



AGENDA

BOARD OF TRUSTEES

SPECIAL MEETING

September 17, 2025

3:30 PM

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

**NOTICE OF A SPECIAL MEETING
OF THE BOARD OF TRUSTEES**

HOUSTON COMMUNITY COLLEGE

September 17, 2025

Notice is hereby given that the Board of Trustees of Houston Community College will hold a Special Meeting on Wednesday, September 17, 2025 at 3:30 PM, or after, and from day to day as required, at 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 may be discussed in open session and vice versa as permitted by law. The Board may take final action with regard to items listed in this Notice without further action at a Regular Board Meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and or Action

- A. Order Cancelling Houston City College Trustee District VII Election; and Containing Certain Related Matters
- B. Facility Use Update
- C. Update on Nomination Process for Harris Central Appraisal District (HCAD) Board of Directors

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

A. Legal Matters

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

- 1. Legal Considerations regarding Facility Use

B. Personnel Matters

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

C. Real Estate Matters

Deliberate the purchase, exchange, lease, or value of real property for Agenda

items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority

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

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

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

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

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

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

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

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

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

meeting, or

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

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **12th day of September 2025**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

ACTION ITEM

Meeting Date: September 17, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Order Cancelling Houston City College Trustee District VII Election; and Containing Certain Related Matters	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Leon Alcala, PLLC

RECOMMENDATION

The administration recommends adoption of the Order Cancelling Houston City College Trustee District VII Election.

COMPELLING REASON AND BACKGROUND

- The Board of Trustees of the Houston Community College System has previously taken action to call a trustee election for geographic districts I, II and VII pursuant to Chapter 130 of the Texas Education Code, Chapter 144 of the Texas Election Code, and the Federal Voting Rights Act of 1965, as amended, to be held on November 4, 2025.
- The deadline for candidates to file for a position on the ballot was Monday, August 18, 2025, and the deadline to file declarations of write-in candidacy was Friday, August 22, 2025.
- It has been certified that Dr. Cynthia Lenton-Gary is unopposed in the election for Trustee District VII.
- Section 2.053(a), Texas Election Code permits the Board to cancel the election for any Trustee District in which it has been certified that a candidate is running unopposed.
- If approved, the Order declares the unopposed candidate in geographic District VII elected and no election will be held for that position.
- The unopposed Trustee election described above will result in substantial savings to HCC and further the unopposed candidate would be elected even if an election was held.
- There are multiple candidates in Districts I and II. As such, this Order does not cancel those elections.

FISCAL IMPACT

Cancellation of the unopposed Trustee elections will result in significant savings to the College.

LEGAL REQUIREMENT

Pursuant to Chapter 130 of the Texas Education Code, Chapter 144 of the Texas Election Code, and

the Federal Voting Rights Act of 1965, as amended.

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Certification of Unopposed Status	9/5/2025	Cover Memo
Order Cancelling Trustee Election	9/5/2025	Attachment

This item is applicable to the following: District

**CERTIFICATION OF UNOPPOSED CANDIDATE FOR
HOUSTON CITY COLLEGE TRUSTEE ELECTION**

TO: CHAIR AND MEMBERS OF THE HOUSTON CITY COLLEGE BOARD OF TRUSTEES

As the authority responsible for having the official ballot prepared for the election(s) originally scheduled to be held on November 4, 2025, I hereby certify that the following candidate(s) is/are unopposed for election to the applicable office described below:

1. Trustee District VII: Dr. Cynthia Lenton-Gary

Secretary, Board of Trustees
Houston City College

(SEAL)

**ORDER CANCELLING HOUSTON CITY COLLEGE
TRUSTEE DISTRICT VII ELECTION; AND CONTAINING
CERTAIN RELATED MATTERS**

WHEREAS, the Board of Trustees (the “Board”) of the Houston City College (“HCC”) has previously taken action to call a trustee election for geographic district VII (“Trustee District VII” or the “Trustee District”) pursuant to Chapter 130 of the Texas Education Code, Chapter 144 of the Texas Election Code, and the Federal Voting Rights Act of 1965, as amended, to be held on November 4, 2025; and

WHEREAS, the deadlines for candidates to file an application for a place on the ballot and to file declarations of write-in candidacy related to such trustee election have passed; and

WHEREAS, it has been certified that Dr. Cynthia Lenton-Gary is unopposed in the election for Trustee District VII; and

WHEREAS, Section 2.053(a) of the Texas Election Code permits the Board to cancel the election for any Trustee District in which it has been certified that a candidate is running unopposed; and

WHEREAS, the Board hereby finds and determines that cancelling the unopposed trustee election described above will result in substantial savings to HCC and further that the unopposed candidate would be elected even if an election were held; and

WHEREAS, in view of the above, the Board hereby finds and determines that it is in the best interests of HCC and its constituents to take official action to cancel the election for Trustee District VII; and

WHEREAS, the Board finds and declares that the meeting at which this Order is considered is open to the public, and that public notice of the time, place, and purpose of the meeting was given, as required by Chapter 551, Texas Government Code.

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF THE HOUSTON CITY COLLEGE:

Section 1. The statements contained in the preamble of this Order are true and correct and are hereby adopted as findings of fact and as a part of the operative provisions hereof.

Section 2. The November 4, 2025 trustee election in Trustee District VII is hereby cancelled and Dr. Cynthia Lenton-Gary is hereby declared elected to the position of Trustee District VII for a term of office commencing on January 1, 2026, and continuing until December 31, 2031.

Section 3. As required by Section 2.053, Texas Election Code, a copy of this Order shall be posted on election day at each polling place used or that would have been used in the election.

Section 4. The Board has called elections for Trustee Districts I and II to be held on November 4, 2025. Each of such elections have multiple candidates. As such, nothing herein shall be construed as permitting the cancellation of the elections for Trustee Districts I and II.

Section 5. If any provision, section, subsection, sentence, clause, or any phrase of this Order, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, neither the remaining portions of this Order nor their application to other persons or sets of circumstances shall be affected thereby, it being the intent of the Board in adopting this Order that no portion hereof or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, invalidity, or unenforceability of any other portion hereof, and all provisions of this Order are declared to be severable for that purpose.

[Signature page follows]

PASSED, APPROVED, AND ADOPTED this September 17, 2025.

Chair, Board of Trustees
Houston City College

ATTEST:

Secretary, Board of Trustees
Houston City College

(SEAL)

REPORT ITEM

Meeting Date: September 17, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Facility Use Update	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Robert McCracken, M.B.A. Gwen Drumgoole

DISCUSSION

This presentation is regarding the College's facility use requirements when renting space to members of the public and community organizations. The goal is to establish clear guidelines for the rental of the College's facilities by external organizations and groups.

The principle guiding the resulting procedures is to ensure that the College supports community access to its resources while safeguarding institutional assets, financial interests, and legal obligations.

The policy and procedures discussed apply to all non-college organizations, groups, and individuals who seek to rent or otherwise use College facilities for events, meetings, programs, or activities. It excludes internal college-sponsored events.

COMPELLING REASON AND BACKGROUND

The Board has delegated to the Administration the responsibility to develop regulations for the implementation of Policy GD Local.

The College currently requires organizations renting its facilities to provide liability insurance, meet other risk mitigation measures, and other key requirements. While these requirements are in place, some smaller community organizations may encounter challenges in meeting the applicable standards.

This briefing will provide an update on the current policy, process, and key requirements. Also, this update seeks direction from the Board on how it wishes to proceed in balancing community access with institutional risk management.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
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Facility Usage Update Presentation
GD(LOCAL) Policy

9/10/2025
9/9/2025

Presentation
Attachment

This item is applicable to the following:

Central, Coleman, Northeast, Northwest, Southeast, District



Facility Usage Update

Nicole Montgomery, J.D., M.P.A.

General Counsel

Robert McCracken, M.B.A.

Vice-Chancellor, Administration and Operations

September 17, 2025

Overview



- Policy Overview and Key Requirements
 - GD Local governs use of HCC's facilities by the community
- Legal Considerations and Risk Mitigation regarding Facility Usage
- Next Steps

HOUSTON CITY COLLEGE

Community Access to HCC Facilities

- Members of the general public may be granted access to specifically designated facilities and outdoor areas of Houston City College for approved nonprofit activities, including educational, charitable, recreational, civic, or social purposes, provided such use does not interfere with College operations or violate established institutional policies and procedures.



Community Facility Rental Program

Houston City College makes select campus facilities available for rental by members of the public and community organizations for educational, charitable, recreational, civic, religious, or social functions that align with the institution's mission and values



Restrictions Commercial activities and for-profit ventures are strictly prohibited. All facility usage must comply with College policies and procedures and is subject to availability and scheduling considerations.

Community Use of College Facilities

Access to Houston City College facilities by the public and community organizations is permitted exclusively under the terms specified in Policy GD Local.

- **Implementation Requirements:** The Administration shall develop regulations establishing a fair and orderly facility rental process.
- **Compliance Certification:** Facility rental applicants must provide written certification that they have reviewed, understood, and agree to comply with all College policies and regulations governing facility use.

Scheduling and Relocating an Event

Houston City College-sponsored academic, extracurricular, and business activities maintain absolute scheduling priority over all external facility rentals.

The College reserves the right to relocate scheduled events due to circumstances beyond institutional control, including facility infrastructure issues, inclement weather, substantial event modifications, or conflicts with College operations. Reasonable alternative accommodations will be provided when possible, though the College assumes no responsibility for associated costs or inconvenience.

Facility Use Agreement

Any community member or community organization approved to use a College facility must sign a written rental agreement indicating receipt and understanding of policy GD Local and any applicable administrative regulations.

➤ The rental agreement will include the following:

- the applicable fee and deposit,
- dates and time of usage,
- insurance requirements,
- restrictions on use of the property,
- security and clean-up requirements,
- 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 the College is not liable for any personal injury or damage to the personal property of the applicant, organization, or their participants.

Facility Use Fee Structure

Community users of HCC facilities shall pay reasonable fees as mandated by Policy GD Local. The Chancellor shall establish competitive fee schedules based on operational costs and market rates, including expenses for facility operations, personnel, custodial services, security, and technology support.

Exception: No fees shall be charged for official public meetings conducted by governmental agencies.

All fee schedules shall be published and made available to prospective facility users.

Facility Use Approval Process

Community facility requests are processed on a first-come, first-served basis in accordance with Policy GD Local.

Non-Discriminatory Review: The College approves or denies requests based solely on policy compliance, facility availability, and operational considerations not on applicants' religious, political, philosophical, ideological, or academic viewpoints, nor on anticipated public reaction.

Objective Criteria: All decisions employ consistent, content-neutral standards focused on logistical and safety requirements rather than message content or community response.

Grounds for Request Denial

Facility use requests may be denied for the following reasons:

- **Facility Unavailability:** Requested space is unavailable or inappropriate for the proposed activity
- **Schedule Conflicts:** Conflicts with existing College activities or events
- **Safety Concerns:** Activity poses immediate danger to campus peace or security
- **Academic Disruption:** Use would interfere with educational programs or College operations
- **Property Risk:** Activity likely to cause facility damage or defacement
- **Policy Violations:** Involves prohibited commercial activities or other policy breaches

The College reserves discretionary authority to deny requests based on additional legitimate institutional concerns.

Facility Use Restrictions

Commercial Prohibition: College facilities may not be used by individuals or for-profit entities for commercial purposes or financial gain.

Nonprofit Authorization: Nonprofit organizations may conduct fundraising events on College property when such activities do not conflict with College operations or violate institutional policies.

Campaign Activity Exclusion: Political advertising, campaign communications, and electioneering are prohibited on College property, except when facilities serve as official polling locations pursuant to state law.

Next Steps

- Legal Considerations and Risk Mitigation
 - ✓ Responsible Party (HCC v Non-HCC Events)
 - ✓ Sponsorship/Partnership
 - ✓ Conflict with Law/Policy
 - ✓ Campaign/Elections Laws
 - ✓ Gift of Public Funds
 - ✓ Insurance Requirements
 - ✓ Waivers/Releases

Next Steps

- Revise Procedures
- Standardize Fees
 - Space
 - Security
 - Audio Visual
 - Housekeeping/Cleanup
- Communication and Publication Plan for Facility Usage



Thank You

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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.

**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 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 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]

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

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

- 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

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, 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

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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.

Renting a College
Facility

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 co-sponsors, if any, must be disclosed on the application.

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

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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.

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

1. The College District facility requested is unavailable at the time requested or is inadequate or inappropriate for the size or nature of the activity;
2. The proposed use conflicts with previously scheduled activities and events in the same area;
3. 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];
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);
5. 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;
6. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
7. The proposed activity would disrupt or disturb the academic program or other operations of the College District;

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8. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property;
9. The proposed use involves a commercial activity not permitted by this policy; or

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.

*For-Profit
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.

Nonprofit 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;
2. The materials/expressive activities are defamatory;
3. The materials/expressive activities advocate imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials/expressive activities constitute prohibited harassment [see DIA series and FFD series]. The College District adopts the definition of antisemitism set forth in Section

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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.
6. The materials/expressive activities constitute commercial speech or unauthorized solicitation; or
7. The materials infringe upon intellectual property rights of the College District [see CT].

*Access to
outdoor
recreational
facilities*

Members of the public may use 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.

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.

Scheduling and
Relocating an Event

Academic, 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.

Use Agreement

Any community member or community organization approved to use a College District facility must sign 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; 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 prox-

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mately 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 the College District is not liable for any personal injury or damage to the personal property of the applicant, organization, or their participants.

Fees for Use and
Return of Deposit

A community member or organization authorized to 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.

**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 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.

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.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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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.

*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.

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,

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GD
(LOCAL)

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:

- damage College District property or damage the property of other persons;
- coerce or badger another person into receiving the materials;
- interfere with the rights of others; or
- violate local, state, or federal laws or College District policies and procedures.

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

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

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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.

Exception

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.

**Violations of Policy
or State Law**

Failure to comply with this policy and administrative regulations 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 the confiscation of nonconforming materials.

Interference with
Expression

Employees, students, and others 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).

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.

REPORT ITEM

Meeting Date: September 17, 2025

Topics For Discussion and or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Update on Nomination Process for Harris Central Appraisal District (HCAD) Board of Directors	Dr. Margaret Ford Fisher Dr. Sherry Hawn

DISCUSSION

Discuss the nomination process for election to the HCAD Board of Directors.

COMPELLING REASON AND BACKGROUND

- HCC may participate in selecting directors of the Harris Central Appraisal District (HCAD) Board, comprised of nine directors. Five of the directors are appointed by a vote of the eligible taxing units, three are elected by Harris County voters at a general election, and the County Tax Assessor-Collector is an ex-officio director.
- The process involves an optional nomination of two new members to the HCAD Board, by our Board, and subsequent voting to appoint directors once the County provides a list of candidates. The position is a four- year term commencing on January 1, 2026, and is voluntary.
- Our HCC Board would adopt a resolution to nominate their candidates on **October 1, 2025**, and that resolution would be provided to HCAD by **October 14, 2025**.
- HCAD Board of Directors Election:
 - Before October 30, 2025, the chief appraiser will prepare a final voting ballot alphabetically listing by surname all nominees that were submitted timely and send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.
 - Prior to **December 15, 2025**, the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser. Pursuant to Tax Code Section 6.03(c), a governing body of a taxing unit may cast its votes for one candidate or distribute them among the candidates.
 - The two candidates receiving the most votes will be appointed to the board of directors for a four-year term beginning January 1, 2026.
 - The chief appraiser will count the votes and will then notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2025.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

Tax Code, Sec. 6.03(c).

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Nominations of HCAD Board Members Memorandum	9/9/2025	Attachment

This item is applicable to the following: District



**Harris Central Appraisal District
OFFICE OF CHIEF APPRAISER**

TO: Presiding Officers and/or Governing Bodies of Taxing Units Other Than
Conservation and Reclamation Districts Served by the Harris Central Appraisal
District

FROM: Roland Altinger, Chief Appraiser

DATE: July 1, 2025

SUBJECT: Nominations of Appraisal District Board Members

In 2025, your taxing unit has the right to participate in the nominating and voting process to appoint two members to the Board of Directors of the Harris Central Appraisal District ("HCAD"). Eligible conservation and reclamation districts in Harris County will also participate in the election. These directors will serve four-year terms beginning January 1, 2026. This letter serves as formal notice of:

- Your right to nominate a candidate or candidates for a position on the Board, and the process for doing so; and
- Your voting entitlement, as determined by Section 6.03(d) of the Texas Property Tax Code.

We have described the process for nominating a candidate or candidates in **Exhibit "A,"** which is attached. You'll also find a description of the voting process to elect two new board members in that Exhibit. Completing these steps will require your board to meet two times before the end of the year.

Your board will need to meet and complete this first step for nominating a candidate or candidates so that you can deliver your nomination(s) and resolution to the chief appraiser no later than 5 PM, October 14, 2025.

Nominations and resolutions may be submitted:

- **By Regular Mail:**
Roland Altinger, Chief Appraiser
P.O. Box 920975
Houston, Texas 77292-0975

Mark the envelope: "Nomination for Board of Directors."

- **By Hand:**

Roland Altinger, Chief Appraiser
13013 Northwest Freeway
Houston, Texas 77040

Mark the envelope: "Nomination for Board of Directors."

- **By Email:**

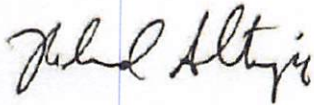
cguerra@hcad.org

The Tax Code gives each jurisdiction a certain number of votes for the final election. **Exhibit "B,"** which is attached, shows the calculation and sets out your number of votes.

Participating in the election process gives you the best chance of having a voice in HCAD's operations. To assist you in this nominating process, a sample resolution for your nomination(s) - up to two - to the Board of Directors of the Harris Central Appraisal District is also attached.

Please do not hesitate to call me at (713) 957-5299 with any questions you may have.

Sincerely,



Roland Altinger, CAE, RPA, CTA
Chief Appraiser

Attachments

CC: HCAD Board Members
Attorneys

EXHIBIT "A"

The respective terms of two of the current appointed directors on the HCAD Board expire on December 31, 2025.

The current HCAD board members are listed below:

Appointed board members whose terms expire December 31, 2025, are:

- Martina Lemond Dixon and
- Melissa Noriega.

Appointed board members whose terms expire December 31, 2027, are:

- Jim Robinson, Chairperson.
- Cassandra Auzenne Bandy; and
- Mike Sullivan.

Elected board members whose terms expire December 31, 2026, are:

- Kathy Blueford-Daniels,
- Kyle Scott, and
- Ericka McCutcheon.

The above directors are joined on the Board by Annette Ramirez who serves as an ex-officio voting member as Harris County Tax Assessor-Collector.

NOMINATING AND VOTING PROCESS FOR ALL TAXING UNITS OTHER THAN CONSERVATION AND RECLAMATION DISTRICTS

Entitlement to Vote

In general, the voting entitlement of the eligible taxing units is determined by dividing the total dollar amount of property taxes imposed by the taxing unit in the preceding tax year by the sum of the total dollar amount of property taxes imposed in the appraisal district for that year by each taxing unit entitled to vote, multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. Tex. Tax Code Section 6.03(d).

That number is then multiplied by the number of directorships to be filled. Taxing units whose final levy ratio calculates to .49 or under were rounded to the nearest whole number, which is zero. Accordingly, some taxing units have zero votes. To view your taxing unit's entitlement to vote in the appointment process, please see Exhibit "B" attached.

Nomination Procedures

All taxing units, other than conservation and reclamation districts, may nominate up to two candidates to be placed on the ballot that will be sent to, and voted upon by eligible taxing units that are entitled to vote.

The presiding officer of a taxing unit's governing body must submit the name(s) and the corresponding nominating resolution to the chief appraiser **before October 15, 2025**.

Voting Procedures

Before October 30, 2025, the chief appraiser will prepare a final voting ballot alphabetically listing by surname all nominees that were submitted timely and send that ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

Prior to **December 15, 2025**, the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser. Pursuant to Tax Code Section 6.03(c), a governing body of a taxing unit may cast its votes for one candidate or distribute them among the candidates.

The two candidates receiving the most votes will be appointed to the board of directors for a four-year term beginning January 1, 2026.

The chief appraiser will count the votes and will then notify the winners, the nominees, and the presiding officers of each taxing unit before December 31, 2025.

Additional and specific information pertaining to this voting process and the final voting ballot will be sent to you with the list of nominees on the final ballot before **October 30, 2025**.

Eligibility Requirements

The appraisal district appraises all property in the county for ad valorem tax purposes. The board of directors is the governing body for the district. The board employs the chief appraiser, sets general policies for the district, and adopts the budget for the district. By law, board members cannot communicate with the chief appraiser regarding appraisals, except in: (1) an open meeting of the appraisal district board of directors or another public forum; or (2) a closed meeting of the board of directors held to consult with the board's attorney about pending litigation, in accordance with Tax Code Section 6.15.

There is no compensation for service on the appraisal district's board of directors; however, directors are reimbursed for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board. HCAD's Board of Directors typically meets once a month.

An individual must satisfy certain residency, employment, and conflict-of-interest requirements to be eligible to serve on the appraisal district's board of directors.

Residency. *The individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date he or she takes office. The appraisal district's boundaries are the same as those for Harris County.*

Employment. An employee of a taxing unit served by the appraisal district may not serve on the board of directors, with one exception: an employee of a taxing unit may serve if the employee is also a member of the governing body or an elected official of a taxing unit that participates in the district. For example, a member of the governing body of a school district who is also a city employee may be *eligible* to serve on the board.

An individual is *ineligible* to serve on an appraisal district's board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under the Texas Property Tax Code or of representing property owners for compensation in proceedings under the Tax Code in the appraisal district at any time during the preceding three years.

Conflict of Interest. An individual may not serve on an appraisal district's board of directors if the individual is related, within the second degree by consanguinity (blood) or affinity (marriage), to a person who is in the business of appraising property or representing property owners for a fee in proceedings in the appraisal district; those relatives barred include: the individual's spouse, children, brothers, sisters, parents, grandparents, and grandchildren. The relatives of the individual's spouse in the same degree are also included.

An individual is not eligible to be a candidate for, to be appointed to, or to serve on the board of directors of, an appraisal district if the individual contracts with the appraisal district for any purpose or contracts with a taxing unit served by the district for a property tax-related purpose. The same rule applies to individuals who have a substantial interest in businesses contracting with the appraisal district (for any purpose) or with the taxing unit (for property tax purposes). An individual has a substantial interest if the individual or the individual's spouse has combined ownership of at least ten percent (10%) of the voting stock or shares of the business. An individual also has a substantial interest if the individual or the individual's spouse is a partner, limited partner, or an officer of the business. These prohibitions on contracting continue for the duration of the affected director's term of office.

Additionally, the appraisal district may not employ any person who is related to a member of the board of directors within the second degree by affinity or the third degree of consanguinity. This provision applies to existing employees at the time the director takes office and to employees hired during the director's term.

Delinquent taxes. With limited exceptions, Texas law makes a person ineligible to serve as a member of the board of directors if he or she has delinquent property taxes owed to any taxing unit for more than 60 days after the person knew or should have known of the delinquency.

RESOLUTION NO. _____

A RESOLUTION OF THE GOVERNING BODY OF THE

(JUNIOR COLLEGE DISTRICT),

**NOMINATING A CANDIDATE OR CANDIDATES TO BE PLACED
ON THE BALLOT FOR A POSITION ON THE BOARD OF
DIRECTORS OF THE HARRIS CENTRAL APPRAISAL DISTRICT**

WHEREAS, those junior colleges within the Harris Central Appraisal District have the right to nominate up to two candidates to be listed on a final ballot that will be voted upon by all eligible taxing units who are entitled to vote to appoint two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term of office commencing on January 1, 2026; and

WHEREAS, this governing body desires to exercise its right to nominate a candidate or candidates for such a position on the said Board of Directors; now, therefore,

BE IT RESOLVED BY THE GOVERNING BODY OF _____

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and hereby are, adopted, ratified and confirmed.

Section 2. That _____ (name), of _____
_____ (address, zip code), _____

(phone number) be, and he or she is hereby, nominated as a candidate for an appointed position on the Board of Directors of the Harris Central Appraisal District to be decided by a vote of all eligible taxing units who are entitled to vote to fill two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term commencing on January 1, 2026.

**If you choose to nominate more than one candidate (up to two in total),
please complete the following:**

That _____ (name), of _____
_____ (address, zip code), _____ (phone
number) be, and he or she is hereby, nominated as a candidate for an appointed position on the Board of Directors of the Harris Central Appraisal District to be decided by a vote of all eligible taxing units who are entitled to vote to fill two (2) positions on the Board of Directors of the Harris Central Appraisal District for a four-year term commencing on January 1, 2026.

Section 3. That the presiding officer of the governing body of this taxing unit be, and he or she is hereby, authorized and directed to deliver, or cause to be delivered, a certified copy of this resolution to the chief appraiser of the Harris Central Appraisal District **prior to October 15, 2025.**

PASSED AND APPROVED this _____ day of _____, 2025.

Presiding Officer

ATTEST:

Secretary

Meeting Date: September 17, 2025

Legal Matters

ITEM #	ITEM TITLE	PRESENTER
1.	Legal Considerations regarding Facility Use	

STRATEGIC ALIGNMENT

This item is applicable to the following: