026 Internal Audit Plan (Cont'd)

No.	Project	Description	Hours				
	Administrative Projects						
26-A-1	FY 2027 Audit Planning & ERM Assessment	Collaborate with HCC Risk Management to update the Enterprise Risk Management (ERM) assessment & audit planning.	680				
26-A-2	TeamMate IA Management System	TeamMate software system maintenance & improvement.	40				
26-A-3	Internal Quality Assurance Review	Perform a formal internal quality assurance review on IA.	160				
26-A-4	FY 2026 Annual Audit Report	Compile and prepare State required annual audit report.	40				
26-A-5	External Audits Monitoring	Monitor external audit activities on HCC and related observation action plans.	40				
26-A-6	Lunch and Learns	Presentations to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.	160				
26-A-7	Newsletters	Newsletters to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.	80				
26-A-8	Global Internal Audit Standards Transition	IA transitioning to the new Institute of Internal Auditors "Global Internal Audit Standards" that are effective January 2025.	80				
	Observa	ation Action Plan Follow-ups					
26-F-1	Observation Action Plan Follow-ups	Follow-up on completion of audit observations action plans	228				

Attachment I

FY 2026 High Risk Audit Candidates

Risk Category	<u>Risk Area</u>	Risk Factors	Internal & External Audit and Consultant Coverage
Financial	Enrollment & Funding Model	New state funding model based on "Credentials of Value". Decline in enrollment, increased tuition discounting reducing income, competitive market for students increasing cost to attract students, increasing costs to support student success.	24-S-2-3 State Funding & Student Enrollment Information 20-O-1 Enrollment Trellis Foundation Huron Consulting Kennedy & Company
Public Safety	Campus Security & HB 33	Campus safety standards, door locking (classrooms and exterior), new hire security/emergency response training, responsibility for interior routine security, staffing of remote/low utilization areas, operating hours, open campus access, student and employee badging enforcement, campus safety committees, surveillance camera standards, access, usage, intra building communication systems.	24-S-2-2 Security Program Dashboard Updates Berkeley Research Group – security & safety program review 19-S-3 Campus Security
Technology	IT Systems Access/ Cyber Security/ Data Recovery	System access privileges (initial, change in person's status, terminations), access security (user id/password/biometric), security, policy, performance audit/review, application across platforms, ease of use.	25-O-1 IT Disaster Recovery Rapid 7 – pen testing 23-C-2 PCI Data Security Standard 22-O-2 IT Cyber & Data Security and Governance 22-O-3 IT Disaster Recovery 21-O-2 IT Active Directory & Windows Server 19-O-3 IT Disaster Recovery-BCP 18-O-3 PS Applications Controls 17-3 IT Cyber and Data Security
Financial	Deferred Maintenance	Identification/prioritization of maintenance, adequate budget, efficient maintenance/preventative maintenance program, maintenance tracking/reporting.	22-O-1 Deferred Maintenance 2019 Jacobs Engineering Facilities Assessment 24-S-2-4 Facilities and Property Information AGCM - construction project management
Technology	Artificial Intelligence	Implementing a systematic approach to the identification of ever- increasing categories of AI risks such as data privacy, algorithm bias and regulatory compliance prior to the adoption of artificial intelligence systems to supplement or replace existing equipment and people.	None

Risk Category	<u>Risk Area</u>	Risk Factors	Internal & External Audit and Consultant Coverage
Public Safety	Minors on Campus	Identifying minors on campus in formal and informal programs, early college, or as guests (outreach programs, athletics, camps, summer programs, faculty guests, etc.). Injury in hazardous environments such as laboratories, Inappropriate or lack of supervision; Legally required mandatory reporting of specified events and related training of some or all institution employees.	None
Community	Policing	Firearms, arrest authority, coordination between College and local police, training (diversity, crowd control), oversight and external review, undercover work, campus versus community policing, prisoner control, confiscated property control, community outreach and education, timely and appropriate call response, adequate staff, "blue phones," incident reporting, statistics capture and reporting, communication and communication media.	Clery Reports Berkeley Research Group – Security & Safety Program Review 19-S-3 Campus Security 17-4 Campus Safety and Security - Title IX/Clery/VAWA Regulatory Acts Compliance
Gender-Related Issues	Title IX/ VAWA/ SB 212/SB 17	Title IX compliance, sexual assault, equal athletic opportunity for men/women in sports. Efforts to combat sexual assault by creating new cultural norms on campus. Applicability to events "off campus" or involving individuals not part of the campus community. Dept. of Education exemptions to religious institutions. SB 212 mandatory reporting requirements. SB 17 new state DEI regulations compliance.	24-S-2-6 Complaints Grievance Process Information 24-C-2 SB 17 23-C-3 Title IX New Regulations THECB HB-1735 Review 21-C-4 Title IX New Regulations 21-C-5 SB 212 17-4 Campus Safety and Security - Title IX/Clery/VAWA Regulatory Acts Compliance
Local, State and Federal Regulation	Website Accessibility (Section 508)	Section 508 (TAC 213) compliance, maintenance of posted materials, training of faculty and staff on accessibility standards, 3rd party vendor compliance and monitoring, section 508 grievance process, 508 coordinator, classroom software/display/technology accessibility.	19-C-2 Web Content Accessibility Guidelines (implementing CR2 REGULATION and OCR Agreement)
Governance/Institutional Management	SB 37 Faculty Senate Reconstruction	Faculty Senate reconstruction under the new regulations and revised policy framework. Faculty governance documents revisions in compliance with the bill.	None

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

7.

Proposed Changes to Policy FLA (LOCAL), DGC (LOCAL), and GD (LOCAL) in Compliance with Senate Bill 2972 Limiting Expressive Activities on Campus Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick

RECOMMENDATION

Approve proposed revisions and updates to policies: FLA (LOCAL), DGC (LOCAL), and GD (LOCAL).

COMPELLING REASON AND BACKGROUND

The Texas Legislature recently passed Senate Bill 2972, which amended the law that regulates expressive activities on college campuses. The amendments are effective September 1, 2025. The amendments require revisions to HCC's free speech policies. In addition, in light of other developments in the courts regarding freedom of speech, the Administration has made additional updates and clarifications to improve the readability of the policies. The affected policies are FLA (students), DGC (employees), and GD (campus visitors).

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
DGC(LOCAL) Policy	7/25/2025	Attachment
FLA(LOCAL) Policy	7/30/2025	Cover Memo
GD(LOCAL) Policy	7/28/2025	Attachment

This item is applicable to the following: District

DGC (LOCAL)

Note:

For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the <u>Statement of Principles on Academic Freedom and Tenure (PDF)</u>1 published by the Association of American Colleges and Universities and the American Association of University Professors.

Each faculty member shall have freedom in the classroom to discuss the subject he or she teaches. Additionally, each faculty member shall be expected to not introduce controversial matters that have no relation to the classroom subject into his or her teachings. A faculty member shall, when speaking, make clear that his or her opinions are not necessarily those of the College District. At the same time, a faculty member shall strive to be accurate in his or her statements and to be willing to listen to and show respect for others who express different opinions.

Institutions of higher learning exist for the common good. The common good depends upon a free search for truth and its free expression. Therefore, it is essential that College District faculty be free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence they consider relevant. A faculty member shall be free from the corrosive fear that others, inside or outside the college community, may threaten his or her professional career because his or her vision differs from that of others. A faculty member shall be entitled to freedom in the classroom to discuss the subject being taught to the full extent permitted by law. Furthermore, a faculty members shall be free from unlawfulinetitutional censorship or discipline when they held or she speaks, writes, or acts in a private capacity and communicate on matters of public concern as a citizen of his or her nation, state, and community.

The concept of academic freedom shall be accompanied by an equally demanding concept of responsibility, shared by the Board, administrators, and faculty members. Exercise of professional integrity by a faculty member shall include recognition that the public may judge the member's profession and the College District by the

Commented [JL1]: All revisions and updates in this policy are made by the Administration, in compliance with S.B.2972. Board Counsel is in concurrence.

DATE ISSUED: 41/16/2022 LDU 2022.03 DGC(LOCAL)-X Adopted: 8/17/2022 / /2025

1 of 12

DGC (LOCAL)

faculty member's statements. Therefore, faculty members shall avoid creating the impression that they are speaking or acting for the College District when speaking or acting as private citizens. Faculty members shall be judicious in the use of controversial material in the classroom and shall only introduce such material when it has a clear relationship to the subject matter of the course being taught.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Employee Communications

The Board promotes the free exchange of ideas and information throughout the College District and provides equal treatment and equal employment opportunities to all persons without regard to race, color, religion, gender identity and gender expression, national origin, age, disability, sex, sexual orientation, veteran status, or political, philosophical, ideological, or academic viewpoint.

The Board recognizes the right of all faculty and staff to engage in expressive activities, individually or in groups, on campus or off campus, orally or in writing or visually, as permitted by law and subject to applicable College District policies and procedures. If an employee's expressive activities become disruptive to the operations of the College District, the College District may take administrative or disciplinary action, but before doing so will evaluate and balance the employee's interest in speaking against the College District's interest in promoting the efficiency of the public services it performs through its employees.

Employee
Expressive Activities
in Outdoor Common
Areas

Employees and employee organizations recognized by the College District may engage in expressive activities in the outdoor common areas of the College District, subject to the restrictions contained in this policy and in administrative regulations promulgated by the Chancellor or designee. Restrictions on outdoor expressive activity must be content neutral and viewpoint neutral and narrowly tailored to serve a significant institutional interest and must ensure ample means for expression.

"Common outdoor area" as used in this policy refers to outdoor spaces that are not regularly used for dedicated College District business, do not have an educational function, and/or are not currently being used for a College District activity, program, or function. "Common outdoor area" generally includes plazas, sidewalks, lawns, and courtyards. The term "outdoor common area" excludes the outside surfaces of a College District building, surfaces associated with or connected to a College District building such as a porch or portico, a College District structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, and sites under construction.

DATE ISSUED: 41/16/2022 __/_/2025 Adopted: LDU 2022.03 8/17/2022 __/_/2025 DGC(LOCAL)-X

DGC (LOCAL)

Expressive activities in common outdoor areas are allowed unless:

- The person's conduct is unlawful as defined in the Limitations on Content stated in this policy;
- The use or activity would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts:
- The use or activity would materially or substantially disrupt or disturb the academic program or business operations of the College District; or
- The use or activity would result in damage to or defacement of property.

The following time, place, and manner rules apply to expressive activities occurring in outdoor common areas.

- No employee or employee organization may engage in expressive activity within a ten-foot clearance around points of entry and the perimeter of College District buildings, facilities, and garages. In addition, outdoor expressive activities by employees may not take place:
 - 1. In areas reserved for an official College event during the specific times reserved for the official College
 - 2. In areas that block free movement of pedestrian or vehicle traffic;
 - 3. In areas that prevent or substantially hinder entry or exit of a campus building: or
 - 4. In any area on campus during times that the College District campus is closed to the public.
 - 5. When there is inclement and unsafe weather, a public health warning, terror alert, or other emergency requiring the College District to focus its resources on public safety.
- B. While engaging in expressive activities, employees shall not:
 - interfere with the free entry to or exit from a building, structure, or facility;

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- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, garages, parking lots, or facilities;
- deny the use of offices or other facilities to students, faculty, staff, or guests of the College District.
- threaten or endanger the safety of any person on a campus;
- engage in conduct that is likely to result in damage or defacement to or destruction of College District property or to cause disruption in utilities;
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
- attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence:
- use or display an open flame or fireworks; or
- engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary.
- C. Restrictions on Noise. Employees who engage in expressive activities on campus may not use bullhorns. Other amplified sound is allowed in outdoor common areas between 8 a.m. and 10 p.m.; however, neither amplified sound nor drums or other percussive instrument is permitted during the last two weeks of the semester or term. In addition, at no time may amplified sound, drums, or other percussive instruments be used to intimidate others, interfere with campus operations, or interfere with an HCC employee's or peace officer's lawful performance of a duty. Noise levels from any source, including clapping and chanting, may not unduly interfere with or materially and substantially disrupt classes, meetings, or other nearby activities in progress.
 - D. Guest Speakers. Employees and employee organizations may not invite guest speakers to speak on campus during the last two weeks of the semester or term. The

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Chancellor or designee will establish administrative regulations governing guest speakers on campus.

- E. Restrictions on Face Coverings. While engaging in expressive activities, employees may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College District employee or police officer in the lawful performance of their duties. This prohibition does not apply to masks worn for health-related reasons or used as part of a College-sanctioned theatrical performance.
- F. Protection of Flags. No employee shall interfere with the College District's display of the American or Texas flags. In particular, no employee may lower the College District's flag with the intent to raise the flag of another nation, organization, or group.
- G. Restrictions on After-Hour Activities. Expressive activities are not permitted in outdoor common areas between 10 p.m. and 8 a.m. This prohibition is not intended to foreclose ordinary conversation or other peaceful and non-disruptive communications protected by law.
- H. Should the size of any gathering exceed the maximum number of participants that is safe for a given location, including a reserved space, campus officials may relocate the participants to an area on campus that is better suited to the size of the gathering to the extent relocation is practicable.

Carrying Signs and Distributingen of Literature in Outdoor Common Areas

Employees and employee organizations recognized by the College District may carry signs or distribute wWritten or printed materials, petitions, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District in outdoor common areas without prior permission so long as the content of the material and the manner of distribution comply with this policy. No materials can shall not be sold, circulated, distributed, or posted on any College District premises by any employee or employee organization, except in accordance with this policy. The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee or employee organization.

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Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities are not governed by this policy.

Limitations on Content

The following types of Mmaterials and expressive activities shall not be distributed by an employee or employee organization are not allowed on property owned or leased by the College District property if:

- 1. The material/expressive activity is are obscene;
- The materials/expressive activity contain is defamatory; statements about public figures or others;
- The materials/expressive activity advocates imminent lawless or disruptive action and isare likely to incite or produce such action;
- The materials/expressive activity are considered prohibited harassment [see DIA series and FFD series]. The College District adopts the definition of antisemitism set forth in Section 448.001 of the Texas Government Code in accordance with Executive Order GA-44 (2024);
- 5. The materials/expressive activities contain fighting words or a true threat. A true threat is (i) a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals regardless of the speaker intends to inflict actual harm or (ii) an act of intimidation in which the speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death
- 2.6. The materials/expressive activities constitute commercial speech or nonpermissible solicitation [see DHC]; or
- The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials in outdoor common areas shall be conducted in a manner that:

- 1. Is not disruptive to College District operations;
- Does not impede reasonable access to College District facilities;
- Does not result in damage to College District property or damage the property of other persons;

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- 3.4. Does not coerce or badger another person into receiving the materials;
- 4.5. Does not interfere with the rights of others; and
- 5.6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area wherearound which the literature was distributed by picking up and disposing of any materials that were discarded or leftover.

Indoor areas of College District buildings and facilities, including classrooms, are not public forums for distribution of literature. The Chancellor or designeeoperations officer shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees or employee organizations to employees or others inside College District buildings and facilities and areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" means a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign made of paper or cardboard, and a "posting" is any means used for displaying a sign.

Except for signs that violate this policy or administrative regulations, an employee or recognized employee organization may post a sign on College District property in outdoor common areas or locations in accordance with administrative regulations established by the College Chancellor or designee for this purpose. No object other than a sign may be posted on College District property.

Restrictions

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A sign to be posted shall not be larger than 22 inches by 28 inches, unless authorized by the Chancellor or designee. A sign affixed to a wooden stake may be placed in a lawn or grassy area; metal stakes are not permitted. Individuals and organizations are limited to one sign per lawn, bulletin board, or other area where signage is permitted. A sign shall not be attached or posted:

- To a shrub or plant;
- 2. To a tree, except by string to its trunk;
- To a permanent sign installed for another purpose, including, for example, a traffic sign or a sign containing a building name or room identifier;
- 4. To cover up another person's or group's sign;

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- 5. To a fence or chain or its supporting structure;
- 6. To a brick, concrete, or masonry structure;
- 7. To a statue, monument, or similar structure;
- 8. On or adjacent to a fire hydrant;
- 9. To or on a vehicle not owned by the student; or
- 10. In a College District building, except on a bulletin board designated for that purpose.

Removal

An employee or recognized employee organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended

A sign posted in accordance with this section shall not be removed without permission from the Chancellor or designee, the employee, or the recognized employee organization.

[insert heading: Carrying Signs]

Employees may display signs in outdoor common areas only by carrying them in their hands or otherwise attaching them to their persons or wheelchairs; signs on stakes or poles are not allowed. A sign carried by an employee shall not be larger than 22 inches by 28 inches.

Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person. In addition, a person holding or carrying a sign must take reasonable steps to avoid blocking the view of another person.

While no approval or reservation is required to engage in expressive activity in an outdoor common area, employees and recognized employee organizations may reserve an outdoor space on campus for their planned activity. Employees and recognized employee organizations who reserve an area in advance generally will have the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space immediately at the beginning of the other group's reserved time.

The Chancellor or designee will prepare administrative procedures regarding reservation of outdoor spaces and reservation of indoor—The facilities and grounds of the College District. Reservations are permitted unless they —shall be made available to employees or employee organizations when such use does—not conflict with use by, or any of the policies and procedures of, the College District.

Use of Facilities and Grounds; Reserving Space

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The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Chancellor. [See DGD Local]

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization recognized by the College District.

Requests

To request an opportunity to reserve a meeting spacepermission to meet or to host a speaker in College District facilities, interested employees or employee organizations shall file a written request with the operations officer or designee in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by theose rules. Any employee or employee organization with outstanding obligations due to the College District beyond 30 days may face disciplinary action.

The Chancellor shall have the authority to approve or deny the serving of alcohol at any College District facility in accordance with criteria set forth in administrative regulations. All requests to serve alcohol must be included in the reservation packet and submitted for Chancellor approval. [See DH(LOCAL)]

Approval Process

The operations officer or designee shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint of the employee or employee organization and without regard to the anticipated reaction of others to the anticipated speech., or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

- The College District facility requested is unavailable at the time requested or is inadequate or inappropriate for the size or nature of the activity;
- The proposed use conflicts with previously scheduled activities and events in the same area;

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- The applicant is under a disciplinary penalty or sanction for other violations of College policy or procedure that has resulted in a loss of College privileges;
- 4. The applicant is ineligible due to a previous violation of this policy within the previous six months (including prior non-compliance, including but not limited to, failure to remove personal items and trash during a prior expressive activity);
- The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
- 3.5. The proposed use involves commercial activity or includes nonpermissible solicitation [see DHC];
- 4.6. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- 5-7. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- The proposed activity would disrupt or disturb the regular academic program or other operation of the College District;
- 9. The applicant failed to supply requested information on the application;
- 10. The application contains a material misrepresentation of fact;
- 6.11. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
- 7.12. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The operations officer or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied. The applicant may appeal the denial in accordance with administrative procedures established by the Chancellor or designee.

Common Outdoor Are Exception Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees and employee organizations may engage in expressive activities in common outdoor areas, unless:

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- 1. The person's conduct is unlawful;
- The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- The use would materially or substantially disrupt or disturb the regular academic program; or
- 4. The use would result in damage to or defacement of property.

Announcements and Publicity

In accordance with administrative procedures, all employees and recognized employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative. From time to time it will be necessary for a College District official to ask an individual for identification. These occasions could include, but are not limited to, taking action to preserve the peace, quelling a disturbance, determining whether a person is a student or employee who is authorized to be in a particular area on campus, investigating noncompliance with this policy, confirming or modifying a reservation for a gathering, or obtaining information regarding violations of other College policies or procedures.

Pursuant to Texas Education Code Section 51.209 and 51.232, it shall be a violation of this policy for any person who is on any property or in a building owned or controlled by the College District to refuse to identify himself or herself in response to a request by an authorized representative or any peace officer of the College District pursuant to authority of Texas law. An "institutional representative" is any member of the Board of Trustees; any College District administrator or manager; or any peace officer of the College District acting pursuant to authority of Texas law.

A person who is asked for their identity must present proof of their identity and state truthfully: (1) their name and complete address, as substantiated by a current driver's license or other official documentation, and whether they are a student or employee of the College; and (2) their legitimate business at the College District and/or relationship to the College District. Legitimate business includes engaging in expressive activities as authorized by law or this policy.

Violations of Policy

or State Law DATE ISSUED: 41/16/2022 / /2025 Adopted: LDU 2022.03 8/17/2022 / /2025 DGC(LOCAL)-X

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Failure to comply with this policy, and associated procedures or state law shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

Interference with Expression

Employees and employee Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Complaints by employees. An employee who is subjected to an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a complaint with a designated administrator who shall render a decision as promptly as possible, generally within five business days, in accordance with administrative regulations established by the Chancellor. If the employee is dissatisfied with the ruling, the employee may file an appeal in accordance with DGBA (LOCAL).

Appeals

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL) and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Nothing in this policy may be construed to limit or infringe on a person's right to freedom of speech or expression protected by the First Amendment to the U.S. Constitution or by Section 8, Article I, Texas Constitution.

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Adopted: 8/17/2022

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF): https://www.aaup.org/file/1940%20Statement.pdf

FLA (LOCAL)

Note:

For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Student Communication

The Board promotes the free exchange of ideas and information throughout the College District and provides equal treatment and educational opportunities to all persons students without regard to race, color, religion, gender identity and gender expression, national origin, age, disability, sex, sexual orientation, er-veteran status, or political, philosophical, ideological, or academic viewpoint.

Any student who engages in any act of unlawful discrimination will be subject to discipline by the College District, up to and including expulsion.

Students and student organizations recognized by the College District may engage in expressive activities in the outdoor common areas of the College District, subject to the restrictions contained in this policy and in administrative regulations promulgated by the Chancellor or designee. Restrictions on outdoor expressive activity must be content neutral and viewpoint neutral and narrowly tailored to serve a significant institutional interest and must ensure ample means for expression.

"Common outdoor area" as used in this policy refers to outdoor spaces that are not regularly used for dedicated College District business, do not have an educational function, and/or are not currently being used for a College District activity, program, or function. "Common outdoor area" generally includes plazas, sidewalks, lawns, and courtyards. The term "outdoor common area" excludes the outside surfaces of a College District building, surfaces associated with or connected to a College District building such as a porch or portico, a College District structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, and sites under construction.

Students and student organizations may engage in eExpressive activities in common outdoor areas are allowed unless: ...unless:

- A. The person's conduct is unlawful as defined in the Limitations on Content stated in this policy;
- B. The use or activity would constitute an immediate and actual danger to the peace or security of the College District that

Commented [JL1]: All revisions and updates in this policy are made by the Administration, in compliance with S.B.2972. Board Counsel is in concurrence.

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Time, Place, Manner

Rules for Outdoor Common Areas

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA (LOCAL)

- <u>available law enforcement officials could not control with reasonable efforts;</u>
- <u>C.</u> The use or activity would materially or substantially disrupt or <u>disturb the regular academic program</u> or business operations of the College District; or
- The use or activity would result in damage to or defacement of property.

The following time, place, and manner rules apply to expressive activities occurring in outdoor common areas.

A. No student or student organization may engage in expressive activity within a ten-foot clearance around points of entry and the perimeter of College District buildings, facilities, and garages. In addition, outdoor ex-

pressive activities by students may not take place:

- In areas reserved for an official College event during the specific times reserved for the official College event;
- 2. In areas that block free movement of pedestrian or vehicle traffic;
- 3. In areas that prevent or substantially hinder entry or exit of a campus building; or
- 4. In any area on campus during times that the College District campus is closed to the public.
- When there is inclement and unsafe weather, a public health warning, terror alert, or other emergency requiring the College District to focus its resources on public safety.
- B. While engaging in expressive activities, students shall not:
 - interfere with the free entry to or exit from a building, structure, or facility;
 - interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, garages, parking lots, or facilities;
 - deny the use of offices or other facilities to the students, faculty, staff, or guests of the College District;
 - threaten or endanger the safety of any person on a campus;

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- engage in conduct that is likely to result in damage or defacement to or destruction of College District property or to cause disruption in utilities;
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen:
- attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence:
- use or display an open flame or fireworks; or
- engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary.
- C. Restrictions on Noise. Students who engage in expressive activities on campus may not use bullhorns. Other amplified sound is allowed in outdoor common areas between 8 a.m. and 10 p.m.; however, neither amplified sound nor drums or other percussive instrument is permitted during the last two weeks of the semester or term. In addition, at no time may amplified sound, drums, or other percussive instruments be used to intimidate others, interfere with campus operations, or interfere with an HCC employee's or peace officer's lawful performance of a duty. Noise levels from any source, including clapping and chanting, may not unduly interfere with or materially and substantially disrupt classes, meetings, or other nearby activities in progress.
- D. Guest Speakers. Students and student organizations may not invite guest speakers to speak on campus during the last two weeks of the semester or term. The Chancellor or designee will establish administrative regulations governing guest speakers on campus.
- E. Restrictions on Face Coverings. While engaging in expressive activities, students may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College District employee or police officer in the lawful performance of their duties. This prohibition does not apply to masks worn for health-related reasons or used as part of a College-sanctioned theatrical performance.

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- F. Protection of Flags. No student shall interfere with the College District's display of the American or Texas flags. In particular, students shall not lower the institution's flag with the intent to raise the flag of another nation, organization, or group.
- G. Restrictions on After-Hour Activities. Expressive activities are not permitted in outdoor common areas between 10 p.m. and 8 a.m. This prohibition is not intended to foreclose ordinary conversation or other peaceful and non-disruptive communications protected by law.
- H. Should the size of any gathering exceed the maximum number of participants that is safe for a given location, campus officials may relocate the participants to an area on campus that is better suited to the size of the gathering to the extent relocation is practicable.

Carrying Signs and Distributingen of Literature in Outdoor Common Areas

The Board supports and recognizes each student's right to learn. These rights include freedom of inquiry, freedom of expression, and other First Amendment rights. No person or organization may distribute one or more petitions, handbills, or pieces of literature that are obscene or libelous on College District property. Students and student organizations may carry signs or distribute wWritten or printed materials, petitions, handbills, photographs, pictures, films, tapes, or similar ether visual or auditory materials in outdoor common areas without prior permission so long as the content of the material and the manner of distribution comply with this policy. net spensored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall-are not be governed by this policy.

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The responsibility of the student in exercising his or her freedom of expression rights and complying with the contents of this policy is detailed in the student handbook.

Limitations on Content

The following types of Mmaterials and expressive activities shall not be distributed by students or registered student organizations are prohibited on property owned or leased by the College District property if:

- 1. The materials/expressive activities are obscene.
- The materials/expressive activities are contain defamatory. statements about public figures or others.
- The materials/expressive activities advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials/expressive activities are considered prohibitedconstitute unlawful harassment. [See DIAA, DIAB, FFDA, and FFDB] The College District adopts the definition of antisemitism set forth in Section 448.001 of the Texas Government Code in accordance with Executive Order GA-44 (2024).
- 4.5. The materials/expressive activities contain fighting words or a true threat. A true threat is (i) a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals regardless of the speaker intends to inflict actual harm or (ii) an act of intimidation in which the speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.
- 5-6. The materials/expressive activities constitute commercial speech or nonpermissible solicitation. [See FI]
- 6-7. The materials infringe upon intellectual property rights of the College District. [See CT]

Distribution of the materials in outdoor common areas shall be conducted in a manner that:

- 1. Is not disruptive; [See FLB]
- Does not impede reasonable access to College District facilities:
- Does not result in damage to College District property or damage the property of other persons;

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- Does not coerce or, badger another person into receiving the materials, or intimidate a person;
- 5. Does not interfere with the rights of others; and
- Does not violate local, state, or federal laws or College District policies and procedures.

The distributor of literature shall clean the area around which where the literature was distributed by picking up and disposing of any materials that were discarded or leftover.

Indoor areas of College District buildings and facilities, including classrooms and employee offices, are not public forums for distribution of literature. The Chancellor or designee College President shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others inside College District buildings and facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as means a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign made of paper or cardboard,; and a "posting" isshall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations in accordance with administrative regulations established designated by the College Chancellor or designee President. No object other than a sign may be posted on College District property.

Restrictions

A sign to be posted shall not be larger than 22 inches by 28 inches, unless authorized by the Chancellor or designee-College President. A sign affixed to a wooden stake may be placed in a lawn or grassy area; metal stakes are not permitted. Individuals and organizations are limited to one sign per lawn, bulletin board, or other area where signage is permitted. A sign shall not be attached or posted:

- 1. To a shrub or plant;
- 2. To a tree, except by string to its trunk;
- To a permanent sign installed for another purpose, including, for example, a traffic sign or a sign containing a building name or room identifier;

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- 4. To cover up another person's or group's sign;
- 4.5. To a fence or chain or its supporting structure;
- 5.6. To a brick, concrete, or masonry structure;
- 6.7. To a statue, monument, or similar structure;
- 8. On or adjacent to a fire hydrant;
- 7.9. To or on a vehicle not owned by the student; or
- 8.10. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the Chancellor or designee, College President, the student, or the registered student organization.

Students may carry signs in outdoor common areas by carrying them in their hands or attaching them to their persons or wheelchairs; signs on stakes or poles are not allowed. A sign must be made of paper or cardboard and shall not be larger than 22 inches by 28 inches.

Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person. In addition, a person holding or carrying a sign must take reasonable steps to avoid blocking the view of another person.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds; Reserving Space

While no approval or reservation is required to engage in expressive activity in an outdoor common area, students and registered student organizations may request to reserve an outdoor space on campus for their planned activity. Students and registered student organizations who reserve an area in advance generally will have the right to the reserved space for the time covered by the reservation. Other persons or organizations using the same space without a reservation must yield the space immediately at the beginning of the other group's reserved time.

The Chancellor or designee will prepare administrative procedures regarding reservation of outdoor spaces and reservation of indoor

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The facilities and grounds of the College District shall be made available to by students or registered student organizations [see FKC]. Reservations are permitted when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student or student organization shall pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

Requests to Reserve Facilities To request an opportunity to reserve a meeting spacepermission to meet or host a speaker in College District facilities, interested students or registered student organizations shall submit a Facilities and Reservation and Services Request Form with the College District operations officer or designee in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

The Chancellor or designee shall have the authority to approve or deny the serving of alcohol at any College District facility in accordance with criteria set forth in administrative regulations. All requests to serve alcohol must be included in the reservation packet and submitted for prior approval.

Approval Process

The operations officer or designee shall approve or reject the-a reservation request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint of the student or student organization and without regard to the anticipated reaction of others to the anticipated speech. , or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the operations office or other official has reasonable grounds to believe that:

- The College District facility requested is unavailable at the time requested or, is inadequate or inappropriate for the size or nature of the activity:
- 4.2. , or inappropriate to accommodate the proposed use at the time requested The proposed use conflicts with previously scheduled activities and events in the same area;
- 2.3. The applicant is under a disciplinary penalty or sanction prehibiting the use of the facility for other violations of College policy or procedure that has resulted in a loss of College privileges;

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FLA (LOCAL)

- The applicant is ineligible due to a previous violation of this
 policy within the previous six months (including prior noncompliance, including but not limited to, failure to remove
 personal items and trash during a prior expressive activity)
- 3.5. The proposed use involveseludes commercial activity and/or nonpermissible solicitation [see FI];
- 4.6. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts:
- 5-7. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- 6-8. The proposed activity would disrupt or disturb the regular academic program or other operation of the College District;
- The applicant failed to supply requested information on the application;
- 10. The application contains a material misrepresentation of fact;
- 7.11. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
- 8.12. The proposed activity would constitute an unauthorized joint sponsorship with an outside group or person not affiliated with the College District.

The College President operations officer or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied. The applicant may appeal the denial in accordance with administrative procedures established by the Chancellor or designee.

Common
Outdoor Area
Exception

Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:

The person's conduct is unlawful;

The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts:

The use would materially or substantially disrupt or disturb the regular academic program; or

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Announcements and Publicity

The use would result in damage to or defacement of property.

In accordance with administrative procedures, all students and registered student organizations shall be given access to communication methods on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative. From time to time it will be necessary for a College District official to ask an individual for identification. These occasions could include, but are not limited to, taking action to preserve the peace, quelling a disturbance, determining whether a person is a student or employee who is authorized to be in a particular area on campus, investigating noncompliance with this policy, confirming or modifying a reservation for a gathering, or obtaining information regarding violations of other College policies or procedures.

Pursuant to Texas Education Code Section 51.209 and 51.232, it shall be a violation of this policy for any person who is on any property or in a building owned or controlled by the College District to refuse to identify himself or herself in response to a request by an authorized representative or any peace officer of the College District pursuant to authority of Texas law. An "institutional representative" is any member of the Board of Trustees; any College District administrator or manager; any peace officer of the College District acting pursuant to authority of Texas law; or other person designated by the Chancellor in administrative regulations

A person who is asked for their identity must present proof of identity and state truthfully: (1) their name and complete address, as substantiated by a current driver's license or other official documentation, and whether they are a student or employee of the College; and (2) their legitimate business at the College District and/or relationship to the College District. Legitimate business includes engaging in expressive activities as authorized by law or this policy.

Violations of Policy or State Law

FLA(LOCAL)-X

Failure to comply with this policy, and associated procedures, or state law shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

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Houston Community College 101506

STUDENT RIGHTS AND RESPONSIBILITIES STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA (LOCAL)

Interference with Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Complaints by students. A student who is subjected to an onthe-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a complaint with a designated administrator who shall render a decision as promptly as possible, generally within five business days, in accordance with administrative regulations established by the Chancellor. If the student is dissatisfied with the ruling, the student may file an appeal in accordance with FLD (LOCAL).

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), FM, or FMA, as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Nothing in this policy may be construed to limit or infringe on a person's right to freedom of speech or expression protected by the First Amendment to the U.S. Constitution or by Section 8, Article I, Texas Constitution.

DATE ISSUED: _____14/_____13/20250 LDU 2020.08 FLA(LOCAL)-X ADOPTED:

GD (LOCAL)

Note:

For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Use of Access to College District Facilities and Grounds

The primary purpose of the College District is to support the educational mission and instructional programs of the College District. The College District's responsibility to operate and maintain an effective and efficient institution of higher education requires that it prioritize the needs of its students, employees, and college administration and regulate the time, place, and manner of expressive activities by visitors and those who are not affiliated with the College District.

Subject to the rules of conduct set forth in this policy and in administrative regulations, members of the public who are not HCC students, employees, or officials may visit the College District to attend public board meetings and transact business. In addition, members of the public may access certain designated facilities and outdoor locations for The grounds and facilities of the College District shall be made available to members of the College District community and community organizations, including College District support organizations, when such use is for nonprofit educational, charitable, recreational, civic, or social activities and the use does not conflict with use by, or any of the policies and procedures of, the College District.

Conduct of Visitors While on Campus

Visitors must conduct their business in an orderly manner that is consistent with the College District's mission of providing a respectful and safe campus environment. Visitors must comply with the rules of conduct applicable to each College District facility. Visitors are expected to converse in a reasonable volume appropriate for each area being visited.

Visitors shall remain in public areas and shall not enter unauthorized areas. Visitors shall comply with the hours of operation applicable to an office or facility and shall cooperate with the reasonable requests of campus officials and campus police who are carrying out their duties.

Visitors shall Aabide by all laws and policies, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco

Commented [JL1]: All revisions and updates in this policy are made by the Administration. Board Counsel is in concurrence.

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products or e-cigarettes on College District property. ; [See CHF and GDA]

While visiting property owned or leased by HCC, whether indoors or outdoors, visitors shall not:

- disrupt classes, extracurricular activities, or the business operations of the College District;
- interfere with the free entry to or exit from a building, structure, or facility;
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, garages, parking lots, or facilities;
- deny the use of offices or other facilities to the students, faculty, staff, or guests of the College District;
- threaten or endanger the safety of any person;
- engage in conduct that is likely to result in damage or defacement to or destruction of College District property or to cause disruption in utilities;
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
- attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
- use or display an open flame or fireworks; or
- engage in camping or erect tents or other living accommodations on campus, regardless of whether the camp, tent, or other structure is temporary.

Identification

A community member or organization distributing materials on campus shall provide identification when requested to do so by a College District representative.

From time to time it will be necessary for a College District official to ask an individual for identification. These occasions could include, but are not limited to, taking action to preserve the peace, quelling a disturbance, determining whether a person is a student

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or employee who is authorized to be in a particular area, investigating noncompliance with this policy, confirming or modifying a reservation for a gathering, or obtaining information regarding violations of other College policies or procedures.

A visitor violates this policy if the visitor refuses to identify himself or herself in response to a request by an authorized institutional representative or any peace officer of the College District pursuant to authority of Texas law. An "institutional representative" is any member of the Board of Trustees; any College District administrator or manager; or any peace officer of the College District acting pursuant to authority of Texas law.

A visitor who is asked for their identity must state truthfully: (1) their name and complete address, as substantiated by a current driver's license or other official documentation, and whether they are a student or employee of the College District; and (2) their legitimate business at the College District and/or relationship to the College District.

A person who refuses to comply with a reasonable request for identification is subject to removal from campus.

Requests Renting a College Facility

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the College District facilities department in accordance with administrative procedures. The College District's buildings, offices, classrooms, auditoriums, and facilities are not a public forum open to the public for unrestricted assembly, demonstrations, debates, or other expressive activities. Use of HCC facilities by members of the public and community organizations is prohibited except as stated in this policy.

Members of the public and community organizations may rent certain campus facilities for educational, charitable, recreational, civic, religious, or social functions. Authorized uses include, but are not limited to, meetings, lectures, workshops, art and film displays, and receptions. Commercial activities are not permitted.

The Chancellor or designee shall prepare administrative regulations to ensure an orderly and fair process for renting a campus facility.

Each application shall identify at least one responsible party who shall serve as the primary contact for the event or activity. All cosponsors, if any, must be disclosed on the application.

GD (LOCAL)

The community members or community organization making the request shall attest in indicate writing that they have read and understand the policies and rules governing use of College District facilities and that they will abide by theese rules.

Events with Alcohol

The applicant must state on the rental application whether the proposed event will involve the serving and consumption of alcohol. The Chancellor or designee shall have the authority to approve or deny the serving of alcohol in any College District facility based on criteria set forth in administrative regulations. All requests to serve alcohol shall be included in the reservation packet and submitted for prior approval. If alcohol is permitted to be served, the responsible party shall conduct the event in accordance with the laws of the State of Texas, rules and regulations of the Texas Alcoholic Beverage Commission, and HCC policy and administrative regulations.

Approval Process

Requests for community use of College District facilities shall be considered on a first-come, first-served basis. In the event of conflicting applications that request the same date, time, and location, the College District will use a neutral, random method to determine which applicant may reserve the requested space.

The operations officer or designee shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, or academic viewpoint of the applicant, community organizations, or participants and without regard to the anticipated reaction of others. , or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Approval shall not be granted when the operations officer or other authorized official has reasonable grounds to believe that:

- The College District facility requested is unavailable at the time requested or, is, inadequate or, or inappropriate for the size or nature of the activity;
- to accommodate the proposed use at the time requested The proposed use conflicts with previously scheduled activities and events in the same area;
- The applicant is subject to a sanction for other violations of College District policy or procedure that has resulted in a loss of the privilege to use the facility [see Violations of Policy, below] prohibiting the use of the facility;

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- 4. The applicant is ineligible due to a previous violation of this policy within the previous six months (including prior non-compliance, including but not limited to, failure to remove personal items and trash on a prior occasion);
- The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts:
- The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- The proposed activity would disrupt or disturb the regular academic program or other operations of the College District;
- The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property;
- The proposed use involves a commercial activity not permitted by this policy; or

The proposed activity would constitute an unauthorized sponsorship with an outside group. The operations officer or designee shall provide the applicant a written statement of the grounds for rejection if a request is denied. The applicant may appeal the denial of an application by following the process in GB (LOCAL).

If an application is approved, the applicant must sign a rental agreement and pay all required fees and deposits in accordance with deadlines established in administrative procedures.

Common Outdoor Area Exception Common outdoor areas are traditional public forums and are not subject to the approval procedures. Community members and organizations may engage in expressive activities in common outdoor areas, unless:

- 1. The person's conduct is unlawful;
- The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not centrol with reasonable efforts:
- The use would materially or substantially disrupt or disturb the regular academic program; or
- 4. The use would result in damage to or defacement of property.

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Nonprofit Use

The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

For-Profit Use

The College District shall permit nonprofit organizations to conduct fundraising events on College District property when these activities do not conflict with College District use or with this policy.

Campaign-Related Use

Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

Limitations on Content

The following types of materials and expressive activity are prohibited in rented facilities or on any property owned or leased by the College District:

- 1. The materials/expressive activities are obscene;
- The materials/expressive activities_arecontain defamatory statements about public figures or others;
- The materials/expressive activities advocate imminent lawless or disruptive action and are likely to incite or produce such action;
- The materials/expressive activities constitute are considered prohibited harassment [see DIA series and FFD series]. The College District adopts the definition of antisemitism set forth in Section 448.001 of the Texas Government Code in accordance with Executive Order GA-44 (2024).
- 5. The materials/expressive activities contain fighting words or a true threat. A true threat is (i) a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals regardless of the speaker intends to inflict actual harm or (ii) an act of intimidation in which the speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.
- The materials/expressive activities constitute commercial speech or unauthorized solicitation [see Use of College District Facilities, above]; or

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The materials infringe upon intellectual property rights of the College District [see CT].

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No Approval
Required Access
to outdoor
recreational
facilities

Members of the public may use No approval shall be required for nonschool-related recreational use of the College District's unlocked, outdoor recreational facilities for recreational purposes, such as the track, tennis courts, and the like, when the facilities are not in use by the College District or for another scheduled purpose. Members of the public do not need prior approval but must comply with all applicable rules and regulations pertaining to the facility.

Written Notice If Request Rejected The operations officer shall provide the applicant a written statement of the grounds for rejection if a request is denied.

Emergency Use

In case of emergencies or disasters, the Chancellor or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

Repeated Use

The College District shall permit repeated use by any community member or organization in accordance with administrative procedures.

Exception

Any limitations on repeated use by a community member or organization shall not apply to any group or organization when the primary participants in the activities are College District students, faculty, or staff.

Scheduling and Relocating an Event Academic, and extracurricular, and business activities sponsored by the College District shall always have priority when any use is scheduled. The operations officer or designee may move a scheduled, reserved event to a different location upon the occurrence of circumstances beyond the control of the College District, including facility infrastructure disruption or inclement weather, substantial changes in the needs or size of a scheduled event, or subsequent disruption to previously scheduled college events. shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

Use Agreement

Any community member or community organization approved to use a for a nonschool use of College District facility must sign ies shall be required to complete a a written rental agreement indicating receipt and understanding of this policy and any applicable administrative regulations. The rental agreement will include the following: the applicable fee and deposit and dates and time of usage; the rules regarding return or forfeiture of a deposit; insurance requirements;

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restrictions on use of the property; security and clean-up requirements; rules regarding cancellation; the applicant's hold harmless and indemnification agreement; a statement that the applicant/ organization is responsible for injuries and damages proximately caused by the actions of the responsible party, the sponsoring organization, its officers, employees, or agents, or any person under their control, insofar as permitted by law; and a statement that , and acknowledging that the the College District is not liable for any personal injury or damages to the personal property of the applicant, organization, or their participants. related to the nonschool use. Such agreement shall be consistent with the intent and general considerations of commercial rental/lease agreements, require users to provide evidence of insurance, and be signed by the College President. Requirements for evidence of insurance coverage shall be specified in rick management precodures.

Requirements for evidence of insurance coverage shall be specified in risk management procedures.

A community member or organization authorized to use-reserve or rent College District facilities shall be charged a reasonable fee for the use of designated facilities.

The Chancellor or designee shall establish and publish a schedule of fees competitive with the current market and based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

After the conclusion of an event, refunds will be issued in accordance with the written rental agreement.

Exception

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

Required Conduct

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Fees for Use and

Return of Deposit

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Community members and organizations using College District facilities shall:

- Provide identification when requested to do so by a College District representative;
- Abide by all laws and policies, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
- Make no alteration, temporary or permanent, to College District property without prior written consent from the Chancellor; and
- 4. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

Distribution of Literature and Other Expressive Activities in Outdoor Locations Members of the public and community organizations not affiliated with HCC may distribute literature and engage in expressive activities in certain designated outdoor common areas without a permit or advance notice, subject to the time, place, and manner restrictions in this policy and in administrative regulations.

"Common outdoor area" as used in this policy refers to outdoor spaces that are not regularly used for dedicated College District business, do not have an educational function, and/or are not currently being used for a College District activity, program, or function. "Common outdoor area" generally includes plazas, sidewalks, lawns, and courtvards. The term "outdoor common area" excludes the outside surfaces of a College District building, surfaces associated with or connected to a College District building such as a porch or portico, a College District structure, spaces dedicated to temporary outdoor banners, spaces dedicated to temporary outdoor exhibits, and sites under construction. Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

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Designation of Areas for Expressive Activities To maintain an effective institution of higher education that prioritizes its mission of providing educational services and opportunity, to reduce the risk of disruption of that mission, and to efficiently allocate resources, including deployment of campus police and maintenance staff as needed to maintain safety, order, and cleanliness, the Chancellor or designee will designate specific outdoor locations that are suitable for expressive activities by members of the public and community organizations.

Limitations on Content

The Limitations on Content stated above with respect to facilities apply to expressive activities that take place in designated outdoor locations.

Materials shall not be distributed by a community member or organization on College District property if:

- 1. The materials are obscene:
- 2.1. The materials contain defamatory statements about public fig-
- 3.1. The materials advecate imminent lawless or disruptive action and are likely to incite or produce such action;
- 4.1. The materials are considered prohibited harassment [see DIA series and FFD series];
- 5.1. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
- 6.1. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

In addition to the other rules of conduct stated in this policy, no member of the public or community organization may engage in expressive activity within a ten-foot clearance around points of entry and the perimeter of College District buildings, facilities, and garages. In addition, expressive activities may not take place:

- A. In areas reserved for an official College event during the specific times reserved for the official College event;
- B. In any area on campus during times that the College District campus is closed to the public.
- C. When there is inclement and unsafe weather, a public health warning, terror alert, or other emergency requiring the College District to focus its resources on public safety.

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Restrictions on Noise. In locations designated for expressive activities, members of the public and community organizations may not use bullhorns. Other amplified sound is allowed in designated outdoor areas between 8 a.m. and 10 p.m.; however, neither amplified sound nor drums or other percussive instrument is permitted during the last two weeks of the semester or term. In addition, at no time may amplified sound, drums, or other percussive instruments be used to intimidate others, interfere with campus operations, or interfere with an HCC employee's or peace officer's lawful performance of a duty. Noise from any source, including clapping and chanting, may not materially disrupt or interfere with classes, meetings, or other nearby campus programs activities.

Restrictions on Face Coverings. While engaging in expressive activities in an area designated for that purpose, members of the public and community organizations may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College District employee or police officer in the lawful performance of their duties. This prohibition does not apply to masks worn for health-related reasons or used as part of a College-sanctioned theatrical performance

Protection of Flags. Members of the public and community organizations shall not interfere with the College District's display of the American or Texas flags. In particular, they shall not lower the institution's flag with the intent to raise the flag of another nation, organization, or group.

Restrictions on After-Hours Activities. Expressive activities are not permitted in designated outdoor areas between 10 p.m. and 8 a.m. This prohibition is not intended to foreclose ordinary conversation or other communications protected by law.

Restrictions on Distribution of Literature and Petitions. Individuals who distribute literature and petitions may not: Distribution of materials shall be conducted in a manner that:

- 1. Is not disruptive [see FLB];
- Does not impede reasonable access to College District facilities;
- Does not result in damage to College District property or damage the property of other persons;
- cDoes not coerce or, badger, another person into receiving the materialsor intimidate a person;

GD (LOCAL)

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iDoes not interfere with the rights of others; and or

5.

 vDees not violate local, state, or federal laws or College District policies and procedures.

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The distributor of literature shall clean the area around which where the literature was distributed by picking up and disposing of any materials that were discarded or leftover.

Posting of Carrying Signs

Members of the public and community organizations may carry signs in outdoor areas designated for expressive activities. For the purposes of this policy, a "sign" is a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign. All signs must be hand-held or attached to the person or person's wheelchair; signs on stakes or poles are not allowed. A sign must be made of paper or cardboard and shall not be larger than 22 inches by 28 inches.

Any person holding or carrying a sign must exercise due care to avoid bumping, hitting, or injuring any other person. In addition, a person holding or carrying a sign must take reasonable steps to avoid blocking the view of another person.

Members of the public and community organizations may not post or affix signs to any HCC property. The Chancellor or designee may identify bulletin boards for community use and, if so, will prepare administrative regulations governing the use of such bulletin boards consistent with this policy.

The operations officer shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies under this policy at Campaign-Related Use or is in a common outdoor area subject to administrative procedures.

Exception

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A College District support organization may post a sign in College District facilities with prior approval of the operations officer in accordance with the procedures developed for that purpose.

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Identification

Violations of Policy or State Law

Failure to comply with this policy and associated administrative regulationsprocedures or state law shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or-and the confiscation of nonconforming materials.

Interference with Expression

Employees, Faculty members, students, and others or student organizations that who interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

Complaints by members of the public. A member of the public or community organization who is subjected to an on-the-scene order or directive that limits or prevents an expressive activity may test the propriety of the order or directive by filing a complaint with the Office of the Vice Chancellor of Administration and Operations which shall render a decision as promptly as possible in accordance with deadlines established in administrative procedures. If the member of the public is dissatisfied with the ruling, they may file an appeal in accordance with GB (LOCAL).

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Effective Date

This policy shall be effective as of the adoption date, August _____, 2025. June 3, 2020.

Nothing in this policy may be construed to limit or infringe on a person's right to freedom of speech or expression protected by the First Amendment to the U.S. Constitution or by Section 8, Article I, Texas Constitution.

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

8.

Proposed Changes to CDC (LOCAL) - Accounting: Audits

Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick
Terrance Corrigan

RECOMMENDATION

Approve proposed revisions to attached local policy, CDC (LOCAL).

COMPELLING REASON AND BACKGROUND

The Internal Audit section of policy CDC (LOCAL) requires revision to conform with the new Institute of Internal Auditors Global Internal Audit Standards (Standards), that became effective on January 9, 2025. The Standards are incorporated into the Internal Audit Department Charter that was approved by the Board on April 16, 2025.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description Upload Date Type CDC(LOCAL) 7/25/2025 Cover Memo

This item is applicable to the following:

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

CDC (LOCAL)

Board Audit Committee

The Board may form an audit committee to assist the Board in exercising its oversight responsibilities for fair presentation of the College District's annual financial statement audit and other audit engagements.

External Auditor

Selection Process

The external audit selection process will specify a scope of services consistent with the Board's policy on procurement and the Coordinating Board's requirements and related services for completing the Comprehensive Annual Financial Report (CAFR), Generally Accepted Auditing Standards (GAAS), and Generally Accepted Government Auditing Standards (GAGAS).

Request for Qualifications

Prior to releasing the request for qualifications (RFQ) for advertisement for an external auditor, the audit committee will have an opportunity to review a draft of the RFQ document, and may provide input into the solicitation, including the evaluation factors to be used in preliminary scoring and the relative weight of such factors.

Evaluation Criteria

Evaluation criteria shall include the firm's:

- Qualification and experience with higher education and demonstrated qualifications of its personnel and team;
- Proposed approach and methodology evidencing ability to plan and timeline to meet deadlines and quality control; and
- Past performance and references with similar project experience (size, complexity, and scope).

Statutory Requirements

The external auditor must be familiar with and follow the guidelines and standards of the following statutory requirements:

- Annual financial reporting requirements for Texas public community and junior colleges in conformance with the Coordinating Board and Generally Accepted Accounting Principles (GAAP).
- Auditing requirements in accordance with GAAS established by the American Institute of Certified Public Accountants (AICPA) and the standards for financial audits of the U.S. Government Accountability Office's (GAO) GAGAS issued by the Comptroller General of the United States.

Evaluation Committee and Board Final Selection

The Board will be given the opportunity to designate up to three trustees to serve on the administration's preliminary evaluation committee (one from the audit committee and two non-audit committee members), along with non-trustee evaluators. There will be up to five evaluators in total with specific credentials and qualifications for conducting the evaluation. The preliminary evaluation

CDC (LOCAL)

committee members will individually score all respondents in accordance with the published weighted RFQ criteria.

The preliminary scores will be used to rank all respondents. The scores and ranks will be presented to the Board, who will determine how many finalists from the preliminary rankings will proceed to final presentations. At the finalist phase, all preliminary scores fall away, and the Board will, by majority vote, select the most qualified firm [see Evaluation Criteria and Statutory Requirements, above].

Limitations, Expectations, and Duties The external auditor shall be an independent and objective party to provide advice to the Board. The external auditor shall be appointed by the Board, in consultation with the Chancellor, and shall report directly to the Board, with access to the Chancellor. The Board will periodically evaluate the performance of the external auditor and may dismiss or assign a new external auditor at any time with or without cause. All engagement letters with the external auditor shall be approved by the Board and signed by the Board Chairperson. The Board shall select an auditing firm for a designated period, not to exceed five years.

An auditing firm selected by the Board as external auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as external auditor. The selected external auditor may not serve simultaneously as the internal auditor.

The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The external auditor shall evaluate all financial operations of the College District and prepare reports to the Board. Among the duties of the external auditor are the following:

- To perform audit activities necessary to ensure that College
 District resources are being properly managed and accounted
 for, that the College District has effective and adequate internal controls, and that internal operating controls are reliable.
- To ensure that the College District is complying with approved policies and statutory requirements.
- To develop an annual audit plan for the College District to present to the Chancellor and the audit committee of the Board for approval.
- To perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics,

DATE ISSUED: 6/20/2023 LDU 2023.04 CDC(LOCAL)-X

Adopted: 1/18/2023

CDC (LOCAL)

the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.

 To meet regularly with the Board to review audits performed, audits in progress, and future audits, as requested by the Board.

Annual Audit Report

A comprehensive audit report of all funds and accounts of the College District shall be submitted annually to the Board. A copy of the independent audit shall become a part of the Board's official minutes and shall be available to the public for inspection during regular office hours.

The Board must approve an annual audit report for the fiscal year. This report shall be filed with the Coordinating Board prior to January 1 next following the close of the fiscal year for which the audit was made. Three copies of the audit shall be submitted to the Coordinating Board and required copies submitted to other governmental agencies.

Internal Audits

All College District accounts shall be subject to internal audit as deemed appropriate. The objective of internal accounting control is to provide reasonable assurance as to the safeguarding of assets against loss from unauthorized use or disposition and to evaluate the reliability of financial records for preparing financial statements and maintaining accountability for assets. Findings of such audits shall be reported to the Board.

The internal auditor shall provide advice to the Chancellor and the Board and shall work under the day-to-day supervision of the Chancellor. The internal auditor shall be selected by the Board from candidates approved and provided by the Chancellor. The Chancellor shall recommend three names to the Board as the finalists, each with a minimum of ten years of experience as a full-time auditor. The internal auditor shall be evaluated by the Chancellor after consultation with the audit committee and may only be dismissed by the Chancellor after obtaining approval of the Board.

The internal audit function receives its mandate from the Board.

The mandate specifies the authority, role, and responsibilities of the internal audit function and is documented in the internal audit charter. The internal audit charter can be referred to on the internal audit webpage https://www.hccs.edu/departments/internal-auditing/

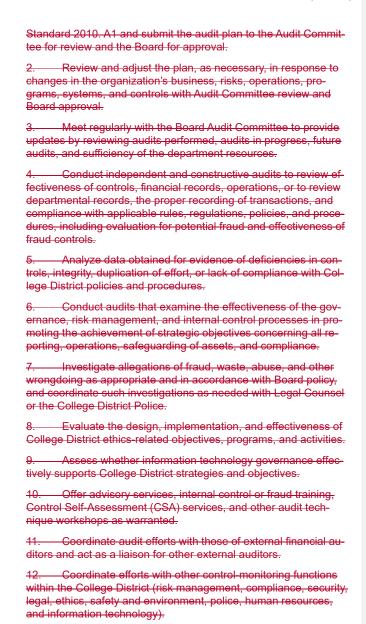
Duties of the internal auditor are to:

1. Develop a flexible risk-based annual internal audit plan with input from senior management and the Board as required by IIA

Commented [JL1]: This change is recommended by Administration and Board Counsel is in concurrence.

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Adopted: 1/18/2023



CDC (LOCAL)

Investigation Responsibilities 13. Maintain professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Department Charter and ensure that personnel in the department have appropriate continuing education to foster advancement of technical knowledge and skills.

The internal audit department is responsible for the initial factual investigation of College District audit issues and shall promptly notify the General Counsel and the Chancellor within 24 hours of the initiation of the review. The Chancellor shall immediately notify the Chairperson of the Board. If any person who would otherwise be notified is a fact witness in the investigation, the person shall not be involved in the administrative oversight or reporting of the investigation. Once a factual investigation establishes fraud, or a violation of law, the General Counsel shall communicate it to the Chancellor, and the Chancellor, in turn, shall immediately communicate the findings to the Board. The Board will determine whether to initiate an external investigation.

Decisions to turn the matter over to law enforcement authorities and/or regulatory agencies for independent investigation, and all final decisions regarding the disposition of the case, shall be made by the Chancellor, in consultation with the Board.

Nonretaliation

Any employee or student who reports suspected fraudulent activity, in good faith, shall be protected against any retaliation for making such a report. The reporting member of the campus community shall refrain from confrontation with the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making frivolous claims under this policy will be disciplined, up to and including discharge of employment for an employee, or expulsion for a student.

Confidentiality

The director of internal audit may accept and initiate an investigation, on a confidential basis, from a College District employee or student who suspects dishonest or fraudulent activity. Results of investigations conducted by the internal audit department shall be disclosed to and discussed with only the Board, the Chancellor, and those persons associated with the College District who have a legitimate need to know based on the performance of their job duties and responsibilities.

Fraud

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

DATE ISSUED: 6/20/2023 LDU 2023.04 CDC(LOCAL)-X

Adopted: 1/18/2023

Houston Community College 101506

ACCOUNTING AUDITS

CDC (LOCAL)

Effective Date

This policy shall be effective as of the adoption date, January 18, 2023.

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

9.

Approve Rescission of Policy DGD (LOCAL) and DHBB (LOCAL)

Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick

RECOMMENDATION

Rescind DGD (LOCAL) and DHBB (LOCAL) as recommended.

COMPELLING REASON AND BACKGROUND

DGD (LOCAL) - Employee Use of College District Facilities

The entirety of policy DGD (LOCAL) is already contained in DGC (LOCAL): Employee Expression and Use of College Facilities.

DHBB (LOCAL) - Workplace Violence

The current CHF (LOCAL), Site Management: Weapons, and DH (LOCAL) Employee Standards of Conduct, cover the provisions of policy DHBB (LOCAL) in accordance with Penal Code 46.03 requirements.

Accordingly, DGD (LOCAL) and DHBB (LOCAL) should be rescinded and no migration into the existing policies is necessary.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Туре
Background Summary	7/25/2025	Executive Summary
DGD(LOCAL)	7/25/2025	Attachment
DHBB(LOCAL)	7/25/2025	Attachment

This item is applicable to the following: District

Overview of Rescission and Removal

- Rescission is the method used to formally remove outdated and inoperable policies from HCC's Board Policy Manual.
- When reviewing HCC's Board Policies for migration to an easier website format, it was discovered that DGD (Local) and DHBB (Local) did not comply with TASB codes.
- The DGD (Local) and DHBB (Local) content is contained in other TASBcompliant policies, and therefore, the two unnecessary policies should be rescinded. This allows for a complete migration of Legal summaries and Local policies.
- https://www.hccs.edu/about-hcc/policies/hcc-board-policy-manualsection-d/



DGD Policy

DGD (Local)

- EMPLOYEE RIGHTS
 AND PRIVILEGES –
 EMPLOYEES' USE OF
 COLLEGE DISTRICT
 FACILITIES
- The entirety of DGD is contained in DGC (LOCAL).

Recommendation

 DGD is an unnecessary policy and can be removed in its entirety.



DGD Evidence

DGD (Local) Reads:	DGC (Local) Reads:
p.1 of 2 The grounds and facilities of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Chancellor.	p.3 of 5 The facilities and grounds of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Chancellor.

Language is the same.



DHBB Policy

DHBB (Local)

- EMPLOYEE STANDARDS OF CONDUCT-WORKPLACE VIOLENCE
- Adopted before Penal Code 46.03 regarding concealed carry was passed, since it prohibits weapons but does not provide an exception for licensed concealed handgun carriers.
- The current CHF (Local) and DH (Local) complies with Penal Code 46.03.

Recommendation

 DHBB should be removed and no migration into the existing policies is necessary.



DHBB Evidence

DHBB (Local) Reads:	DH & CHF (Local) Read:
p.1 of 1 All employees are expected to review and understand all provisions of this Workplace Violence Policy to ensure a safe workplace and to reduce the risk of violence.	 DH p.1 of 1 employees are expected to contribute to a respectful working and learning environment free fromviolence."" all employees shall perform duties in accordance with College District policies."
p.1 of 1 State law and the College District prohibit the possession, carrying, or use of prohibited weapons including firearms, illegal knives, and clubs on College Districtowned or controlled properties.	 CHF p. 2 of 6 The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity: prohibits the use, possession, or display of any location-restricted knives, clubs, knuckles, firearm silencers, or prohibited weapons"



EMPLOYEE RIGHTS AND PRIVILEGES EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DGD (LOCAL)

The grounds and facilities of the College District shall be made available to employees or employee organizations when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Chancellor.

An "employee organization" is an organization composed only of College District faculty and staff or an employee professional organization.

REQUESTS

To request permission to meet on College District premises, interested employees or employee organizations shall file a written request in accordance with administrative procedures.

The employees or the employee organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. Any employee or employee organization with outstanding obligations due to the College District beyond 30 days may face disciplinary action.

The Chancellor shall have the authority to approve or deny the serving of alcohol at any College District facility. All requests to serve alcohol must be included in the reservation packet and submitted for Chancellor approval. [See DH(LOCAL)]

APPROVAL

The operations officer shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that:

- The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- 2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
- 3. The proposed use includes nonpermissible solicitation;
- 4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts:

DATE ISSUED: 5/1/2017

UPDATE 32 DGD(LOCAL)-X

EMPLOYEE RIGHTS AND PRIVILEGES EMPLOYEE USE OF COLLEGE DISTRICT FACILITIES

DGD (LOCAL)

- 5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- 6. The proposed activity would disrupt or disturb the regular academic program;
- 7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
- 8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The operations officer shall provide the applicant a written statement of the grounds for rejection if a request is denied.

ANNOUNCEMENTS
AND PUBLICITY

In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

IDENTIFICATION

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative.

VIOLATIONS

Failure to comply with the policy and procedures regarding employee use of College District facilities shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.

APPEALS

Decisions made by the administration under this policy may be appealed in accordance with DGBA(LOCAL).

DATE ISSUED: 5/1/2017 UPDATE 32 ADOPTED:

The Board strives to provide a safe workplace for all employees. All employees are expected to review and understand all provisions of this Workplace Violence Policy to ensure a safe workplace and to reduce the risk of violence.

State law and the College District prohibit the possession, carrying, or use of prohibited weapons including firearms, illegal knives, and clubs on College District-owned or controlled properties.

Violation of this policy is grounds for immediate termination.

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

10.

Faculty Senate Establishment Under Senate Bill 37 and Approve BGC (LOCAL), As Amended Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick
Dr. Norma Perez
Dr. Remmele Young

RECOMMENDATION

Approve proposed revisions to policy BGC (LOCAL) - Administrative Organization Plan: Councils and Faculty Senates, as set forth in the attachment.

COMPELLING REASON AND BACKGROUND

Senate Bill 37 (SB 37) relates to the governance of public institutions of higher education, including review of curriculum and certain degree and certificate programs, the powers and duties of a faculty council or senate. SB 37 passed both chambers during the Texas 89th regular legislative session and was signed into law by Governor Greg Abbott. Its earliest effective date is September 1, 2025.

In relevant part, Texas public institutions of higher education, including Houston Community College (HCC) must establish a faculty senate in accordance with newly established statutory requirements, as deemed appropriate. These new requirements warrant HCC's attention for action which include establishing a "new" faculty senate pursuant to the newly enacted law.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description Upload Date Type
BGC(LOCAL) 7/25/2025 Attachment

This item is applicable to the following: District

ADMINISTRATIVE ORGANIZATION PLAN COUNCILS AND FACULTY SENATES

BGC (LOCAL)

In order to provide the most effective operation of the College District, and to maintain open communication and decision making opportunities, the Board recognizes the following encourages input from employee organizations as follows:

- The faculty senate, the staff councils senate, the College Office Personnel Association (COPA), and other non-faculty employee groups shall have the right to gather for the purpose of discussing issues and concerns of particular importance to the individual groups.
- The faculty senate and other recognized employee organizations shall have a-written constitution constitutions and an elected or appointed leader or leaders who will facilitate the work of the component group and serve as the communications link with the administration.

Since

- 3. Governance of the faculty senate represents-shall comply with legal requirements and Board policy.
- The recognized employee interests, this organization shall organizations are advisory in nature and do not have a representative on the Chanceller's executive team. final decision-making authority in College District matters.
- The Chancellor shall ensure that various non-faculty employee groups are appropriately represented on advisory committees.

Faculty Senate

The faculty senate represents the entire faculty and its interests. The faculty senate president, as appointed by the Chancellor, shall serve on the Chancellor's executive team in a solely advisory capacity regarding matters related to the general welfare of the College District. The faculty senate is prohibited from issuing any statement or publishing any report using the College District's resources, trademark or official seal unless directly related to the faculty senate's duty to advise the administration.

Eligibility, Selection, and Term

The faculty senate shall consist of a total of sixty representatives. Fifty-five faculty members will be selected based on proportionate representation by Instructional Division as organized by College. Five additional members shall be selected, to include three librarians, a president, and a past-president. For purposes of this policy, a "faculty member" means a person who is employed by an institution of higher education on a full-time basis as a member of the faculty or staff and whose duties include teaching, research, administration, including professional librarians, or the performance of professional services.

DATE ISSUED: 11/3/2016 LDU 2016.01 BGC(LOCAL)-X Commented [JL1]: All revisions and updates in this policy are made by the Administration. Board Counsel is in concurrence.

BGC (LOCAL)

To ensure adequate representation, faculty senate members shall be selected as follows:

Each College shall be represented by at least two members, one appointed by the Chancellor and the remaining members elected by a vote of the faculty of the member's respective Instructional Division. Each Instructional Division shall be provided at least one elected seat to ensure adequate representation of all faculty. If any College lacks adequate representation following an election, the Chancellor shall appoint members in a manner that ensures adequate representation

The Instructional Divisions and Colleges are:

Central College

- 1. Architectural Design & Construction
- 2. Consumer Arts & Sciences

Coleman College

3. Health Sciences

College Readiness

- 4. Adult Education
- 5. College Readiness

Online College

- 6. English & Communications
- 7. Liberal Arts, Humanities, & Education
- 8. Life & Physical Sciences
- 9. Mathematics
- 10. Social & Behavioral Sciences

Northeast College

- 11. Global Energy
- 12. Public Safety
- 13. Transportation

Northwest College

- 14. Engineering
- 15. Media, Visual & Performing Arts

DATE ISSUED: 41/3/2016 LDU 2016.01 BGC(LOCAL)-X

ADMINISTRATIVE ORGANIZATION PLAN COUNCILS AND FACULTY SENATES

BGC (LOCAL)

Southeast College

- 16. Business & Logistics
- 17. Material Science and Smart Manufacturing

Southwest College

18. Digital & Information Technologies

Elected faculty senate members shall serve for a two-year term and may be re-elected only after two years have passed since the expiration of the preceding term. Appointed faculty members may serve up to six consecutive one-year terms and may be reappointed after two years have passed since the expiration of the preceding term. Terms shall be staggered in such a manner that half expire each year.

In the event of a vacancy in an appointed seat, the Chancellor may appoint a member to serve for the unexpired term. In the event of a vacancy in an elected seat, the Faculty Senate may fill the unexpired term according to the terms of the Faculty Senate constitution and Bylaws.

Only actively employed faculty are eligible for election or appointment and service on the faculty senate.

Officers

The Chancellor shall appoint the president, president-elect, and secretary from among the senate members. The president and past president may be appointed for a one-year term immediately following their service as president-elect and president, respectively. The president is responsible for representing the faculty senate in official communications with the College District.

Remuneration

Service on the faculty senate is a non-compensable additional duty of employment. Expenses incurred on behalf of the College District may be reimbursed as approved by the College District. Expenses incurred on behalf of the faculty senate are not reimbursable.

Removal

Upon recommendation by the Chief Academic Officer, the Chancellor may immediately remove a faculty senate member for failure to attend meetings, failure to exercise responsibilities in accordance with defined legal and policy parameters, and other similar misconduct.

DATE ISSUED: 41/3/2016 LDU 2016.01 BGC(LOCAL)-X Houston Community College 101506

ADMINISTRATIVE ORGANIZATION PLAN COUNCILS AND FACULTY SENATES

BGC (LOCAL)

Meeting Requirements Meetings of the faculty senate must be open to the public. If more than fifty percent of members are present, the meetings must be broadcast live over the Internet. An agenda and any curriculum proposals to be discussed or voted on must be made public on the College District's website at least seven days before a meeting. Meeting minutes must reflect the names of the members in attendance if, during the course of the meeting, a vote of no confidence regarding an administrator or business related to curriculum and academic standards takes place.

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

11.

Approval of Funds for the Connect 2 Workforce Initiative Dr. Margaret Ford Fisher
Dr. Norma Perez
Dr. Sherry Hawn

RECOMMENDATION

Approval of funds to implement the Connect 2 Workforce Initiative as a new, targeted HCC Scholarship program to financially support student enrollment and completion in selected high demand workforce programs. It will support enrollment growth and increase marketability across a cluster of industries and thus enhance the Texas workforce in our region.

COMPELLING REASON AND BACKGROUND

- Support students financially toward completion of ICLCs, OSAs, and certificates in selected high-demand workforce areas
- Enhance access and completion by easing financial burdens that negatively impact student success
- High Demand Programs with the credential of value encompassing ICLCs, OSAs, and Certificates in the following programs:
 - o DIT
 - Smart Manufacturing
 - Transportation
 - Health Sciences
 - Construction

FISCAL IMPACT

\$1M from HCC reserves, as a one-time infusion for FY2026.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description Upload Date Type

Connect 2 Workforce Initiative Presentation 7/30/2025 Presentation

This item is applicable to the following:

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



Connect 2 Workforce Initiative

Norma Perez, Ph.D.

Sr. Vice Chancellor, Instruction & Student Services and Chief Academic Officer

Sherry Hawn, Esq., CPA

Sr. Vice Chancellor, Administration & Finance and Chief Finance/Business Officer

Connect 2 Workforce Initiative

- A last-dollar scholarship program designed to support students financially toward completion of ICLCs, OSAs, certificates, and associate degrees in selected high-demand workforce areas.
- Enhance access and completion by easing financial burdens that negatively impact student success.
- Encompasses strategic initiatives, including student success, personalized learning, and college of choice.

Connect 2 Workforce Framework

*First come first serve

Student Selection Criteria

- ✓ Must be enrolled in one of the five Connect
 2 High Demand Workforce Programs
- ✓ Required to be enrolled in 6 hrs. SCH, or CFU enrollment
- ✓ Must apply for FAFSA, dependent on FAFSA income eligibility

Award Focus

- ✓ High Demand Programs with the credential of value encompassing ICLCs, OSAs, and Certificates
 - DIT
 - Smart Manufacturing
 - Transportation
 - Health Sciences
 - Construction

FY26 One Year Investment Strategy

- \$1M From HCC reserves for the pilot
 - Do short-term completion results match expectations?
- Offered through HCC Financial Aid channel
- Eligible students in selected high demand workforce programs
- First come-first served basis
- Until funding is no longer available

2024-2025 Enrollment in Selected COEs

COE	ICLC/OSAs	SCH Certificates	Total Unduplicated Students
DIT	28	273	301
HEALTH	635	454	1,089
ARCHITECTURAL DESIGN & CONST.	131	459	590
SMART MFG.	29	436	465
TRANSPORTATION	416	442	858
Totals	1,239	2,064	3,303

Projected Return – High Demand Courses

Award Types	Actual Count FY25	Projected Count FY26	Estimated Complete Rate	Revenue per Completion	Revenue Realized Year	Total Revenue
ICLC/OSA	1,239	2,140 (+73%)*	70%	\$1,250	FY26	\$1,872,500
SCH Certificate	2,064	2,560 (+24%)*	40%	\$3,500	FY27	\$3,584,000
Grand Total	3,303	4,700				\$5,456,500
ROI						445%

^{*}Growth estimates based upon new demand due to C2W highest demand for shorter programs.

Tracking and Assessment

- The following metrics will be tracked:
 - Applied, offered, enrolled
 - Success rate in courses
 - Fall-Spring retention (where applicable)
 - Fall-Fall retention
 - Program completion

Thank you!

ACTION ITEM

Meeting Date: August 20, 2025

Consent Agenda

ITEM # ITEM TITLE PRESENTER

12.

Monthly Investment Reports, Financial Statements and Budget Reviews for May and June 2025 Dr. Margaret Ford Fisher Dr. Sherry Hawn

RECOMMENDATION

Accept the Investment Reports, Financial Statements and Budget Reviews for the month of May and June 2025.

COMPELLING REASON AND BACKGROUND

- The monthly investment report provides the Board with a status of the investment portfolio, including book and market values, and complies with the relevant statute. This report includes the unexpended proceeds of various bond issues.
 - The portfolio is liquid and secure with 56% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
 - All pools and money market funds are rated "AAA" by Standard & Poor's, which is the highest level. All bank deposits are secured with U.S. Treasuries/Agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with "AAA" credit ratings.
- The monthly financial statement and budget review provides the Board with a status of the finances of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

FISCAL IMPACT

For June, the interest income earned for the month and fiscal year to date totaled \$1,250,800 and \$14,182,998, respectively. The weighted average interest rate (WAR) on June 30, 2025, was 4.23% compared to 4.20% last month and 5.18% a year ago.

Interest expense on outstanding debt was \$1,500,797 for the month of June 2025.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	7/15/2025	Presentation
Investment Report - May 2025	7/15/2025	Attachment
Financial Statement - May 2025	7/15/2025	Attachment
Investment Report - June 2025	7/15/2025	Attachment
Financial Statement - June 2025	7/15/2025	Attachment

This item is applicable to the following: District



FY 2025 Summary of June 2025 Monthly Investment Report, Financial Statements, and Budget Review

Dr. Margaret Ford Fisher, Chancellor

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

Fund 1: Unrestricted Revenues

	Ві	udget Compariso	n		Pre	vio	us Fiscal Year	Coı	mparison	
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru June 30, 2025	Actuals as a % of Budget		 r-to-Date Actuals u June 30, 2025		ır-to-Date Actuals ru June 30, 2024	FY 2	rease (Decrease) 2025 Compared to FY 2024	% Increase (Decrease)
REVENUES										
State Appropriations	\$ 68,243,000	\$ 53,724,309	78.7%		\$ 53,724,309	\$	66,386,683	\$	(12,662,374)	-19.1%
Ad Valorem Taxes	224,386,251	222,290,223	99.1%		222,290,223		206,594,490		15,695,733	7.6%
Tuition & Fees, Net	126,237,802	131,342,650	104.0%		131,342,650		115,441,965		15,900,685	13.8%
Other Local Income	22,736,208	14,728,240	64.8%		14,728,240		20,025,038		(5,296,798)	-26.5%
Tuition & Fees, Net Extended Learning	7,885,993	8,076,839	102.4%		8,076,839		7,422,937		653,901	8.8%
Grant Revenue - Indirect Cost	650,000	686,523	105.6%		686,523		521,757		164,767	31.6%
Total Revenues	450,139,254	430,848,783	95.7%		430,848,783		416,392,870		14,455,914	3.5%
Fund Balance Transfers In & Rolled POs	17,809,983	17,809,983	100.0%	_	17,809,983		7,045,981		10,764,002	152.8%
Total Revenues and Fund Balance Transfers	\$ 467,949,237	\$ 448,658,767	95.9%	_	\$ 448,658,767	\$	423,438,851	\$	25,219,915	6.0%

Fund 1: Unrestricted Expenses

	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru June 30, 2025	Actuals as a % of Budget	r-to-Date Actuals u June 30, 2025	to-Date Actuals June 30, 2024	rease (Decrease) 025 Compared to FY 2024	% Increase (Decrease)
EXPENSES							
Salaries	256,374,567	209,166,958	81.6%	209,166,958	185,887,887	23,279,070	12.5%
Employee Benefits	38,341,388	25,504,246	66.5% F	25,504,246	23,446,301	2,057,945	8.8%
Supplies & General Expense	6,632,736	4,330,044	65.3% G	4,330,044	3,703,329	626,716	16.9%
Travel	1,424,373	650,376	45.7% H	650,376	578,764	71,612	12.4%
Marketing Costs	3,986,510	2,763,420	69.3% I	2,763,420	1,861,532	901,888	48.4%
Rentals & Leases	411,355	295,667	71.9% J	295,667	178,955	116,712	65.2%
Insurance/Risk Mgmt.	9,352,554	8,217,995	87.9%	8,217,995	7,682,093	535,902	7.0%
Contracted Services	40,923,273	28,027,790	68.5% K	28,027,790	21,677,215	6,350,575	29.3%
Utilities	11,249,856	8,011,205	71.2% L	8,011,205	7,643,391	367,813	4.8%
Other Departmental Expenses	3,998,606	2,111,393	52.8% M	2,111,393	1,870,214	241,178	12.9%
Instructional & Other Materials	11,259,299	7,534,284	66.9% N	7,534,284	8,519,314	(985,030)	-11.6%
Maintenance & Repair	3,419,656	2,353,164	68.8% O	2,353,164	1,440,795	912,368	63.3%
Transfers\Debt	55,094,331	40,209,866	73.0%	40,209,866	66,274,842	(26,064,976)	-39.3%
Contingency/Initiatives	2,295,155	-	0.0%	-	-	-	0.0%
Capital Outlay	22,315,577	12,919,032	57.9% P	12,919,032	2,992,451	9,926,581	331.7%
Amortization/Depreciation	-	-	0.0%	-	-	-	0.0%
Scholarship Distribution	870,000	397,808	45.7%_ Q	397,808	-	397,808	100.0%
Total Expenses	\$ 467,949,237	\$ 352,493,246	75.3%	\$ 352,493,246	\$ 333,757,084	\$ 18,736,163	5.6%
NET REVENUE/(EXPENSES)	(0)	\$ 96,165,520		\$ 96,165,520	\$ 89,681,768	\$ 6,483,753	

Explanation of Variance Amounts

Α	Ad Valorem Taxes are collected between December and March, leading to temporary fluctuations in monthly revenue.
В	Tuition and Fees reflect early Summer collections, classes begin in June most collections are done.
С	Other Local Income Includes Transfers-Out for Unrealized Gains and Losses and reflects the volatility of the finanial market.
D	Tuition and Fees, Extended Learning collections fluctuate as course offerings fluctuate.
Е	Grant Revenue - Indirect Cost do not occur equally by month; it is contingent on activity for the month.
F	Employee Benefits – Pension & OPEB expenses are recorded at year-end, creating a delay in reporting.
G	Supplies and General expenses are incurred as needed throughout the year, leading to periodic spending fluctuations.
Н	Travel expenses are trending down following the travel ban in FY24; Travel will likely be under budget by FYE.
I	Marketing expenses occur based on timing of marketing campaigns.
J	Rental expenses occur based on events during the year and is expected to be within budget by year-end.
K	Contracted Services is trending down & may be under budget by year end.
L	Utility expenses are lower this month but is expected to increase as we approach summer months.
М	Other Departmental expenditures occur at irregular intervals but will be within budget by year-end.
N	Instructional & Other Material expenses are incurred at irregular intervals, resulting in fluctuations throughout the year.
0	Maintenance & Repairs occur as needed and vary from month to month.
Р	Capital Outlays occur at irregular intervals based on construction schedules and needs.
Q	Scholarships are distributed based on needs and are generally awarded during the Summer semester.

Thank You



MONTHLY INVESTMENT REPORT

For the Month of May 2025

Prepared by Finance & Administration Division

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

/s/ Sherry Hawn
Sherry Hawn, JD, CPA
Senior Vice Chancellor, Finance & Administration and CFO/CBO
/s/ Dawn Stephens
Dawn Stephens
Interim Associate Vice Chancellor, Finance & Accounting
/s/ Victor Onwumere
Victor Onwumere
Executive Director, Finance & Treasury



HOUSTON COMMUNITY COLLEGE SYSTEM INVESTMENT PORTFOLIO COMPOSITION May 31, 2025

Beginning Book Value (May 1, 2025)	\$ 547,937,398
Beginning Market Value (May 1, 2025)	\$ 550,977,313
Additions/Subtractions (Book Value - Net)	\$ (12,916,243)
Change in Market Value	\$ (5,819,782)
Ending Book Value (May 31, 2025)	\$ 535,021,155
Ending Market Value (May 31, 2025)	\$ 537,125,761
Unrealized Gain/(Loss)	\$ 2,104,606
WAM (58% of Portfolio's Weighted Average Maturity)	1 day
WAM (42% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)	330
* Net amount provided/(for) operations \$ 37,069,293 * Net amount provided/(for) CIP/others 14,464 \$ 37,083,757	

EXECUTIVE SUMMARY INVENTORY HOLDINGS REPORT May 31, 2025

	 Ending Book Value	Ending Market Value	Unrealized Gain (Loss)		
US Treasuries	\$ 176,829,127	\$ 178,381,537	\$	1,552,410	
US Agencies	44,397,942	44,950,138		552,196	
Local Government Pools	147,650,416	147,650,416		-	
Money Market Funds	116,101,112	116,101,112		-	
Certificate of Deposit	50,000,000	50,000,000		-	
Interest Bearing Checking	42,558	42,558		-	
Total	\$ 535,021,155	\$ 537,125,761	\$	2,104,606	
WAR (Weighted Average Interest Rate)		4.20%			

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

Description	Held At	Coupon Rate Yield Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.0690% 0.0000%	02/22/05	05/01/33	7,680	\$ (1,470)	\$ 7,855 \$	9,150 \$	(57) \$	9,093 \$	7,786	\$ -	\$ (1,307
Fannie Mae ARM Pool 805454	Bank of America	4.6720% 0.0000%	12/23/04	12/01/34	8,610	(5,914)	8,844	14,525	(53)	14,471	8,776	-	(5,695)
Federal Home Loan Bank Global Unsecured	Bank of America	0.3800% 4.4730%	01/19/24	09/04/25	10,000,000	635,453	9,866,593	9,364,548	-	9,364,548	9,896,918	30,325	532,371
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	4.2500% 4.3200%	02/12/25	01/28/28	10,000,000	19,430	10,146,259	9,980,570	-	9,980,570	10,078,079	(68,181)	97,509
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500% 4.6460%	02/08/24	05/15/25	5,000,000	115,500	4,996,745	4,884,500	(4,884,500)	-	-	(4,996,745)	-
U.S. Treasury Note US Govt Treasury	Bank of America	2.8800% 4.6080%	02/08/24	06/15/25	5,000,000	112,305	4,991,211	4,887,695	-	4,887,695	4,996,875	5,664	109,180
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000% 4.7020%	03/05/24	09/15/25	5,000,000	87,500	4,987,109	4,912,500	-	4,912,500	4,987,370	260	74,870
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000% 4.6970%	03/05/24	09/15/25	5,000,000	87,150	4,987,109	4,912,850	-	4,912,850	4,987,370	260	74,520
U.S. Treasury Note US Govt Treasury	Bank of America	0.2500% 4.7930%	03/20/24	09/30/25	10,000,000	661,500	9,837,305	9,338,500	-	9,338,500	9,867,813	30,508	529,313
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500% 4.7300%	03/28/24	10/15/25	5,000,000	35,547	5,002,002	4,964,453	-	4,964,453	4,998,568	(3,434)	34,115
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500% 4.7350%	03/28/24	10/15/25	5,000,000	35,938	5,002,002	4,964,063	-	4,964,063	4,998,568	(3,434)	34,505
U.S. Treasury Note US Govt Treasury	Bank of America	5.0000% 5.0300%	04/24/24	10/31/25	5,000,000	2,214	5,019,727	4,997,786	-	4,997,786	5,011,641	(8,086)	13,854
U.S. Treasury Note US Govt Treasury	Bank of America	4.0000% 5.0160%	04/11/24	12/15/25	10,000,000	162,109	9,996,615	9,837,891	-	9,837,891	9,991,537	(5,078)	153,646
U.S. Treasury Note US Govt Treasury	Bank of America	3.3800% 3.4940%	09/16/24	09/15/27	10,000,000	33,594	9,947,656	9,966,406	-	9,966,406	9,885,938	(61,719)	(80,469)
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500% 4.0060%	10/25/24	07/31/27	15,000,000	15,000,000	14,716,406	14,510,850	-	14,510,850	14,641,406	(75,000)	130,556
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800% 3.8800%	10/15/24	10/15/27	10,000,000	10,000,000	10,059,375	9,996,484	-	9,996,484	9,992,188	(67,188)	(4,297)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.6300% 3.5600%	09/13/24	09/13/27	15,000,000	(27,510)	14,931,328	15,027,510	-	15,027,510	14,860,470	(70,857)	(167,040)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.3500% 4.3430%	02/12/25	01/28/28	10,000,000	(1,750)	10,172,101	10,001,750	-	10,001,750	10,098,109	(73,993)	96,359
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500% 4.1240%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,993,750	9,937,500	-	9,937,500	9,957,422	(36,328)	19,922
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500% 4.1640%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,993,750	9,930,859	-	9,930,859	9,957,422	(36,328)	26,563
U.S. Treasury Note US Govt Treasury	Bank of America	0.8800% 4.1540%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,663,281	9,506,250	-	9,506,250	9,658,203	(5,078)	151,953
U.S. Treasury Note US Govt Treasury	Bank of America	4.5000% 4.2080%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,074,180	15,048,633	-	15,048,633	15,034,766	(39,414)	(13,867)
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000% 4.0790%	2/26/2025	1/31/2028	30,000,000	30,000,000	29,906,250	29,524,219	-	29,524,219	29,707,031	(199,219)	182,813
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500% 4.0810%	2/26/2025	2/15/2028	10,000,000	10,000,000	9,770,703	9,631,250	-	9,631,250	9,707,422	(63,281)	76,172
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800% 4.0150%	3/19/2025	3/15/2028	10,000,000	10,000,000	10,073,438	9,960,938	-	9,960,938	10,000,000	(73,438)	39,063
Debt Service 2001A Bond Interest Checking	Bank of America	2.2500%				-	1,294	1,294	2	1,297	1,297	-	
HCCS Merchant Service	Bank of America	0.8100%				-	24,983	24,983	(1,635)	23,348	23,348	-	-
LTD 2013 Tax Bond General Checking	Bank of America	2.2500%				-	95,749	95,749	(77,835)	17,914	17,914	-	
Chase Certificate of Deposit	Chase	3.4200%					50,000,000	50,000,000	-	50,000,000	50,000,000	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America	4.2600%				-	121,519,577	121,519,577	(8,514,320)	113,005,257	113,005,257	-	
Money Market 2006 Jr. Lien Debt Reserve	Bank of America	4.2600%				-	3,085,080	3,085,080	10,774	3,095,854	3,095,854	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank	4.4320%				-	67,203,643	67,203,643	252,053	67,455,696	67,455,696	-	-
TexPool - General Funds	State Street Bank	4.3545%				-	12,813,811	12,813,811	46,880	12,860,691	12,860,691	-	- 1
TexPool - Prime	State Street Bank	4.4654%				-	67,081,580	67,081,580	252,449	67,334,029	67,334,029		
TOTAL							\$ 550 977 313 \$	5 547.937.398 \$	(12 916 2/3) \$	535 021 155 Š	527 125 761	\$ (5.810.782)	\$ 2.104.606

TOTAL \$ 550,977,313 \$ 547,937,398 \$ (12,916,243) \$ 535,021,155 \$ 537,125,761 \$ (5,819,782) \$ 2,104,606



Summary Operating Statements

For the Period September 1, 2024 - May 31, 2025

For the Meeting of the Board of Trustees - August 6, 2025

for Houston Community College System



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

Houston Community College System

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Summary of Financial Statements As of May 31, 2025

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

The Board approved the FY 2025 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2025 Auxiliary Services budget totals \$8.6 million. Overall, this is a 10% increase compared to the prior year, primarily due to increased scholarship funding for students, annual salary increases, and the rental of HCCS space for campus wide events. The Restricted budget totals \$144.6 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.9 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of May 31, 2025, total revenues, fund balance transfers and rolled purchase orders (POs) are \$444.2 million. This represents 94.9% of the budgeted total of \$467.9 million. Expenses total \$320.4 million to date, which is 68.5% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 10.2% and expenses are higher by 15.2%. Actual net revenue is \$123.8 million to date.

Ad Valorem tax revenue is trending at 7.8% higher when compared to last year. This is namely due to the increase in taxable valuations compared to prior year. Revenue is expected to fall within budget plan at year end.

State appropriations are slightly higher when compared to prior year, however, appropriations are expected to be within budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are **13.3%** higher than last year at this time. Gross tuition and fee revenues are up 13.3% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 13% primarily due to Dual Credit waivers.

Other local income, which includes investment income, is lower by \$5 million due to the volatility of the finance market.

Continuing Education/Non-credit tuition and fees, net are 10.6% higher than last year at this time. Gross tuition and fees revenues are up by 10.6%.

Actual salaries for FY 2025 are 12.5% higher compared to FY 2024; this is due primarily to a Board approved salary increase of 7.5% for faculty, full-time employees, part-time hourly staff, and a 4% increase for executive staff. Employee benefits are higher by 8.6% for FY 2025 compared to FY 2024.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled \$1,550,824 compared to this time in FY 2024 of \$1,563,490.

Statement of Revenues, Expenses and Fund Balances - All Funds As of May 31, 2025

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and R Technology	etirement of Debt Ir	vestment in Plant	Total
Revenues	\$ 426,402,003	\$ 27,312,155 \$	7,132,475	\$ -	\$ 122,685,323 \$	1,389,181	\$ - \$	44,541,638	320,362	\$ 629,783,137
Expenses										
Salaries	189,191,392	4,450,336	675,828	_	2,490,038	-	_	_	-	196,807,593
Employee Benefits	23,018,012	15,239,255	125,357	_	-,, -	-	-	-	-	38,382,623
Supplies & General Expense	3,771,904	340,159	536,003	_	-	129,662	238,088	-	-	5,015,815
Travel	552,222	67,531	47,422	_	-	-	-	-	-	667,175
Marketing Costs	2,233,652	55,432	465	_	-	-	-	-	-	2,289,549
Rentals & Leases	274,601	31	3,683	_	_	10,498	-	-	-	288,813
Insurance/Risk Mgmt.	8,194,874	1,846	2,338	_	-	-	-	-	-	8,199,058
Contracted Services	23,313,397	557,691	1,010,479	_	_	38,589	258,307	(6,485)	-	25,171,978
Utilities	7,126,866	· <u>-</u>	335,371	_	_	-	-	-	-	7,462,237
Other Departmental Expenses	1,944,514	479,370	327,910	-	388,800	-	-	-	-	3,140,594
Instructional & Other Materials	6,325,481	397,575	4,860	-	-	24,877	118,374	-	-	6,871,167
Maintenance & Repair	1,990,845	-	1,324	-	-	-	(287)	-	-	1,991,882
Transfers (In)/Out ¹	39,972,132	-	-	-	(1,167,649)	(993,098)	(24,572,500)	(13,238,885)	-	-
Debt	63,294	-	-	-	-	-	-	51,078,045	-	51,141,339
Capital Outlay	12,030,988	581,620	147,514	-	-	4,490,514	11,452,936	-	-	28,703,571
Amortization/Depreciation	-	-	-	-	-	-	-	-	26,522,481	26,522,481
Scholarship Distribution	397,808	-	1,152,618	-	120,990,001	-	-	-	-	122,540,427
Total Expenses	320,401,980	22,170,845	4,371,173	-	122,701,190	3,701,042	(12,505,083)	37,832,675	26,522,481	525,196,302
Net Revenues/(Expenses)	106,000,023	5,141,310	2,761,302	-	(15,867)	(2,311,861)	12,505,083	6,708,963	(26,202,119)	104,586,835
Other Adjustments and Transfers										
Debt Principal Payments ²	(48,000,000)	-	-	-	-	-	-	-	90,855,209	42,855,209
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	3,116,721	116,568	-	-	-	1,581,447	6,754,932	-	3,485,606	15,055,273
Transfers of Completed Projects/Assets	(3,116,721)	(116,568)	-	-	-	(773,254)	(745,071)	-	4,751,613	-
Transfers of Balances between Funds		-	-	-	-	-	=	=	-	<u> </u>
Total Other Adjustments and Transfers	(48,000,000)	-	-	-	-	808,193	6,009,861	-	99,092,428	57,910,482
Beginning Fund Balances, Audited	68,450,207	1,058,425	22,536,108	238,698	3,181,945	85,619,954	28,679,244	18,825,701	505,730,743	734,321,025
Ending Fund Balances	\$ 126,450,230	\$ 6,199,735 \$	25,297,411	\$ 238,698	3,166,077 \$	84,116,287	\$ 47,194,186 \$	25,534,665 \$	578,621,052	\$ 896,818,340

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

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

Unrestricted Revenues and Expenses Comparison to Budget and Previous Fiscal Year As of May 31, 2025

75% of Year

	В	udget Comparison		Previous Fiscal Year Comparison						
	FY 2025 A	djusted Budget & A	ctuals							
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru May 31, 2025	Actuals as a % of Budget	Year-	to-Date Actuals Thru May 31, 2025		nr-to-Date Actuals oru May 31, 2024		rease (Decrease) 025 Compared to FY 2024	% Increase (Decrease)
REVENUES		, , , , , ,			, , , , , ,					,,
State Appropriations	\$ 68,243,000	\$ 53,724,309	78.7%	\$	53,724,309	\$	50,718,970	\$	3,005,339	5.9%
Ad Valorem Taxes	224,386,251	221,498,782	98.7%		221,498,782		205,378,068		16,120,715	7.8%
Tuition & Fees, Net	126,237,802	130,002,935	103.0%		130,002,935		114,692,298		15,310,637	13.3%
Other Local Income	22,736,208	12,756,938	56.1%		12,756,938		17,743,699		(4,986,761)	-28.1%
Tuition & Fees, Net	7,885,993	7,791,680	98.8%		7,791,680		7,042,949		748,731	10.6%
Extended Learning	, ,	7,731,000			7,731,000		7,042,343		740,731	10.070
Grant Revenue - Indirect Cost	650,000	627,359	96.5%		627,359		491,422		135,937	27.7%
Total Revenues	450,139,254	426,402,003	94.7%		426,402,003		396,067,405		30,334,598	7.7%
Fund Balance Transfers In & Rolled POs	17,809,983	17,809,983	100.0%		17,809,983		7,045,981		10,764,002	152.8%
Total Revenues and Fund Balance Transfers	\$ 467,949,237	\$ 444,211,986	94.9%	\$	444,211,986	\$	403,113,386	\$	41,098,599	10.2%
EXPENSES										
Salaries	257,626,422	189,191,392	73.4%		189,191,392		168,125,298		21,066,094	12.5%
Employee Benefits	38,321,946	23,018,012	60.1%		23,018,012		21,200,585		1,817,427	8.6%
Supplies & General Expense	6,699,196	3,771,904	56.3%		3,771,904		3,226,501		545,402	16.9%
Travel	1,458,394	552,222	37.9%		552,222		528,689		23,532	4.5%
Marketing Costs	3,978,620	2,233,652	56.1%		2,233,652		1,702,841		530,811	31.2%
Rentals & Leases	411,277	274,601	66.8%		274,601		187,531		87,070	46.4%
Insurance/Risk Mgmt.	9,365,467	8,194,874	87.5%		8,194,874		7,675,235		519,640	6.8%
Contracted Services	39,778,497	23,313,397	58.6%		23,313,397		19,364,264		3,949,133	20.4%
Utilities	11,249,856	7,126,866	63.4%		7,126,866		6,758,240		368,626	5.5%
Other Departmental Expenses	4,213,640	1,944,514	46.1%		1,944,514		1,711,368		233,146	13.6%
Instructional & Other Materials	11,375,425	6,325,481	55.6%		6,325,481		7,994,475		(1,668,994)	-20.9%
Maintenance & Repair	3,380,469	1,990,845	58.9%		1,990,845		1,337,482		653,363	48.9%
Transfers\Debt	55,094,331	40,035,425	72.7%		40,035,425		35,595,182		4,440,243	12.5%
Contingency/Initiatives	2,211,811	-	0.0%		-		-		-	0.0%
Capital Outlay	21,913,885	12,030,988	54.9%		12,030,988		2,668,393		9,362,595	350.9%
Amortization/Depreciation	-	-	0.0%		-		-		-	0.0%
Scholarship Distribution	870,000	397,808	45.7%		397,808		_		397,808	100.0%
Total Expenses	\$ 467,949,237	\$ 320,401,980	68.5%	\$	320,401,980	\$	278,076,084	\$	42,325,896	15.2%
NET REVENUE/(EXPENSES)	\$ (0)	\$ 123,810,006		\$	123,810,006	\$	125,037,302	\$	(1,227,296)	

Auxiliary Revenues and Expenses by Fund As of May 31, 2025

Auxiliary Funds - Uncommitted Portion

Main Leasing	Misc. Auxiliary [*]	Bookstore Commission	Scholarships	Subtotal Uncommitted
\$ 3,933,042	\$ 190,554	\$ 1,197,764	\$ -	\$ 5,321,361
235,704	80,385	-	57,320	373,409
55,838	9,841	-	525	66,205
19,720	66,607	-	-	86,326
-	-	-	-	-
465	-	-	-	465
-	-	-	-	-
-	-	-	-	-
914,177	25,047	-	-	939,224
335,371	-	-	-	335,371
1,027	261,435	-	-	262,462
4,816	-	_	-	4,816
1,324	-	-	-	1,324
-	-	-	-	-
76,567	23,253	-	-	99,820
-	15,430	-	1,106,328	1,121,758
1,645,009	481,999	-	1,164,173	3,291,181
	\$ 3,933,042 235,704 55,838 19,720 - 465 - 914,177 335,371 1,027 4,816 1,324 - 76,567	\$ 3,933,042 \$ 190,554 235,704 80,385 55,838 9,841 19,720 66,607 465 914,177 25,047 335,371 - 1,027 261,435 4,816 - 1,324 - 76,567 23,253 - 15,430	\$ 3,933,042 \$ 190,554 \$ 1,197,764 235,704 80,385 - 55,838 9,841 - 19,720 66,607 - 465 - 465 - 914,177 25,047 - 335,371 - 1,027 261,435 - 4,816 - 1,324 - 76,567 23,253 - 15,430 -	\$ 3,933,042 \$ 190,554 \$ 1,197,764 \$ - 235,704 80,385 - 57,320 55,838 9,841 - 525 19,720 66,607 465 465 914,177 25,047 914,177 25,047 335,371 1,027 261,435 4,816 1,324 76,567 23,253 15,430 - 1,106,328

^{*} Expenditures in this category include Government Relations, Mobile Go, etc.

Auxiliary Revenues and Expenses By Fund As of May 31, 2025

Auxiliary Funds - International and Committed Portions

	Intern	ational		Committed							
	Other International Initiatives	Subtotal International	Student Vending St Commission	udent Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary				
Revenues	\$ -	\$ -	\$ - \$	1,006,873	\$ 804,242	\$ 1,811,114	\$ 7,132,475				
Expenses											
Salaries	-	-	-	14,630	287,788	302,418	675,828				
Employee Benefits	-	-	-	141	59,011	59,152	125,357				
Supplies & General Expense	16,033	16,033	-	367,942	65,701	433,644	536,003				
Travel	8,475	8,475	-	37,145	1,802	38,947	47,422				
Marketing Costs	-	-	-	-	-	-	465				
Rentals & Leases	-	-	-	-	3,683	3,683	3,683				
Insurance/Risk Mgmt.	-	-	-	2,247	91	2,338	2,338				
Contracted Services	-	-	-	43,742	27,514	71,256	1,010,479				
Utilities	-	-	-	-	-	-	335,371				
Other Departmental Expenses	743	743	-	51,192	13,514	64,705	327,910				
Instructional & Other Materials	-	-	-	44	-	44	4,860				
Maintenance & Repair	-	-	-	-	-	-	1,324				
Transfers/Debt	-	-	-	-	-	-	-				
Capital Outlay	-	-	-	22,059	25,635	47,694	147,514				
Scholarship Distribution	-	-	-	30,860	-	30,860	1,152,618				
Total Expenses	25,250	25,250	-	570,002	484,739	1,054,741	4,371,173				
tribution to Fund Balance	(25,250)	(25,250)	-	436,871	319,502	756,373	2,761,302				
inning Fund Balance, Audited	_	1,559,228	(1,284,080)	1,957,474	1,877,082	2,550,476	22,536,108				
ing Fund Balance	_	\$ 1,533,978	\$ (1,284,080) \$	2,394,344	\$ 2,196,585	\$ 3,306,849	\$ 25,297,411				

Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison As of May 31, 2025 75% of Year

Division	FY 2025 Adjusted Budget	Actuals as of May 31, 2025	% Spent	FY 2024 Adjusted Budget	Actuals as of May 31, 2024	% Spent
Central College	\$ 15,644,375	\$ 11,358,298	72.6%	\$ 13,312,369	9,518,551	71.5%
Northwest College	19,230,721	13,443,965	69.9%	16,851,006	11,740,779	69.7%
Northeast College	17,601,050	12,951,178	73.6%	14,357,850	11,039,426	76.9%
Southwest College	16,610,855	12,753,883	76.8%	14,339,406	10,801,052	75.3%
Southeast College	18,311,208	14,235,543	77.7%	15,914,355	11,691,209	73.5%
Coleman College	22,318,308	16,241,765	72.8%	19,162,436	13,580,568	70.9%
Academic Instruction	83,015,328	65,207,412	78.5%	75,904,243	58,156,375	76.6%
Office of the Chancellor	17,961,338	11,497,150	64.0%	18,686,218	11,248,384	60.2%
Instructional Services	12,501,378	6,641,645	53.1%	10,491,178	5,673,657	54.1%
Online College	3,163,282	2,291,116	72.4%	2,631,445	1,761,139	66.9%
Student Services	11,647,054	6,179,978	53.1%	10,246,894	5,784,438	56.5%
Strategy, Planning & Institutional Effectiveness	5,138,200	3,141,236	61.1%	5,130,469	2,909,785	56.7%
External & Governmental Relations, Transfers and Alumni Relations	2,142,872	1,260,766	58.8%	1,507,828	250,106	16.6%
Legal & Compliance	17,151,944	12,843,266	74.9%	16,058,344	12,364,067	77.0%
Finance & Accounting	80,411,875	58,660,391	72.9%	70,741,283	48,467,630	68.5%
System	125,099,449	71,694,386	57.3%	92,909,562	63,088,921	67.9%
Grand Total	\$ 467,949,237	\$ 320,401,980	68.5%	\$ 398,244,885	\$ 278,076,084	69.8%

Balance Sheet by Fund As of May 31, 2025

	CURRENT &	Р	LANT & BOND			PRIOR YEAR
	LOAN FUNDS1		FUNDS ²	TO	OTAL ALL FUNDS	TOTAL ALL FUNI
ASSETS						
Current Assets:						
Cash & cash equivalents	\$ 171,061,235	\$	111,255,619	\$	282,316,854	\$ 258,745,69
Short-term Investments	-				-	24,276,20
Accounts receivable (net)	45,177,064		1,347,100		46,524,164	33,556,60
Deferred charges	510,401		-		510,401	9,295,79
Prepaids Total Current Assets	8,903,626 225,652,326		112,602,719		8,903,626 338,255,045	9,796,82 335,671,11
Total current Assets	223,032,320		112,002,713		330,233,043	333,071,11
Non-current Assets:						
Restricted cash & cash equivalents	-		25,036,885		25,036,885	29,056,89
Long-term investments	223,315,113		-		223,315,113	143,424,47
Long-term lease receivable	21,861,655				21,861,655	20,465,82
Capital assets, net Total Non-current Assets	7,752,154 252,928,922	_	1,126,466,626 1,151,503,511		1,134,218,780 1,404,432,433	1,144,265,34 1,337,212,53
Total Non-current Assets	232,328,322		1,131,303,311		1,404,432,433	1,337,212,33
Total Assets	\$ 478,581,248	\$	1,264,106,230	\$	1,742,687,478	\$ 1,672,883,65
Deferred Outflows of Resources:						
OPEB	9,794,624		-		9,794,624	9,794,62
Pension	37,434,988		-		37,434,988	37,434,98
Advance Funding Valuation			1,563,806	_	1,563,806	1,563,80
Total Deferred Outflows of Resources	\$ 47,229,612	\$	1,563,806	\$	48,793,418	\$ 48,793,41
Total Assets and Deferred Outflows of Resources	\$ 525,810,860	\$	1,265,670,036	\$	1,791,480,896	\$ 1,721,677,07
LIABILITIES						
Current Liabilities:						
Accounts payable	7,045,746		108,266		7,154,012	13,700,55
Accrued Interest- SBITA	276,218		-		276,218	276,21
Accrued liabilities	400,749		24,938		425,687	18,074,31
Compensated absences	4,955,308		-		4,955,308	4,955,30
Funds held for others	2,679,289		189,209		2,868,498	908,68
Deferred revenue	13,870,711		450,040		14,320,751	40,229,11
SBITA- Current portion	3,399,100		-		3,399,100	3,399,10
Net OPEB liability-current portion Notes payable-current portion	3,565,628		180,875		3,565,628 180,875	3,565,62 720,79
Bonds payable-current portion	-		100,873		180,873	41,215,00
Total Current Liabilities	36,192,749		953,328	_	37,146,077	127,044,72
New access to be like access						
Non-current Liabilities: SBITA Liability	3,984,779		_		3,984,779	3,984,77
Net OPEB liability	123,908,453				123,908,453	123,908,45
Net pension liability	105,104,799		_		105,104,799	105,104,79
Notes payable	-		1,770,569		1,770,569	1,770,56
Bonds payable	-		517,639,133		517,639,133	517,639,13
Total Non-current Liabilities	232,998,031		519,409,702		752,407,733	752,407,73
Total Liabilities	\$ 269.190.780	\$	E20 262 020	\$	790 552 910	\$ 879,452,45
Total Liabilities	\$ 269,190,780	Ş	520,363,030	Ş	789,553,810	0/5,452,45
Deferred Inflows of Resources:						
Leases	21,827,227		-		21,827,227	24,622,07
OPEB	60,962,942		-		60,962,942	60,962,94
Pension	12,477,761		-		12,477,761	12,477,76
Advance Funding Valuation Total Deferred Inflows of Resources	\$ 95,267,930	\$	9,840,817 9,840,817	\$	9,840,817 105,108,747	9,840,81 \$ 107,903,59
Total Deferred lilliows of Resources	\$ 95,267,930	Ş	9,640,617	<u> </u>	105,106,747	\$ 107,903,59
Total Liabilities and Deferred Inflows of Resources	\$ 364,458,710	\$	530,203,847	\$	894,662,557	\$ 987,356,04
Beginning Fund Balances, Audited	95,465,383		638,855,642		734,321,025	655,881,16
Not Bourse (15 mars)						·
Net Revenue/(Expenses)	60.764.335				60.764.335	22 (00 00
Unrestricted Restricted	60,761,325 5 125 443		-		60,761,325 5 125 443	22,698,09 950 12
Net Investment in Plant	5,125,443 -		96,610,547		5,125,443 96,610,547	950,12 54,791,64
Ending Fund Balances	\$ 161,352,152	\$	735,466,189	\$	896,818,340	\$ 734,321,02
-						
Total Liabilities & Fund Balances	\$ 525,810,860	\$	1,265,670,036	\$	1,791,480,896	\$ 1,721,677,07

 $^{^1 \ \}textit{Includes Unrestricted, Restricted, Loan \& Endowment, Scholarship, Agency and Auxiliary Funds}$

 $^{^{\}rm 2}$ Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

Exemptions and Waivers Detail As of May 31, 2025

		FY 2	2024	l .		FY 2025								
		Prior Year Activity thru 8/31/2024		Year-to-Date Activity thru 05/31/2024		Year-to-Date Activity thru 05/31/2025	Actuals % Increase/ (Decrease) YTD vs. PriorYTD							
	Tuition & Fees													
Budget:														
Adjusted Budget, Annual*	\$	106,400,157	\$	101,709,073	\$	126,237,802	24.1%							
Revenues:														
Gross Tuition & Fees		134,172,076		133,779,806		151,566,836	13.3%							
Waivers & Exemptions:														
Dual Credit & Early College HS		(16,567,432)		(16,547,986)		(18,958,998)	14.6%							
Other		(2,786,646)		(2,539,522)		(2,604,903)	2.6%							
Total Waivers & Exemptions		(19,354,078)		(19,087,508)		(21,563,901)	13.0%							
Total Tuition & Fees Revenue, Net	\$	114,817,998	\$	114,692,298	\$	130,002,935	13.3%							
Tuition &	Fees - E	ktended Learn	ing	(EL)										
Budget:														
Adjusted Budget, Annual*	\$	4,862,714	\$	5,758,835	\$	7,885,993	36.9%							
Revenues:														
Gross Tuition & Fees		7,665,722		7,042,949		7,791,680	10.6%							
Waivers & Exemptions:														
Department of Corrections		-		-		-	0.0%							
Total EL Tuition & Fees Revenue, Net	\$	7,665,722	\$	7,042,949	\$	7,791,680	10.6%							

	FY 2	2024	FY 2025			
Exemptions & Waivers	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 05/31/2024	Year-to-Date Activity thru 05/31/2025	Actuals % Increase/ (Decrease) YTD vs. PriorYTD		
Dept of Corrections	\$ -	\$ -	\$ -	0.0%		
Dual Credit & Early College HS Waiver	16,567,432	16,547,986	18,958,998	14.6%		
Other Exemptions:						
Employee Fee Exemptions	44,993	41,866	42,141	0.7%		
Firemen	29,460	27,102	38,867	43.4%		
Hazelwood	1,145,051	1,066,828	1,190,095	11.6%		
Deaf & Blind	150,320	149,639	135,099	-9.7%		
High Ranking High School Grad	3,025	1,694	1,848	9.1%		
Good Neighbor Program	67,042	65,230	67,527	3.5%		
Child of Disabled Vet	3,757	2,865	2,642	-7.8%		
Employee of State College & University	3,164	3,990	5,273	32.2%		
Non-resident Teach/Research Assistant	6,876	7,410	11,030	48.9%		
Non-resident Competitive Scholarships	13,823	13,823	6,555	-52.6%		
Senior Citizens	450,277	424,177	423,216	-0.2%		
Misc Tuition/Fees Waivers	-	-	3,705	100.0%		
Concurrent Enrollment	-	-	222	100.0%		
Foster Children-Resident	272,473	263,675	287,314	9.0%		
TX Tomorrow Waiver	-	-	279	100.0%		
Surviving Spouse/Children	1,589	1,589	-	-100.0%		
Peace Officer Exemption	8,202	7,326	13,497	84.2%		
Adopted Student Waiver	351,710	347,008	350,864	1.1%		
FAST Book & OD Fees	234,884	115,300	24,729	-78.6%		
Total Other Exemptions	2,786,646	2,539,522	2,604,903	2.6%		
Grand Total Exemptions & Waivers	\$ 19,354,078	\$ 19,087,508	\$ 21,563,901	13.0%		

^{*}Amount net of exemptions & waivers.



MONTHLY INVESTMENT REPORT

For the Month of June 2025

Prepared by Finance & Administration Division

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

/s/ Sherry Hawn
Sherry Hawn, JD, CPA
Senior Vice Chancellor, Finance & Administration and CFO/CBO
/s/ Dawn Stephens
Dawn Stephens
Interim Associate Vice Chancellor, Finance & Accounting
/s/ Victor Onwumere
Victor Onwumere
Executive Director, Finance & Treasury



HOUSTON COMMUNITY COLLEGE SYSTEM INVESTMENT PORTFOLIO COMPOSITION June 30, 2025

Beginning Book Value (June 1, 2025)		\$ 525,021,155
Beginning Market Value (June 1, 2025)	\$ 527,125,761	
Additions/Subtractions (Book Value - Net)		\$ (30,949,503)
Change in Market Value		\$ (4,323,485)
Ending Book Value (June 30, 2025)		\$ 494,071,652
Ending Market Value (June 30, 2025)		\$ 496,740,588
Unrealized Gain/(Loss)		\$ 2,668,936
WAM (56% of Portfolio's Weighted Average Maturit	cy)	1 day
WAM (44% of Portfolio's Weighted Average Maturit	ry - Securities Held To Maturity)	340
	\$ 18,978,083	
* Net amount provided/(for) CIP/others	72,414 \$ 19,050,497	

EXECUTIVE SUMMARY INVENTORY HOLDINGS REPORT June 30, 2025

	 Ending Book Value	Ending Market Value	Unrealized Gain (Loss)		
US Treasuries	\$ 171,941,432	\$ 173,895,068	\$	1,953,637	
US Agencies	44,397,822	45,113,121		715,299	
Local Government Pools	148,185,462	148,185,462		-	
Money Market Funds	79,525,184	79,525,184		-	
Certificate of Deposit	50,000,000	50,000,000		-	
Interest Bearing Checking	21,752	21,752		-	
Total	\$ 494,071,652	\$ 496,740,588	\$	2,668,936	
WAR (Weighted Average Interest Rate)		4.23%			

INVESTMENTS INVENTORY HOLDINGS REPORT (OPERATING AND OTHERS) June 30, 2025

	Held At	Coupon	Yield	Purchase	Maturity	Par	Discount AMT	Beginning	Beginning	Net Change	Ending	Ending	Change in	Unrealized
Fannie Mae ARM Pool 708686	Bank of America	Rate 4.0690%	Rate 0.0000%	Date 02/22/05	Date 05/01/33	7,620	\$ (1,473)	Mkt. Value \$ 7,786	Book Value \$ 9,093		Book Value 9,033	Mkt. Value 7,736	Mkt. Value \$ (50) \$	Gain/(Loss) \$ (1,298)
Fannie Mae ARM Pool 805454	Bank of America		0.0000%	12/23/04	12/01/34	8,550	(5,921)	8,776	14,471	(60)	14,411	8,721	(55)	(5,691)
Federal Home Loan Bank Global Unsecured	Bank of America	0.3800%		01/19/24	09/04/25	10,000,000	635,453	9,896,918	9,364,548	-	9,364,548	9,928,888	31,970	564,341
Federal Farm Credit Bank US Domestic Unsecured	Bank of America		4.3200%	02/12/25	01/28/28	10,000,000	19,430	10,078,079	9,980,570	-	9,980,570	10,120,793	42,714	140,223
U.S. Treasury Note US Govt Treasury	Bank of America	2.8800%	4.6080%	02/08/24	06/15/25	5,000,000	112,305	4,996,875	4,887,695	(4,887,695)	-	-	(4,996,875)	-
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.7020%	03/05/24	09/15/25	5,000,000	87,500	4,987,370	4,912,500	-	4,912,500	4,992,969	5,599	80,469
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.6970%	03/05/24	09/15/25	5,000,000	87,150	4,987,370	4,912,850	-	4,912,850	4,992,969	5,599	80,119
U.S. Treasury Note US Govt Treasury	Bank of America	0.2500%	4.7930%	03/20/24	09/30/25	10,000,000	661,500	9,867,813	9,338,500	-	9,338,500	9,900,293	32,481	561,793
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500%	4.7300%	03/28/24	10/15/25	5,000,000	35,547	4,998,568	4,964,453	-	4,964,453	4,998,926	358	34,473
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500%	4.7350%	03/28/24	10/15/25	5,000,000	35,938	4,998,568	4,964,063	-	4,964,063	4,998,926	358	34,863
U.S. Treasury Note US Govt Treasury	Bank of America	5.0000%	5.0300%	04/24/24	10/31/25	5,000,000	2,214	5,011,641	4,997,786	-	4,997,786	5,010,254	(1,387)	12,468
U.S. Treasury Note US Govt Treasury	Bank of America	4.0000%	5.0160%	04/11/24	12/15/25	10,000,000	162,109	9,991,537	9,837,891	-	9,837,891	9,992,481	944	154,590
U.S. Treasury Note US Govt Treasury	Bank of America	3.3800%	3.4940%	09/16/24	09/15/27	10,000,000	33,594	9,885,938	9,966,406	-	9,966,406	9,929,688	43,750	(36,719)
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0060%	10/25/24	07/31/27	15,000,000	15,000,000	14,641,406	14,510,850	-	14,510,850	14,705,859	64,453	195,009
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	3.8800%	10/15/24	10/15/27	10,000,000	10,000,000	9,992,188	9,996,484	-	9,996,484	10,033,594	41,406	37,109
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.6300%	3.5600%	09/13/24	09/13/27	15,000,000	(27,510)	14,860,470	15,027,510	-	15,027,510	14,922,325	61,855	(105,185)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.3500%	4.3430%	02/12/25	01/28/28	10,000,000	(1,750)	10,098,109	10,001,750	-	10,001,750	10,124,659	26,550	122,909
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1240%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,957,422	9,937,500	-	9,937,500	9,975,781	18,359	38,281
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1640%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,957,422	9,930,859	-	9,930,859	9,975,781	18,359	44,922
U.S. Treasury Note US Govt Treasury	Bank of America	0.8800%	4.1540%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,658,203	9,506,250	-	9,506,250	9,695,606	37,402	189,356
U.S. Treasury Note US Govt Treasury	Bank of America	4.5000%	4.2080%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,034,766	15,048,633	-	15,048,633	15,041,162	6,396	(7,471)
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.0790%	2/26/2025	1/31/2028	30,000,000	30,000,000	29,707,031	29,524,219	-	29,524,219	29,844,141	137,109	319,922
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0810%	2/26/2025	2/15/2028	10,000,000	10,000,000	9,707,422	9,631,250	-	9,631,250	9,759,766	52,344	128,516
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	4.0150%	3/19/2025	3/15/2028	10,000,000	10,000,000	10,000,000	9,960,938	-	9,960,938	10,046,875	46,875	85,938
Debt Service 2001A Bond Interest Checking	Bank of America		2.2600%				-	1,297	1,297	2	1,299	1,299	-	-
HCCS Merchant Service	Bank of America		0.8100%				-	23,348	23,348	(3,017)	20,330	20,330	-	-
LTD 2013 Tax Bond General Checking	Bank of America		2.2600%				-	17,914	17,914	(17,791)	123	123	-	-
Chase Certificate of Deposit	Chase		3.4200%					50,000,000	50,000,000	-	50,000,000	50,000,000	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America		4.2500%				-	103,005,257	103,005,257	(26,587,008)	76,418,249	76,418,249	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America		4.2500%				-	3,095,854	3,095,854	11,081	3,106,935	3,106,935	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank		4.4480%				-	67,455,696	67,455,696	244,567	67,700,263	67,700,263	-	-
TexPool - General Funds	State Street Bank		4.3520%				-	12,860,691	12,860,691	133,099	12,993,790	12,993,790	-	-
TexPool - Prime	State Street Bank		4.5680%				-	67,334,029	67,334,029	157,380	67,491,409	67,491,409		

TOTAL \$ 527,125,761 \$ 525,021,155 \$ (30,949,503) \$ 494,071,652 \$ 496,740,588 \$ (4,323,485) \$ 2,668,936



Summary Operating Statements

For the Period September 1, 2024 - June 30, 2025

For the Meeting of the Board of Trustees - August 6, 2025

for Houston Community College System



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For the Period September 1, 2023 - June 30, 2025

Houston Community College System

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Summary of Financial Statements As of June 30, 2025

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

The Board approved the FY 2025 Auxiliary budget, Restricted Funds budget, and the Capital and Technology Plan budget. The approved FY 2025 Auxiliary Services budget totals \$8.6 million. Overall, this is a 10% increase compared to the prior year, primarily due to increased scholarship funding for students, annual salary increases, and the rental of HCCS space for campus wide events. The Restricted budget totals \$144.6 million for grant activities, financial aid, and payments for employee benefits. Finally, the approved Capital and Technology Plan budget totals \$7.9 million, which is earmarked for the continuation of asset upgrades and replacement of information and instructional technology equipment.

The Unrestricted Fund as of June 30, 2025, total revenues, fund balance transfers and rolled purchase orders (POs) are \$448.7 million. This represents 95.9% of the budgeted total of \$467.9 million. Expenses total \$352.5 million to date, which is 75.3% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 6% and expenses are higher by 5.6%. Actual net revenue is \$96.2 million to date.

Ad Valorem tax revenue is trending at 7.6% higher when compared to last year. This is namely due to the increase in taxable valuations compared to prior year. Revenue is expected to fall within budget plan at year end.

State appropriations are slightly lower when compared to prior year due to late disbursements from the state, however, appropriations are expected to be within budget by year-end.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are **13.8%** higher than last year at this time. Gross tuition and fee revenues are up 13.8% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 14.3% primarily due to Dual Credit waivers.

Other local income, which includes investment income, is lower by \$5.3 million due to the volatility of the finance market.

Continuing Education/Non-credit tuition and fees, net are 8.8% higher than last year at this time. Gross tuition and fees revenues are up by 8.8%.

Actual salaries for FY 2025 are 12.5% higher compared to FY 2024; this is due primarily to a Board approved salary increase of 7.5% for faculty, full-time employees, part-time hourly staff, and a 4% increase for executive staff. Employee benefits are higher by 8.8% for FY 2025 compared to FY 2024.

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year. Expenses are expected to be within budget by year-end.

Debt interest expense for the month totaled \$1,500,797 compared to this time in FY 2024 of \$1,513,491.

Statement of Revenues, Expenses and Fund Balances - All Funds As of June 30, 2025

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 430,848,783	\$ 30,010,931	\$ 7,610,788	\$ -	\$ 132,075,791	\$ 1,485,483	\$ -	\$ 44,768,012	\$ 398,161	\$ 647,197,949
Expenses										
Salaries	209,166,958	4,991,777	768,087	-	2,665,344	-	-	-	=	217,592,165
Employee Benefits	25,504,246	16,929,659	140,911	-	-	-	-	-	-	42,574,816
Supplies & General Expense	4,330,044	461,094	587,927	-	-	134,170	246,568	-	-	5,759,804
Travel	650,376	74,534	56,319	-	-	-	-	-	-	781,229
Marketing Costs	2,763,420	66,722	465	-	-	-	-	-	-	2,830,607
Rentals & Leases	295,667	31	3,683	-	-	10,834	-	-	-	310,214
Insurance/Risk Mgmt.	8,217,995	2,098	2,366	-	-	-	-	-	-	8,222,459
Contracted Services	28,027,790	1,019,311	1,254,768	-	-	39,593	437,837	8,391	-	30,787,689
Utilities	8,011,205	-	375,339	-	-	-	-	-	-	8,386,544
Other Departmental Expenses	2,111,393	545,718	384,385	-	396,273	-	-	-	-	3,437,769
Instructional & Other Materials	7,534,284	518,007	4,860	-	-	24,877	121,070	-	-	8,203,098
Maintenance & Repair	2,353,164	-	1,324	-	-	-	(287)	-	-	2,354,201
Transfers (In)/Out ¹	40,146,573	-	-	-	(1,342,090)	(993,098)	(24,572,500)	(13,238,885)	-	-
Debt	63,294	-	-	-	-	-	-	51,078,045	-	51,141,339
Capital Outlay	12,919,032	612,425	157,604	-	-	4,907,598	19,137,286	-	-	37,733,945
Amortization/Depreciation	-	-	-	-	-	-	-	-	29,507,901	29,507,901
Scholarship Distribution	397,808	-	1,183,078	-	130,369,390	-	-	-	-	131,950,276
Total Expenses	352,493,246	25,221,375	4,921,116	-	132,088,918	4,123,973	(4,630,025)	37,847,551	29,507,901	581,574,055
Net Revenues/(Expenses)	78,355,537	4,789,556	2,689,672	-	(13,127)	(2,638,490)	4,630,025	6,920,461	(29,109,740)	65,623,894
Other Adjustments and Transfers										
Debt Principal Payments ²	(48,000,000)	-	-	-	-	-	-	-	90,855,209	42,855,209
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	3,116,721	116,568	-	-	-	1,617,436	8,835,303	-	4,622,790	18,308,817
Transfers of Completed Projects/Assets	(3,116,721)	(116,568)	-	-	-	(773,253)	(745,071)	-	4,751,614	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	(48,000,000)	-	-	-	-	844,182	8,090,232	-	100,229,612	61,164,026
Beginning Fund Balances, Audited	68,450,207	1,058,425	22,536,108	238,698	3,181,945	85,619,954	28,679,244	18,825,701	505,730,743	734,321,025
Ending Fund Balances	\$ 98,805,744	\$ 5,847,981	\$ 25,225,780	\$ 238,698	3,168,817	83,825,646	\$ 41,399,500	\$ 25,746,163	\$ 576,850,614	\$ 861,108,942

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

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

Unrestricted Revenues and Expenses Comparison to Budget and Previous Fiscal Year As of June 30, 2025

83.3% of Year

	В	udget Comparisor	ı	 Previous Fiscal Year Comparison						
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru June 30, 2025	Actuals as a % of Budget	o-Date Actuals Thru June 30, 2025	Year-to-Date Actuals Thru June 30, 2024	Increase (Decrease) FY 2025 Compared to FY 2024	% Increase (Decrease)			
REVENUES										
State Appropriations	\$ 68,243,000	\$ 53,724,309	78.7%	\$ 53,724,309	. , ,	\$ (12,662,374)	-19.1%			
Ad Valorem Taxes	224,386,251	222,290,223	99.1%	222,290,223	206,594,490	15,695,733	7.6%			
Tuition & Fees, Net	126,237,802	131,342,650	104.0%	131,342,650	115,441,965	15,900,685	13.8%			
Other Local Income	22,736,208	14,728,240	64.8%	14,728,240	20,025,038	(5,296,798)	-26.5%			
Tuition & Fees, Net Extended Learning	7,885,993	8,076,839	102.4%	8,076,839	7,422,937	653,901	8.8%			
Grant Revenue - Indirect Cost	650.000	686.523	105.6%	686.523	521.757	164.767	31.6%			
Total Revenues	450,139,254	430,848,783	95.7%	430,848,783	416,392,870	14,455,914	3.5%			
Fund Balance Transfers In & Rolled POs	17,809,983	17,809,983	100.0%	 17,809,983	7,045,981	10,764,002	152.8%			
Total Revenues and Fund Balance Transfers	\$ 467,949,237	\$ 448,658,767	95.9%	\$ 448,658,767	\$ 423,438,851	\$ 25,219,915	6.0%			
EXPENSES										
Salaries	256,374,567	209,166,958	81.6%	209,166,958	185,887,887	23,279,070	12.5%			
Employee Benefits	38,341,388	25,504,246	66.5%	25,504,246	23,446,301	2,057,945	8.8%			
Supplies & General Expense	6,632,736	4,330,044	65.3%	4,330,044	3,703,329	626,716	16.9%			
Travel	1,424,373	650,376	45.7%	650,376	578,764	71,612	12.4%			
Marketing Costs	3,986,510	2,763,420	69.3%	2,763,420	1,861,532	901,888	48.4%			
Rentals & Leases	411,355	295,667	71.9%	295,667	178,955	116,712	65.2%			
Insurance/Risk Mgmt.	9,352,554	8,217,995	87.9%	8,217,995	7,682,093	535,902	7.0%			
Contracted Services	40,923,273	28,027,790	68.5%	28,027,790	21,677,215	6,350,575	29.3%			
Utilities	11,249,856	8,011,205	71.2%	8,011,205	7,643,391	367,813	4.8%			
Other Departmental Expenses	3,998,606	2,111,393	52.8%	2,111,393	1,870,214	241,178	12.9%			
Instructional & Other Materials	11,259,299	7,534,284	66.9%	7,534,284	8,519,314	(985,030)	-11.6%			
Maintenance & Repair	3,419,656	2,353,164	68.8%	2,353,164	1,440,795	912,368	63.3%			
Transfers\Debt	55,094,331	40,209,866	73.0%	40,209,866	66,274,842	(26,064,976)	-39.3%			
Contingency/Initiatives	2,295,155	-	0.0%	-	-	-	0.0%			
Capital Outlay	22,315,577	12,919,032	57.9%	12,919,032	2,992,451	9,926,581	331.7%			
Amortization/Depreciation	-	-	0.0%	-	-	-	0.0%			
Scholarship Distribution	870,000	397,808	45.7%	397,808	-	397,808	100.0%			
Total Expenses	\$ 467,949,237		75.3%	\$ 352,493,246	\$ 333,757,084	\$ 18,736,163	5.6%			
NET REVENUE/(EXPENSES)	-	\$ 96,165,520	=	\$ 96,165,520	\$ 89,681,768	\$ 6,483,753				

Auxiliary Revenues and Expenses by Fund As of June 30, 2025

Auxiliary Funds - Uncommitted Portion

	М	ain Leasing	Misc. Auxiliary		Bookstore Commission	S	cholarships	Subtotal ncommitted
Revenues	\$	4,359,929	\$ 216,43	2 \$	1,197,764	\$		\$ 5,774,125
Expenses								
Salaries		259,742	90,46	6	-		72,944	423,152
Employee Benefits		61,963	10,94	7	-		1,287	74,197
Supplies & General Expense		27,299	69,58	7	-			96,886
Travel					-			-
Marketing Costs		465			-			465
Rentals & Leases					-			-
Insurance/Risk Mgmt.					-			-
Contracted Services		1,134,077	47,35	4	-			1,181,431
Utilities		375,339			-			375,339
Other Departmental Expenses		1,242	302,18	4	-			303,427
Instructional & Other Materials					-			-
Maintenance & Repair		6,052			-			6,052
Transfers/Debt					-			-
Capital Outlay		76,567	33,34	3	-			109,910
Scholarship Distribution			17,23	2	-		1,127,286	1,144,518
Total Expenses		1,942,745	571,11	5	-		1,201,517	3,715,377
Contribution to Fund Balance	\$	2,417,184	\$ (354,68	3) \$	1,197,764	\$	(1,201,517)	2,058,748
Beginning Fund Balance, Audited								18,426,404
Ending Fund Balance								\$ 20,485,151

^{*} Expenditures in this category include Government Relations, Mobile Go, etc.

Auxiliary Revenues and Expenses By Fund As of June 30, 2025

Auxiliary Funds - International and Committed Portions

	Intern	ational		Committed							
	Other International Initiatives	Subtotal International	Student Vending St Commission	tudent Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary				
Revenues	\$ -	\$ -	\$ - \$	1,018,409	\$ 818,254	\$ 1,836,663	\$ 7,610,788				
Expenses											
Salaries	-	-	-	21,540	323,394	344,934	768,087				
Employee Benefits	-	-	-	661	66,053	66,714	140,911				
Supplies & General Expense	17,991	17,991	-	402,534	70,649	473,183	588,060				
Travel	8,475	8,475	-	44,487	3,357	47,844	56,319				
Marketing Costs		-	-			-	465				
Rentals & Leases		-	-		3,683	3,683	3,683				
Insurance/Risk Mgmt.		-	-	2,275	91	2,366	2,366				
Contracted Services		-	-	43,742	29,596	73,337	1,254,768				
Utilities		-	-			-	375,339				
Other Departmental Expenses	1,273	1,273	-	64,826	14,861	79,686	384,385				
Instructional & Other Materials		-	-			-	-				
Maintenance & Repair		-	-			-	6,052				
Transfers/Debt		-	-			-	-				
Capital Outlay		-	-	22,059	25,635	47,694	157,604				
Scholarship Distribution		-	-	38,560		38,560	1,183,078				
Total Expenses	27,738	27,738		640,683	537,318	1,178,001	4,921,116				
stribution to Fund Balance	(27,738)	(27,738)	-	377,726	280,937	658,662	2,689,672				
inning Fund Balance, Audited	<u>-</u>	1,559,228	(1,284,080)	1,957,474	1,877,082	2,550,476	22,536,108				
ling Fund Balance	_	\$ 1,531,490	\$ (1,284,080) \$	2,335,199	\$ 2,158,019	\$ 3,209,139	\$ 25,225,780				

Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison As of June 30, 2025 83.3% of Year

Division	FY 2	2025 Adjusted Budget	Act	uals as of June 30, 2025	% Spent	FY 2024 Adjusted Budget		Actuals as of June 30, 2024	% Spent
Central College	\$	15,601,893	\$	12,598,962	80.8%	\$	13,364,965	10,575,833	79.1%
Northwest College		18,961,826		14,887,240	78.5%		16,845,325	12,973,692	77.0%
Northeast College		17,555,538		14,489,441	82.5%		14,465,949	12,295,764	85.0%
Southwest College		16,641,314		14,134,131	84.9%		14,382,801	11,932,721	83.0%
Southeast College		18,260,520		15,731,335	86.1%		15,956,535	12,954,495	81.2%
Coleman College		22,223,344		18,015,181	81.1%		19,180,715	15,083,886	78.6%
Academic Instruction		83,809,742		72,640,844	86.7%		75,932,729	63,788,786	84.0%
Office of the Chancellor		17,862,279		12,971,720	72.6%		19,612,210	13,583,187	69.3%
Instructional Services		12,375,619		7,945,107	64.2%		10,459,083	6,441,645	61.6%
Online College		3,150,290		2,531,495	80.4%		2,626,102	1,961,386	74.7%
Student Services		11,616,790		7,142,588	61.5%		10,225,833	6,445,123	63.0%
Strategy, Planning & Institutional Effectiveness		5,036,591		3,513,949	69.8%		5,052,744	3,203,517	63.4%
External & Governmental Relations, Transfers and Alumni Relations		2,125,232		1,414,330	66.5%		1,450,726	314,055	21.6%
Legal & Compliance		17,027,540		13,517,903	79.4%		16,019,647	12,690,410	79.2%
Finance & Accounting		79,986,736		64,991,827	81.3%		80,437,855	64,221,393	79.8%
System		125,713,983		75,967,191	60.4%		111,631,667	85,291,189	76.4%
Grand Total	\$	467,949,237	\$	352,493,247	75.3%	\$	427,644,885	\$ 333,757,084	78.0%

Balance Sheet by Fund As of June 30, 2025

	CURRENT &	P	LANT & BOND			1	PRIOR YEAR
	LOAN FUNDS ¹		FUNDS ²	TO	TAL ALL FUNDS	TOT	AL ALL FUND
ASSETS							
Current Assets:	ć 450 204 7 24		404 204 720	,	254 660 464		250 745 600
Cash & cash equivalents	\$ 150,284,731	\$	104,384,730	\$	254,669,461	\$	258,745,698
Short-term Investments	-		4 225 022		-		24,276,204
Accounts receivable (net)	55,555,416		1,335,822		56,891,238		33,556,602
Deferred charges	752,695		-		752,695		9,295,791
Prepaids Total Current Assets	8,924,978		105 720 552	-	8,924,978		9,796,823
Total Current Assets	215,517,820		105,720,552		321,238,372		335,671,118
Non-current Assets:							
Restricted cash & cash equivalents	-		25,127,103		25,127,103		29,056,89
Long-term investments	218,991,733		-		218,991,733		143,424,47
Long-term lease receivable	21,606,956		-		21,606,956		20,465,82
Capital assets, net	7,752,154		1,126,811,941		1,134,564,095	_	1,144,265,34
Total Non-current Assets	248,350,843		1,151,939,044		1,400,289,887		1,337,212,538
Total Assets	\$ 463,868,663	\$	1,257,659,596	\$	1,721,528,259	\$	1,672,883,656
Deferred Outflows of Resources:							
OPEB	9,794,624		-		9,794,624		9,794,62
Pension	37,434,988		-		37,434,988		37,434,98
Advance Funding Valuation			1,563,806		1,563,806		1,563,80
Total Deferred Outflows of Resources	\$ 47,229,612	\$	1,563,806	\$	48,793,418	\$	48,793,418
Total Assets and Deferred Outflows of Resources	\$ 511,098,275	\$	1,259,223,402	\$	1,770,321,677	\$	1,721,677,074
LIABILITIES							
Current Liabilities:							
Accounts payable	14,468,715		1,024,604		15,493,319		13,700,55
Accrued Interest- SBITA	276,218				276,218		276,21
Accrued liabilities	355,997		24,938		380,935		18,074,31
Compensated absences	4,955,308		· -		4,955,308		4,955,30
Funds held for others	652,691		189,209		841,900		908,680
Deferred revenue	22,188,659		731,336		22,919,995		40,229,119
SBITA- Current portion	3,399,100		-		3,399,100		3,399,10
Net OPEB liability-current portion	3,565,628		-		3,565,628		3,565,62
Notes payable-current portion	-		180,875		180,875		720,79
Bonds payable-current portion			-		<u> </u>		41,215,00
Total Current Liabilities	49,862,316		2,150,962		52,013,278		127,044,720
Non-current Liabilities:							
SBITA Liability	3,984,779		-		3,984,779		3,984,77
Net OPEB liability	123,908,453		_		123,908,453		123,908,45
Net pension liability	105,104,799		-		105,104,799		105,104,79
Notes payable	-		1,770,569		1,770,569		1,770,56
Bonds payable	-		517,639,133		517,639,133		517,639,13
Total Non-current Liabilities	232,998,031		519,409,702		752,407,733		752,407,73
Total Liabilities	\$ 282,860,347	\$	521,560,664	\$	804,421,011	\$	879,452,453
Deferred Inflows of Resources:							
Leases	21,510,206		_		21,510,206		24,622,07
OPEB	60,962,942		_		60,962,942		60,962,94
Pension	12,477,761		_		12,477,761		12,477,76
Advance Funding Valuation	,,,,,,,		9,840,817		9,840,817		9,840,81
Total Deferred Inflows of Resources	\$ 94,950,909	\$	9,840,817	\$	104,791,726	\$	107,903,59
Total Liabilities and Deferred Inflows of Resources	\$ 377,811,256	\$	531,401,481	\$	909,212,737	\$	987,356,049
	95,465,383		638,855,642		734,321,025		655,881,16
Reginning Fund Ralances Audited	90,400,303		030,033,042		, 37,321,023		055,001,10
Beginning Fund Balances, Audited							
Net Revenue/(Expenses)					33,045,209		22,698,09
Net Revenue/(Expenses) Unrestricted	33,045,209		-				
Net Revenue/(Expenses) Unrestricted Restricted	33,045,209 4,776,429		-		4,776,429		950,12
Net Revenue/(Expenses) Unrestricted			88,966,279				950,125 54,791,64
Net Revenue/(Expenses) Unrestricted Restricted		\$	88,966,279 727,821,921	\$	4,776,429	\$	950,12

 $^{^1 \ \}textit{Includes Unrestricted, Restricted, Loan \& Endowment, Scholarship, Agency and Auxiliary Funds.}$

 $^{^{2}\,}$ Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

Exemptions and Waivers Detail As of June 30, 2025

		FY 2	:02	4	FY 2025		
	,	Prior Year Year-to-Date Activity thru Activity thru 8/30/2024 06/30/2024			Year-to-Date Activity thru 06/30/2025	Actuals % Increase/ (Decrease)YTD vs. Prior YTD	
	Tuitio	n & Fees					
Budget:							
Adjusted Budget, Annual*	\$	106,400,157	\$	101,709,073	\$ 126,237,802	24.1%	
Revenues:							
Gross Tuition & Fees		134,172,076		134,625,462	153,267,213	13.8%	
Waivers & Exemptions:							
Dual Credit & Early College HS		(16,567,432)		(16,568,752)	(19,193,122)	15.8%	
Other		(2,786,646)		(2,614,745)	(2,731,441)	4.5%	
Total Waivers & Exemptions		(19,354,078)		(19,183,497)	(21,924,563)	14.3%	
Total Tuition & Fees Revenue, Net	\$	114,817,998	\$	115,441,965	\$ 131,342,650	13.8%	
Tuition &	Fees - Ex	tended Learn	ing) (EL)			
Budget:							
Adjusted Budget, Annual*	\$	4,862,714	\$	5,758,835	\$ 7,885,993	36.9%	
Revenues:							
Gross Tuition & Fees		7,665,722		7,422,937	8,076,839	8.8%	
Waivers & Exemptions:							
Department of Corrections		-		-	-	0.0%	
Total EL Tuition & Fees Revenue, Net	\$	7,665,722	\$	7,422,937	\$ 8,076,839	8.8%	

	FY 2	024	FY 20	125	
Exemptions & Waivers	Prior Year Activity thru 8/30/2024	Year-to-Date Activity thru 06/30/2024	Year-to-Date Activity thru 06/30/2025	Actuals % Increase/ (Decrease)YTD vs. PriorYTD	
Dept of Corrections	\$ -	\$ -	\$ -	0.0%	
Dual Credit & Early College HS Waiver	16,567,432	16,568,752	19,193,122	15.8%	
Other Exemptions:					
Employee Fee Exemptions	44,993	43,602	45,685	4.8%	
Firemen	29,460	29,304	40,803	39.2%	
Hazelwood	1,145,051	1,117,808	1,229,296	10.0%	
Deaf & Blind	150,320	147,625	139,677	-5.4%	
High Ranking High School Grad	3,025	1,694	1,848	9.1%	
Good Neighbor Program	67,042	65,230	104,266	59.8%	
Child of Disabled Vet	3,757	2,865	2,642	-7.8%	
Employee of State College & University	3,164	3,162	5,273	66.8%	
Non-resident Teach/Research Assistant	6,876	6,876	10,602	54.2%	
Non-resident Competitive Scholarships	13,823	13,823	6,555	-52.6%	
Senior Citizens	450,277	439,665	437,059	-0.6%	
Misc Tuition/Fees Waivers	-	-	10,300	100.0%	
Concurrent Enrollment	-	-	222	100.0%	
Foster Children-Resident	272,473	267,129	302,832	13.4%	
TX Tomorrow Waiver	-	-	277	100.0%	
Surviving Spouse/Children	1,589	1,589	-	-100.0%	
Peace Officer Exemption	8,202	7,567	15,510	105.0%	
Adopted Student Waiver	351,710	351,506	353,865	0.7%	
FAST Book & OD Fees	234,884	115,300	24,729	-78.6%	
Grant Awards Disb	-	-	-	100.0%	
Total Other Exemptions	2,786,646	2,614,745	2,731,441	4.5%	
Grand Total Exemptions & Waivers	\$ 19,354,078	\$ 19,183,497	\$ 21,924,563	14.3%	

^{*}Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM# ITEM TITLE PRESENTER

Α.

Unemployment Insurance Claims Management and Employment Verification (Project No. RFP 25-36) Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Rodney Nathan

RECOMMENDATION

Authorize the Chancellor to execute a contract with Equifax Inc., to provide Unemployment Insurance Claims Management and Employment Verification in support of the Talent Engagement Department and in accordance with RFP 25-36.

COMPELLING REASON AND BACKGROUND

- Houston Community College issued a request for proposals for unemployment insurance claims management and employment, wage, and education verification services. The recommended vendor will be contracted to support HCC's Human Resources and Talent Engagement functions. Services will include managing unemployment insurance claims, preparing for hearings, and verifying employment and educational backgrounds for job applicants and employees.
- HCC has approximately 6,000 full-time and part-time employees and processes about 500 employment and wage verifications annually.
- The recommended vendor has experience working with higher education institutions and large, diverse workforces. The vendor should be able to integrate with HCC's Oracle Taleo system and provide automated E-Verify processing, employment and wage history verification, and degree validation.

FISCAL IMPACT

The annual cost under the resulting contract shall be as follows:

- Year 1: Twenty-two thousand three hundred ninety dollars (\$22,390.00),
- Year 2: Twenty-three thousand sixty dollars(\$23,060.00),
- Year 3: Twenty-three thousand seven hundred fifty-seven dollars and fifty cents (\$23,757.50),
- Year 4: Twenty-four thousand four hundred sixty-five dollars (\$24,465.00),
- Year 5: Twenty-five thousand two hundred two dollars and fifty cents (\$25,202.50).

The total maximum contract value of one hundred eighteen thousand eight hundred seventy-five dollars (\$118,875.00) for the full term of the contract. The funding source shall be the Talent Engagement Department budget.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP 25-36.

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

DescriptionUpload DateTypeSummary of Procurement - RFP 25-367/28/2025AttachmentSummary of Composite Scores - RFP 25-367/28/2025Attachment

This item is applicable to the following: District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE: Unemployment Insurance Claims Management and Employment Verification

PROCUREMENT METHOD: Request for Proposal (Over-all best value)

PROJECT DEPARTMENT: Talent Engagement

NAME OF BUYER: Sara El Kharif, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals for unemployment

insurance claims management and employment, wage, and education verification services. The recommended vendor will be contracted to support HCC's Human

Resources and Talent Engagement functions.

HCC has approximately 6,000 full-time and part-time employees and processes

about 500 employment and wage verifications annually.

The recommended vendor has experience working with higher education institutions

and large, diverse workforces.

The scope of services under the resulting contract includes:

Responding to and protesting claims

- Managing appeals and preparing for hearings
- Providing legal or hearing representative support
- Benefit charge auditing and error correction
- Quarterly account reviews and budget forecasting
- Customized training for HCC staff
- Integration with Oracle Taleo for automated E-Verify submissions
- Verifying current and former employment, wages, and job titles
- Providing work history previews for applicants
- Education verification, including degree, coursework, and attendance validation
- Supporting on-demand, efficient verification workflows

RECOMMENDED VENDOR: Equifax Inc.

PRIOR VENDOR: Equifax Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked

firm offering the best value in accordance with Chapter 44.031 (a) of the Texas

Education Code.

Pursuant to the published RFP 25-36 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, The Evaluation Committee has selected the

offeror based on demonstrated competence, knowledge, and qualification of the services provided.

Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION INFORMATION:

In performing the work under RFP 25-36, the recommended firm Equifax will be working from its St Louis, MO location.

PROJECTED VALUE:

The annual cost under the resulting contract shall be as follows:

- Year 1: Twenty-two thousand three hundred ninety dollars (\$22,390.00),
- Year 2: Twenty-three thousand sixty dollars (\$23,060.00),
- Year 3: Twenty-three thousand seven hundred fifty-seven dollars and fifty cents (\$23,757.50),
- Year 4: Twenty-four thousand four hundred sixty-five dollars (\$24,465.00),
- Year 5: Twenty-five thousand two hundred two dollars and fifty cents (\$25,202.50).

The total maximum contract value of one hundred eighteen thousand eight hundred seventy-five dollars (\$118,875.00) for the full term of the contract.

The funding source shall be the Talent Engagement Department budget.

CONTRACT TERM:

It is anticipated that the contract term resulting from this solicitation, if any, will be Three (3) years with the option to renew it for Two (2) additional one-year terms.

PROCUREMENT ADVERTISEMENT & NOTICE:

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

- HCC Procurement Operations Website on May 8, 2025
- Texas State Procurement Website on May 8, 2025
- Notice to HCC Board of Trustees on May 12, 2025
- The Daily Court Review on May 8, 2025, and May 15, 2025

SOLICITATION INFORMATION: RFP 25-36 was issued on May 8, 2025, and the solicitation document was distributed

electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A virtual pre-proposal meeting was held on May 19, 2025, and a question-and-answer period was allowed through May 23, 2025. Three (3) proposals were received by the solicitation due date of June 30, 2025, at 2:00 p.m. Three (3) proposals were evaluated in accordance with RFP 25-36.

COMPETITIVE:

Yes.

PROPOSAL EVALUATION:

Responses were evaluated by the Evaluation Committee using an evaluation process which consisted of five (5) HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualification and experience Demonstrated qualifications of personnel and team	20
Proposed approach and methodology	30
Past performance & references	15
Small business practices	5
Pricing	30
	Total 100

EVALUATION COMMITTEE QUALIFICATIONS:

Evaluator 1-VC of Talent Engagement, Represents the Talent Engagement Department; is business owner who will have overall responsibility for the work effort following contract award and has in-depth understanding of the service requirements.

Evaluator 2 – Director of Talent Technology, Represents Talent Engagement Department, has in-depth understanding of the service requirements.

Evaluator 3 – Senior Internal Auditor, Represents Internal Audit, has in-depth understanding of the service requirements.

Evaluator 4 – System Analyst, Represents Enterprise Business Application Department, has in-depth understanding of the service requirements.

Evaluator 5 – Dean, Represents Center of Excellence, has in-depth understanding of the service requirements.

PRIOR HCC EXPERIENCE: Yes

REFERENCES: Evaluated and found to be favorable.

HIGHER EDUCATION EXPERIENCE:

The recommended supplier has experience with the following educational institutions:

- Embry-Riddle Aeronautical University
- The George Washington University
- Northern Arizona University

VALUE ADDED: Equifax is happy to discuss HCC student interns in support of delivering the scope of

services defined.

SMALL BUSINESS GOAL: In accordance with the Houston Community College - Small Business Development

Program, for this solicitation, HCC advertised as 5% – Small Business participation

goal.

Equifax is not certified SBE and will self-perform the work under the

resulting contract.

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RFP 25-36 - Unemployment Insurance Claims Management and Employment Verification

Summary Composite Score Sheet

	Evaluation Criteria						
Firm	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Price Proposal	Small Business Practices		Total
Available Points	20	30	15	30	5		100
Equifax	17.60	25.20	12.90	23.04	0.00		78.74
The Theodoros Group	12.00	20.40	6.30	22.10	0.00		60.80
AmeriCheck USA	7.20	8.40	5.40	30.00	0.00		51.00

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

В.

Enterprise Solution for Institutional Assessment, Strategic Planning & Accreditation (Project No. RFP 25-26) Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Dr. Andrea Burridge

RECOMMENDATION

Authorize the Chancellor to execute a contract with SPOL to provide an Enterprise Solution for Institutional Assessment, Strategic Planning & Accreditation, in support of the Planning & Institutional Effectiveness department and in accordance with RFP 25-26.

COMPELLING REASON AND BACKGROUND

- Houston Community College issued a request for proposals for an enterprise solution to support institutional assessment, strategic planning, and accreditation activities across multiple campus locations.
- The recommended vendor will be contracted to provide a centralized and user-friendly
 assessment management system, along with a dedicated, fully trained support staff. The system
 must support the collection and documentation of student learning outcomes, administrative
 assessments, and generate a variety of customizable reports. It must also integrate with HCC's
 Canvas Learning Management System and Campus Solutions Student Information System.
- HCC intends to contract with the selected vendor for the following modules: Credentialing,
 Planning, Accreditation, and Assessment. These modules will support college-wide efforts in
 tracking learning outcomes, aligning with strategic priorities, managing accreditation
 requirements, and documenting institutional effectiveness.

FISCAL IMPACT

The annual cost under the resulting contract shall be as follows:

- Year 1: Thirty-three thousand nine hundred ninety-nine dollars and ninety-nine cents (\$33,999.99),
- Year 2: Thirty thousand nine hundred dollars (\$30,900.00),
- Year 3: Thirty-one thousand eight hundred twenty-seven dollars and one cent (\$31,827.01),
- Year 4: Thirty-two thousand seven hundred eighty-one dollars and eighty cents (\$32,781.80),
- Year 5: Thirty-three thousand seven hundred sixty-five dollars and twenty-six cents (\$33,765.26).

The total maximum contract value of one hundred sixty-three thousand two hundred seventy-four

dollars and six cents (\$163,274.06) for the full term of the contract. The funding source shall be the Planning & Institutional Effectiveness department.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP 25-26.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

DescriptionUpload DateTypeSummary of Procurement - RFP 25-267/28/2025AttachmentSummary of Composite Scores - RFP 25-267/28/2025Attachment

This item is applicable to the following: District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE: Enterprise Solution for Institutional Assessment, Strategic Planning & Accreditation

PROCUREMENT METHOD: Request for Proposal (Over-all best value)

PROJECT DEPARTMENT: Planning & Institutional Effectiveness

NAME OF BUYER: Sara El Kharif, Senior Buyer

PURPOSE: Houston Community College issued a request for proposals for an enterprise

solution to support institutional assessment, strategic planning, and accreditation

activities across multiple campus locations.

HCC intends to contract with the selected vendor for the following modules: Credentialing, Planning, Accreditation, and Assessment. These modules will support college-wide efforts in tracking learning outcomes, aligning with strategic priorities, managing accreditation requirements, and documenting institutional effectiveness.

The vendor shall supply a centralized, end-user-friendly assessment management system that can, at a minimum:

- Collect and document college-wide student learning outcome assessment data.
- Provide customizable rubrics to assess and report on student performance.
- Create simple and standardized curriculum maps aligned with assessment plans.
- Integrate seamlessly with the Canvas Learning Management System and Campus Solutions, HCC's Student Information System.
- Collect and document assessment data for outcomes and objectives in administrative, educational, and student support services programs/departments.
- Align, link, and track assessment data with general education outcomes, departmental and academic goals, accreditation standards, and strategic plan initiatives.
- Align educational outcomes and institutional goals to rubric criteria.
- Report in real time and display progress over time.
- Provide access for multiple users to manage their individual departments and programs.
- Support recurring assessments to demonstrate longitudinal progress and continuous improvement.
- Generate customizable reports for program review, assessment, and accreditation, including program- and course-level comparisons and longitudinal analysis.
- Generate reports on a monthly, quarterly, and annual basis.
- Archive reports and share them with external stakeholders as needed.

RECOMMENDED VENDOR: SPOL

PRIOR VENDOR: GTS Technology Solutions, Inc.

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked

firms offering the overall best value in accordance with chapter 44.031 of the Texas

Education Code and pursuant to the published RFP 25-26 document.

LOCATION INFORMATION: In performing the work under RFP 25-26, the recommended firm SPOL will be

working from its Raleigh, NC location.

PROJECTED VALUE: The annual cost under the resulting contract shall be as follows:

- Year 1: Thirty-three thousand nine hundred ninety-nine dollars and ninetynine cents (\$33,999.99),
- Year 2: Thirty thousand nine hundred dollars (\$30,900.00),
- Year 3: Thirty-one thousand eight hundred twenty-seven dollars and one cent (\$31,827.01),
- Year 4: Thirty-two thousand seven hundred eighty-one dollars and eighty cents (\$32,781.80),
- Year 5: Thirty-three thousand seven hundred sixty-five dollars and twenty-six cents (\$33,765.26).

The total maximum contract value of one hundred sixty-three thousand two hundred seventy-four dollars and six cents (\$163,274.06) for the full term of the contract.

This project will be funded through the Planning & Institutional Effectiveness department.

PRIOR YEAR'S SPEND: One hundred thirty-two thousand six hundred one dollars and thirty-five cents

(132,601.35) annually.

CONTRACT TERM: It is anticipated that the contract term resulting from this solicitation, if any, will be

Three (3) years with the option to renew it for Two (2) additional one-year terms.

PROCUREMENT ADVERTISEMENT & NOTICE:

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

- HCC Procurement Operations Website on May 5, 2025
- Texas State Procurement Website on May 5, 2025
- Notice to HCC Board of Trustees on May 12, 2025
- The Daily Court Review on May 5, 2025, and May 12, 2025

SOLICITATION INFORMATION: RFP 25-26 was issued on May 5, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A virtual pre-proposal meeting was held on May 12, 2025, and a question-and-answer period was allowed through May 26, 2025. Six (6) proposals were received by the solicitation due date of June 10, 2025, at 2:00 p.m. Six (6) proposals were evaluated in accordance with RFP 25-26.

COMPETITIVE:

Yes.

PROPOSAL EVALUATION:

Responses were evaluated by the Evaluation Committee using a two-phase evaluation process which consisted of five (5) HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Phase 1 -Evaluations Firm's qualification and experience Demonstrated qualifications of personnel and team	35
Proposed approach and methodology	50
Past performance & references	15
Phase 2 -Demonstrations/Security Questions Demonstrations	50
Small business practices	15
Pricing	35
Technical Security Questions	Pass or Fail Total 200

EVALUATION COMMITTEE QUALIFICATIONS:

Evaluator 1 – VC of Strategy Planning and Institutional effectiveness, Represents the Planning and Institutional Effectiveness Department; is business owner who will have overall responsibility for the work effort following contract award and has indepth understanding of the service requirements.

Evaluator 2 – Dean, Student Success, Represents the HCC Online, has in-depth understanding of the service requirements.

Evaluator 3 –Director of Institutional Assessment, Represents the Curriculum and Compliance Department, has in-depth understanding of the service requirements.

Evaluator 4 –Director of Educational Policy, Represents the planning and institutional effectiveness department, has in-depth understanding of the service requirements.

Evaluator 5 – Director of Accreditation Evaluation, and Planning, Represents the Curriculum and Compliance Department, has in-depth understanding of the service requirements.

PRIOR HCC EXPERIENCE:

No

REFERENCES: Evaluated and found to be favorable.

HIGHER EDUCATION EXPERIENCE:

The recommended supplier has experience with the following educational institutions:

- University of Mount Olive
- Mississippi Delta Community College
- Miami Dade Community College
- Piedmont Virginia Community College
- Coastal Bend College

VALUE ADDED: SPOL is willing to engage 1 HCC student intern at any time as part of this project.

SMALL BUSINESS GOAL: In accordance with the Houston Community College - Small Business Development Program, for this solicitation, HCC advertised as 5% – Small Business participation

goal.

SPOL is not certified SBE and will self-perform the work under the

resulting contract.

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RFP 25-26 - Enterprise Solution for Institutional Assessment, Strategic Planning & Accreditation

Summary Composite Score Sheet

	Evaluation				
Firm	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References		Total
Available Points	35	50	15		100
HelioCampus	30.80	43.00	12.90		86.70
Watermark Insights, LLC	30.10	43.00	12.90		86.00
SPOL	28.00	38.00	12.90		78.90
eLumen, Inc.	25.20	35.00	10.80		71.00
uPlanner	21.70	22.00	8.70		52.40
Rexus USA LLC	4.67	10.00	2.50		17.17

		Evaluation Criteria - Phase 2						
Firm	Phase 1 Score	Price Proposal (Tab 5)	Small Business Practices (Tab 6)	Demonstrations	Technical Security Questions		Total	
Available Points	100	35	15	50	Pass/Fail		200	
SPOL	78.90	35.00	0.00	45.00	Pass		158.90	
Watermark Insights, LLC	86.00	4.83	0.00	38.00	Pass		128.83	
HelioCampus	86.70	2.91	0.00	28.00	Pass		117.61	

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

C.

Audio/Video Production Rental Service (Project No. 25-24)

Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Dr. Rima Adil

RECOMMENDATION

Authorize the Chancellor to execute a contract with Password Production, to provide Audio/Video Production Rental Services, in accordance with RFP 25-24.

COMPELLING REASON AND BACKGROUND

- HCC issued a Request for Audio Visual Services for District Events. HCC Seeks to procure a highquality, dependable, experienced audio-visual company for the Fall Convocation, State of the College, and the Employee Significance Ceremony.
- These District Events require specific technical requirements, i.e., audio systems, video displays, lighting, and specialized equipment.
- The audio-visual company understands event needs and goals and understands the vision and expectations, minimizing the risk of miscommunication and unmet expectations.
- For many years, these services have been placed by the college's advertising agencies. This procurement opens up audio/visual services to competitive bidding by other vendors within the community.

FISCAL IMPACT

The cost of all services under the resulting contract shall be Eighty-Four Thousand Eight Hundred Seventy-Seven Dollars (\$84,877.00) annually. Total Contract Value of Four Hundred Twenty-Four Thousand Three Hundred Eighty-Five Dollars (\$424,385.00) for the term of the contract. The funding source shall be the Communication Department Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031 (a) of the Texas Government Code and pursuant to the published RFP 25-24.

STRATEGIC ALIGNMENT

5. College of Choice

ATTACHMENTS:

Description
Summary of Procurement - RFP 25-24

Upload Date Type
7/28/2025 Attachment

This item is applicable to the following: District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE: RFP 25-24 Audio/Video Production Rental Services

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT DEPARTMENT: Communication

NAME OF BUYER: Marites Trevino, Sr. Buyer

PURPOSE:

The College solicited proposals from qualified firms to provide Audio/Video Production Rental Services specifically for two major annual events: State of the College and Fall Convocation.

Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.

The scope of services includes but is not limited to pre-event technical planning; script writing and graphic development; stage design and lighting composition; rigging, LED screen setup, and power distribution; installation and testing of audio and video equipment; and full on-site event management by producers, technical directors, lighting, and audio specialists. Following each event, the contractor is responsible for complete breakdown and removal of all equipment.

These services are tailored specifically for the successful execution of the College's two key district-wide events.

RECOMMENDED VENDOR: Password Productions

PROPOSED SUB-CONTRACTORS:

None

PRIOR VENDOR: Password Productions

PRIOR CONTRACT STATUS: No prior contract

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest-ranked

firm offering the best value in accordance with Chapter 44.031 (a) of the Texas

Education Code.

Pursuant to the published RFP 25-24 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification of the services provided.

F. 63.466

Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final

evaluation ranking.

LOCATION INFORMATION: In performing the work under RFP 25-24, the recommended firm will be working

from their Houston, TX office.

PROJECTED VALUE: The estimated annual cost of services under the resulting contracts is projected to

be Eighty-Four Thousand Eight Hundred Seventy-Seven Dollars (\$84,877.00) for

Audio/Video Production Rental Services.

Total Contract Value of Four Hundred Twenty-Four Thousand Three Hundred

Eighty-Five Dollars (\$424,385.00) for the term of the contract.

The funding source shall be the Communication Department Budget.

CONTRACT TERM: It is anticipated that the contract term resulting from this solicitation, if any, will be

Two (2) years with the option to renew it for Three (3) additional one-year terms. HCC reserves the right to extend the contract on a month-to-month basis, not to

exceed three (3) months.

PROCUREMENT ADVERTISEMENT & NOTICE:

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

- HCC Procurement Operations Website on May 9,2025.
- Texas State Procurement Website on May 9,2025.
- Notice to HCC Board of Trustees on May 12,2025.
- The Daily Court Review on May 14,2025, and May 21,2025.

SOLICITATION INFORMATION:

The Request for Proposals (RFP 25-24) was issued on May 09, 2025. The solicitation document was distributed electronically in addition to being published in the local newspaper. The notice of advertisement was provided, and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. In accordance with RFP 25-24, a pre-proposal conference was held on May 20, 2025, and a question-and-answer period was allowed through May 26, 2025. Seven (7) proposals were received by the solicitation due date of June 20,2025 at 2:00 p.m. All proposals received were evaluated in accordance with RFP 25-24. One (1) proposal was non-responsive and disqualified.

COMPETITIVE: Yes

PROPOSAL EVALUATION: Responses were evaluated by the Evaluation Committee, which consisted of HCC

representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria Available Points

Firm's qualification and experience Demonstrated qualifications of

personnel and team

20

	Total 100
Small business practices	15
Price Proposal	35
Past performance & references	10
Proposed approach and methodology	20

EVALUATION COMMITTEE QUALIFICATIONS:

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

Evaluator 2 – Represents the Department of Broadcast Engineering HCC TV; is a business owner who will co-manage the work effort following contract award and has an in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the department of the Office of the Chancellor and has an in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents the Office of the Vice Chancellor and has an in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the Department of Communication and Public Engagement and has an in-depth understanding of the commodity and service requirements.

PRIOR HCC EXPERIENCE: Yes

REFERENCES: Evaluated and found to be favorable.

HIGHER EDUCATION EXPERIENCE:

The recommended firms have experience with the following educational institutions:

Houston Community College

SMALL BUSINESS GOAL:

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

Password Productions is certified SBE with City of Houston and will self-perform the work under the resulting contract.

RPF 25-24 Audio Video Production Rental Services

Summary Composite Score Sheet

		Evaluation Criteria						
Evaluation	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Price Proposal	Small Business Practices	Total		
Available Points	20	20	10	35	15	100		
Password Productions	14.00	10.00	8.60	31.95	10.00	74.55		
Southern Sound Systems, Inc.	14.40	16.80	8.40	17.08	10.00	66.68		
Inspire Solutions Audio Visual Production	16.80	16.80	8.80	14.12	0.00	56.52		
Diligent Development	8.00	8.40	3.40	35.00	0.00	54.80		
In Depth Events	15.60	14.80	7.80	9.09	0.00	47.29		
СТІ	15.60	14.00	6.40	4.38	0.00	40.38		

Eliminated Submissions

^{*}Prolific Success Events & Consulting due to incomplete price

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

D.

Parking Lot Lighting
Replacements and Lot
Renovations, Stafford
Campus (Project No. IFB 2532)

Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with McDonald Municipal and Industrial – A Division of C.F. McDonald Electric, Inc., the lowest responsible bidder meeting specifications, to provide Parking Lot Lighting Replacements and Lot Renovations, Stafford Campus, in accordance with IFB 25-32.

COMPELLING REASON AND BACKGROUND

- The College issued an Invitation for Bid for Parking Lot Lighting Replacements and Lot Renovations, Stafford Campus. This project improves the longevity of the parking lot and lighting at the Stafford Southwest Campus. It enhances lighting for increased safety and security, contributing to a better overall campus environment and experience for students and staff.
- The recommended Contractor will provide parking lot lighting replacement, lot resurfacing, and striping of the Houston Community College, Stafford Campus located at 10041 Cash Road, Stafford TX, 77477 and will affect 138,459 sq. ft. of lighting and parking lot area.
- This work involves the Contractor to obtain all permits as stated in the project plans/drawings and the permitting authority and to include a Certificate of Occupancy/Compliance and all documentation pertinent to allow HCC to operate the facility as intended.
- The duration of the project shall take one hundred and fifty (150) calendar days to complete all the work.

FISCAL IMPACT

The total bid received from the lowest responsible bidder was two hundred ninety-five thousand four hundred sixty-nine dollars and no cents (\$295,469.00), with contingencies (10% of the engineer's estimate) of ninety-seven thousand five hundred dollars and no cents (\$97,500.00), for a total amount not to exceed three hundred ninety-two thousand nine hundred sixty-nine dollars and no cents (\$392,969.00). The FY25 Facilities Deferred Maintenance budget funds this project.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with section 2269.101 of the Texas Government Code and pursuant to the published IFB 25-32.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - IFB 25-32	7/28/2025	Attachment
Bid Tally - IFB 25-32	7/28/2025	Attachment

This item is applicable to the following: Southwest, District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE: IFB 25-32 Parking Lot Lighting Replacements and Lot Renovations,

Stafford Campus

PROCUREMENT METHOD: Invitation for Bid (Lowest Responsible Bidder)

PROJECT DEPARTMENT: Facilities Department

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: The College issued an Invitation for Bid for Parking Lot Lighting Replacements and

Lot Renovations, Stafford Campus. This project improves the longevity of the parking lot and lighting at the Stafford Southwest Campus. It enhances lighting for increased safety and security, contributing to a better overall campus environment

and experience for students and staff.

The recommended Contractor will provide parking lot lighting replacement, lot resurfacing, and striping of the Houston Community College, Stafford Campus located at 10041 Cash Road, Stafford Tx, 77477 and will affect **138,459 sq. ft.** of lighting and parking lot area.

The recommended Contractor scope of work includes but not limited to:

- Provide scope of work inclusive of all project documents.
- Existing parking pole light and pole base to be demolished. Remove existing branch circuit feeder and raceway back to source.
- Demolish existing weather heads, riser conduit, power meter and panelboard.
- Coordinate with power company for disconnect and reconnect of electrical service.
- Provide new riser conduct and weather head. Coordinate installation with the power company.
- Install new underground secondary service lateral.
- Provide lighting control systems, testing and commissioning, coordinate with the manufacturer.
- Form and pour new light pole bases.
- Provide conduit and pull strings as required for security.
- Provide power for Code Blue Station and coordinate final stub up and power input location with code blue installer prior to rough-in.
- Repair all concrete from demolition and trenching activities.
- Resurface parking lot and provide new striping based on plan documents.
- Provide all testing and cleaning of the site area when completed.
- Coordination of all necessary utility modifications.

This work involves the Contractor to obtain all permits as stated in the project plans/drawings and the permitting authority and to include a certificate of Occupancy/Compliance and all documentation pertinent to allow HCC to operate the facility as intended.

The recommended contractor has over sixty-five (65) years of construction experience. The project duration shall have one hundred and fifty (150) calendar days to complete the installation of light pole mounts and light pole fixtures project.

RECOMMENDED VENDOR: McDonald Municipal and Industrial – A Division of C.F. McDonald Electric, Inc.

PROPOSED SUBCONTRACTORS:

H & R Electrical, electrical material supplier

Austex Modern Concrete, concrete materials supplier

LEGAL REQUIREMENTS: This recommendation is in accordance with Chapter 2269.101 of the Texas

Government Code titled Subchapter C - Competitive Bidding Method.

LOCATION INFORMATION: In performing the work under IFB 25-32, the recommended firm will be working

from its Houston, TX office.

PROJECTED VALUE: The resulting PO Contract for the lowest responsible bid received has a total base bid

in the amount of two hundred and ninety-five thousand, four hundred and sixty-nine dollars and no cents (\$295,469.00), with contingencies (10% of the engineer's estimate) of ninety-seven thousand, five hundred dollars and no cents (\$97,500.00), for a total amount not to exceed three hundred and ninety-two thousand, nine hundred and sixty

nine dollars and no cents (\$392,969.00).

This project contract award supports the Facilities Department Deferred

Maintenance Program that improves the College's overall facilities conditions. The project is funded through the FY25 Facilities Deferred Maintenance Budget.

ENGINEER'S ESTIMATE: The Architect/Engineer's estimate is nine hundred and seventy-five thousand dollars and

no cents (\$975,000.00).

CONTRACT TERM: The contract term will be through the successful project completion, including

project closeout and warranty period.

PROCUREMENT ADVERTISEMENT & NOTICE:

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

- HCC Procurement Operations Website on March 12, 2025
- State of Texas Procurement Website on March 12, 2025
- The Daily Court Review on March 14, and March 21, 2025
- Notice to HCC Board of Trustees on March 24, 2025

SOLICITATION INFORMATION:

The Invitation for Bid was published on March 12, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided, and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-bid conference was held on March 26, 2025, and a question-and-answer period was allowed through April 2, 2025. Six (6) bids were received by the due date of April 15, 2025, by 2:00 p.m. All bids received were evaluated in accordance with IFB 25-32.

COMPETITIVE: Yes

BID EVALUATION: The lowest responsible bid was reviewed by the Facilities Department who

confirmed that the bid meets the specifications and requirements of IFB 25-32.

PRIOR HCC EXPERIENCE: No

HIGHER EDUCATION EXPERIENCE:

The recommended firm has electrical lighting and parking lot construction experience with the following educational institutions:

- University of Houston Clearlake,
- University of Houston Main Campus,
- Lamar College,
- Prairie View A&M University
- San Jacinto College, and
- Lee College

REFERENCES: Evaluated and found to be favorable.

SMALL BUSINESS GOAL: This project has a thirty-five (35%) percent – Small Business participation goal.

The recommended contractor is not certified and will be performing 86% of the work. In addition, to subcontracting 14% of the work through certified and non-certified subcontractors. See the list below:

certified subcontractors. See the list below.

H & R Electrical, 11%, certified SBE, City of Houston Austex Modern Concrete, 3%, non-certified

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IFB 25-32 Parking Lot Lighting Replacements and Lot Renovations, Stafford Campus

Bid Tally

	Bid Response						
Firm		oposed Base Bid	Contingency Amount (10% Engineer's Estimate)	Total Award Price	Project Duration (in calendar days)		
C. F. McDonald Electric, Inc.		\$295,469.00	\$97,500.00	\$392,969.00	150 Days		
Sphere Superior Services, LLC		\$326,644.11	\$97,500.00	\$424,144.11	30 Days		
Westco Energy Solutions		\$338,563.07	\$97,500.00	\$436,063.07	120 Days		
JR Thomas Group, Inc		\$427,450.00	\$97,500.00	\$524,950.00	153 Days		
E Contractors USA LLC		\$545,000.00	\$97,500.00	\$642,500.00	196 Days		
Wilson Building Services, Inc.		\$874,750.00	\$97,500.00	\$972,250.00	74 Days		

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

Ε.

Professional Environmental Consulting Services (Project No. RFQ 25-34)

Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute a contract with Separation System Consultants, Inc. to provide Professional Consulting Services, in support of Facilities (Environmental Health & Safety) Department.

COMPELLING REASON AND BACKGROUND

- Houston Community College issued a request for qualifications for environmental consulting services related to existing and future HCC facilities. The recommended firm will be contracted on an "as needed basis." As Projects are assigned, the scope and cost will be determined for each specific project. Cost will be based upon the rates included in the executed "as needed" contract.
- The recommended firm has experience working with local regulators, Texas Commission on Environmental Quality (TCEQ), Texas Department of State Health Services (TDSHS), United States Environmental Protection Agency (USEPA) and has appropriate accreditations, licenses, and certifications. The recommended firm also has experience with higher education and K-12. The firm has worked directly with San Jacinto College, University of Houston, HISD and FBISD.

FISCAL IMPACT

The annual cost of all services under the resulting contract shall not exceed Two Hundred Thousand Dollars with no cents (\$200,000.00). Total Maximum Contract Value of One Million Dollars with no cents (\$1,000,000.00) for the term of the contract. The funding source shall be the Facilities Environmental Health and Safety Operating Budget.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance Chapter 2254.004 of the Texas Government Code and pursuant to the published RFQ 25-34.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description
Summary of Procurement - RFQ 25-34

Upload Date Type
7/28/2025 Attachment

This item is applicable to the following: District

SUMMARY OF PROCUREMENT BOARD ACTION ITEM

PROJECT TITLE: Professional Environmental Consulting Services

PROCUREMENT METHOD: Request for Qualifications (Overall Most Qualified)

PROJECT DEPARTMENT: Facilities Department (Environmental Health & Safety Division)

NAME OF BUYER: Gabriel Moya, Buyer

PURPOSE:

The College solicited proposals from qualified firms to provide Professional

 ${\bf Environmental\ Consulting\ Services.}$

Given the nature of the services and to ensure consistent and timely delivery, this recommendation is being made to the highest ranked firm.

The scope of services includes but are not limited to the following:

a. Compliant Phase I and II Environmental Site Assessments (ESAs)

- b. Property Condition Assessments (PCAs)
- c. Wetland Delineation
- d. Asbestos Consulting, including building surveys, abatement plans and specifications, abatement project oversight, post abatement confirmation testing, reporting and air monitoring services
- e. Mold Assessment Consulting
- f. Remediation Oversight
- g. Noise Monitoring
- h. Indoor Air Quality Assessments
- i. Air Permitting and Compliance
- j. Environmental Compliance
- k. Regulatory Closure of Contaminated Sites
- I. Storm Water Pollution Prevention Planning (SWP3), oversight and management
- m. Above Ground Storage Tank (AST) compliance and inspections.
- n. Underground Storage Tank (UST) removal and remediation.
- o. Spill Prevention Control and Countermeasures (SPCC) plans, tank management and permitting.

RECOMMENDED VENDOR: Separation System Consultants, Inc.

PRIOR VENDOR: Terracon Consultants, Inc.

PRIOR CONTRACT STATUS: Final Renewal Time

LEGAL REQUIREMENTS: This recommendation to the Board of Trustees is being made to the highest ranked

firms offering the overall best value in accordance with Chapter 2254.004 of the Texas Education Code and pursuant to the published RFQ 25-34 document.

The evaluation committee is recommending a contract award to a single offeror on the basis of demonstrated competence, and qualifications and based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION INFORMATION:

In performing the work under RFQ, the recommended firm Separation System

Consultants, Inc., will be working from its Houston, TX location.

PROJECTED VALUE:

The estimated annual cost of services under the resulting contract is projected not to exceed Two Hundred Thousand Dollars with no cents (\$200,000.00) for Professional **Environmental Consulting Services.**

Total Contract Value of One Million Dollars with no cents (\$1,000,000.00). The funding source shall be the Environmental Health and Safety Department Budget.

PRIOR YEAR'S SPEND:

One Hundred Thousand Dollars (\$100,000.00) annually.

CONTRACT TERM:

It is anticipated that the contract term resulting from this solicitation, if any, will be three (3) years with the option to renew it for two (2) additional one-year terms. HCC reserves the right to extend the contract on a month-to-month basis, not to exceed three (3) months.

PROCUREMENT ADVERTISEMENT & NOTICE:

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

- HCC Procurement Operations Website on April 10, 2025
- Texas State Procurement Website on April 10, 2025
- Notice to HCC Board of Trustees on April 14, 2025
- The Daily Court Review on April 10, 2025, and April 17, 2025

SOLICITATION INFORMATION: RFQ 25-34 was issued on April 10, 2025, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. An in person pre-proposal meeting was held on April 23, 2025, and a question-and-answer period was allowed through May 1, 2025. Twelve (12) proposals were received by the solicitation due date of May 14, 2025 at 2:00 p.m. Twelve (12) proposals were evaluated in accordance with RFQ 25-34.

COMPETITIVE:

Yes

PROPOSAL EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria Firm's qualification and experience **Available Points**

35

Demonstrated qualifications of

personnel and team

	Total 100
Small business practices	15
Past performance & references	20
Proposed approach and methodology	30

EVALUATION COMMITTEE QUALIFICATIONS:

Evaluator 1 – Represents the Environmental Health and Safety Division of the Facilities Department & Environmental Health and Safety Manager; is business owner who will have overall responsibility for the work effort following contract award and has in-depth understanding of the service requirements.

Evaluator 2 – Represents the Environmental Health and Safety Division of the Facilities Department & Environmental Health and Safety Specialist, and has in-depth understanding of the service requirements

Evaluator 3 – Represents the Facilities Services and Real Estate Division of the Facilities Department & Executive Director of Facility Services and Real Estate and has in-depth understanding of the service requirements.

Evaluator 4 – Represents the Internal Audit Department & Internal Auditor and has in-depth understanding of the service requirements.

Evaluator 5 – Represents the Northeast College Operations & Campus Manager and has in-depth understanding of the service requirements.

PRIOR HCC EXPERIENCE: Yes.

REFERENCES: Evaluated and found to be favorable.

HIGHER EDUCATION EXPERIENCE:

The recommended firms have experience with the following educational institutions:

- 1- Separation System Consultants Inc.
 - Houston Community College
 - University of Houston Downtown
 - Pearland ISD

VALUE ADDED: The recommended vendor has committed to engaging between three (3) and five

(5) interns from HCC students.

SMALL BUSINESS GOAL: In accordance with the Houston Community College - Small Business Development

Program, for this solicitation, HCC advertised as 25% – Small Business participation

goal.

Separation System Consultants, Inc. is a certified SBE through Small Business Administration and will subcontract twenty-five (25) percent to the following certified SBEs:

- A & M Environmental certified through METRO (15% of total contract subcontracted)
- ERC Environnemental & Construction Services, Inc. (10% of total contract subcontracted).

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RFQ 25-34 Professional Environmental Consulting Services

Summary Composite Score Sheet

Firm

	Available Points
Separation System Consultants, Inc.	
Terracon Consultants, Inc.	
Langan Engineering and Environmental LLC	
ECS Southwest, LLP	
WSP USA Inc.	
Ensolum, LLC	
Raba Kistner, Inc	
Partner Engineering and Science, Inc.	
T1 Services, LLC	
Honesty Environmental Services, Inc.	
TLC Engineering Inc.	
Mold Testing Houston LLC	

Evaluation Criteria						
Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Small Business Practices		Total	
35	30	20	15		100	
29.40	22.20	17.20	15.00		83.80	
30.80	21.60	17.60	10.00		80.00	
28.00	22.20	14.80	15.00		80.00	
27.30	24.00	15.60	10.00		76.90	
26.60	24.00	13.60	10.00		74.20	
28.70	19.80	14.80	10.00		73.30	
25.90	20.40	14.80	10.00		71.10	
27.30	25.20	16.00	0.00		68.50	
22.40	20.40	12.40	10.00		65.20	
25.20	19.80	14.80	0.00		59.80	
22.40	11.40	10.00	15.00		58.80	
13.30	9.00	7.60	0.00		29.90	

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
	Increase in Spending	Dr. Margaret Ford Fisher
F.	Authority Facilities	Dr. Sherry Hawn
	Maintenance Services	Robert McCracken
	(Project No. RFP 19-56)	

RECOMMENDATION

Authorize the Chancellor to approve an increase in spending authority for the contract with TDIndustries, Inc., to continue providing facilities maintenance services in accordance with RFP 19-56.

COMPELLING REASON AND BACKGROUND

- The Board previously authorized the Chancellor to execute a contract with TDIndustries, Inc., the highest-ranked firm offering the lowest price, as the result of a two-step RFP process (RFP 19-56) for facilities maintenance services.
- The pricing proposal submitted by the vendor included no rate increase during the first 5 years of the contract with a 1% increase each year in option years 6 through 10. The contract was approved on November 6, 2019, by the Board but the request did not include the 1% cost increases in the option years. The college is now requesting Board approval for an increase in spending authority of \$919,753.60 to amend the current contract to align with the pricing proposal submitted during the solicitation process.
- Under the amended contract, the Contractor shall continue to provide all required
 management, supervision, labor, transportation, insurance, tools, supplies, equipment, and
 other resources necessary to deliver comprehensive facilities maintenance services.
 TDIndustries will also maintain responsibility for the administration and technical direction of
 all plant operations and maintenance functions. The original summary of procurement and
 board approval item are attached for reference.

FISCAL IMPACT

```
        Option
        Requested
        Previously
        Annual Total

        Year
        Increase
        Approved Amount
        with Increase

        1 (Year 6)
        $60,504.12
        $6,050,411.65
        $6,110,915.77

        2 (Year 7)
        $121,613.27
        $6,050,411.65
        $6,172,024.92

        3 (Year 8)
        $183,333.52
        $6,050,411.65
        $6,233,745.17

        4 (Year 9)
        $245,670.98
        $6,050,411.65
        $6,296,082.63

        5 (Year 10)
        $308,631.80
        $6,050,411.65
        $6,359,043.45

        Total Year 6-10
        $919,753.69
        $30,252,058.25
        $31,171,811.94
```

The funding source for this contract shall be the Facilities Department Operating Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031(a) of the Texas Education Code and pursuant to the published RFP 19-56.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

G.

Increase in Spending Authority Security Guard Services (Project No. RFP 24-28) Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Robert McCracken

RECOMMENDATION

Authorize the Chancellor to approve an increase in spending authority of \$500,000 annually for the contract with Citywide Protection Unit to provide security guard services in accordance with RFP 24-28 for the District Administration building and parking garage.

COMPELLING REASON AND BACKGROUND

- On August 21, 2024, the Board authorized the Chancellor to execute a contract with Citywide Protection Unit in accordance with RFP 24-28. The Board approval was for \$500,000 annually for a two-year term with the option to renew for three additional one-year terms.
- The approval request for \$500,000 per year was based on prior year spend instead of the pricing proposal and requested staffing pattern. Compared to the previous contractor the security officer salaries increased approximately 20%. Additionally, the requested staffing coverage increased to enhance coverage in the parking garage, increase evening and weekend coverage, and provide officer coverage on additional floors. The requested increase will increase the contract amount to \$1,000,000 annually and will ensure continued service without interruption and align funding with the actual scope and cost of work required.

FISCAL IMPACT

The amended annual contract value will increase from \$500,000 to \$1,000,000. The increased amount is included in the Police Department Budget for FY26.

The funding source shall be the HCC Police Department Operational Budget.

LEGAL REQUIREMENT

The recommendation to the Board of Trustees is being made to the highest ranked firms offering the best value in accordance with Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP 24-28.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

This item is applicable to the following: District

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

Η.

Cooperative Contract Awards for Fiscal Year 2026

Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Robert McCracken
James Jackson

RECOMMENDATION

Authorize the Chancellor to negotiate and execute contracts available through government cooperative purchasing programs using various suppliers for items/services that are listed on the attached document and that are approved in the Fiscal Year 2026 Budget.

COMPELLING REASON AND BACKGROUND

- The purpose of the proposed award recommendation is to provide continued use of noted software, hardware and other essential services from suppliers competitively procured by purchasing cooperatives.
- The use of governmental purchasing cooperative contracts, through interlocal agreements between the College and government purchasing cooperatives, is a national best practice and an important procurement tool that allows HCC to leverage its buying power across participating agencies ensuring that we achieve best-value and just-in-time performance.
- This method of procurement enables HCC to be most competitive in our acquisition strategy, reduce cost, and create value through collaborative and shared efforts.
- Procurement compares items or services among multiple suppliers and cooperative programs to ensure that HCC obtains best-value.

FISCAL IMPACT

The projected expenditures are included in the FY 2026 Budget and noted on the attached contract award list.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Texas Education Code Section 44.031(a) and government Code Chapter 791(a).

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description

Upload Date Type

This item is applicable to the following:

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

FY 2026 Cooperative Contract Award List

Description		Estimated Amount
Technology Replacement Plan – Authorizes cooperati		
network, hardware, software, server, and computer ed		
with the IT Strategic Plan (i.e. Dell Products, Apple, an		
Cisco 4500 & Nexus Switch Upgrades	\$1,148,000	
Cisco True Up from 2025	\$1,486,000	
Cisco Access Point Upgrade	\$907,000	
Phone Devices	\$295,000	
Super Cluster Upgrade	\$350,000	\$10,921,000
Server RAM and DASD Additions for Growth	\$300,000	
IDF Room UPS Battery Replacement	\$150,000	
Computer Replacement	\$5,644,000	
Classroom Technology	\$516,000	
Student Loaner Laptops	\$125,000	
Total Amount	\$10,921,000	
support HCC software, hardware, and maintenance. In FY25, two items were part of multiyear contracts, and the remaining 9 items were annual purchases. We purchased the following for ~\$2.6M in FY25: PeopleSoft Software License \$1,611,000 [year 1 of 3] Oracle Taleo Platform Cloud \$107,000 [year 2 of 3] Oracle Super Cluster Hardware \$205,000 Oracle Super Cluster Software \$98,000 \$2,690,000 Weblogic Annual Renewal \$3,000 Weblogic Server \$4,000 Oracle Active Data Guard \$76,000 Exadata Storage Server Software \$137,000 MicroFocus Visual COBOL \$1,000 EDU Cloud \$18,000 Total Amount (FY25) \$2,556,000		\$2,690,000
Telecommunications – Authorizes cooperative contracting for the purchase of Telecommunication Voice, Video, and Data Infrastructure that supports redundant connectivity and bandwidth between all HCC facilities from the following vendors: AT&T, City of Houston, Comcast, Consolidated Communications, Crown Castle, Frontier Communications, Lumen, NTT Communications, Pure Speed Lightwave, Rice University/Baylor College Medicine, Simple Texting, Zayo Fiber Solutions, and T-Mobile.		\$880,000

Description	Estimated Amount
Microsoft Unified Enterprise Support – Authorizes cooperative contracting for enterprise support providing 24/7 hands-on assistance and immediate escalation for urgent issues. Service includes evaluations of IT health and access to subject matter engineers who can resolve issues immediately. (\$170,000) Microsoft A5 Security – Authorizes cooperative contracting for additional cybersecurity features that benefits all faculty, staff and students and help reduce the cybersecurity threat to the institution. (\$400,000)	\$570,000
Instructure/Canvas Learning Management System — Authorizes cooperative contracting for Canvas LMS, a learning management system designed to streamline educational experiences and centralized access to materials and interactions making online, in-person, or blended learning more efficient. This platform is critical to student success. The subscription includes access to the Canvas LMS cloud-based platform, a custom URL for an HCC branded user experience, and 24/7 technical support to ensure continuous assistance and system reliability. Year 1 (FY26): \$562,000 Year 2 (FY27): \$590,000 Year 3 (FY28): \$619,000 Year 4 (FY29): \$650,000 Year 5 (FY30): \$683,000	\$3,104,000
Staffing Services – Authorizes cooperative contract purchases for staff augmentation in support of systemwide projects. Competitively sourced cooperative contracts from various suppliers, including but not limited to Precision Task Group, The Spearhead Group, Lane Staffing, CDW-G, Texas GovLink Inc., and the Reserves Network, Inc will be used.	\$4,200,000
Food Services – Authorizes cooperative contracting for food catering services for events and special meetings. Approved vendors under this category include, but not limited to: Compass Group USA, Inc. (Canteen), America To Go.	\$2,580,000
Promotional Items – Authorizes cooperative contracting for the purchase of promotional items, branded merchandise, and custom marketing materials used to support HCC branding, student recruitment, community engagement, and outreach events. The vendors include but are not limited to: The Urban Circle LLC, Promo Universal, LLC, Buffalo Specialties Inc, Butler Business Products, Amazing Awards Inc., Brand IQ LLC, All Printing, Marketing Magic International.	\$1,002,000
Office Supplies & Furniture — Authorizes cooperative contracting for the purchase of general office supplies, furniture, and miscellaneous items used to support day-to-day functions across departments and campuses. The vendors in this category include but are not limited to: Smarketing Business Systems, Inc. Facility Interiors, Kay Davis Associates, LLC, Tejas Office Products.	\$1,400,000

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

Sole Source Contract Awards for Fiscal Year 2026

Dr. Margaret Ford Fisher Dr. Sherry Hawn

RECOMMENDATION

Authorize the Chancellor to negotiate and execute contracts with various sole source suppliers for items/services that are listed on the attached document and that are approved in the Fiscal Year 2026 Budget.

COMPELLING REASON AND BACKGROUND

- The College has standardized the use of various software, technology, and services that support instructional and operational program needs.
- The recommended firms hold exclusive licensing rights for the noted software and services, only available directly from the noted sole source provider.
- HCC has used the noted software and services, and the client departments have requested the continued use for the delivery of services in support of students, faculty, and staff.
- When possible, alternative systems are researched for availability, compatibility and financial feasibility.
- Negotiations with sole source vendors are completed to ensure a best-value price is obtained.

FISCAL IMPACT

The projected expenditures are included in the FY 2026 Budget and noted on the attached contract award list.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Texas Education Code Subchapter J., Section 44.031.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description Upload Date Type

FY2026 Sole Source Contract Award Listing 8/11/2025 Attachment

This item is applicable to the following:

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

FY 2026 Sole Source Contract Award List

Description	Estimated Amount
LAZ Parking – An agreement for faculty and staff parking for Coleman College	
within The Texas Medical Center and the Corrections Education Program are	\$400,000
located near downtown.	
Texas Medical Center (TMC) – Intended to cover common areas across the Texas	
Medical Center campus. Assessments to Member Institutions for these common	
area costs are determined by each institution's pro-rata share of net deed-	\$150,000
restricted acreage, as specified in the covenants governing the Texas Medical	
Center, Houston, Texas.	
Modern-Campus/Pathway – Aims to empower students with tools and	
information to make informed decisions about their education and career paths.	
To increase student engagement, improve retention and graduation rates, and	\$118,000
ultimately enhance career outcomes. Contract increase of \$118,000 to increase	\$110,000
the number of software modules and software licenses for FY26, FY27, FY28, and	
FY29. This raises the contract total value to \$553,000 for FY26 through FY29.	
Student Services – Placement Testing – A suite of state-mandated and	
standardized testing instruments for Texas Success Initiative Assessment 22	
(TSIA2), Accuplacer ESL, Accuplacer Advanced Math, Test for Adult Basic	
Education (TABE), and Ability to Benefit (ATB). Standardized tests are utilized to	
support student success by accurately assessing reading, writing and math skills	
to determine the appropriate placement level for students.	
	\$385,000
The TSI Assessment delivered on the College Board/Accuplacer platform is	\$363,000
the only test approved by the Texas Higher Education Coordinating Board	
(THECB) to determine college readiness for any student enrolling in any Texas	
public college or university. Similarly, the Ability to Benefit (ATB)	
standardized test is mandated by the Department of Education for	
individuals that do not have high school diploma or high school equivalency.	

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

J.

Approve Senate Bill 17
Certification Report
Submission

Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick

RECOMMENDATION

Approve Senate Bill 17 certification report to the Texas Higher Education Coordinating Board and authorize the Board Chair and Chancellor to take all action necessary to certify HCC's compliance with Senate Bill 17.

COMPELLING REASON AND BACKGROUND

To continue receiving state funding after September 1, 2025, HCC must certify its compliance with Senate Bill 17 to the Texas Higher Education Coordinating Board by **August 31, 2025**.

Senate Bill 17 restricts diversity, equity, and inclusion (DEI) activities relating to race, sex, color, ethnicity, sexual orientation, and gender identity. The law impacts a wide spectrum of college operations throughout the entire College, including hiring, contracting, student services, and training. In particular, Senate Bill 17 disallows DEI offices and employees with DEI functions, and it prohibits "preferences" or "special benefits" based on race, color, and ethnicity. Senate Bill 17 does not affect academic instruction, student recruitment, student organizations, data collection, and a few other discrete areas. The effective date of Senate Bill 17 was January 1, 2024, and was codified in the Texas Education Code at Section 51.3525.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description
SB 17 Report Submission

Upload Date Type

8/7/2025 Attachment

This item is applicable to the following: District

Certification Submission for SB17 for 2025

DIRECTIONS

Institutions shall use this form to submit the annual certification required by 51.3525(e) to the Texas Higher Education Coordinating Board and the Legislature no later than September 1 of each year.

The certification submission window will only be available August 1 through August 31.

REQUIRED DOCUMENTATION

Certification and documentation submitted to the Texas Higher Education Coordinating Board will also be shared with the Texas Legislature.

CONTACT

The institutional contact (and form submitter, if applicable) will receive confirmation upon submission. THECB staff will reach out to the institution if there are questions regarding the submission.

Additional questions about compliance with this statute can be directed to Compliance@highered.texas.gov

SEC. 51.3525. RESPONSIBILITY OF GOVERNING BOARDS REGARDING DIVERSITY, EQUITY, AND INCLUSION INITIATIVES

(e) An institution of higher education may not spend money appropriated to the institution for a state fiscal year until the governing board of the institution submits to the legislature and the Texas Higher Education Coordinating Board a report certifying the board 's compliance with this section during the preceding state fiscal year.

Institution Contact Name *

Institution Contact Email Address *

I certify, under penalty of perjury and the loss of funding to my institution (listed below), that my institution has complied with the requirements in Tex. Educ. Code § 51.3525: (insert institutional name below) *

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give

preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).

I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).

I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for FY26 have been spent prior to submission of this certification report for FY25 to the Legislature and the Texas Higher Education Coordinating Board.

I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for FY26 have been spent prior to submission of this certification report for FY25 to the Legislature and the Texas Higher Education Coordinating Board.

I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.

I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.

I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.

I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.

Institutional Actions to Comply with Tex Educ. Code § 51.3525 *

To ensure full compliance with Tex. Educ. Code § 51.3525, in the past fiscal year my institution has conducted the following actions to comply with the statute ([insert a summary below).

Supporting Documentation to this Certification *

Please upload a signed Electronic Signature Acknowledgment and Consent Form (found here) for the Institution's President and Board Chair. Also to ensure full compliance with Tex. Educ. Code § 51.3525, attach any supporting documentation to this certification necessary to establish compliance.

Drop your files here

Browse no files selected

I certify that all information in this submission is true, accurate, and complete *

I certify that all information in this submission is true, accurate, and complete*

Failure to return a certification form to the Texas Higher Education Coordinating Board by September 1, 2025, will be considered an act of non-compliance with the law and can subject the above referenced institution to all penalties allowed by law.

Signature of the Institution's President *

Date Signed

Signature of the Institution's Board Chair *

Date Signed *

Please provide contact information for the form submitter if different from the institution contact above.

Form Submitter Name

Form Submitter Email

Send me a copy of my responses

Submit

Powered by

Privacy Policy

Report Abuse



Board of Trustees

HOUSTON CITY COLLEGE Office of General Counsel

Nicole Montgomery, General Counsel 3100 Main Street, 12th Floor, Houston, TX 77002 general.counsel@hccs.edu

main: 713.718.7514 fax: 713.718.7585

hccs.edu

<u>Delegation of Signature Authority to Execute Texas Education Code Section 51.3525(e)</u> Certification

As Chair of the Board of Trustees and Trustee for District VIII of Houston City College, I, Eva L. Loredo, ("Delegator") hereby delegate signature authority to Nicole Montgomery, General Counsel ("Delegatee") to execute as "Form Submitter" the certification report and attachments and selections showing full compliance with Texas Education Code Section 51.3525(e) required to be submitted by August 31, 2025.

The effective date of this delegation is August, 2025.			
The authority delegated in this document shall not be sub-delegated.			
By signing this authorization, I confirm that I meet the requirements to make such a designation.			
Delegator:			
Eva L. Loredo			
Chair			
Houston City College			



HOUSTON CITY COLLEGE Office of General Counsel

Nicole Montgomery, General Counsel 3100 Main Street, 12th Floor, Houston, TX 77002 general.counsel@hccs.edu

main: 713.718.7514 fax: 713.718.7585

hccs.edu

Delegation to Complete and Submit Texas Education Code Section 51.3525(e) Certification

As Chancellor of the Houston City College, I, Margaret Ford Fisher, Ed.D., ("Delegator") hereby delegate to Nicole Montgomery, General Counsel ("Delegatee") to type my name as "Form Submitter" for Houston City College for submission of the certification report and attachments and selections showing full compliance with Texas Education Code Section 51.3525(e) required to be submitted by August 31, 2025.

The effective date of this delegation is August, 2025.		
The authority delegated in this document shall not be sub-delegated.		
By signing this authorization, I confirm that I meet the requirements to make such a designation.		
Delegator:		
Margaret Ford Fisher, Ed.D.		
Chancellor		
Houston City College		

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM

I, _	Eva L. Loredo	, agree and understand that by signing the		
the to do sig ele ele	Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally bound to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of the electronic signature for the submission of the SB17 Annual Certification required by 51.3525(e) that I elected to have signed electronically. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and am legally bound to these terms and conditions.			
Sig	gnature	Date		
Ple	ease check one:			
	President Board Chair			

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM

_{I,} Margaret Ford Fisher, Ed.D.	, agree and understand that by signing the			
Electronic Signature Acknowledgment and Consent Form, that all electronic signatures are the legal equivalent of my manual/handwritten signature and I consent to be legally boun to this agreement. I further agree my signature on this document is as valid as if I signed the document in writing. This is to be used in conjunction with the use of the electronic signature for the submission of the SB17 Annual Certification required by 51.3525(e) that elected to have signed electronically. Under penalty of perjury, I herewith affirm that my electronic signature was signed by myself with full knowledge and consent and am legally bound to these terms and conditions.				
Signature	 Date			
Please check one:				
☑ President Chancellor☐ Board Chair				

HCC

HOUSTON CITY COLLEGE

I certify, under penalty of perjury and the loss of funding to Houston City College (listed below), that Houston City College (HCC) has complied with the requirements in Tex. Educ. Code § 51.3525:

- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws.
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity.
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

HCC

HOUSTON CITY COLLEGE

- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give preference on the basis of race, sex, color, ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).
- [X] I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for FY25 have been spent prior to submission of this certification report for FY24 to the Legislature and the Texas Higher Education Coordinating Board.
- [X] I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.
- [X] I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.
- [X] I understand the Coordinating Board will forward all complaints regarding an institution's violation of Tex. Educ. Code § 51.3525 to the State Auditor's Office for review.

HOUSTON CITY COLLEGE



To ensure full compliance with Tex. Educ. Code § 51.3525, in the past fiscal year Houston City College (HCC) has conducted the following actions to comply with the statute:

- HCC's website provides information regarding Tex. Educ. Code § 51.3525, including
 "frequently asked questions" (FAQ) which summarize the statutory requirements and
 an email address for any individual or department to contact HCC's Texas DEI
 Compliance Oversight Team (housed in the Office of General Counsel Division) with
 questions and issues for compliance assistance. See Exhibit A, HCC's Senate Bill 17
 Website.
- HCC reviewed scholarships and grants to ensure eligibility and award criteria did not give preference on the basis of race, sex, color, ethnicity, or national origin.
- HCC maintains written policies that do not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii). See Exhibit B, HCC Board Policies DAA (LOCAL) and FA (LOCAL).
- HCC maintains a policy that prohibits establishing or maintaining a Diversity, Equity and Inclusion office, division, unit, or function, or hire or assign an employee or thirdparty contractor to conduct diversity, equity, and inclusion practices. See Exhibit B, HCC Board Policy BG (LOCAL).
- HCC maintains policies that prohibit compelling, requiring, inducing, or soliciting any
 person to provide a diversity, equity and inclusion statement, and that prohibit giving
 preferential consideration to any person based on the provision of a diversity, equity
 and inclusion statement. See Exhibit B, HCC Board Policies DAA (LOCAL) and FA
 (LOCAL).
- HCC maintains policies and procedures for appropriate discipline, including by termination, of an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525. See Exhibit B, HCC Board Policies BG (LOCAL), CFE (LOCAL), DAA (LOCAL), and FA (LOCAL).
- Throughout the year, HCC affirmed that the institution's operations are in compliance
 with statutes, policies, and regulations through HCC's established Quarterly Control
 & Compliance Attestation process which reports to the Audit Committee of the Board
 of Trustees following the conclusion of each fiscal quarter. In FY24, HCC updated its
 process to specifically include compliance with Tex. Educ. Code § 51.3525. See
 Exhibit C, HCC Board Policies BE2 (REGULATION) and BE2 (EXHIBIT Attestation
 Letter, Item 2.1(a)).
 - Following the established process for FY2025, HCC's senior management submitted attestation letters to the Chancellor confirming compliance for the business area(s) under their supervision and control at the conclusion of each fiscal quarter. Any exceptions, such as potential violations of Tex. Educ. Code



HOUSTON CITY COLLEGE

- § 51.3525, were to be reported using the Exhibit A Registration Form included with the attestation letter. See Exhibit C, HCC Board Policy BE2 (EXHIBIT A Registration Form).
- o Following the attestation by senior management, the Chancellor submitted attestation letters to the Chair of the Board Audit Committee confirming compliance and included with the Quarterly Control & Compliance Attestation reports presented at the Board Audit Committee meetings quarterly. Any exceptions not previously reported to the Board of Trustees and not mitigated were included in the quarterly report presented to the Board Audit Committee.
 - The Quarterly Control & Compliance Attestation reports were presented to the Board Audit Committee for the 4th Quarter FY24 on November 6, 2024 (6/1/2024-8/31/2024), 1st Quarter FY25 on February 5, 2025 (9/1/2024-11/30/2024), 2nd Quarter FY25 on May 7, 2025 (12/1/2024-2/28/2025), and 3rd Quarter FY25 on August 6, 2025 (3/1/2025-5/31/2025).
 - The Quarterly Control & Compliance Attestation report for the 4th Quarter FY25 (6/1/2025-8/31/2025) will be presented to the Board Audit Committee on November 5, 2025.
- For the period of 9/1/2024 to the date of this report, no violations of Tex. Educ.
 Code § 51.3525 were reported as exceptions through the Quarterly Control & Compliance Attestation process.
- HCC developed an online training for employees to reinforce the requirements of Tex.
 Educ. Code § 51.3525.

Failure to return a certification for to the Texas Higher Education Coordinating Board by **September 1, 2025**, will be considered an act of non-compliance with the law and can subject the above-referenced institution to all penalties allowed by law.



HOUSTON CITY COLLEGE

For Houston City College:			
Margaret Ford Fisher, Ed.D. Chancellor	Date Signed		
Eva L. Loredo Chair, Board of Trustees	Date Signed		



Exhibit A



About HCC



Senate Bill 17

Senate Bill 17 (SB 17), which amends Texas Education Code 51.3525 effective January 1, 2024, prohibits public institutions of higher education from engaging in certain diversity, equity, and inclusion conduct. Beginning with fiscal year 24-25, the new law requires that Houston Community College annually certifies compliance to the Legislature and the Texas Higher Education Coordinating Board before state-appropriated funds may be spent. As a result, compliance is critically important. To that end, on November 15, 2023, the Board revised its Strategic Plan and amended Board policies to ensure compliance with SB 17.

To help clarify what the law covers and the College's responsibilities going forward, please review the <u>Frequently Asked Questions (FAQs) Regarding Diversity, Equity, and Inclusion Activities (Senate Bill 17)</u> posted below. As an additional resource, <u>the Texas Association of School Boards Community College Services has provided helpful FAQs.</u>

While Senate Bill 17 has brought about changes, rest assured that HCC strives to implement a vision that fosters success for all students, faculty and staff from all backgrounds and perspectives in a welcoming environment.

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An individual or department may submit unanswered questions or novel issues for SB 17 compliance assistance and review to HCC's Texas DEI Compliance Oversight Team at txdei.compliance@hccs.edu.

Frequently Asked Questions (FAQs) Regarding Diversity, **Equity, and Inclusion Activities (Senate Bill 17)**

1. OVERVIEW OF SENATE BILL 17



1.1 What is Senate Bill 17?

Senate Bill 17 is a Texas law that restricts diversity, equity, and inclusion activities in higher education relating to race, sex, color, ethnicity, sexual orientation, and gender identity. The law affects employees, students, contractors, and others who participate in HCC activities and programs. The law can be found at Section 51.3525 of the Texas Education Code. See also HCC Policies BG (Local) and DAA (Local).

Under Section 51.3525, the following activities are prohibited except when required by federal law:

 A college may not establish or maintain a DEI office or hire an employee or contractor to perform DEI duties. A DEI "office" includes any office, department, task force, or unit.

A college may not compel, require, induce, or solicit a DEI statement from any person or give preferential treatment to a person who provides a DEI statement. The statute does not define the phrase "DEI statement," but common dictionary definitions of "statement" include both oral and written expressions. A DEI statement is essentially a pledge or commitment to support DEI initiatives based on race, color, ethnicity, gender identity, or sexual orientation. If an individual voluntarily provides a DEI statement to HCC even if one is not requested, HCC cannot treat that individual more favorably or less favorably than individuals who did not provide a similar statement. A "DEI statement" does not include a non-discrimination statement, which typically includes a statement of federal and state law obligations.

- A college may not give preference on the basis of race, sex, color, ethnicity, or national origin to any employee, applicant, or any person participating in a college "function." The law does not define "function," but the ordinary and common meaning of the term "function" suggests that it applies to all facets of college operations.
- A college cannot make DEI training a condition of enrollment or a condition of participating in a college function unless required by federal law or approved in accordance with a process outlined in Senate Bill 17. A DEI training encompasses a training, program, or activity "designed or implemented" in reference to race, color, ethnicity, gender identity, or sexual orientation. The prohibition applies even if the activity is not labeled an official training program, such as a mandatory staff meeting where DEI instruction is provided. The law permits trainings that are designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation when they are (i) developed by an attorney and (ii) approved in writing by the college's legal counsel and the Texas Higher Education Coordinating Board solely to ensure compliance with a court order or state or federal law.



1.2 What is "DEI" under Senate Bill 17?

"DEI" is an umbrella term that generally refers to college activities that promote diversity, equity, and inclusion with respect to certain demographic identities. Section 51.3525 defines "DEI office" as an office, division, or unit established for the purpose of:

- Influencing hiring or employment practices with respect to race, sex, color, or ethnicity. Hiring processes must be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws.
- Promoting or providing "differential treatment" or "special benefits" to people on the basis of their race, color, or ethnicity.
- Promoting policies or procedures "designed or implemented" in reference to race, color, or ethnicity other than those approved by the college's legal counsel and the Coordinating Board to comply with a court order or state or federal law.

 Conducting trainings, programs, or activities "designed or implemented" in reference to race, color, ethnicity, gender identity, or sexual orientation unless the training was developed by an attorney and approved by the college's legal counsel and the Texas Higher Education Coordinating Board to comply with a court order or state or federal law.

1.3 What are "differential treatment" and "special benefits" under the law?

Section 51.3525 prohibits programs and policies that promote or provide "differential treatment" or "special benefits" on the basis of race, color, or ethnicity. Section 51.3525 does not define these terms. Under federal antidiscrimination laws, the concept of "differential treatment" refers to situations in which similarly situated people are treated differently – more favorably or less favorably – because of their identification with a particular classification, such as their race or national origin. A "special benefit" generally refers to a privilege, opportunity, or term of employment that is granted to a particular person or group because of their identification with a particular classification.

When an employee receives a benefit that is generally available to others on an equal basis, providing the benefit to the employee will not violate Section 51.3525. For example, if a college allows employees to reserve a conference room for an after-work gathering, it would not constitute a "special benefit" if the college were to allow a group of Black employees or Asian employees to reserve a conference room. Denying this benefit to a group of employees because they are Black or Asian could constitute unlawful discrimination under federal law.

1.4 Section 51.3525 prohibits DEI activities "except as required by federal law." What federal laws apply?

A partial list of applicable federal laws includes the following:

- First Amendment to the U.S. Constitution Provides for freedom of speech in most contexts. Prohibits discrimination against employees, students, and others based on their viewpoint or their association with other individuals.
- Fourteenth Amendment to the U.S. Constitution Requires equal protection of the law by governmental entities, including public colleges.
- *Title VII of the Civil Rights Act* Prohibits employment discrimination and harassment on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, pregnancy, and pregnancy-related conditions.
- Title VI of the Civil Rights Act Prohibits discrimination and harassment against students and others on the basis of their race, color, or national origin.
- Title IX of the Education Amendments of 1972 Prohibits discrimination
 and harassment against students and others on the basis of sex,
 pregnancy, childbirth, and related conditions. The U.S. Department of
 Education has determined that Title IX also prohibits discrimination on the
 basis of sexual orientation and gender identity, but this issue is the subject
 of litigation in the courts (July 2024).

1.5 May employees participate in DEI activities on their own time?

Yes. The prohibitions of Section 51.3525 pertain to work-related activities and use of work-related resources. The law does not restrict faculty members and other employees who choose to participate in DEI activities on their own time, such as attending a political event or publishing an article on a DEI subject.

Public employees have a First Amendment right to freedom of expression that protects an individual's speech as a private citizen on matters of public concern. As a general matter, an institution may not discipline employees for their private off-duty speech unless the speech substantially disrupts college operations or impairs the efficiency of college operations.

1.6 Does Senate Bill 17 prohibit use of the words "diversity," "equity," and "inclusion" in policies,

programs, and activities?

The language of the statute does not prohibit use of these terms. It is a question of context. For example, it would not violate Senate Bill 17 to prepare a brochure that describes the City of Houston as a "diverse" community. In addition, certain activities are excluded from Senate Bill 17, including academic course instruction; therefore, it would not violate the law for a faculty member to reference these terms during academic course instruction. (See Section 2.1 below.) Under Senate Bill 17, these terms are most likely to be objectionable when used to describe or promote programs and activities relating to race, sex, color, ethnicity, sexual orientation, and/or gender identity.

2. WHAT ACTIVITES ARE EXCLUDED FROM SENATE BILL 17?



2.1 Academic Course Instruction



2.2 Scholarly Research and Creative Works

Section 51.3525 states that it does not restrict scholarly research or creative works. The law does not define these terms. However, consistent with the common usage of these terms, the exception for scholarly research reasonably encompasses the following:

- · Research conducted by faculty and by students under generally accepted scientific standards.
- Grant applications to support scholarly research.
- Faculty publications summarizing the faculty member's research.

 Public presentation of scholarly research. The exception for creative works includes academic work product (such as a book), a musical composition or theater production, a painting, and publications or proposals reflecting ideas, analysis, or interpretation.



2.3 Student Organizations

The law excludes activities of registered or recognized student organizations. The law does not define "activity," but the ordinary and common meaning of the term "activity" indicates all activities and functions organized by a student group, such as meetings, fundraising, and special programs. Section 51.3525 does not prohibit identity-based affinity organizations for students, such as a group focused on Hispanic students or an LGBTQ club. Student organizations may engage in activities with DEI content.

- May the College provide funding to an identity-based student organization? Yes, so long as the student organization is being treated as any other registered student organization. HCC must provide resources, benefits, and support to registered student organizations in a nondiscriminatory manner. Providing support on a neutral basis does not constitute a special benefit. Failing to provide benefits and support to similarly situated student organizations could constitute unlawful discrimination and violate federal law. It also may violate Section 51.9315 of the Texas Education Code, which prohibits an institution from taking action against, or denying a generally available benefit to, a student organization based on the organization's academic, political, religious, ideological, or philosophical views or the group's expressive activities.
- May HCC academic departments co-sponsor identity-based programs with student organizations when the program promotes or provides differential treatment or special benefits based on race, color, or ethnicity? Departments may not sponsor a program or activity "designed or implemented" in reference to race, color, ethnicity, gender identity, or sexual orientation. Individual employees on their own time in their personal capacity may speak at an event sponsored by a student organization.
- May an HCC employee serve as an advisor to a registered student

organization? Yes, so long as the student organization is treated as any other student organization. When an institution's policies require that all registered student organizations have an advisor, then the institution must apply its policies consistently to all registered student organizations. Providing support on a neutral basis does not constitute a special benefit.



2.4 Guest Speakers & Performers on Short-Term **Engagements**

The DEI restrictions in Section 51.3525 do not apply to guest speakers or performers on a short-term engagement. Guest speakers and performers on short-term engagement may speak on campus subject to HCC's regular policies and procedures for visitors. Guest speakers would include persons who speak at a commencement ceremony or who speak to a class at the invitation of a faculty member. A guest speaker in a class also would be covered by the academic instruction exception. HCC employees are not "guest speakers" under the law. Contractors who are brought in to provide DEI training are not "guest speakers" under the law.



2.5 Data Collection

Section 51.3525 does not apply to data collection, such as collecting demographic data showing retention and drop-out rates among certain populations. Data collection also may be covered by other exceptions, including exceptions for scholarly research and student recruitment. In addition, Section 51.3525(j) specifically requires institutions and the Texas Higher Education Coordinating Board to conduct a study of the impact of Senate Bill 17. The study must examine data showing rates of student applications, acceptance, matriculation, retention, graduation, and grade point average, disaggregated by race, sex, and ethnicity.

Are there restrictions on how HCC may use data that it has collected?

The publication or use of data in most contexts will not violate Section 51.3525. The lawfulness of the proposed use will depend on the facts and circumstances, such as the purpose for presenting the data. An employee who plans on using data should evaluate whether the use is consistent with Section 51.3525. Some uses will fall under an exception to Section 51.3525, such as academic course instruction or the student recruitment exception. For example, it would be permissible to use demographic data in a student recruitment brochure. Data also may be used to comply with state and federal reporting obligations. Data may be used to provide factual information about HCC. For example, a college webpage may factually describe enrollment trends. However, it would be impermissible to use demographic data for the purpose of influencing a hiring committee to make employment decisions based on race, sex, color, or ethnicity.



2.6 Student Recruitment and Admissions

Section 51.3525 does not apply to student recruitment and admissions such as outreach activities. This exception also reasonably encompasses training of employees who work in recruiting and admissions to ensure compliance with legal requirements. The content of such training programs must be reviewed by the relevant HCC leaders to ensure compliance with Section 51.3525 and to avoid inadvertently violating the prohibition on mandatory DEI training.

In addition, although Section 51.3525 does not restrict student recruitment and admissions, certain federal laws do apply to these activities and may restrict certain recruiting activities that are open only to students of a particular race, national origin, or other protected classes. When designing, implementing, or funding recruiting activities that may be aimed at a population based on race or other covered identity, employees should seek guidance from the Office of the General Counsel to ensure compliance with any applicable federal requirements.



2.7 Policies and Programs to Enhance Student

Achievement

Section 51.3525 does not prohibit policies and programs to enhance student achievement and post-graduate outcomes that are designed and implemented without regard to race, sex, color, or ethnicity. Nothing in Section 51.3525 prohibits a retention program aimed at low-income students who are the first in their family to attend college. Nor would it prohibit training employees on how to recognize or assist students who are low-income or are at risk of dropping out. Programs and activities that assist students in securing internships and career opportunities are permissible. Programs and activities must be implemented on a non-discriminatory basis.

3. DOES SENATE BILL 17 AFFECT GRANTS AND **ACCREDITATION?**

3.1 May HCC apply for a grant that requires performance of DEI-related work?

Section 51.3525 states that, in the context of applying for grants or responding to accrediting organizations, it does not limit or prohibit institutions or their employees from making statements that highlight the institution's work in supporting first-generation students, low-income students, or underserved student populations. Section 51.3525 also does not prohibit an institution from certifying compliance with state and federal antidiscrimination laws. Section 51.3525 would not prohibit HCC from responding to a grant application by providing factual information such as statistical demographic data describing underserved student populations.

When preparing an application for a grant, personnel must evaluate the purpose and requirements of each grant and determine whether HCC is able to fulfill the requirements of the grant consistent with HCC's obligations under Section 51.3525. For example, if a grant proposal directly relates to a

statutory exception, such as student recruitment, then the DEI restrictions would not apply (see <u>Section 2.2</u>).

3.2 May HCC continue to participate in a grant – awarded prior to the effective date of Senate Bill 17 – if it requires the performance of DEI-related work?

Section 51.3525 generally does not impair or change pre-existing grants and contracts. A Texas statute is presumed to be prospective in its operation unless expressly made retrospective. See Texas Gov't Code, § 311.022; Texas Const., § 16, Art. I.) The effective date of Senate Bill 17 is January 1, 2024, and the law contains no retroactivity language; therefore, it presumptively does not impair or affect pre-existing contracts, including grants in progress.

However, college leaders should carefully evaluate the facts and circumstances surrounding each specific grant, including whether the terms of the grant actually require activities that would violate Section 51.3525 and whether the grant activities fall under an exception, such as the exception for student recruitment. If a question arises regarding a specific grant, program leaders should contact the Office of the General Counsel for guidance on whether continued participation in a grant is permissible and whether other alternatives would be possible, such as asking the grantor about modification of the grant terms.

If the grant is a federal grant, then the Education Department General Administrative Regulations (EDGAR) also must be considered. See https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html. Federal regulations state that grants must be administered "in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination." 2 C.F.R. § 200.300, Appendix II; 34 C.F.R. § 75.500(a) & (b). Program leaders should consult with the Office of the General Counsel regarding whether particular requirements are required by federal law.

3.3 What does "underserved" population mean in Senate Bill 17?

Section 51.3525 allows HCC to highlight its work in support of underserved students. However, the law does not define "underserved." In related contexts, the term "underserved" has been used to describe historical data and trends across communities and populations and how these populations access resources. "Underserved" generally refers to challenges and barriers that impact access to resources, college readiness, and retention. Barriers can be financial, educational, geographic, or related to inadequate housing, transportation, or lack of language proficiency. Evaluating whether a population in the community has been underserved may involve analysis of enrollment trends, retention, credentials awarded, and similar data.

3.4 What are HCC's obligations when an accrediting organization imposes a DEI expectation or asks about program diversity?

HCC will need to evaluate each accreditation standard or inquiry and determine whether an exception to Section 51.3525 applies (such as student recruitment) and, if not, whether it is possible to satisfy the organization's requirements by providing information that explains HCC's commitment to equal educational opportunity and that highlights HCC's work in supporting first-generation students, low-income students, or underserved student populations. In other instances, it may be appropriate to confer with the accrediting organization about the requirements and the restrictions imposed by Section 51.3525.

4. EMPLOYMENT AND HUMAN RESOURCES QUESTIONS UNDER SENATE BILL 17

4.1 May HCC seek a diverse pool of candidates for a job opening?

Yes. Under federal law, HCC must make employment decisions without regard to race, sex, color, national origin, sexual orientation, gender identity, disability, religion, and other protected classifications. Senate Bill 17 states that hiring processes must be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws. However, neither federal law nor Section 51.3525 prohibits a college from seeking to recruit a diverse pool of candidates by widely disseminating job vacancy notices and engaging in outreach efforts. HCC may send job vacancy notices to a wide variety of publications, Internet job sites, job fairs, and other institutions.

4.2 Does the law prohibit a job posting that requires foreign language proficiency or that requires experience working with low-income students and underserved student populations?

A job posting may reference language ability or experience working with certain populations if the experience is job-related.

4.3 May interview committees ask candidates about their experience working with low-income students,

<u>first-generation students, and students from underserved populations?</u>

An interview committee may ask job-related questions, including questions about the candidate's experience working with low-income students, first-generation students, and students from underserved populations. Questions should be phrased broadly, such as asking about the candidate's experience working with students from different backgrounds. However, if the questions are not related to the position for which the candidate is applying, these types of questions should not be asked.

4.4 May HCC provide training to interview committees and other hiring officials?

Section 51.3525 requires that hiring processes and employment practices be "color-blind and sex-neutral" and comply with state and federal anti-discrimination laws. Numerous state and federal law address discrimination, including Title VII and Chapter 21 of the Texas Labor Code. To ensure that interview committees and other decision-makers comply with these laws, it is necessary to provide training on the requirements of state and federal anti-discrimination laws. Such training must be presented in a manner that is consistent with Section 51.3525.

4.5 Under what circumstances may HCC consider race, sex, or national origin as a "plus factor" in the hiring process?

Section 51.3525 specifically prohibits giving preference to any applicant based on race, sex, color, or national origin.

4.6 What happens if an employment candidate voluntarily submits a written DEI statement or conveys support for DEI during a job interview?

If a candidate provides an unsolicited DEI statement, the committee or decision-maker may not give preferential treatment to the candidate because of the candidate's support of DEI. Nor may the committee or decision-maker treat the DEI statement as a negative factor.

4.7 May HCC require an employee to perform tasks related to a DEI-related activity, such as requiring a staff member to help coordinate the visit of a guest speaker?

Yes. The law states that HCC may not hire someone for the *purpose* of performing DEI activities (*e.g.*, promoting or providing differential treatment or special benefits to people on the basis of their race, color, or ethnicity). This prohibition is not violated by assigning an employee a task within the scope of their regular duties. For example, if an employee is responsible for managing audio-visual equipment, the employee must perform this task for any activity at HCC, including one with permissible DEI content, such as a presentation by a guest speaker.

4.8 Will HCC terminate an employee who inadvertently violates Senate Bill 17?

Section 51.3525 requires that each college adopt policies and procedures that provide for discipline and termination of employees and contractors who violate the law. In the event of a suspected violation, HCC will consider the facts and circumstances in deciding whether discipline or dismissal are appropriate. Facts and circumstances would include whether the violation was inadvertent or intentional and whether there were repeated violations. HCC's general practice is to identify performance deficiencies and give employees the opportunity to improve performance and/or behavior." See Policy DLC (Local). However, progressive discipline is not mandatory prior to termination, especially in instances of egregious or serious violations. See DM1 and DM2 (Regulation).

4.9 How will HCC handle complaints about harassment and discrimination that are based on race. color, ethnicity, and sex?

HCC will continue to handle employee and student complaints in accordance with HCC policies and procedures. These policies and procedures implement federal law, including Title VII, Title IX, and Title VI. HCC is obligated to evaluate reported violations and to take reasonable corrective action if a violation is found. Complying with federal law is an exception to Section 51.3525. The statute does not prohibit internal investigations undertaken to comply with federal law. HCC's Office of Equal Opportunity and Title IX will continue to investigate violations of discrimination and harassment law. See https://www.hccs.edu/oeotix/.

5. TRAINING, CONFERENCES, AND CULTURAL ACTIVITIES **UNDER SENATE BILL 17**



5.1 Does Senate Bill 17 prohibit cultural awareness

and historical programs such as Black History Month or **Hispanic Heritage Month?**

The U.S. Congress and Texas Legislature have a long history of recognizing, commemorating, and celebrating American history. A consensus of institutions has concluded that Section 51.3525 does not prohibit an institution of higher education from participating in official state and federal holidays or recognizing historical events that are culturally significant to the community. And since the effective date of Senate Bill 17, no court or the Texas Attorney General has opined that such activities are prohibited. Such activities, including those sponsored by an academic department, should be designed and implemented with this historical and educational purpose in mind. For example, a panel of faculty presenting historical information would be permissible. No program or activity may promote or provide differential treatment or special benefits based on race, color, or ethnicity. No program may exclude persons based on race, color, ethnicity, or any other covered identity. Activities must be open to all individuals who wish to attend, and attendance may not be compelled.

In addition, Section 51.3525 does not affect the ability of student organizations to sponsor events relating to Black History Month and similar holidays or celebrations, including events that promote DEI. Student organizations are exempt from the DEI restrictions in Section 51.3525.

An academic department may co-sponsor a heritage/cultural activity with a student organization if the activity is designed and implemented as an educational and historical activity. If the activity promotes DEI or provides differential treatment or special benefits based on race, color, or ethnicity, then an academic department may not co-sponsor the activity with the student organization.

Finally, educational events may feature a guest speaker. Guest speakers are exempt from the DEI-prohibition in Section 51.3525.



5.2 Does the prohibition on DEI training apply to

annual equal employment opportunity training or Title IX compliance training?

The prohibition on DEI trainings in Section 51.3525 does not restrict basic equal employment opportunity training and Title IX compliance training that is designed and implemented to educate employees on prohibited acts and reporting procedures relating to discrimination. *See, e.g.,* Texas Labor Code § 21.010 (mandatory training on employment discrimination policies); 40 Texas Admin. Code § 819.24 (subjects of mandatory training, including identification of protected classes under federal law); Texas Educ. Code § 51.282 (requiring a comprehensive prevention and outreach program on sexual harassment, sexual assault, dating violence, and stalking); 34 C.F.R. § 106.45 (2020) (describing Title IX grievance process).

Such training presents factual information to acquaint employees with institutional policies and legal requirements. Such training is informational, rather than ideological, and is not designed or implemented to promote differential treatment or special benefits based on a particular identity or classification.

5.3 May a supervisor or leader use the "guest speaker" exception to provide a mandatory DEI training?

No. The College may not engage or invite a contractor for the purpose of providing mandatory DEI training whether the training occurs on or off-campus.

5.4 If an employee is found responsible for engaging in racial harassment or other prohibited harassment,

may HCC require that the employee attend training on these subjects?

Yes. If HCC's Office of Equal Opportunity & Title IX determines that an employee's conduct has violated a federal anti-discrimination law, HCC must take reasonable corrective action, which in many instances will include completion of a training program to assist the individual in understanding and complying with HCC's policies and legal requirements.

5.5 Does Senate Bill 17 change federal legal protections that prohibit discrimination and harassment on the basis of sexual orientation and gender identity?

Civil Rights Act of 1964 prohibits employment discrimination on the basis of sex, which the Supreme Court has held encompasses sexual orientation and gender identity. Similarly, the U.S. Department of Education has opined that the prohibition on sex discrimination in Title IX includes sexual orientation and gender identity. If HCC's Office of Equal Opportunity & Title IX determines that an individual's conduct has violated these laws, HCC must take reasonable corrective action, which could include assignment of training to assist the individual in understanding and complying with HCC's policies and legal requirements.

As of July 2024, there is litigation regarding new Title IX regulations that prohibit discrimination on the basis of sexual orientation or gender identity. These regulations are scheduled to take effect on August 1, 2024. In light of this litigation, when training relates to student gender identity or sexual orientation, the department providing the training should consult with the Office of the General Counsel regarding any legal developments that may impact such training.

5.6 May HCC provide faculty workshops, webinars, and professional development programs that contain references to DEI concepts?

Academic course instruction is an exception to Section 51.3525. HCC may acquire library and professional development resources and on-line subscriptions to support the various academic disciplines and the professional development needs of faculty in discharging their academic course instruction responsibilities. These library and professional development materials address a wide range of subjects, which reflects the breadth of HCC's curriculum and HCC's commitment to innovation in teaching methods. Voluntary use of such materials by faculty is permissible even if some of the materials address DEI topics.

Faculty who elect to receive DEI training may not be treated more favorably or less favorably than faculty who do not elect to receive such training.

5.7 May HCC pay the expenses for an employee to attend a conference or luncheon sponsored by an identity-based organization such as an association of Hispanic educators?

It depends. The prohibitions in Section 51.3525 are not violated by a policy or procedure that allows employees to receive reimbursement in accordance with neutral and non-discriminatory criteria for attendance at professional development and academic conferences. Approval should be based on neutral criteria that do not consider DEI as a factor, and the evaluation should consider the primary purpose of the activity. In addition, attendance at such conferences must be voluntary. Faculty who elect to attend such conferences may not be treated more favorably or less favorably than faculty who do not elect to attend such conferences.

5.8 May HCC sponsor a program that focuses on challenges faced by certain demographic groups?

Whether a program violates Section 51.3525 will depend on the facts and circumstances relating to the program. The substance of the program – and not the title of the program – is paramount. HCC must evaluate whether the proposed program provides preferential treatment or a special benefit based on race or other protected category and whether the program is exclusionary. HCC also will need to evaluate whether a particular program qualifies under a statutory exception, such as the guest speaker exception or student recruitment exception. Finally, HCC must consider whether the program complies with the non-discrimination requirements of federal law.

5.9 May the College allow an external group to rent a campus auditorium to hold a DEI-related conference?

When an institution has policies and procedures that permit rental of college facilities by community or external organizations, the institution does not violate Section 51.3525 by renting a facility in accordance with those policies and procedures. If the institution denies a rental application based on the organization's DEI viewpoint or the identity of its members, such exclusion could violate the First Amendment. If such an event is held, the institution should exercise caution and avoid action that could give the appearance of college sponsorship. In addition, employees may choose to attend the activity but must do so on their own initiative and on their own time.



5.10 May the College pay dues to various chambers

and organizations tied to a specific demographic group?

The propriety of an HCC-funded institutional membership will depend on the facts and circumstances, including (i) the nature/mission of the external organization, (ii) whether the organization excludes individuals based on a protected classification, (iii) the reasons for the College's participation and the public purpose to be served, (iv) whether HCC would be permitted to select its individual participants without regard to their race, ethnicity, etc., and (v) whether participants would be required to submit DEI statements. Information about external organizations typically can be found in the organization's mission, bylaws, and programs.

6. MISCELLANEOUS QUESTIONS UNDER SENATE BILL 17

6.1 May a faculty member write a letter of recommendation for a student who is applying for a scholarship, internship, or job with a DEI-related organization?

Yes, so long as the faculty member does not deny requests from students who are applying to non-DEI-related organizations.

6.2 May HCC administer scholarships that are restricted to individuals of a particular race, ethnicity, national origin, or other protected class?

Administering a scholarship that excludes applicants or recipients based on their race, sex, color, ethnicity, or national origin likely will violate Section 51.3525 and also federal law. See generally 34 C.F.R. § 100.3(b)(1) and 100.3(b)(2). Scholarships with these types of restrictions should be reviewed by legal counsel to ensure compliance with all applicable laws.

6.3 May a faculty member distribute information on an internship opportunity that is restricted to individuals of a particular race, ethnicity, or national origin?

HCC faculty may not promote internship opportunities that are restricted to students of a particular race, ethnicity, or national origin. Thus, for example, HCC faculty should not distribute a brochure on an exclusionary internship program. However, the law does not prohibit faculty from posting such information in their private capacity on their time using their own technology.

6.4 May HCC post DEI activities on the College website, bulletin boards, or calendar?

Yes, in many circumstances. If a college allows a student organization to have access to college communication sites to promote organizational activities, access must be provided in a neutral and non-discriminatory basis. For example, if a college maintains a calendar of upcoming student organization activities, it may post DEI activities in addition to non-DEI activities on the calendar.

Denying student access to these channels based on viewpoint, race, or other protected class could violate federal law and Section 51.9315(a) of the Texas Education Code. As discussed above, all registered student organizations are entitled to equal benefits. (See Section 2.3.) "Benefits" includes channels of communications controlled by the college. Similarly, if an academic department maintains a bulletin board where employees are allowed to post notices of upcoming community events, the college cannot

discriminate on the basis of viewpoint, race, or other protected class. The college may impose neutral and reasonable time, place, and manner restrictions on the use of these resources.

6.5 Our department's webpage includes links to previous program handbooks. Some of the older handbooks reference DEI or programs that we discontinued. Should we pull the old handbooks from the website? Students and faculty sometimes need access to the previous versions.

The existence of historical or archival material on a college website does not necessarily run afoul of Senate Bill 17. State laws require public institutions to retain certain information in accordance with state records retention schedules. Under these schedules, some information must be permanently preserved, either due to the nature of the material or the fact that the material is historically significant. In some instances, the older material remains useful or is occasionally consulted. Many materials, such as a handbook or press release, contain a date, and it will be evident to a reasonable reader that the material does not reflect a current or active HCC program. Depending on the circumstances, the program may evaluate whether it would be appropriate to mark the material as archived or historical.

Senate Bill 17 Related Statutes, Policies or Requirements from FAQs

Below are links to Texas Senate Bill 17 (88th Regular Session) and Texas Education Code Section 51.3525 where the bill is codified:

- Texas Senate Bill 17 (88th Regular Session)
- Texas Education Code Section 51.3525

Below are links to the references to the policies and other authorities cited in the FAQ above (listed alphabetically):

- Bill of Rights (Amendments) to the United States Constitution
 - First Amendment to the U.S. Constitution
 - Fourteenth Amendment to the U.S. Constitution
- Civil Rights Act of 1964
 - Title VI Civil Rights Act of 1964, 42 United States Code Section 2000d et seq.
 - Title VII Civil Rights Act of 1964 (as amended), 42 United States Code Section 2000e et seq.
- Code of Federal Regulations:
 - 2 C.F.R. Section 200.300
 - 2 C.F.R. Appendix II to Part 200
 - 34 C.F.R. Section 100.3
 - 34 C.F.R. Section 106.45
 - 34 C.F.R. Section 75.500
- HCC Board Policy Manual by section:
 - B: Local Governance
 - BG (LOCAL)
 - D: Personnel
 - DAA (LOCAL)
 - DF (LOCAL)
 - DGC (LOCAL)
 - DLC (LOCAL)
 - DM1 (REGULATION)
 - DM2 (REGULATION)
 - E: Instruction
 - EE (LOCAL)
 - EFA (LEGAL)
 - EFAA (LEGAL)
 - F: Students
 - FA (LOCAL)
 - FAA (LEGAL)
 - FFDA (LOCAL)
 - FFDB (LOCAL)
 - Higher Education Act of 1965, Education Amendments of 1972
 - Title IX of the Education Amendments of 1972, codified at 20 U.S.C. Sections 1681 et seq.

- Texas Administrative Code
 - 19 Texas Administrative Code Section 4.103
 - 19 Texas Administrative Code Section 4.104
 - 40 Texas Administrative Code Section 819.24
- Texas Constitution
 - Texas Constitution, Article I, Section 16
- Texas Education Code:
 - Texas Education Code Section 51.282
 - Texas Education Code Section 51.9315
 - Texas Education Code Section 51.9685
- Texas Government Code
 - Texas Government Code Section 311.022
- Texas Labor Code
 - Texas Labor Code Section 21.010
- United States Department of Education
 - **EDGAR Regulations**



facebook.com/wearehccs Facebook Logo that links to HCC Facebook page flickr.com/photos/hccphotos/ Flickr logo that links to HCC Flickr page instagram.com/wearehccs Instagram logo that links to HCC Instagram account x.com/wearehccs X logo that links to HCC X account youtube.com/user/RadioFacesHCCTV Youtube logo that links to HCC youtube page



3100 Main Street, Houston TX 77002 © 2025 Houston Community College

Strategic Planning

About HCC

Academic Dashboard

Credentials of Value

Customer Service Survey

Governmental & External Affairs

Work with HCC

Bond Projects

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Communications

Equal Opportunity Statement

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<u>Communicable Disease</u> Information <u>Strategic Plan - Embracing</u> <u>Houston's Future</u> <u>Procurement</u>

Report Website Issue

Eliminating Hazing

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File an Anonymous Complaint

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General Counsel

HCC Compact with Texans

House Bill 2504

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Policies & Procedures

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College Links

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Academic Catalog

Course Syllabus & CV

Eagle Online (Canvas)

HCC Bookstore

Libraries

MyEagle

Student Life

Student Sign-in

HCC is the official education partner of:





<u>Learn more about our partners > ></u>



Exhibit B

ADMINISTRATIVE ORGANIZATION

BG (LOCAL)

Note:

For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

Diversity, Equity, and Inclusion Office

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

- 1. Establish or maintain a diversity, equity, and inclusion office; or
- 2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

- Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
- 2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
- Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
- 4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

 Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or

DATE ISSUED: 12/19/2023 UPDATE 46

UPDATE 46 BG(LOCAL)-AJC Adopted: 4/17/2024

ADMINISTRATIVE ORGANIZATION

BG (LOCAL)

2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

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

DATE ISSUED: 12/19/2023 UPDATE 46 BG(LOCAL)-AJC

PURCHASING AND ACQUISITION VENDOR RELATIONS

CFE (LOCAL)

VENDOR LIMITATIONS – SB 17

While performing services under a contract with HCC, no contractor shall, except as required by law, engage in con-duct on behalf of the College that:

- 1. Is intended to promote diversity, equity, and inclusion in connection with any function of HCC;
- Includes hiring or assigning an employee or third party contractor to perform services intended to promote diversity, equity, and inclusion in connection with any function of HCC:
- Compels, requires, induces, or solicits any person to provide a diversity, equity and inclusion statement as a condition to performing services for HCC;
- 4. Gives preferential treatment to a person performing services for HCC based on the person's provision of a diversity, equity, and inclusion statement;
- 5. Gives preference on the basis of race, sex, color, ethnicity, or national origin to an applicant or an employee that will perform services for HCC; or
- 6. Requires participation in a diversity, equity, and inclusion training as a condition of performing services for HCC.

Diversity, Equity, and Inclusion Initiatives

The Chancellor or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1). [See BG, DAA, and FA]

DATE ISSUED: 12/19/2023 UPDATE 46

CFE(LOCAL)-AJC

EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

DAA (LOCAL)

1 of 2

Equal Employment Opportunity

The Board is committed to ensuring that the College District's employment standards, procedures, and practices are applied in a manner that provides equal opportunities without regard to race, color, religion, sex, gender identity and gender expression, national origin, age, disability, sexual orientation, or veteran status.

The Board values its employees and their contributions, promotes opportunities for their professional growth and development, and provides a positive working and learning environment that encourages involvement, innovation and creativity.

Note:

For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

Diversity, Equity, and Inclusion Initiatives

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

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

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

- 1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
- 2. Certifies compliance with state and federal antidiscrimination laws.

DATE ISSUED: 12/19/2023 Adopted: 4/17/2024

UPDATE 46 DAA(LOCAL)-X

EMPLOYMENT OBJECTIVES EQUAL EMPLOYMENT OPPORTUNITY

DAA (LOCAL)

The prohibitions do not apply to:

- Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws:
- 2. Academic course instruction;
- 3. Scholarly research or a creative work by College District employees or students;
- 4. An activity of a student organization registered with or recognized by the College District;
- 5. Guest speakers or performers on short-term engagements;
- 6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
- 7. Data collection; or
- 8. Student recruitment or admissions.

Note:

For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

DATE ISSUED: 12/19/2023 Adopted: 4/17/2024 2 of 2

UPDATE 46 DAA(LOCAL)-X

EQUAL EDUCATIONAL OPPORTUNITY

FA (LOCAL)

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

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

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

Name: Osvaldo Gomez, MSW

Position: Director of EEO and Compliance/

Title IX Coordinator

Office The Office of Equal Opportunity and Title IX

Address: 3100 Main Street, Suite 702, Houston, TX 77002

Telephone: (713) 718-8271

Email hcc.oeotix@hccs.edu

Note: For complaints of discrimination, harassment, and retali-

ation on the basis of a protected characteristic, see

FFDA and FFDB.

Adopted: 4/17/2024

DATE ISSUED: 12/19/2023 UPDATE 46

UPDATE 46 FA(LOCAL)-X

EQUAL EDUCATIONAL OPPORTUNITY

FA (LOCAL)

Diversity, Equity, and Inclusion Initiatives

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

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

Exceptions

The prohibitions do not apply to:

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

Note:

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

DATE ISSUED: 12/19/2023 Adopted: 4/17/2024 2 of 2

UPDATE 46 FA(LOCAL)-X



Exhibit C

BOARD POLICY POLICY AND BYLAW DEVELOLPMENT

BE2 (REGULATION)

PURPOSE

In order to provide a high level of assurance to the Board of Trustees and the public that the institution's operations are in compliance with statutes, policies, and regulations, Chancellor's Executive Council members and designees are required to follow the procedure outlined within this regulation, and to sign and submit to the Chancellor subsidiary attestations to this effect each quarter such that the Chancellor may attest same to the Audit Committee of the Board of Trustees.

DEFINITIONS
DIRECTLY
RESPONSIBLE
INDIVIDUALS

Chancellor's Executive Council members and their designees, as approved by the Chancellor, shall complete a subsidiary attestation. Designations are derived from employees' level of responsibility at the College such that their subsidiary attestation is appropriate and required as Directly Responsible Individuals (DRIs).

SUBSIDIARY ATTESTATIONS Subsidiary attestations are attestations signed by DRIs in support of the Chancellor's system-wide attestation.

PROCEDURES

All DRIs shall deliver their respective subsidiary attestations to the Chancellor and the General Counsel quarterly as requested by the Office of the Chancellor. Such request shall be issued no later than the 5th business day following the end of each fiscal quarter. Attestation DRIs shall meet with their subject matter experts in their area of responsibility and review items in the Attestation Letter. See template at BE2 (EXHIBIT).

Based on their professional knowledge, DRIs shall complete their due diligence including a review of reporting and legal requirements consistent with the resources provided within the College District's SharePoint online application. The SharePoint site is found within the HCC intranet at https://houcomcol.share-point.com/sites/compliance-calendar and includes a list of mandatory reports, report due dates, associated statutes and regulations, and training resources. Exceptions will be reported through the use of an exhibit included in the attestation letter. See template at BE2 (EXHIBIT A).

Subsidiary attestations shall be returned to the Chancellor's Office and the General Counsel, including reported exceptions, no later than the 10th business day following the end of the fiscal quarter.

The Chancellor on the advice from the General Counsel and Chief Financial Officer will review the reported attestation exceptions for evaluation and mitigation of the exceptions. DRIs shall receive written response to their reported exceptions prior to the quarterly exceptions report to the Board Audit Committee.

DATE ISSUED: August 31, 2020

LDU

BE2(REGULATION)

BOARD POLICY POLICY AND BYLAW DEVELOLPMENT

BE2 (REGULATION)

Exceptions not previously reported to the Board and not mitigated shall be presented in the quarterly report to the Board Audit Committee.

OFFICE OF RESPONSIBILITY

Compliance Office

EFFECTIVE DATE

This regulation shall be effective as of the adoption date, August 31,

2020.

DATE ISSUED: August 31, 2020

LDU

BE2(REGULATION)

BE2 Exhibit - Attestation Letter



[DATE]

Dr. Margaret Ford Fisher HCC Chancellor Houston Community College 3100 Main Street Houston, TX 77002

RE: Quarterly Control & Compliance Attestation, Quarter X/20XX which began [DATE] and ended [DATE].

Dear Dr. Ford Fisher:

I am providing this letter in connection with the College's preparation for the Quarterly Audit Committee Meeting. I understand that you rely on key administrators for your management responsibilities.

I confirm that within the areas of my operating responsibility and to the best of my knowledge and belief, the following representations:

Initial if No Exception(s) to Report	Item #	Attestation Statement		
	1	I have reviewed the Compliance Reports Calendar link and the associated report items—inclusive of the event-based reports—for the prior fiscal quarter under my area of responsibility, and I have confirmed that all required reports were filed in accordance with statutory and regulatory requirements and deadlines except as reported (if any) in Exhibit A.		
	1.1	I or my area of responsibility have examined and reviewed all required reports as detailed in the Compliance Reports Calendar.		
	1.2	I or my area of responsibility have confirmed the Title, Report Due Date, and Report Frequency.		



1141 - 1.16 A1		
Initial if No Exception(s) to Report	Item #	Attestation Statement
	1.3	I or my area of responsibility have referred to the applicable Statutes, Board Policies and Regulations, as needed.
	1.4	I or my area of responsibility have confirmed the Agency, Agency Office, and Contact.
	1.5	I or my area of responsibility have confirmed the Report Description, and where applicable, Reporting Code.
	1.6	I or my area of responsibility have confirmed the Responsible Area, Responsible Role/Individual, and Contributors.
	1.7	I have affirmed that my designation as Attestation DRI is appropriate.
	1.8	I or my area of responsibility have confirmed the Report Methodology.
	1.9	I or my area of responsibility have confirmed the availability of the Report Uses field for my required reports.
	1.10	I or my area of responsibility have confirmed the Templates and Instructions.
	1.11	I or my area of responsibility have confirmed the 3rd Party Audit Response Deadline and 3rd Party Audit Response, where applicable.
	2	I have no knowledge of any violations or possible violations of laws, policies, regulations, occurrences of misstatement, fraud or suspected fraud adversely affecting the College during the prior fiscal quarter, which effects would require disclosure due to their level of impact, except as have been communicated to the Chancellor and the Compliance department and are listed in Exhibit A subject to the exclusions listed in 2.5 below.
	2.1	I have exercised due diligence to determine that there are no violations of laws, policies, or regulations for my area of responsibility.
	2.1(a)	I have working knowledge of the statutes, policies, and regulations applicable to my area of responsibility and the institution, including but not limited to, Tex. Educ. Code § 51.3525 (known as Senate Bill 17 and any related regulations), prohibiting certain types of diversity, equity, and inclusion initiatives.

TO: Dr. Margaret Ford Fisher, Chancellor [DATE]
RE: Quarterly Control & Compliance Attestation Page 3

Initial if No Exception(s) to Report	Item #	Attestation Statement				
	2.1(b)	I have working knowledge of SACSCOC and any other accreditation, certification, or licensure requirements applicable to my area of responsibility for compliance with all polices, laws, and regulations.				
	2.2	I have received no notice or report from any person in my area of responsibility identifying any regulatory violations, occurrences of misstatement, fraud or suspected fraud occurring in my area of responsibility.				
	2.3	I have not been advised or do not have any knowledge of any EthicsPoint hotline anonymous calls or online reports alleging regulatory violations, occurrences of misstatement, fraud or suspected fraud occurring in my area of responsibility.				
	2.4	I have no personal knowledge of any regulatory violations, occurrences of misstatement, fraud or suspected fraud.				
	2.5	I have confirmed all items reported to the Board governed by LOCAL policies DGBA, DIAB, DIAA, FFDB, FFDA are exclusions from the items I report in Exhibit A.				
	3	I do not have knowledge of any potential claims that have not been reported to the Chief Financial Officer or General Counsel and in Exhibit A.				
	3.1	I have no personal knowledge and have exercised due diligence to determine that there are no potential claims that have not been reported.				
	3.1(a)	For example, a demand letter				
	3.1(b)	For example, an assessed fee or penalty				
	3.1(c)	For example, a notice of non-compliance, suspension, warning or probation, or termination				
	3.1(d)	For example, a grant reimbursement or reversal to grant expenditure				
	3.2	I have received no notice or report from any person in my area of responsibility identifying any adverse material claim.				
	3.3	I have not been advised of any EthicsPoint hotline anonymous calls or online reports alleging material adverse claims under the purview of my area of responsibility.				

TO: Dr. Margaret Ford Fisher, Chancellor RE: Quarterly Control & Compliance Attestation

Initial if No					
Exception(s)	Item #	Attestation Statement			
to Report	iteiii#	Attestation Statement			
to Report		Together with the Vice Chancellor of Administration			
	4	and Operations and the Director of Internal Auditing, I have identified and evaluated risks to the College in my area of responsibility, implemented and maintained adequate internal controls over financial reporting and operations for my area of responsibility for the preceding fiscal quarter, and I find no reportable events except as reported in the attached Exhibit A.			
	4.1	I have a working knowledge of the Risk Categories.			
	4.2	I have a working knowledge of the Risk Factors.			
	4.3	I have a working knowledge of the Inherent Risks.			
	4.4	I have implemented the identified Key Control Activities.			
	4.5	I am aware of and monitor the Residual Risks.			
	5	All financially material transactions within my area of responsibility not communicated to the Chief Financial Officer for recording and disclosure in the financial statements and/or Board reports are listed in Exhibit A.1			
	5.1	I have exercised due diligence to determine that there are no financially material transactions within my area of responsibility.			
	5.2	I have received no notice or report from any person in my area of responsibility identifying any unreported financially material transactions within my area of responsibility.			
	5.3	I have no personal knowledge of any unreported financially material transactions within my area of responsibility.			
	6	Within my area of responsibility, my division has complied with all aspects of contractual agreements that would have an adverse material effect on operations in the event of noncompliance and any event of noncompliance is listed in Exhibit A.			
	6.1	I have reviewed contracts for extensions, renewals and rearrangements.			
	6.2	I have reviewed contracts for terminations.			

 $^{^{1}}$ The Chief Financial Officer has communicated the materiality threshold is \$1,000,000.00.

TO: Dr. Margaret Ford Fisher, Chancellor [DATE]
RE: Quarterly Control & Compliance Attestation Page 5

Initial if No Exception(s) to Report	Item #	Attestation Statement		
	6.3	I have reviewed contracts for affirmative and negative covenants.		
	6.4	I have reviewed contracts for warranties and representations.		
	6.5	I have reviewed contracts for notices to parties to the contract delivered and/or received.		
	7 After Events	Other than those previously disclosed, no material events have occurred subsequent to the end of the fiscal quarter, that should be disclosed due to their impact on the financial statements, effectiveness of existing systems of control, or regulatory compliance and any additional events to disclose are listed in Exhibit A.		

Please note that details of any material issues or disclosures, if not previously communicated, are attached as **Exhibit A** to this document.

Sincerely,

[NAME] [TITLE]

BE2 Exhibit A – Registration Form

EXHIBIT A -REGISTRATION FORM

This form is to report attestation exceptions to the Chief Financial Officer, Compliance Department or General Counsel.

Reporting to

Chief Financial Officer		Compliance Department		General Counsel
-------------------------	--	-----------------------	--	-----------------

Attestation DRI

Select the Attestation DRI that applies to the attestation exception being reported

Chief Facilities Officer	President – Southeast College
Chief Information Officer	President – Southwest College
Executive Director – Foundation	Senior Vice Chancellor – Finance & Administration & Chief Financial Officer & Chief Business Officer
General Counsel	Senior Vice Chancellor – Instructional Services & Student Services & Chief Administrative Officer
President – Central College	Vice Chancellor – Administration & Operations
President – Coleman College	Vice Chancellor – External & Governmental Relations, Student Transfer & Alumni Relations
President – Northeast College	Vice Chancellor – Strategy, Planning & Institutional Effectiveness
President – Northwest College	Vice Chancellor – Student Services
President – Online College	Vice Chancellor – Talent Engagement & Chief Human Resources Officer

Applicable Attestation Letter Item Number(s)

Select which item applies to the attestation exception being reported

Item #1	
Item #2	
Item #3	
Item #4	
Item #5	
Item #6	
Item #7	

Reporter Information

Name	
Title	
Department	
Email	
Phone	

Background Information

EXHIBIT A - REGISTRATION FORM

Who is involved?			
Name(s)			
Department(s)			
When did this occur?			
Date(s) or Time Frame	е		
Please provide a descr	l iption of the attestation exce	eption being reported	
L			
Reporter Signature		Date	
reporter signature		Date	

EXHIBIT A - REGISTRATION FORM

lease use this page to continue the description of the attestation exception being reported, if ecessary.				

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

Κ.

Approve Senate Bill 18
Certification Report
Submission

Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick

RECOMMENDATION

Authorize the Board Chair and Chancellor or designee to submit a Senate Bill 18 (SB 18) report to the Texas Higher Education Coordinating Board regarding tenure for faculty.

COMPELLING REASON AND BACKGROUND

Senate Bill 18 (SB 18), an act relating to the tenure and employment of faculty members at certain public institutions of higher education, addresses tenure and post-tenure review policies at university systems. SB 18 is codified at Texas Education Code Section 51.942.

It also requires institutions to certify compliance with the law to the Texas Higher Education Coordinating Board (THECB).

Houston City College is a public junior college and does not offer tenure to its faculty members. As such, Houston City College is compliant with Senate Bill 18.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description
SB 18 Report Submission

Upload Date Type

8/7/2025 Cover Memo

This item is applicable to the following: District

Certification Submission for SB18

DIRECTIONS

An institution shall use this form to submit to the Coordinating Board its annual certification and a copy of related policies and procedures pursuant to 51.942 (c-4)(g) no later than September 1 of each year.

REQUIRED DOCUMENTATION

Institution's must submit a copy of policies and procedures related to faculty tenure and certify compliance with requirements in Texas Education Code 51.942.

Institutions also must submit copy of your institution's post-tenure review policy as required by state law (Budget Bill - Article III - Texas Higher Education Coordinating Board Section 25)

CONTACT

The institutional contact (and form submitter, if applicable) will receive confirmation upon submission. THECB staff will reach out to the institution if there are questions regarding the submission.

Additional questions about compliance with this statute can be directed to Compliance@highered.texas.gov

SEC. 51.942. FACULTY TENURE.

(c-4)(g) Each governing board shall file a copy of the policies and procedures adopted under this section, and any amendments to such policies and procedures, with the coordinating board on or before September 1 of each year.

First Name (Required) *

Last Name (Required) *

Name of Institution or System *

Email (Required) *

Supporting Documentation to this Certification *

Upload a copy of the policies and procedures regarding faculty tenure required by Texas Education Code 51.942(g) and a copy of your

institution's post-tenure review policy as required by state law (Budget Bill - Article III - Texas Higher Education Coordinating Board Section 25). Also, please upload a signed Electronic Signature Acknowledgment and Consent Form (<u>found here</u>) for the Institution's Board Chair.

Institution's Board Chair.	
Drop your files here	
Browse	no files selected
(Optional) Links to docume	entation:
I certify that all information	in this submission is true, accurate, and complete *
I certify that all information	in this submission is true, accurate, and complete*
Signature of the Institution'	s Board Chair *
Date Signed *	
Please provide contact info	ormation for the form submitter if different from the institution contact above.
Form Submitter Name	
Form Submitter Email	
Division Contact Email	
OGC Contact Email	
*	
Send me a copy of my resp	ponses
Powered by	
Privacy Policy	
Report Abuse	



HOUSTON CITY COLLEGE Office of General Counsel

Nicole Montgomery, General Counsel 3100 Main Street, 12th Floor, Houston, TX 77002 general.counsel@hccs.edu

main: 713.718.7514 fax: 713.718.7585

<u>Delegation of Signature Authority to Execute Texas Education Code Section 51.942(c-4)(g)</u> <u>Certification</u>

As Chair of the Board of Trustees and Trustee for District VII of the Houston City College, I, Eva L. Loredo, ("Delegator") hereby delegate signature authority to Nicole Montgomery, General Counsel ("Delegatee") to execute as "Form Submitter" the certification report and attachments showing full compliance with Texas Education Code Section 51.942(c-4)(g).

attachments showing full compliance with Texas Education Code Section 51.942(c-4)
The effective date of this delegation is August, 2025.
The authority delegated in this document shall not be sub-delegated.
By signing this authorization, I confirm that I meet the requirements to make such a designation.
Delegator:
Eva L. Loredo
Chair
Houston City College
Board of Trustees

ELECTRONIC SIGNATURE ACKNOWLEDGEMENT AND CONSENT FORM

l,	Eva L. Loredo	, agree and understand that by
signi	ng the Electronic Signature Acknowledgment and Conse	nt Form, that all electronic
signa	atures are the legal equivalent of my manual/handwritte	n signature and I consent to be
lega	lly bound to this agreement. I further agree my signature	on this document is as valid as if I
sign	ed the document in writing. This is to be used in conjunc	tion with the use of the electronic
signa	ature for the submission of the SB18 Annual Certification	n required by 51.942 (c-4)(g) that I
elec	ted to have signed electronically. Under penalty of perjui	ry, I herewith affirm that my
elec	tronic signature, were signed by myself with full knowled	lge and consent and am legally
bou	nd to these terms and conditions.	
Sign	ature	Date



HOUSTON CITY COLLEGE Office of General Counsel

3100 Main Street, 12th Floor, Houston, TX 77002 general.counsel@hccs.edu

main: 713.718.7514 fax: 713.718.7585

hccs.edu

To Whom It May Concern:

I am the Chair of the Board of Trustees for Houston City College.

Senate Bill 18, an act relating to the tenure and employment of faculty members at certain public institutions of higher education, addresses tenure and post-tenure review policies at university systems. It also requires institutions to certify compliance with the law to the Texas Higher Education Coordinating Board (THECB). Houston City College is a public junior college and does not offer tenure to its faculty members. As such, Houston City College is compliant with Senate Bill 18.

Please find attached to this letter a copy of Houston City College's policies and procedures related to faculty employment.

If you have any questions, please contact Nicole Montgomery, General Counsel at general.counsel@hccs.edu.

Sincerely,

Eva L. Loredo Chair Houston City College Board of Trustees

cc: Margaret Ford Fisher, Ed.D., Chancellor

Encl: HCC Board Policies and Procedures, DC (LOCAL) and DCD (REGULATION)

Electronic Signature Acknowledgment and Consent Form

EMPLOYMENT PRACTICES

DC (LOCAL)

Hiring Practices

The Board shall not support preferential treatment in any employment practice. Hiring policies and practices shall be administered fairly and equitably.

Posting Vacancies

The Chancellor or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current College District employees may apply for any vacancy for which they have appropriate qualifications.

Applications

All applicants shall complete the application form supplied by the College District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

Employment of Contractual Personnel

The Board may establish separate procedures and criteria for hiring the Chancellor. Faculty and qualifying senior-level administrative staff shall be employed pursuant to written employment and contractual agreements. The Chancellor has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DCA]

Employment of Noncontractual Personnel

The Board delegates to the Chancellor final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]

Employment of Certain Law Enforcement Personnel

The Chancellor or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

- 1. The investigation of the applicant's background;
- Medical and psychological examination and drug screening of the applicant;
- 3. The applicant's qualification to carry a firearm, if applicable;
- 4. A provisional hiring period applicable upon employment; and
- 5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

DATE ISSUED: 5/17/2024 UPDATE 47 DC(LOCAL)-X Adopted: 9/18/2024

EMPLOYMENT PRACTICES

DC (LOCAL)

Employment Offer The Chancellor or designee shall have the sole authority to

communicate an offer of employment. Oral representations by College District personnel other than the Chancellor or designee are not binding on the Board or the College District. The Chancellor shall designate in writing those individuals who are authorized to

communicate employment offers.

Contract Renewal Contracted employment for one or more years does not create any

entitlement to employment beyond the current term of the current contract. Renewal of a contract shall not be automatic. Continued employment on a contractual basis requires approval by the Chancellor and execution of a new contract by the affected

employee.

DATE ISSUED: 5/17/2024 UPDATE 47 DC(LOCAL)-X Adopted: 9/18/2024

EMPLOYMENT PRACTICES DCD FACULTY AND EXECUTIVE ADMINISTRATOR CONTRACT RENEWALS (REGULATION)

PURPOSE The purpose of this regulation is to outline procedures for contract

renewals for Faculty members and Executive Administrators.

APPLICABILITY This regulation applies to all contracted employees of the College

District.

DEFINITIONS "Contract renewal" means the act of making an agreement to continue employment for an agreed period of time following the end

date of the current contract or during the term of the current con-

tract.

"Faculty Member" means an educator who is employed by the College District and is required to hold a certificate issued under Sub-

chapter B, Chapter 21 of the Texas Education Code.

"Executive Administrator" means an employee at the E40 compensation level or above on the executive salary schedule, such as Vice Chancellor, President or administrative equivalent.

"Days" shall mean College District business days unless otherwise noted.

PROCEDURES

Faculty Contract Renewals:

Faculty members with nine (9) -month and ten and a half month (10-1/2) - month contracts ordinarily will receive notice of renewal during the spring semester (usually March or April), and faculty members with twelve (12) -month contracts ordinarily will receive notice of renewal in the summer (usually in May or June). These dates are approximate times depending on operational or business needs.

The Administration shall endeavor to provide notice no later than thirty (30) days before the first day of the next academic year

If the Administration is unable to comply with the deadline for providing a new contract, the Administration shall provide the affected faculty member with:

- Written notification of this fact;
- Shall explain why the Administration has been unable to comply with the deadline and;
- Shall specify a time by which the contract will be offered

The College District may delay execution of a new contract pending a new or ongoing investigation or other review of the circumstances involving the employee continuing employment with the College District. If the College District determines that renewal is no longer in The College's best interest, the employee shall receive notice of non-renewal.

EMPLOYMENT PRACTICES DCD FACULTY AND EXECUTIVE ADMINISTRATOR CONTRACT RENEWALS (REGULATION)

The College District shall make a final decision regarding the faculty member's status within sixty (60) days of the first day of the academic year (i.e., the employee shall receive a new contract or shall be notified of non-renewal).

If the Administration fails to take any action within sixty (60) days of the first day of the academic year, then the faculty member shall continue his or her employment for the remainder of the academic year under terms and conditions that are at least as favorable as the terms and conditions that applied to the faculty member in the previous academic year, unless the faculty member and the College District enters into a new and different written contract.

Executive Administrator Contract Renewals:

COLLEGE DISTRICT PROCESS

The Chancellor or designee shall endeavor to provide written notice of non-renewal to affected administrators at least thirty (30) days prior to expiration of the contract. The timeline in this regulation is not contractual in nature but merely is provided to promote an orderly and fair process. In rare circumstances, the Chancellor or designee may find it necessary to reverse a previous decision to renew a contract.

The College District reserves the right to revoke a proposed renewal any time before the employee and the College District has signed a new contract.

If the Chancellor fails to provide either a new contract or written notice of non-renewal, then the affected Executive Administrator will continue to be employed, but shall have the status of an at-will employee.

CONTRACT NON RENEWALS

For information regarding Contract Non-Renewals, refer to DM: Termination of Employment, DMAA: Term Contracts - Termination Mid-contract and DMAB: Term Contracts - Nonrenewal.

ADOPTED: 12-17-2018

OFFICE OF RE-SPONSIBILITY

Talent Engagement

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

1

Personnel Agenda (Faculty)

Dr. Margaret Ford Fisher Rodney Nathan

RECOMMENDATION

Approve the personnel action items for August 2025.

COMPELLING REASON AND BACKGROUND

Full-Time contracted Faculty are hired under one-year term contracts on an annual basis under DC (LOCAL): Employment Practices.

The hiring process for full-time faculty involves a review of credentials, a screening process, evaluation and interviews by the hiring authority. A Screening Committee is used as part of the hiring process.

FISCAL IMPACT

Funds for these faculty positions are provided for in the FY 2025 Unrestricted Budget.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description Upload Date Type

August Personnel Agenda - Faculty 08-06-2025 8/1/2025 Cover Memo

This item is applicable to the following:

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

APPENDIX

(Board Action Required)

Personnel Agenda - Faculty

Board Meeting August 06, 2025

INFORMATION ITEMS - BOARD ACTION REQUIRED FACULTY (REGULAR)

Name	2	Previous Organization or HCCS Job Title	Proposed New Job Title	Contract Type/ Grade	Employmen t Action Reason	Annual Salary	Effective Date
1.	Dower, Richard	P/T Accounting Instructor	F/T Accounting Instructor	10.5 months Grade: 9	Part-Time to Full-Time	\$ 71,596	08-01-2025
2.	Jawad, Aseel	P/T Biology Instructor	F/T Biology Instructor	10.5 months Grade: 12	Part-Time to Full-Time	\$ 75,898	08-16-2025
3.	Krueger, Dayna	P/T Embedded Dual Credit Instructor	F/T Medical Assistant Instructor	12 months Grade: 6	Part-Time to Full-time	\$ 67,191	08-18-2025
4.	Lopez, Jamie	P/T Dual Credit Instructor	F/T English Instructor	10.5 months Grade: 12	Part-Time to Full-time	\$ 75,898	08-01-2025
5.	McCaffrey , Megan	P/T English	F/T English Instructor	10.5 months Grade: 12	Part-Time to Full-Time	\$ 75,898	08-01-2025
6.	Mitchell, Josephine	Finnigan Park Community Center	F/T English Instructor	10.5 months Grade: 6	Rehire	\$ 64,909	08-01-2025
7.	Ramirez McBride Tatiana	H.I.S.D.	F/T Dental Assistant Instructor	12 months Grade: 10	New Hire	\$ 83,431	07-01-2025

INFORMATION ITEMS - BOARD ACTION REQUIRED FACULTY (REGULAR)

Name		Previous Organization or HCCS Job Title	Proposed New Job Title	Contract Type/ Grade	Employment Action Reason	Annual Salary	Effective Date
8.	Luna Singh, Jennifer	University of Houston	F/T Engineering Instructor	10.5 months Grade: 12	New Hire	\$ 70,119	08-01-2025
9.	Smith Ojimmadu, Kimberly	F/T (Temp) Pharmacy Technician Instructor	F/T Pharmacy Technician Instructor	12 months Grade: 10	F/T Temp to F/T Regular	\$ 74,086	08-16-2025
10.	Sterling, Angela	F/T (Temp) Associate Degree Nursing Instructor	F/T Associate Degree Nursing Instructor	12 months Grade: 12	F/T Temp to F/T Regular	\$ 86,744	08-01-2025

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

M.

Adopt a Resolution Establishing Faculty Senate Dr. Margaret Ford Fisher
Dr. Nicole Montgomery
Dr. Melissa Mihalick
Dr. Norma Perez
Dr. Remmele Young

RECOMMENDATION

Adopt a Resolution of the Houston City College Board of Trustees affirming establishment of a Faculty Senate in compliance with Senate Bill 37

COMPELLING REASON AND BACKGROUND

Senate Bill 37 (SB 37) relates to the governance of public institutions of higher education, including review of curriculum and certain degree and certificate programs, the powers and duties of a faculty council or senate. SB 37 passed both chambers during the Texas 89th regular legislative session and was signed into law by Governor Greg Abbott. Its earliest effective date is September 1, 2025.

In relevant part, Texas public institutions of higher education, including Houston City College (HCC) that desire to have a faculty senate must establish a faculty senate in accordance with newly established statutory requirements.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description Upload Date Type

Resolution 8/13/2025 Resolution Letter

This item is applicable to the following: District

RESOLUTION OF THE HOUSTON CITY COLLEGE BOARD OF TRUSTEES CERTIFYING COMPLIANCE WITH SENATE BILL 37 REGARDING ESTABLISHMENT OF A FACULTY SENATE

WHEREAS, the 89th Texas Legislature passed Senate Bill 37, which was signed into law by Governor Greg Abbott on June 20, 2025;

WHEREAS, Senate Bill 37 relates to the governance of public institutions of higher education and includes specific provisions regarding the establishment of a faculty council or senate that were codified in Section 51.3522 of the Texas Education Code;

WHEREAS, Section 51.3522 of the Texas Education Code authorizes the governing board of an institution of higher education to establish a faculty council or senate and specifies the requirements for local policies regarding the creation and operation of a faculty council or senate;

WHEREAS, the Houston City College Board of Trustees remains committed to shared governance and working with the Chancellor, Administration, faculty, and staff to deliver relevant, high-quality education and training, ensuring success for all students;

WHEREAS, on August 20, 2025, the Board of Trustees of Houston City College adopted Policy BGC (Local), which authorizes the Houston City College Faculty Senate and which the Board finds complies with all statutory requirements under Section 51.3522(b) – (o) of the Texas Education Code, including but not limited to requirements relating to the size and composition of the senate, the selection and removal of members and officers, duties of members and officers, restrictions on senate authority, and rules for conducting meetings; and

WHEREAS, upon the adoption of Policy BGC (Local), the former Faculty Senate of HCC was dissolved and a new Faculty Senate is being organized in accordance with the requirements and procedures in Policy BGC (Local);

THEREFORE, be it RESOLVED and ORDERED by the Board of Trustees of the Houston City College that the Houston City College Faculty Senate has been established under Policy BGC (Local) in the manner prescribed by Section 51.3522 of the Texas Education Code.

PASSED, APPROVED, and ADOPTED this 20th day of August, 2025.

HOUSTON CITY COLLEGE

By:	
Eva L. Loredo, Chair	
Board of Trustees	
Attest:	
By:	
Sean Cheben, Secretary	
Board of Trustees	

ACTION ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

N.

Approve Resolution in Memoriam of Emilia (Emily)
Cole

Board of Trustees Dr. Margaret Ford Fisher

RECOMMENDATION

Approve resolution in memoriam of Emilia (Emily) Cole.

COMPELLING REASON AND BACKGROUND

Board of Trustees of Houston City College (HCC) mourns the passing and celebrates the life of Mrs. Emilia Cole, a transformative educator, community leader, and beloved wife, mother, grandmother, and friend, who departed this life peacefully on August 3, 2025, at the age of 83.

Mrs. Cole dedicated her life to advancing education and championing equity, beginning her impactful career as a committed elementary school teacher, later rising to become a determined and visionary principal and a pioneering leader in the Houston Independent School District.

Mrs. Cole was a national advocate for underserved students and co-founded Project GRAD, a transformative program that provided scholarships and opportunity to students of promise, a program that expanded across the country with the support of the Ford Foundation. During her 13-year tenure as principal of Jefferson Davis High School (now Northside High School), Mrs. Cole brought compassion, high expectations, and innovation to a campus facing daunting challenges, dramatically improving dropout rates, teen pregnancy rates, and college enrollment through tireless efforts and community engagement.

Mrs. Cole's extraordinary contributions were recognized with numerous honors, including an honorary degree from then-Houston Community College in 2022, and her personal warmth, wisdom, and steadfast belief in the potential of every student left an indelible mark on the lives of countless individuals.

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description
Resolution - Emilia "Emily" Cole (Draft)

Upload Date Type

8/13/2025 Attachment

This item is applicable to the following: District

Resolution Honoring the Life and Legacy of Mrs. Emilia (Emily) Cole

WHEREAS, the Board of Trustees of Houston City College (HCC) mourns the passing and celebrates the life of Mrs. Emilia Cole, a transformative educator, community leader, and beloved wife, mother, grandmother, and friend, who departed this life peacefully on August 3, 2025, at the age of 83; and

WHEREAS, Mrs. Cole dedicated her life to advancing education and championing equity, beginning her impactful career as a committed elementary school teacher, later rising to become a determined and visionary principal and a pioneering leader in the Houston Independent School District; and

WHEREAS, during her 13-year tenure as principal of Jefferson Davis High School (now Northside High School), Mrs. Cole brought compassion, high expectations, and innovation to a campus facing daunting challenges, dramatically improving dropout rates, teen pregnancy rates, and college enrollment through tireless efforts and community engagement; and

WHEREAS, Mrs. Cole was a national advocate for underserved students and co-founded Project GRAD, a transformative program that provided scholarships and opportunity to students of promise, a program that expanded across the country with the support of the Ford Foundation; and

WHEREAS, Mrs. Cole's extraordinary contributions were recognized with numerous honors, including an honorary degree from then-Houston Community College in 2022, and her personal warmth, wisdom, and steadfast belief in the potential of every student left an indelible mark on the lives of countless individuals; and

WHEREAS, she is lovingly remembered by her husband Kenneth, sons David and Burton, daughters-in-law Cynthia and Dawn, grandchildren Holt, Caroline, and Elizabeth, as well as a wide circle of family, friends, former students, and colleagues;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Houston City College does hereby express its deepest condolences to the family of Mrs. Cole and joins with the greater Houston community in mourning the loss of a legendary educator, advocate, and mentor;

BE IT FINALLY RESOLVED that a copy of this resolution be presented to the family of Mrs. Cole and included in the permanent records of Houston City College as a testament to her profound impact and lasting memory.

Adopted this 20th day of August 2025.

Trustee Eva L. Loredo	Trustee Sean Cheben
HCC Board of Trustees, Board Chair	HCC Board of Trustees, Secretary

REPORT ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

0.

HCC Foundation Quarterly Report

Dr. Margaret Ford Fisher Karen L. Schmidt

DISCUSSION

Provide quarterly report regarding the HCC Foundation.

COMPELLING REASON AND BACKGROUND

HCC Foundation provides student scholarships and enhances students' educational experience.

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment

ATTACHMENTS:

Description Upload Date Type

HCC Foundation Quarterly Report - August 2025 7/7/2025 Presentation

This item is applicable to the following: District

INVEST IN HOUSTON'S FUTURE

FY2025 Report thru March 31, 2025









MISSION

HCC Foundation empowers HCC student success through philanthropic support, aligned with key HCC institutional initiatives.

VISION

The HCC Foundation will serve as a philanthropic force supporting high quality educational experiences for HCC students of all backgrounds to help them improve the trajectory of their lives.

HCC FOUNDATION BOARD OF DIRECTORS (as of 09/01/2024)

David D. Itz
Board Chair
Community Volunteer

Ryan F. McCauley Immediate Past Chair Northern Trust Melissa Vela Vice Chair of Board Relations JPMorganChase Ed Fierro
Vice Chair of Governance
Bracewell

Jennifer Waldner Grant Vice Chair of Philanthropic Strategy *AIG* Juanita S. Parker
Secretary
Williams

Cecelia Allen Treasurer Kinder Morgan, Inc.

Joseph Avila Memorial Hermann Health System Doug Hohertz
Community Volunteer

Sara Montelongo-Oyervidez Valero Energy Nicole Riley, CPA, CFE
Pannell, Kerr, Forster (PKF) Texas

Vanessa Carter Angels On Call Home Care Tracy Janda Community Volunteer

Darrell S. Morris
The Morris Capital Group, LLC

Lina Sabouni
AUTOARCH Architects

Hue Du HD LEO Stacy Lindley
HCA Healthcare

Leslie Nagy Waste Management

Javeed Gire
Richmond Printing

Lona McManus

Morgan Stanley – The Journey Groups

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

Jessica Herbst
Deloitte & Touche LLP

Arturo G. Michel
City of Houston

Al M. Payton CenterPoint Energy

HCC BOARD OF TRUSTEES LIAISONS

Dr. Cynthia Lenton-Gary, Trustee District VII (Ex-Officio)

Monica Flores Richart, Trustee District I (Ex-Officio)

EX-OFFICIOS

Dr. Margaret Ford Fisher Chancellor, HCC Karen L. Schmidt, M.B.A., CFRE President, HCC Foundation



FRIDAY, FEBRUARY 27, 2026

FOR THE ANNUAL HCC FOUNDATION

Scholarship Luncheon

JOIN US FOR AN ENRICHING EXPERIENCE WHERE GENEROSITY MEETS GRATITUDE.

SPONSORSHIP OPPORTUNITIES AVAILABLE | DETAILS COMING SOON

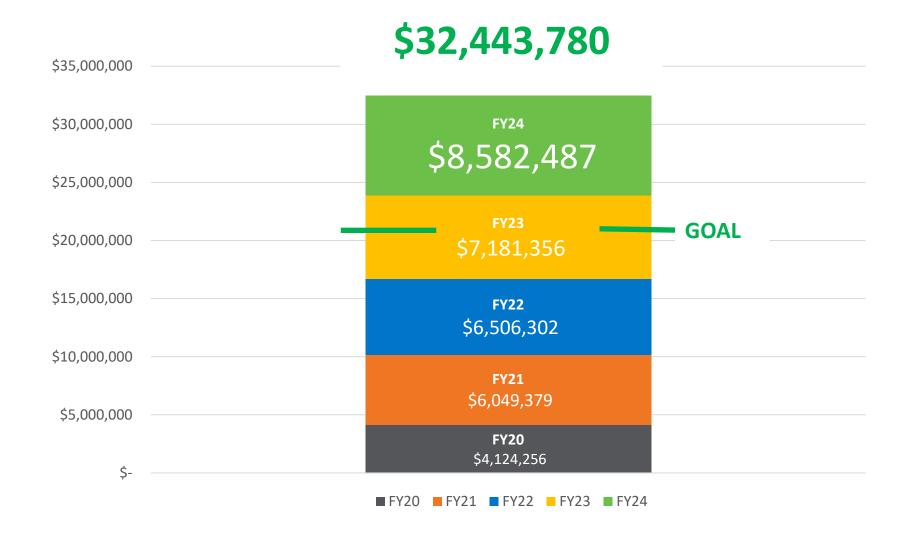
Bayou City Event Center | 9401 Knight Road

Houston Community College Foundation

HCC FOUNDATION INFORMATION SESSION

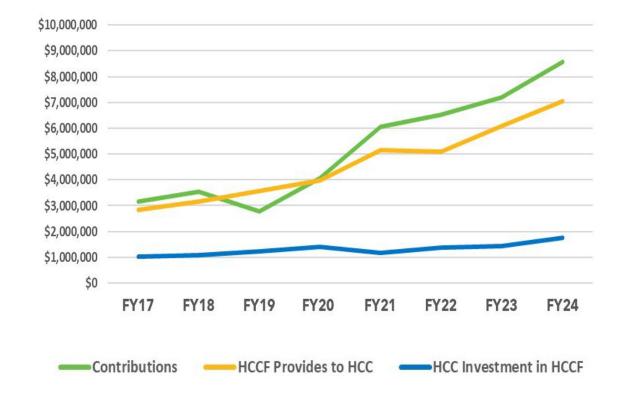


HCC's Invest in Houston's Future Campaign \$20 Million Goal FY20 to FY24 \$32,443,780 thru FY24

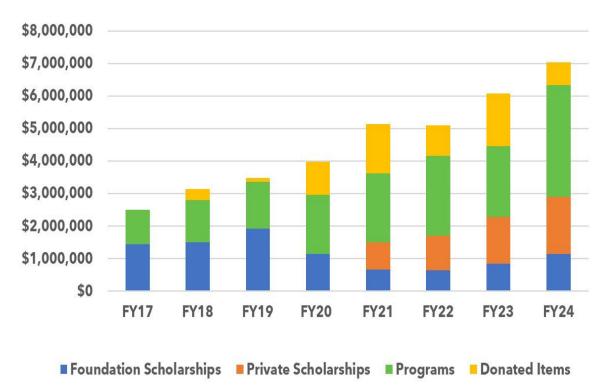








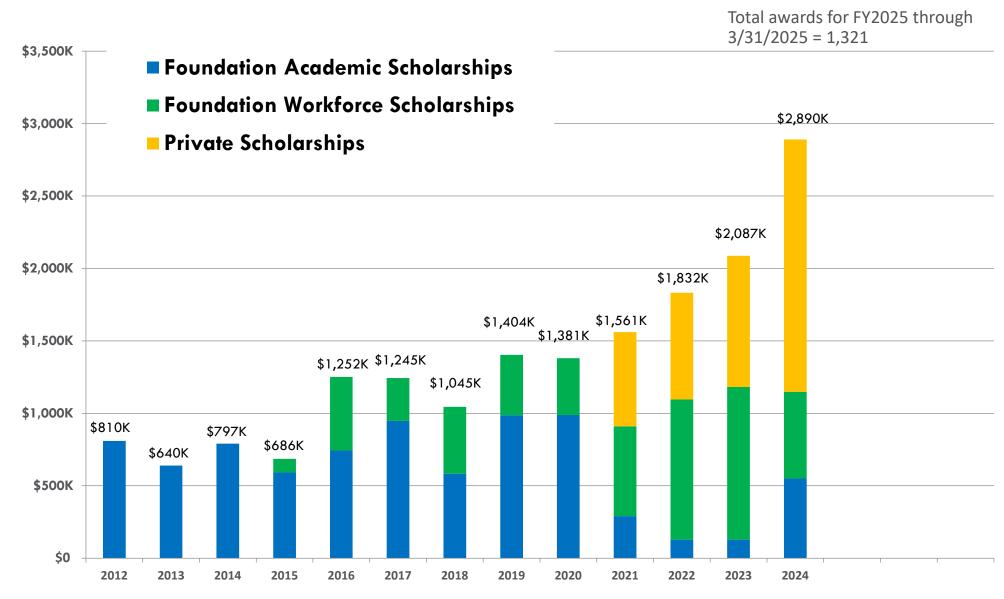
Funds Provided to HCC



Scholarships Awarded: 2012 to 2025 thru 3/31/2025

HCC FOUNDATION SCHOLARSHIPS









Funds Provided to HCC

\$7,042,709



HCC Investment in HCCF

\$1,762,435





ROI \$4.00 to \$1 or 300%



Total Assets

\$22,531,623





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

HOUSTON COMMUNITY COLLEGE

HCC Assigns HCC Employees to HCC Foundation





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



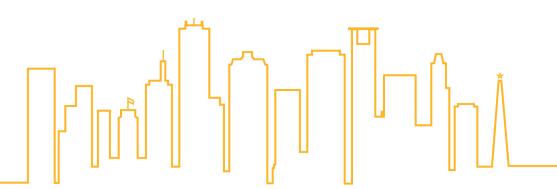
HCCF Provided \$4 for every \$1 HCC invested in HCCF or 300% ROI as of August 31, 2024



Accounting Example of HCC and HCC Foundation Interdepenence ONLY as of August 31, 2024 (Audited)

HCC Books			HCC Foundation	tion Books	
REVENUE			REVENUE	:	
Scholarships	\$1,148,557		HCC In Kind Support	\$1,762,435	
Private Scholarships	\$1,741,211				
Programs	\$3,440,844				
Donated Items	\$712,097				
Total Received From			Total In Kind Support		
HCC Foundation	\$7,042,709		Received from HCC 🦼	\$1,762,435	
EXPENSE	S		EXPENSE	S	
HCC Foundation					
Payroll and Expenses	\$1,762,435		Scholarships	\$1,148,557	
			Private Scholarships	\$1,741,211	
			Prøgrams	\$3,440,844	
			Donated Items	\$712,097	
Total HCC In Kind		ĺ	Total Provided To	*	
Support to HCCF	\$1,762,435		HCC	\$7,042,709	
			Actual	HCCF Goal	
HCCF Return on HCC's Investment			300%	150%	
			\$4 to \$1	\$2.5 to \$1	
Source: FY24 HCC Fou	ındation Audit	ed Fin	ancial Statements		

FINANCE AND INVESTMENT COMMITTEE



FY2025
Financial Highlights
YTD 03/31/2025 Unaudited

Total Revenues:

Total Contributions:

Funds Provided to HCC:

HCC Investment in HCCF:

Total Net Assets:

ROI: \$5.00 to \$1.00 or 400%

\$6,599,675

\$5,085,915

\$4,385,421

\$876,326

\$23,171,931

FINANCE AND INVESTMENT COMMITTEE

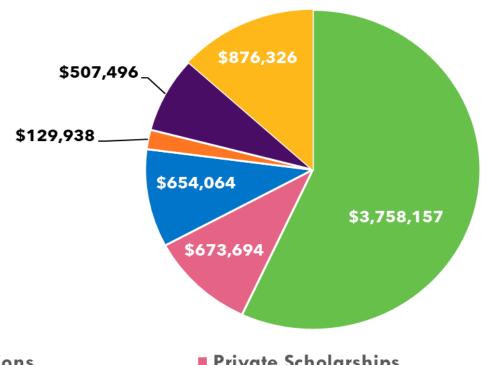
FY2025
Funds Raised
YTD 03/31/2025 Unaudited

HCC Foundation Total Revenue \$6,599,675 FY 2025 YTD THRU 03/31/2025

HCCF Raised

\$5,085,915

for HCC Student Success.



ContributionsVending Income

Private ScholarshipsInvestment Income

Donated ItemsHCC Investment in HCCF



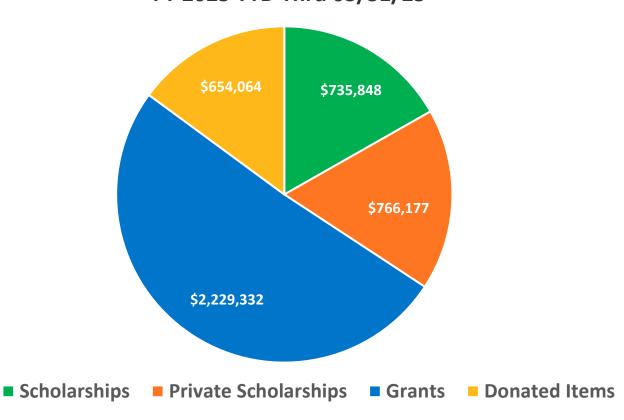
FY2025 Funds Provided to HCC YTD 03/31/2025 Unaudited

HCCF Provided

\$4,385,421

to HCC for HCC Student Success.

HCCF Provided to HCC \$4,854,597 FY 2025 YTD Thru 03/31/25





FY25 GOLDEN EAGLE SOCIETY

SUMMA CUM LAUDE EAGLES \$100,000 and above

The Goldman Sachs Foundation

Houston Endowment, Inc.

High Fashion Fabric Center

Apple, Inc.

JPMorgan Chase

The Marvy Finger Family

Foundation

Boston Scientific

Volunteers of America

Texas

Bank of America





& Rodeo

FY25 GOLDEN EAGLE SOCIETY

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



National Association for Community College Entrepreneurship
CenterPoint Energy
MACE Virtual Labs
Houston Livestock Show

University of Houston Division of Research

Capital One

Dallas Community College
Foundation

Deloitte Foundation



FY25 GOLDEN EAGLE SOCIETY

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

PrimeWay Foundation

Houston Independent School District

AON

Houston Health Foundation, Inc.

CITGO Petroleum Corporation

Scholarship America

Port Houston

Adaeze Ugwu

UnidosUS

Kam Esmail







FY25 GOLDEN EAGLE SOCIETY

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

Texas Mutual Insurance Company

YES Prep Public Schools

East End District

Texas Pioneer Foundation

Houston Gateway Academy

McGraw-Hill Education, L.L.C.

International Scholarship and Tuition Services, Inc.

David D. Itz

Always Do Good Scholarship

Credential Engine

East Harris County Manufacturers Association

Gene Haas Foundation

Houck Family Foundation

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

Weldon Elbert

Norma Perez

Imelda F. Beauchamp

San Antonio Area Foundation

Amaanah Refugee Services

AWS Foundation, Inc.

Charles Stein and LaLover Horace

Comcast

Lona L. McManus and Gary Wulf

Antje & Harry Gee, Jr.

AWS Machine Learning University

Carol C. Keeney

Fairstead

George and Mary Josephine Hamman Foundation

Invitation Homes

Linda and David W. Knowles

Microsoft Corporation

National Board for Respiratory Care

Susan A. Hirtz

Thompson & Horton, L.L.P.

THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



THANK YOU



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THANK YOU











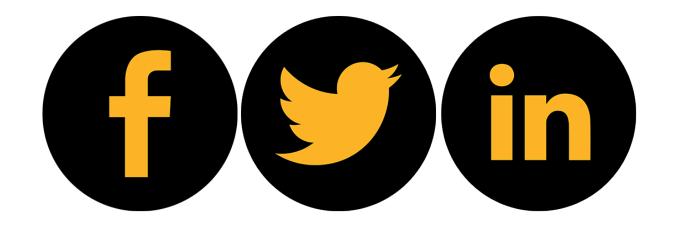
Karen L. Schmidt, M.B.A., CFRE

President, HCC Foundation



karen.schmidt2@hccs.edu

23-718-8596



Follow us on social media! Houston Community College Foundation

REPORT ITEM

Meeting Date: August 20, 2025

Topics for Discussion and/or Action

ITEM # ITEM TITLE PRESENTER

P.

Capital Improvement Projects
Report

Dr. Margaret Ford Fisher
Dr. Sherry Hawn
Robert McCracken
James Walker

DISCUSSION

Provide an update on Capital Improvement Projects.

COMPELLING REASON AND BACKGROUND

Provide a status update on large capital projects.

FISCAL IMPACT

Projects are budgeted and financed from the 2013 bond issuance and other funding sources.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description Upload Date Type

CIP Report 8/12/2025 Presentation

This item is applicable to the following: District



Facilities Projects Report

Dr. Margaret Ford Fisher, Chancellor

Sherry Hawn, Senior Vice Chancellor Finance and Administration Robert McCracken, Vice Chancellor Administration and Operations James Walker III, Chief Facilities Officer (Interim)

August 20, 2025

Overview

- Facilities projects include the Capital Improvement Program (CIP) and Deferred Maintenance Program:
 - The CIP includes projects from the 2013 Bond, projects funded by budget balance and individual campus funded projects.
 - The Deferred Maintenance Program includes projects based on current deficiency and life cycle items as identified in the 2019 Jacobs Facility Condition Assessment.
- This report addresses projects that are bond funded, multi-year and/or project cost over \$500k.
- This report also provides a brief overview of the Deferred Maintenance Program which will be addressed in depth in a subsequent report.

Report Project Overview

- Capital Projects Update:
 - Financials Report
 - Central: Culinary Shell Build-Out
 - Systemwide: Safety and Security: Door Hardware
 - Southeast: Woodridge Demolition & View Corridor
 - Systemwide: Safety and Security: Access Control
 - Northeast: North Forest Collaboratorium
 - Systemwide: Signage and Wayfinding
- Deferred Maintenance Update:
 - Financials Report
 - Financials Summary by College
 - Deferred Maintenance Program Update

Capital Improvement Projects

HOUSTON CITY COLLEGE Capital Project Summary As of June 30, 2025

Current Capital Projects Financials

	T	otal Budget	Ex	penditures	En	cumbrances	Uı	nexpended	Funding Source
Capital Projects									
2013 CIP Program 2.0									
Central Culinary	\$	3,100,000	\$	2,717,234	\$	109,385	\$	273,381	
Signage		6,329,665		2,449,138		1,049,313		2,831,213	
Eastside View Corridor		2,075,000		186,931		416,938		1,471,131	
Eastside Challenger Learning Center		5,500,000		711,849		748		4,787,403	
Collaboratoriums		350,000		108,290		10,640		231,069	
Total 2013 CIP Program 2.0	\$	17,354,665	\$	6,173,442	\$	1,587,025	\$	9,594,197	
									Residual 2013 CIP Program
									Operating
System Wide Safety & Security	\$	8,848,018	\$	873,769	\$	4,490,934	\$	3,483,315	Budget FY24
Demolition of Woodridge Retail Center	\$	3,500,000	\$	431,991	\$	357,782	\$	2,710,227	Fund Balance
Resiliency Operations Center (ROC) Design	\$	7,607,830	\$	2,046,268	\$	648,484	\$	4,913,077	State Appropriations

^{*} Additional funding of \$2.38M from State of Texas in next biennium

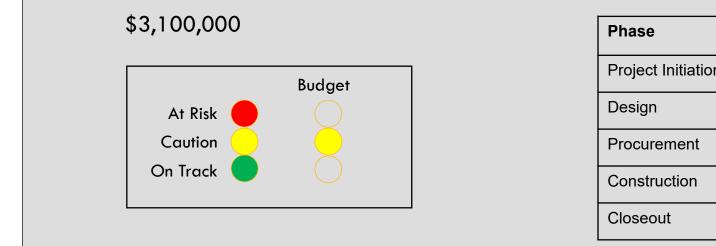
Central: Culinary Shell Build-Out

Status Overview

Description: Design and construction to complete interior buildout and FFE of existing "shell" space at the Central College Culinary Arts Building. Increases Culinary class capacity with an additional pastry lab and culinary arts lab per original project plans.

Budget

Schedule and Timeline



Phase	Status
Project Initiation	√
Design	√
Procurement	√
Construction	√ January 2025 completed
Closeout	

Status:

- Construction is complete. Punchlist is complete and punchlist items are resolved.
- Closeout activities are underway.
- Labs are live and currently in use for classes.

Central: Culinary Shell Build-Out

Culinary Kitchen Build-Out





Central: Culinary Shell Build-Out

Pastry Kitchen Build-Out



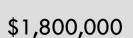


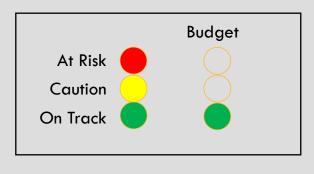
Systemwide: Safety and Security: Door Hardware Updates

Status Overview

Description: Door Hardware updates and replacement to System Infrastructure includes classroom and office door locks.

Budget





Schedule and Timeline

Phase	Status
Project Initiation	√
Design	√
Procurement	√
Construction	√
Closeout	√ August 2025

Status:

- Doors and locks installed in all locations.
- Punch walk completed.
- Closeout activities underway at all locations. Final invoices being reviewed and submitted.

Systemwide: Safety and Security: Door Hardware Updates Installation of various types of door hardware







Southeast: View Corridor and Woodridge Retail Center Demolition Projects

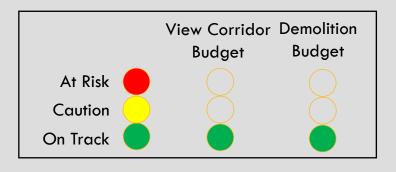
Status Overview

Description: Design and construct a "View Corridor" and create visibility of the Eastside Campus from I-45N. Demolish Woodridge Retail Center to create an open greenfield and enhance the visibility of the Eastside Campus.

Budget

Schedule and Timeline

View Corridor \$2,075,000 Demolition \$3,500,000



Phase	View Corridor Status	Demolition Status
Project Initiation	√	√
Design	√	√
Procurement	√	√
Construction	September 2025	√
Closeout		√ July 2025

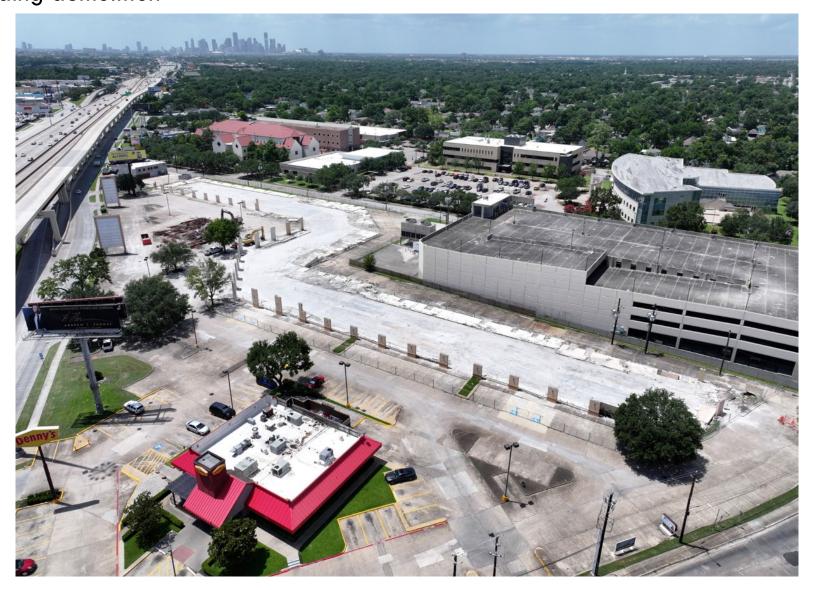
Status:

- Demolition: Building and foundation demolition are complete. Punch walk to closeout project is completed.
 No punch items to address. Closeout activities underway. Final invoices submitted.
- View Corridor: Parking lot demolition and rough grading is complete. Landscaping activities mobilizing.

Southeast: View Corridor and Woodridge Retail Center Demolition Projects Rendering of final demolition and View Corridor greenfield



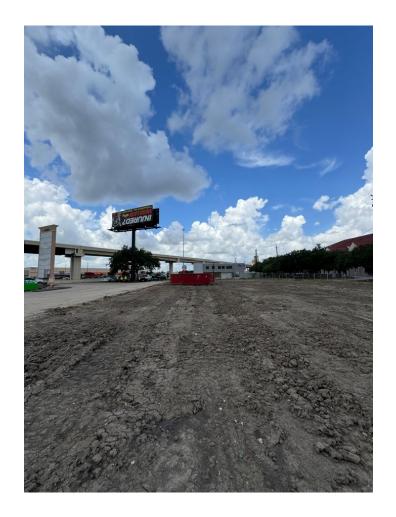
Southeast: View Corridor and Woodridge Retail Center Demolition Projects Aerial of building demolition



Southeast: View Corridor and Woodridge Retail Center Demolition Projects Foundation removed and ongoing parking lot paving demolition







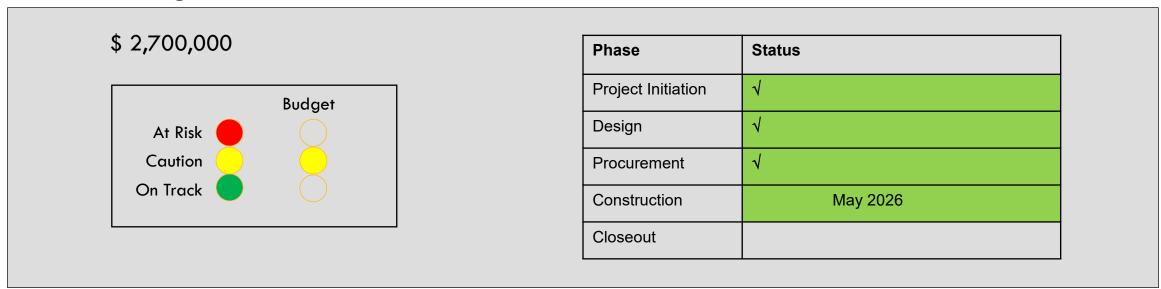
Systemwide: Safety and Security: Access Control

Status Overview

Description: Access Control updates to System Infrastructure to accommodate new badge reader (electronic door access) and camera technology.

Budget

Schedule and Timeline



Status:

- Kick off meeting is complete. Progress meetings are ongoing.
- COH permitting documentation being compiled.
- End user training system being developed.

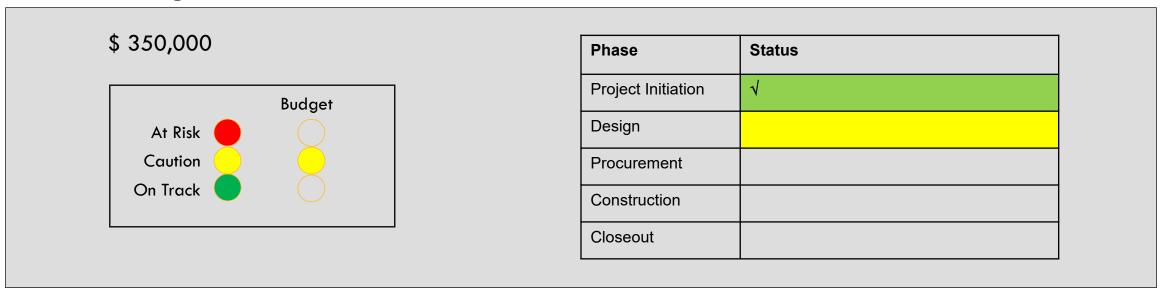
Northeast: North Forest Collaboratorium

Status Overview

Description: Design and construction of a Collaboratorium at North Forest Campus to enhance student and collaboration experience.

Budget

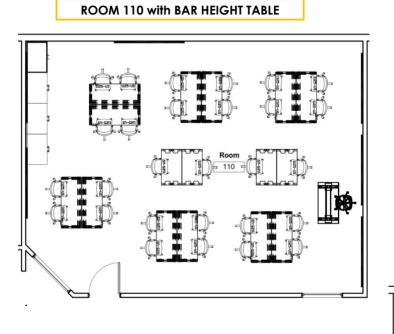
Schedule and Timeline

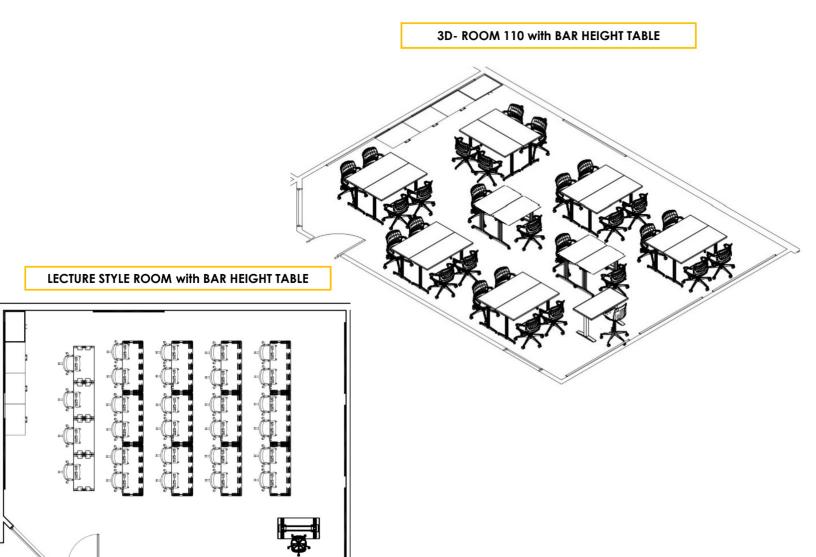


Status:

- Redesign is complete.
- Updated construction cost estimates are complete.
- Pending contractor bid responses.

Northeast: North Forest Collaboratorium





August 2025 Report

Systemwide: Signage and Wayfinding Project

Status Overview

Description: Update signage to reflect new Houston City College name. Project includes monument signs, pylon signs and building top signage.

Budget

Schedule and Timeline



Phase	Status
Project Initiation	√ Kick off scheduled
Design	
Procurement	
Construction	
Closeout	

Status:

- New signage graphics and logo are being designed.
- Short-term signage solution proposal received, processed and PO received.
- Kick meeting scheduled with HCC stakeholders.

Deferred Maintenance Capital Projects Progress Summary

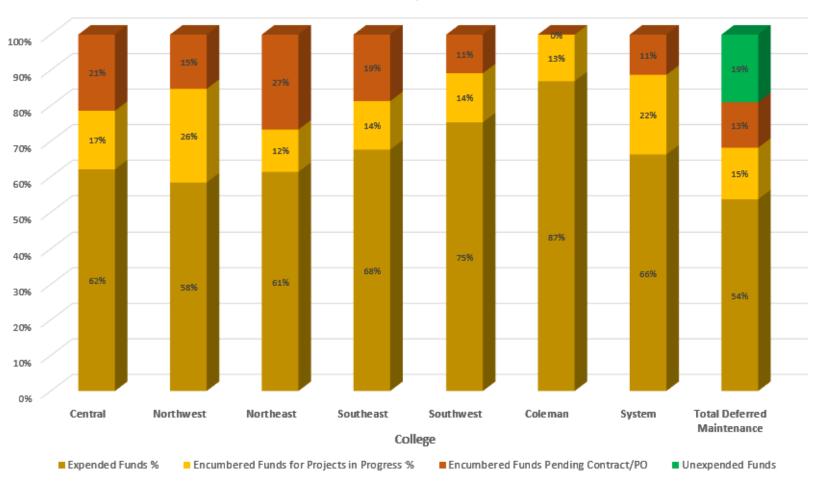
HOUSTON CITY COLLEGE Deferred Maintenance FY 2020 - 2025 As of June 30, 2025

Deferred Maintenance Projects Financials

	To	tal Budget*	E	xpenditures	En	cumbrances	Unexpended		
Source of Funds:		_		_		_		_	
FY2020 Operating Budget		13,000,000							
FY2021 Operating Budget		3,129,621							
FY2022 Operating Budget		8,000,000							
FY2023 Operating Budget		10,000,000							
FY2024 Operating Budget		10,984,939							
FY2025 Operating Budget		25,000,000							
Total Available	\$	70,114,560							
Central	\$	11,204,616	\$	6,953,847	\$	4,250,769		-	
Northwest		7,376,347		4,305,781		3,070,566		-	
Northeast		9,270,333		5,690,160		3,580,174		-	
Southeast		1,377,528		931,552		445,975		-	
Southwest		9,124,254		6,872,279		2,251,976		-	
Coleman		3,125,713		2,715,247		410,466		-	
System		15,302,109		10,142,334		5,159,775		-	
Contingency		13,333,660						13,333,660	
Total Deferred Maintenance	\$	70,114,560	\$	37,611,199	\$	19,169,701	\$	13,333,660	

Deferred Maintenace Financials June 30, 2025

Deferred Maintenance Funds By College



Deferred Maintenance Program Update

Deferred Maintenance current deficiencies Annual Assessment Refresh completed in January 2025.

2026 Funding approved by BOT in June for total of \$25M (\$15M Budget and \$10M Budget Amendment).

Prioritization scoring has been applied to the current deficiencies items and items have ranked.

2026 Deferred Maintenance Project list is currently under review and validation to be ready for FY 2026 implementation.

Thank you!

Meeting Date: August 20, 2025

Adjournment

ITEM # ITEM TITLE PRESENTER

XIV.

Personnel Agenda (Staff)

RECOMMENDATION

FISCAL IMPACT

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description Upload Date Type

August Personnel Agenda - Staff 08-06-2025 8/1/2025 Attachment

This item is applicable to the following:

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

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

Board Meeting August 06, 2025

r	Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
1.	Bolden, Martarius	P/T Lab Assistant	F/T Campus Service Technician	Northwest	Non-Exempt Grade: 2	\$ 41,100	07-01-2025
2.	Dixson, Felicia	P/T Assistant Testing & Proctor	F/T Administrative Assistant	Northwest	Non-Exempt Grade: 3	\$ 48,000	07-01-2025
3.	Elton, Joshua	P/T Lab Assistant I	F/T Technician, Audio Visual Facility	System	Non-Exempt Grade: 2	\$ 40,000	07-01-2025
4.	Fleming, Jacoby	P/T Campus Manager	F/T Associate, Enrollment Services	Northwest	Exempt Grade: 4	\$ 43,770	07-16-2025
5.	Galvan, Saelly	P/T Program Specialist	F/T Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 39,576	08-01-2025

Na	ıme	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
6.	Moody, Trinity	P/T Library Assistant	F/T Library Assistant	Northeast	Non-Exempt Grade: 1	\$ 33,000	07-16-2025
7.	Novaez, Jeffrey	P/T Hardware/Software Technician	F/T Lab Assistant I	Central	Non-Exempt Grade: 1	\$ 34,900	08-01-2025
8.	Smith, Bryttany	P/T Library Assistant	F/T Assistant, Enrollment Services	Coleman	Non-Exempt Grade: 2	\$ 38,000	07-16-2025
9.	Whitener, Denise	P/T Assistant, Veterans Affairs	F/T Assistant, Veteran Affairs	Northwest	Non-Exempt Grade: 2	\$ 41,000	07-16-2025

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
10. Burnett, Christopher	F/T Director, Research Assessment & Evaluation	F/T Associate Vice Chancellor, Research, Analytics & Decision Support	System	Executive Grade: 30	\$ 149,000	07-16-2025
12. Burnett, DeAndrea	F/T Assistant, Financial Aid	F/T Associate, Financial Aid	System	Exempt Grade: 4	\$ 50,000	06-16-2025
13. Figueroa, Rachel	F/T Program Manager	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 61,000	07-01-2025
14. Gonsoulin, Tosha	F/T Career Services Specialist	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 66,500	07-01-2025
15. Guerrero, Regina	F/T Representative Sr., Employee Records	F/T Specialist Employee Records	System	Non-Exempt Grade: 5	\$ 63,000	08-01-2025
16. Hubert, Brandi	F/T Sign Language Interpreter 1	F/T Supervisor, Sign Language Interpreter	Central	Exempt Grade: 7	\$ 68,000	07-16-2025

Nan 17.	ne Hyraj Lorisa	Previous HCCS Job Title F/T Service Desk Technician	New Job Title F/T Service Desk Technician Sr.	College System	FLSA/ Grade Non-Exempt Grade: 7	Annual Salary \$ 61,000	Date 07-16-2025
18.	Jolivette, Cheri	F/T Administrative Assistant	F/T Office Manager	Southwest	Non-Exempt Grade: 5	\$ 59,000	08-01-2025
19.	Jones, Jessica	F/T Advisor, Financial Aid	F/T Advisor, Dual Credit Pathways	Northwest	Exempt Grade: 7	\$ 65,700	07-01-2025
20.	Medina, Carola	F/T Administrative Assistant	F/T Office Manager	System	Non-Exempt Grade: 5	\$ 49,000	07-16-2025
21.	Miller, Ryan	F/T Student Recruiter	F/T Advisor, Pathways & Case Management	Southwest	Exempt Grade: 7	\$ 61,800	07-16-2025
22.	Montgomery, Y Nicole	F/T General Counsel (Interim)	F/T General Counsel	System	Executive Grade: 50	\$ 251,800	07-16-2025

Name		Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
23. N	lewsome, Adam	F/T Sr. Campus Manager (Interim)	F/T Sr. Campus Manager	Northwest	Exempt Grade: 8	\$ 83,000	07-16-2025
24. P	acheco, Brittany	F/T Graphic Designer	F/T Graphic Designer Sr.	System	Exempt Grade : 7	\$ 70,000	08-01-2025
25. R	obertson, John	F/T Coordinator, Quality Assurance	F/T Project Manager, Facilities	System	Exempt Grade:10	\$ 99,000	08-01-2025
26. S	tevenson, Idletha	F/T Student Accounts Representative	F/T Executive Assistant	Northwest	Non-Exempt Grade: 6	\$ 57,000	05-16-2025
27. T	yler, Jamaah	F/T Coordinator, Financial Aid Customer Service	F/T Régional Manager, Financial	System	Exempt Grade: 9	\$ 78,000	07-16-5025
28. W	Vatts, Lucy	F/T Specialist, Facilities	F/T Executive Assistant	System	Non-Exempt Grade : 6	\$ 64,000	08-01-2025

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
29. Weaver, Octavia	F/T Specialist, CE Records	F/T Enrollment Services Officer	Northeast	Exempt Grade: 7	\$ 70,000	06-16-2025
30. Wright, Angel	F/T Office Manager	F/T Internal Auditor	System	Non-Exempt Grade: 8	\$ 78,000	07-16-2025

Name	Previous HCCS Job Title	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
31. Cities, Chris	F/T Advisor, Pathways & Case Management	F/T Advisor, Pathways & Case Manager	Southwest	Exempt Grade: 7	\$ 73,824	08-18-2025
32. Obi, Sarahannzita	F/T Student Recruiter	F/T Designated School Official	System	Exempt Grade: 5	\$ 54,617	08-01-2025

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
33. Carlson, Curtis	Uber Driver	F/T Computer Operator, Sr.	System	Non-Exempt Grade: 5	\$ 56,000	07-01-2025
34. Davis, Warren	Alcon Vision LLC	F/T Director, Building Operations & Auxiliary Facility Services	System	Exempt Grade: 10	\$ 124,000	07-16-2025
35. Gonzalez, Jackeline	Allometrics	F/T Office Manager		Non-Exempt Grade: 5	\$ 60,000	08-01-2025
36. Okafor, Anthony	State of Texas DSHS	F/T Administrative Assistant	Central	Non-Exempt Grade: 3	\$ 40,000	07-16-2025
37. Refugio Perez, Maria	University of Houston	F/T Reception Assistant	Southwest	Non-Exempt Grade: 1	\$ 36,000	07-01-2025
38. Velazquez, Yvonne	Sunbelt FWSD	F/T Administrative Assistant	Southeast	Non-Exempt Grade: 3	\$ 39,530	07-01-2025

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
39. Verschoore, Keith	Spearhead Group Inc.	F/T Paralegal	System	Non-Exempt Grade: 7	\$ 61,000	08-01-2025

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
40. Alcorta, Lisa	Hispanic Association of College & Universities	F/T Vice Chancellor, Student Services	System	Executive Grade: 40	\$ 219,000	08-18-2025
41. Aleman, Lorie	Dunn Elementary	F/T Supervisor, ATCP Instructional	Southeast	Exempt Grade: 7	\$ 74,000	07-16-2025
42. Caballero, Violeta	University of Houston	F/T Advisor, Financial Aid	Southwest	Exempt Grade: 5	\$ 61,000	07-16-2025
43. Corona, Diana	University of Houston System	F/T Associate, Enrollment Services	Southeast	Exempt Grade : 4	\$ 43,700	08-01-2025
44. Davila, Keila	University Of Houston	F/T Associate, Financial Aid	System	Exempt Grade: 4	\$ 46,000	07-01-2025
45. DeBose, Brier	The Harris Center of Mental Health	F/T Associate, Enrollment Services	Northwest	Exempt Grade: 4	\$ 44,000	07-16-2025

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
46. Evans, Shannon	Western Atlantic University School	F/T Lead Counselor	Southwest	Exempt Grade: 9	\$ 76,000	07-01-2025
47. Fontenot, Sonya	H.I.S.D.	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 67,600	07-16-2025
48. Kingsley Edna	Alief ISD	Student Recruiter	Northwest	Exempt Grade: 5	\$ 65,000	07/01/2025
49. Mohammed, Akepha	IBC Bank	F/T Student Accounts Representative	Northwest	Non-Exempt Grade: 3	\$ 39,600	08-01-2025
50. Neill, Sarah	Self Employed	F/T Lab Assistant I	Central	Non-Exempt Grade: 1	\$ 41,000	08-01-2025
51. Rodriguez, Jocelyne	Texas Bay Credit Union	F/T Advisor, Dual Credit Pathways	System	Exempt Grade: 7	\$ 58,118	07-01-2025
52. Tarver, Tiffany	South Texas College of Law	F/T Associate, Financial Aid	System	Exempt Grade: 4	\$ 50,000	07-16-2025

EXTERNAL HIRES - (Position Relevant to HCCS Enrollment)

Name	Previous Organization	New Job Title	College	FLSA/ Grade	Annual Salary	Effective Date
53. Wilson, Keelan	Life a Beat CPR	F/T Grant Writer	System	Exempt Grade: 7	\$ 59,500	08-01-2025

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

Name Job Title FLSA/Grade Salary Effective Date

No data to report

SEPARATIONS OF EMPLOYMENT

Adger, Marvin
 Bonner, Derrick
 Cassar, Jacqueline
 Service Desk Technician Sr., System, effective June 01, 2025.
 Student Recruiter, Central College, effective June 05, 2025.
 Administrative Assistant, System, effective July 12, 2025.

4. **Cummings, Christopher** Accountant Sr., System, effective July 01, 2025.

5. Doucette, Kerry Director, Strategic Sourcing, Northeast College, effective June 25, 2025.

6. Edwards, Shanda Academic Coach, Central College, effective July 19, 2025.
 7. Gordon, Sherridan Specialist Sr Payroll, System, effective June 2, 2025.

8. Gutierrez, Erica Testing Assistant, Northeast College, effective July 17, 2025.

9. Holman, Arthur Advisor, Dual Credit Pathways, Central College, effective June 16, 2026.

10. Jagassar, Vanessa Executive Assistant, System, effective July 08, 2025.

11. Johnson, Sydney Coordinator, Fitness Center, Central College, effective June 16, 2025.

12. Juarez, Gabriela Office Manager, System, effective June 28, 2025.
 13. Loggins, Barbara Grant Writer, System, effective June 01, 2025.

14. Moya, Gabriel Buyer, System, effective June 28, 2025.

15. Nixon, Lavonta Campus Technology Technician, Southeast College, effective August 01, 2025.

16. Nobles, Tammy Coordinator Business & Community Outreach, Southeast College, effective August 01, 2025.

Patterson, Rebecca
 Library Assistant, Northwest College, effective June 14, 2025
 Peters, Reginald
 Director, College P-16, Northwest College, effective July 26, 2025.
 Rankins, Einnor
 Student Recruiter, Coleman College, effective June 03, 2025.
 Salas Rubio, Charly
 Campus Service Technician, Central College, effective July 01, 2025.

21. Siddiqi, Muddassir Vice Chancellor Instructional Innovation & Digital Strategy, System, effective July 01, 2025.

22. Smith Hannah
 23. Tan, Amy
 Associate, Enrollment Services, Southwest College, effective July 12, 2025.
 Dean, English & Communications, Central College, effective July 25, 2025.

24. Tredennick, Lucie Assistant General Counsel, System, effective June 01, 2025.

25. Turner, Marshette Director, Minority Business Development Agency Center, System. effective June 02. 2025.

26. Vetter, Tonya Success Coach, Workforce, Northwest, effective June 28, 2025.

27. Webbles, Carla Public Relations Manager Theatre, Central College, effective July 07, 2023.

28. Williams, Michael Library Assistant, Southwest, effective June 14, 2025.