



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

**October 1, 2025
2:30 PM**

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

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

HOUSTON COMMUNITY COLLEGE

October 1, 2025

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston Community College will be held on Wednesday, October 1, 2025 at 2:30 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Proposed Revisions to Board Policy BBH (Local)
- B. Proposed Revisions to Retaliation Policies DIAB and FFDB (Local)
- C. Proposed Revisions to ECC (Local): Course Load and Schedules
- D. Proposed Establishment of FLBC (Local) Student Conduct: Prohibited Organizations and Hazing
- E. Proposed Changes to Local Policies - Safety Program: CG, CGF, and CHA
- F. Board Expenditures Report for Fiscal Year 2025 (September 1, 2024 through August 31, 2025)

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

A. Legal Matters

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

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 **26th 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: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Proposed Revisions to Board Policy BBH (Local)	Board Counsel

RECOMMENDATION

Approve Proposed Revisions to Policy BBH (Local).

COMPELLING REASON AND BACKGROUND

The proposed revisions to BBH (Local) will ensure that conventions, conferences, and workshops attended by Board members comply with the requirements of Texas Education Code Section 51.3525 relating to diversity, equity and inclusion.

FISCAL IMPACT

None.

LEGAL REQUIREMENT

Texas Education Code Section 51.3525

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
Proposed Revisions to BBH (Local)	9/24/2025	Attachment

This item is applicable to the following: District

BOARD MEMBERS
CONVENTIONS, CONFERENCES, AND WORKSHOPS

BBH
(LOCAL)

Board members may attend regional, state, or national conventions, conferences, and workshops. Reimbursement for reasonable travel expenses for attendance at such conventions, conferences, and workshops shall be made by the College District when attendance is authorized and deemed by the Board to be necessary or desirable in carrying out the educational functions of the College District. [See BBG]

The following is a list of events and organizations whose meetings and/or sponsored conferences, seminars, retreats, and workshops ~~appear consistently~~ to meet the statutory requirement of being necessary in the conduct of the College District include the following and do not require specific authorization by the Board:

1. American Association of Community Colleges (AACC);
2. Association of Community College Trustees (ACCT);
3. Association of Governing Boards (AGB);
4. Board of Trustee Institute (BOTI);
5. Community College Association of Texas Trustees (CCATT);
- ~~6. Conference on Asian Pacific American Leadership;~~
- ~~7. Congressional Asian Pacific American Caucus;~~
- ~~8. Congressional Black Caucus (CBC) Foundation's Annual Legislative Conference;~~
- ~~9. Congressional Hispanic Pacific American Caucus;~~
- ~~10. Hispanic Association of Colleges and Universities;~~
- ~~11.~~ 6. National Association for Community College Entrepreneurship (NACCE);
- ~~12.~~ 7. National Association of College and University Business Officers (NACUBO);
- ~~13.~~ 8. National Association of Latino Elected and Appointed Officials (NALEO) Foundation;
- ~~14.~~ 9. Texas Association of School Boards (TASB);

BOARD MEMBERS
CONVENTIONS, CONFERENCES, AND WORKSHOPS

BBH
(LOCAL)

~~15-10. Texas Community College Trustees and Administrators~~^[SW1] Texas Association of Community Colleges (TACC);

~~16-11. Texas Community College Trustee Association~~^[SW2]

~~17.~~ Texas Higher Education Coordinating Board (THECB);

~~18-12. Texas Legislative Black Caucus;~~ and

~~19-13.~~ Official activities in connection with the Texas Legislature.

Attendance at conventions, conferences, and workshops not identified as preapproved in this policy must be submitted for review by legal counsel to ensure that the event is consistent with the requirements of state and federal law, including but not limited to Texas Education Code Section 51.3525. This review will include, but not be limited to, consideration of the following factors:

1. The nature and mission of the external organization hosting or sponsoring the event;
2. Whether the organization and event exclude individuals based on a protected classification;
3. The reasons for the Board member's participation;
4. The public purpose to be served and the benefit to the College District, and
5. Whether the College District would be permitted to select its individual participants without regard to their status as a member of a protected class.

A Board member who attends a conference or event not included ~~on~~ in the pre-approved list in this policy and requests reimbursement shall seek prior Board approval at a regularly scheduled meeting. If time constraints do not allow for Board approval prior to the conference or event, the Board Chair, in consultation with Board Counsel, shall be authorized to approve travel expenses.

A Board member shall receive reimbursement for the actual cost of travel for the days of the conference, plus travel time one day prior to and one day following the conference. Additional travel days shall not be reimbursed.

BOARD MEMBERS
CONVENTIONS, CONFERENCES, AND WORKSHOPS

BBH
(LOCAL)

Administrative and internal control procedures shall be developed by the Board ~~s~~Services office for the implementation of and monitoring compliance with this policy. The Board shall have the final responsibility for determining compliance with this policy.

Effective Date

~~This policy shall be effective as of the adoption date, June 5, 2019.~~

ACTION ITEM

Meeting Date: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	Proposed Revisions to Retaliation Policies DIAB and FFDB (Local)	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

DISCUSSION

RECOMMENDATION

It is recommended that the Board approve proposed revisions to local policies DIAB and FFDB, reflecting recommended changes from TASB Update 49 and administrative updates, as set forth in the attachments.

COMPELLING REASON AND BACKGROUND

Language related to retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The examples have been revised to reference intimidation and coercion.

DIAB(LOCAL) Freedom From Discrimination, Harassment, and Retaliation: Other Protected Characteristics

Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and the applicability of the prohibition on false claims to students.

FFDB(LOCAL) Freedom From Discrimination, Harassment, and Retaliation: Other Protected Characteristics

Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements.

Under "Failure to Report and False Claims" -- Updates were made by Administration (OEOTIX) to ensure alignment with institutional processes.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	9/24/2025	Attachment
DIAB(LOCAL) Policy	9/22/2025	Attachment

This item is applicable to the following: District

Policy Overview Summary

RETALIATION

Language related to Retaliation has been updated and reorganized to clarify the scope and applicability of the prohibition on retaliation. The examples have been revised to reference intimidation and coercion:

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
RETALIATION			
DIAB	Revised policy	TASB	Language related to False Claims has been reorganized and updated to provide clarity regarding the distinction between prohibited retaliation and discipline for false claims and the applicability of the prohibition on false claims to students.
FFDB	Revised policy	TASB & HCC Admin	<p>Language related to Failure to Report and False Claims has been updated and reorganized for clarity, including the addition of references to an employee's responsibility to comply with reporting requirements and the prohibition on intentional false claims and statements.</p> <p>Failure to Report and False Claims -- Updates were made by Administration (OEOTIX) to ensure alignment with institutional processes (p. 6/7)</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation targeting employees based on protected characteristics other than sex or gender to include gender identity and expression. For discrimination, harassment, and retaliation of employees based on sex or gender, see DIAA. For legally referenced material relating to subject matter addressed in this policy, see DAA(LEGAL) and DIAB(LEGAL). For discrimination, harassment, and retaliation of students based on protected characteristics other than sex or gender, see FFDB. For discrimination, harassment, and retaliation of students based on sex or gender, see FFDA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Discrimination

The College District prohibits discrimination. Discrimination against an employee under this policy is defined as conduct directed at an employee on the basis of race, color, religion, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

The College District prohibits harassment. Harassment of an employee under this policy is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Retaliation

~~The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment, or another employee who, in good faith:~~

~~1. Makes a report of harassment or discrimination;~~

~~2.1. Serves as a witness; or~~

~~3.1. Otherwise participates in an investigation under this policy.~~

Examples

~~Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.~~

False Claim

~~It is a violation of College District policy to intentionally make a false claim under this policy. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding harassment or discrimination is subject to disciplinary action.~~

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to the College District official below.

For the purposes of this policy, the College District official is the ADA/Section 504 coordinator.

Definition of College District Officials

ADA / Section 504
Coordinator

The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Sandra B. Jacobson, J.D., M.Ed, SHRM-SCP

Position: Interim Director of EEO and Compliance, Title IX Coordinator/ADA/Section 504 Coordinator

Commented [JL1]: All changes were recommended by TASB and concurred by Administration and Board Counsel.

Houston Community College
101506

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

Address: Office of Equal Opportunity and Title IX (EO/TIX),
3100 Main Street, Suite 700, Houston, TX 77002

Telephone: (713) 718-8271

Email: hcc.oeotix@hccs.edu

Other Anti-
discrimination Laws

The College District designates the Director of EEO and Compliance/Title IX coordinator and the Office of Equal Opportunity and Title IX or designee to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

**Alternative
Reporting
Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports against the ADA/Section 504 coordinator may be directed to the Chancellor.

Reports against the Chancellor or a Board member may be made directly to the Board Chair. The complaint shall be handled in accordance with the procedures set forth in BBFB(LOCAL).

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the College District's ability to investigate and address the prohibited conduct.

Notice of Report

Any College District supervisor who receives a report of prohibited conduct shall immediately notify the College District official listed above and take any other steps required by this policy.

**Investigation of the
Report**

The College District may request, but shall not insist upon, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the complaint resolution process [see DIAB(REGULATION)] shall immediately begin, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District rules or regulations, the College District official shall refer the complaint for consideration under the appropriate policy.

When appropriate, the College District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

DATE ISSUED: ~~3/19/2025~~ 4/30/2025
~~LDU-2025-02~~ UPDATE 49
DIAB(LOCAL)-X

Adopted:
~~2/19/2025~~

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

An investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Criminal Investigation

If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within 30 College District business days from the date of the report; however, the investigator(s) shall take additional time if necessary to complete a thorough investigation.

The investigator(s) shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the College District official overseeing the investigation.

College District Action

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The College District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

To the greatest extent possible, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment, or another employee who, in good faith:

DATE ISSUED: ~~3/19~~4/30/2025
~~LDU-2025-02~~UPDATE 49
DIAB(LOCAL)-X

Adopted:
~~2/19/2025~~

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FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

DIAB
(LOCAL)

	<p><u>1. Makes a report of harassment or discrimination;</u></p> <p><u>2. Serves as a witness; or</u></p> <p><u>3. Otherwise participates in an investigation under this policy.</u></p>
Examples	<p><u>Examples of retaliation may include termination, refusal to hire, de-</u> <u>motion, and denial of promotion. Retaliation may also include</u> <u>threats, intimidation, coercion, unjustified negative evaluations, un-</u> <u>justified negative references, or increased surveillance.</u></p>
False Claims	<p><u>It is a violation of College District policy to intentionally make a</u> <u>false claim under this policy.</u></p> <p>An employee or student who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be sub- ject to appropriate disciplinary action in accordance with law.</p>
Appeal	<p>A party may appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation. [See DIAB(REGULATION) for employees, FFDB(REGULATION) for students, and GB(LOCAL) for community members]</p> <p>The party may have a right to file a complaint with appropriate state or federal agencies.</p>
Records Retention	<p>Retention of records shall be in accordance with the College Dis- trict's records retention procedures. [See CIA]</p>
Access to Policy, Procedures, and Related Materials	<p>Information regarding this policy and any accompanying proce- dures, as well as relevant educational and resource materials con- cerning the topics discussed in this policy, shall be distributed an- nually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclu- sion in the student handbook and other major College District pub- lications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College Dis- trict's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to an employee who makes a report.</p>

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Note: This policy addresses complaints of discrimination, harassment, and retaliation targeting students based on protected characteristics other than sex or gender to include gender identity and gender expression. For discrimination, harassment, and retaliation of students based on sex or gender, see FFDA. For legally referenced material relating to subject matter addressed by this policy, see FA(LEGAL) and FFDB(LEGAL). For discrimination, harassment, and retaliation targeting employees based on protected characteristics other than sex or gender, see DIAB. For discrimination, harassment, and retaliation of employees based on sex or gender, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, to include gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination

The College District prohibits discrimination. Discrimination against a student under this policy is defined as conduct directed at a student on the basis of race, color, religion, national origin, disability, age, or on any other basis prohibited by law, that adversely affects the student.

Harassment

The College District prohibits harassment. Harassment of a student under this policy is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Examples

Examples of harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Retaliation

~~The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment; or an individual who, in good faith:~~

~~1. Makes a report of harassment or discrimination;~~

~~2.1. Serves as a witness; or~~

~~3.1. Otherwise participates in an investigation under this policy.~~

Examples

~~Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.~~

False Claims

~~A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.~~

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Student Report

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Employee Report

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Exceptions

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person acting in such a capacity, shall generally not be required to disclose a report of prohibited conduct without the student's consent if the disclosure was made to a counselor acting in such a capacity when the relevant information was disclosed.

Under such circumstances, the counselor, or individual(s) supervised by such a person acting in such a capacity, shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

	<p>student or other information that would indicate the student's identity without the student's consent, unless the counselor is disclosing information as required for inclusion in the College District's annual security report under the Clery Act [see GCC] or as otherwise required to by law.</p>
Responsible Employee	<p>For purposes of this policy, a "responsible employee" is an employee:</p> <ol style="list-style-type: none">1. Who has the authority to remedy prohibited conduct.2. Who has been given the duty of reporting incidents of prohibited conduct.3. Whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct. <p>The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.</p>
Definition of College District Officials	<p>For the purposes of this policy, the College District official is David CrossSandra B. Jacobson, the ADA/Section 504 Coordinator.</p>
ADA / Section 504 Coordinator	<p>Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:</p> <p>Name: Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP</p> <p>Position: Interim Director of EEO and Compliance, Title IX Coordinator/ADA/Section 504 Coordinator</p> <p>Address: Office of Equal Opportunity and Title IX (EO/TIX) 3100 Main Street, Suite 700 Houston, TX 77002</p> <p>Telephone: (713) 718-8271</p> <p>Email: hcc.oeotix@hccs.edu</p>
Other Anti-discrimination Laws	<p>The College District designates the Director of EEO and Compliance, Title IX and ADA/Section 504 Coordinator, and the Office of Equal Opportunity and Title IX Institutional Equity to serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.</p>

DATE ISSUED: ~~3/19~~4/30/2025
~~LDU 2025.02~~UPDATE 49
FFDB(LOCAL)-X

Adopted:
~~2/19/2025~~

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Commented [JL1]: The Administration has made revisions to ensure the title and the department's name are accurate.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

**Alternative
Reporting
Procedures**

An individual shall not be required to report prohibited conduct under this policy to the person alleged to have committed the conduct. Reports against the ADA/Section 504 coordinator may be directed to the Chancellor.

A report against the Chancellor or a Board member may be made directly to the Board Chair. The complaint shall be handled in accordance with the procedures set forth in BBFB(LOCAL).

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

**Investigation of the
Report**

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the complaint resolution process shall immediately begin, except as provided below at Criminal Investigation.

If the College District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, but may constitute a violation of other College District rules or regulations, the College District official may discuss resources and support services with the party and shall refer the complaint for consideration under the appropriate policy.

Interim Action

When appropriate, and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the College District shall promptly take interim action calculated to address the prohibited conduct prior to the completion of any College District investigation.

College District
Investigation

An investigation may be conducted by the College District official or designee or by a third party designated by the College District, such as an attorney. The investigator(s) shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policies and regulations.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Criminal Investigation	If a law enforcement or regulatory agency notifies the College District that a criminal or regulatory investigation has been initiated, the College District shall confer with the agency to determine if the College District's investigation would impede the criminal or regulatory investigation. The College District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, the College District shall promptly resume its investigation.
Concluding the Investigation	<p>Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the College District to delay its investigation, the investigation should be completed within 30 College District business days from the date of the report; however, the investigator(s) shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator(s) shall prepare a written report summarizing the relevant investigation information. The final investigative report shall be filed with the College District official overseeing the investigation.</p>
Notification of the Outcome	The College District shall provide written notice of the outcome, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the alleged victim and the person against whom the complaint is filed.
College District Action	If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with College District policy and procedures [see FLB for students found to have violated this policy; see DH for employees found to have violated this policy].
Prohibited Conduct	
Corrective Action	Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the individual who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, student involvement in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the College District's policy against discrimination and harassment.
Improper Conduct	

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Confidentiality

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

To the greatest extent possible, the College District shall respect the privacy of the parties, witnesses, and other persons involved. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Retaliation

The College District prohibits retaliation. As used in this policy, retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he or she has alleged to have experienced discrimination or harassment; or an individual who, in good faith:

1. Makes a report of harassment or discrimination;
2. Serves as a witness; or
3. Otherwise participates in an investigation under this policy.

Examples

Examples of retaliation may include threats, intimidation, coercion, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claims or Statements

A student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action.

Failure to Report

An employee that fails to make a report under DIAB(Local) shall be subject to appropriate disciplinary action.

Failure to Report and False Claims

~~An employee who fails to make a required report or a student or employee who intentionally makes a false claim or offers a false statement regarding prohibited conduct shall be subject to appropriate disciplinary action.~~

Appeal

A party may appeal the findings where it is alleged that procedural error or previously unavailable relevant evidence could significantly impact the outcome of the case through the applicable regulation. [See DIAB(REGULATION) for employees, FFDB(REGULATION) for students, and GB(LOCAL) for community members] The party may have a right to file a complaint with appropriate state or federal agencies.

DATE ISSUED: ~~3/19~~4/30/2025
~~LDU 2025.02~~UPDATE 49
FFDB(LOCAL)-X

Adopted:
~~2/19/2025~~

6 of 7

Commented [JL2]: These changes have been recommended by the Administration, with concurrence from Board Counsel.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
OTHER PROTECTED CHARACTERISTICS

FFDB
(LOCAL)

Records Retention

Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]

**Access to Policy,
Procedures, and
Related Materials**

Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed annually to College District employees and students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the student handbook and other major College District publications. Information regarding the policy, procedures, and related materials shall also be prominently published on the College District's website, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

Effective Date

~~This policy shall be effective as of the adoption date, August 7, 2019.~~

ACTION ITEM

Meeting Date: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
C.	Proposed Revisions to ECC (Local): Course Load and Schedules	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve revisions to policy EEC(LOCAL), with recommended changes under TASB Update 49, as set forth in the attachment.

COMPELLING REASON AND BACKGROUND

Recommended revisions reflect amendments to the Texas Higher Education Coordinating Board rules for applying exceptions to the limit of courses a student may drop and to allow Appeals.

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	9/24/2025	Attachment
ECC(LOCAL) Policy	9/22/2025	Attachment

This item is applicable to the following: District

Policy Overview Summary

COURSE LOAD & SCHEDULES

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
COURSE LOAD AND SCHEDULES			
ECC	Revised policy	TASB	Recommended revisions reflect amendments to The Texas Higher Education Coordinating Board rules for applying exceptions to the limit of courses a student may drop and to allow Appeals.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

Students are recommended to take 15 credits per semester to complete their degree or certificate in a timely manner. However, a full-time course load is 12 semester hours. Course loads in excess of 18 semester hours will require approval by the student services designee. The maximum course load shall be no more than 21 semester hours.

The full-time course load for the summer term shall be six semester hours for each five-week term or 12 semester hours for a full summer semester. Course loads in excess of eight semester hours per term or 18 semester hours per summer semester shall require approval by the student services designee. The maximum summer credit hours earned shall be nine semester hours for one term or 21 semester hours for a full summer semester.

**Limitation on
Number of Dropped
Courses**

In accordance with the Coordinating Board's rules and regulations, a College District student shall not be permitted to drop more than six courses taken while enrolled ~~as an undergraduate~~ at the College District or another public institution of higher education. ~~For A~~ "dropped course" is a course in which a student enrolled for credit, but did not complete, under the ~~limit to apply~~ following conditions:

1. The student ~~must be~~ was permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript ~~must indicate~~ indicates or will indicate the student was enrolled in the course ~~past the census date~~;
3. The student ~~must~~ did not ~~have dropped~~ drop or is not dropping the course to withdraw from the ~~College District~~ institution.

Exceptions

Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses if good cause exists for ~~any of the student to drop the course~~. The following reasons constitute good cause:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. ~~The~~ Responsibility for the care of a sick, injured, or needy person ~~if providing that care~~, the provision of which affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has such a sufficiently close relationship to the student, as defined by law, ~~that the person's death is considered to be a showing of good cause, as determined on a case-by-case basis~~;

Commented [JL1]: All changes were recommended by TASB and concurred by Administration and Board Counsel.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

	<ol style="list-style-type: none">5. The student's active-duty military duty-service;6. The active-duty military service of a member of the student's family or a person who has such a sufficiently close relationship to the student that the person's active-duty military service is considered to be a showing of good cause;7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or8. A disaster declared by the governor under Government Code 418.014, resulting in a bar or limit on in-person course attendance at the College District.
<i>Reenrolled Students</i>	A qualifying reenrolled student may drop a seventh course in accordance with law.
<i>Course Dropped During a Bachelor's Program</i>	A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.
<i>Dual Credit or Dual Enrollment Course</i>	A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.
<i>COVID-19 Pandemic</i>	A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.
Procedures	The Chancellor shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.
Appeals	A student may appeal decisions under this policy through FLD(LOCAL) beginning at the appropriate level.
Exception	If the decision relates to a request for an exemption based on a severe illness or debilitating condition that the student contends constitutes a disability in need of accommodation, the student may appeal the decision in accordance with the College District's procedures addressing disability accommodations for students.

ACTION ITEM

Meeting Date: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
D.	Proposed Establishment of FLBC (Local) Student Conduct: Prohibited Organizations and Hazing	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve new local policy **FLBC**, on prohibited organizations and hazing, as recommended by Administration and TASB Update 49.

COMPELLING REASON AND BACKGROUND

New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to prohibited Hazing, Reporting Procedures, Investigation of Reports, and Access to Policies, Procedures, and related materials.

The Administration has revised the policy to ensure consistency with HCC’s student conduct and discipline processes and with FLBC(REGULATION).

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	9/24/2025	Attachment
FLBC(LOCAL) Policy	9/18/2025	Attachment

This item is applicable to the following: District

Policy Overview Summary

CAMPUS HAZING

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
PROHIBITED ORGANIZATIONS AND HAZING			
FLBC	ADD policy	TASB & HCC Admin	<p>New recommended local policy language addresses campus hazing in response to the federal Stop Campus Hazing Act. Provisions have been added related to prohibited Hazing, Reporting Procedures, Investigation of Reports, and Access to Policy, Procedures, and related materials.</p> <p>Modifications were made by Administration to ensure consistency with HCC's student conduct and discipline processes and to align with FLBC (REGULATION), which was previously approved by the Chancellor's Executive Council regarding the Stop Campus Hazing Act.</p>

STUDENT CONDUCT
PROHIBITED ORGANIZATIONS AND HAZING

FLBC
(LOCAL)

Hazing Prohibited	Hazing by students or student organizations, as defined by law , FLBC (LEGAL), is prohibited even if the person being hazed consents to the hazing.
Reporting Procedures	<u>Reports of hazing may be made to the Associate Dean/Dean of Student Success via Maxient at: https://cm.maxient.com/reporting-form.php?HoustonCC&layout_id=9</u>
Student Report	Any student who believes that he or she has experienced hazing or believes that another student or group of students has experienced hazing should immediately report the alleged acts to the Vice Chancellor of Student Services, the Chancellor, or another employee Associate Dean/Dean of Student Success via Maxient.
Employee Report	Any College District employee who suspects or receives notice that a student or group of students has or may have experienced hazing shall notify the Vice Chancellor of Student Services in accordance with FMA the Associate Dean/Dean of Student Success via Maxient .
<i>Exceptions</i>	<p>A report that includes allegations that may constitute discrimination or harassment on the basis of sex shall be submitted in accordance with FFDA.</p> <p>A report that includes allegations that may constitute discrimination or harassment on the basis of race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be submitted in accordance with FFDB.</p>
Investigation of the Report	Allegations of hazing shall be investigated under FMA by the Associate Dean/Dean of Student Success or designee in accordance with the procedures outlined in FLBC (REGULATION) and the Student Code of Conduct.
<i>Exception</i>	Hazing allegations that may constitute discrimination or harassment on the basis of sex, race, color, national origin, disability, religion, age, or any other basis prohibited by law shall be investigated under FFDA or FFDB, as appropriate.
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to College District employees and students after hire or admission and then annually in a manner calculated to provide easy access and wide distribution, such as through electronic distribution, publication on the College District's website, and inclusion in the employee and student handbooks and other major College District publications.

Commented [JL1]: All changes have been recommended by the Administration, with concurrence from Board Counsel.

ACTION ITEM

Meeting Date: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
E.	Proposed Changes to Local Policies - Safety Program: CG, CGF, and CHA	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve revised, deleted and new policies addressing Safety Program: CG, CGF, and CHA, with recommended changes under TASB Update 49 and the Administration, as set forth in the attachments.

COMPELLING REASON AND BACKGROUND

Codes have been created, renamed, and reorganized to incorporate recent revisions to policies related to security personnel:

CG(LOCAL) Safety Program

Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program. References have been added to policies that provide more information related to emergency response procedures and the college's information security program.

CGF(LOCAL) Safety Program: Security Personnel

Language from CHA has been moved to this new local policy to accommodate the reorganization of policies related to security personnel. Language has been added addressing an Interlocal Agreement for Mutual Aid and Body-Worn Cameras.

The revisions made by Administration are intended to clarify and ensure consistency with current processes for addressing different types of complaints.

CHA(LOCAL) Site Management: Inspections

Language of this policy has been moved to policy CGF to accommodate the reorganization of policies related to security personnel.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	9/24/2025	Attachment

CG(LOCAL) Policy
CGF(LOCAL) Policy
CHA(LOCAL)_delete

9/22/2025	Attachment
9/18/2025	Attachment
9/16/2025	Attachment

This item is applicable to the following: District

Policy Overview Summary

SAFETY PROGRAM

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
SAFETY PROGRAM			
CG	Revised policy	TASB	Recommended revisions include the addition of guidelines and procedures for responding to disasters, fire safety and prevention programs, and safe instructional procedures and regulations to the list of areas of responsibility for an administrator developing a Comprehensive Safety Program.
CGF	ADD policy	TASB & HCC Admin	Language from CHA has been moved to this new local policy to accommodate the reorganization of policies related to security personnel. The modifications made by Administration are intended to provide clarity and ensure alignment with current complaint processes (pp. 4–5).
CHA	Delete policy	TASB	Language of this policy has been moved to policy CGF to accommodate the reorganization of policies related to security personnel.

SAFETY PROGRAM

CG
(LOCAL)

**Comprehensive
Safety Program**

The College District shall take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator shall be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following::

1. Guidelines and procedures for responding to emergencies and disasters. [See CGC and CGE]
- ~~4~~.2. Fire safety and prevention programs.
- ~~2~~.3. Program activities intended to reduce the frequency of accident and injury, including:
 - a. Inspecting work areas and equipment.
 - b. Training frontline and supervisory staff.
 - c. Establishing safe work and instructional procedures and regulations.
 - d. Prohibiting smoking outside of designated areas.
 - e. Establishing safety rules for all instructional programs.
 - f. Providing for appropriate fire escapes and evacuation procedures for each building.
 - g. Reporting, investigating, and reviewing accidents.
 - h. Promoting responsibility for College District property on the part of students, employees, and the community.
- ~~3~~.4. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- ~~4~~.5. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- ~~5~~.6. Driver education programs, when available.
- ~~6~~.7. Vehicle safety programs.
- ~~7~~.8. Traffic safety programs and studies related to employees, students, and the community.
- ~~8~~.9. Prohibiting smoking in College District vehicles.

Commented [JL1]: All changes were recommended by TASB and concurred by Administration and Board Counsel.

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101506

SAFETY PROGRAM

CG
(LOCAL)

Information
Management

The ~~Chancellor~~Chancellor or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Note: For provisions addressing the College District's information security program, see CS.

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SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

College District Police Department	To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers to provide a safe and orderly environment for all who utilize the facilities of the College District, to protect the rights of such individuals, and to preserve the peace by enforcing federal, state, and local laws.
Jurisdiction	The primary jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District. Outside of his or her primary jurisdiction, a College District police officer is vested with all powers, privileges, and immunities of peace officers and may arrest any person who violates the laws of the state.
Officers	The College District shall employ commissioned peace officers to enforce laws applicable to the College District. Police officers employed by the College District shall be licensed by the Texas Commission on Law Enforcement (TCOLE) and shall possess a valid Texas driver's license. Officers shall comply with all rules and procedures applicable to other College District employees, except to the extent of any conflict with this policy. In the event of such conflict, this policy controls. The chief of police shall have the authority to establish the work schedule for all police department personnel under the control of the College District.
General Orders	The chief of police shall develop general orders with approval by the Chancellor. These orders shall provide College District police officers with the operational instructions needed to perform their duties. The general orders shall include disciplinary actions for failure to follow or comply with all rules and procedures applicable to other College District employees, as well as their own specific rules, statutes, laws, and obligations as sworn officers.
Police Authority	<p>While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. College District peace officers shall perform administrative or law enforcement duties related to College District business, including but not limited to, the safety and welfare of students and others and the protection of property. Subject to limitations in law, College District peace officers shall:</p> <ol style="list-style-type: none">1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as

DATE ISSUED: 4/30/2025
UPDATE 49
CGF(LOCAL)-X

Adopted:

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SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.

3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the Chancellor and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the Chancellor.
8. Carry out all other duties as directed by the chief of police or Chancellor.

**Employment of
Peace Officers and
Telecommunicators**

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

**Limitations on
Outside Employment**

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Chancellor or designee. A College District police officer, with the exception of the chief of police, may obtain secondary employment in any lawful capacity so long as the outside employment does not interfere with the officer's duties and responsibilities to the College District and such outside employment does not occur during the time the officer is scheduled to work for the College District. Any secondary employment of the chief of police shall be approved by the Chancellor. No officer shall work a secondary job that creates a conflict of interest or would discredit the College District. College District police officers shall wear the official Houston Community College District police uniform while engaged in outside police employment.

SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

	College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws, within another law enforcement agency's jurisdiction while working off duty or temporarily assigned to the other agency.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into memoranda of understanding and other appropriate interlocal agreements that outline reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Chancellor or designee shall review the memoranda of understanding at least once every year. The memoranda of understanding shall be approved by the Board.
Interlocal Agreement for Mutual Aid	While operating pursuant to an interlocal agreement for mutual aid or other support for another law enforcement agency, each College District police officer shall perform the duties and have the authorities set out in the agreement, including enforcing all laws within the other agency's jurisdiction.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department's general orders. The use of excessive force is expressly forbidden.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department's general orders. College District police officers shall make every reasonable effort to apprehend a fleeing suspect who has committed a felony and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives of the general public, suspect, or the officer. Pursuits shall not be initiated or continued on or off property owned or under the control of the College District unless a police supervisor approves such pursuit. Pursuits shall not be initiated for minor traffic violations or non-felonious crimes against property.
Body-Worn Cameras	A College District police officer shall use a body-worn camera only when performing official law enforcement duties for the College District and in accordance with the provisions of the College District police department's body-worn camera program. Each College District police officer shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.

Officer Training	All College District officers shall receive at least the minimum amount of continuing education required by TCOLE.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
Complaints	<p>Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CGFA(LEGAL)]</p> <p>Complaints against a College District police officer shall be filed and addressed in accordance with DGBA, including the provisions relating Other Complaint Processes and HCC Police Department General Orders Grievance Procedure.</p> <p>Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD (beginning at Level 4), or GB (beginning at Level 4), as appropriate.</p>
Misconduct Investigations	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
Personnel Files	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Chancellor or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin. Pursuant to the Texas Code of Criminal Procedure, racial or ethnic profiling by College District peace officers is strictly prohibited.
Disciplinary Action	College District police officers are subject to College District policy. A police officer who violates College District policy or department rules or regulations shall be subject to disciplinary action, including

Commented [A1]: All changes have been recommended by the Administration, with concurrence from Board Counsel.

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SAFETY PROGRAM
SECURITY PERSONNEL

CGF
(LOCAL)

but not limited to, suspension with or without pay, reprimand, or termination.

DATE ISSUED: 4/30/2025
UPDATE 49
CGF(LOCAL)-X

Adopted:

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**SITE MANAGEMENT
SECURITY**

**CHA
(LOCAL)**

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers to provide a safe and orderly environment for all who utilize the facilities of the College District, to protect the rights of such individuals, and to preserve the peace by enforcing federal, state, and local laws.

Jurisdiction

The primary jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District. Outside of his or her primary jurisdiction, a College District police officer is vested with all powers, privileges, and immunities of peace officers and may arrest any person who violates the laws of the state.

Officers

The College District shall employ commissioned peace officers to enforce laws applicable to the College District. Police officers employed by the College District shall be licensed by the Texas Commission on Law Enforcement (TCOLE) and shall possess a valid Texas driver's license. Officers shall comply with all rules and procedures applicable to other College District employees, except to the extent of any conflict with this policy. In the event of such conflict, this policy controls. The chief of police shall have the authority to establish the work schedule for all police department personnel under the control of the College District.

General Orders

The chief of police shall develop general orders with approval by the Chancellor. These orders shall provide College District police officers with the operational instructions needed to perform their duties. The general orders shall include disciplinary actions for failure to follow or comply with all rules and procedures applicable to other College District employees, as well as their own specific rules, statutes, laws, and obligations as sworn officers.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. College District peace officers shall perform administrative or law enforcement duties related to College District business, including but not limited to, the safety and welfare of students and others and the protection of property. Subject to limitations in law, College District peace officers shall:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as

**SITE MANAGEMENT
SECURITY**

CHA
(LOCAL)

~~needed. In doing so, College District police officers may serve search warrants in connection with College District related investigations in compliance with the Texas Code of Criminal Procedure.~~

- ~~3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.~~
- ~~4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.~~
- ~~5. Enforce College District policies, rules, and regulations on College District property or at College District functions.~~
- ~~6. Investigate violations of College District policies, rules, and regulations as requested by the Chancellor and participate in hearings concerning alleged violations.~~
- ~~7. Carry weapons as directed by the chief of police and approved by the Chancellor.~~
- ~~8. Carry out all other duties as directed by the chief of police or Chancellor.~~

~~Temporary
Assignment~~

~~College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.~~

**Employment of
Peace Officers and
Telecommunicators**

~~For additional provisions regarding the employment of peace officers and telecommunicators, see DC.~~

**Limitations on
Outside Employment**

~~No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and Chancellor or designee. A College District police officer, with the exception of the chief of police, may obtain secondary employment in any lawful capacity so long as the outside employment does not interfere with the officer's duties and responsibilities to the College District and such outside employment does not occur during the time the officer is scheduled to work for the College District. Any secondary employment of the chief of police shall be approved by the Chancellor. No officer shall work a secondary job that creates a conflict of inter-~~

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

	est or would discredit the College District. College District police officers shall wear the official Houston Community College District police uniform while engaged in outside police employment.
Relationship with Outside Agencies	The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the Chancellor or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.
Use of Force	The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department's general orders. The use of excessive force is expressly forbidden.
By Drone	The College District shall not use force by means of a drone.
High-Speed Pursuit	Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department's general orders. College District police officers shall make every reasonable effort to apprehend a fleeing suspect who has committed a felony and to respond to emergency calls quickly and safely. The pursuit or call response should never be carried to such an extent as to endanger the lives of the general public, suspect, or the officer. Pursuits shall not be initiated or continued on or off property owned or under the control of the College District unless a police supervisor approves such pursuit. Pursuits shall not be initiated for minor traffic violations or non-felonious crimes against property.
Officer Training	All College District officers shall receive at least the minimum amount of continuing education required by the TCOLE.
Medical and Psychological Examinations	For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.
Leave	For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.
Complaints	Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]

SITE MANAGEMENT
SECURITY

CHA
(LOCAL)

	Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.
Misconduct Investigations	For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.
Personnel Files	For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.
Department Regulations Manual	To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the Chancellor or designee shall review the manual annually and make any appropriate revisions.
Racial Profiling	The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin. Pursuant to the Texas Code of Criminal Procedure, racial or ethnic profiling by College District peace officers is strictly prohibited.
Disciplinary Action	College District police officers are subject to College District policy. A police officer who violates College District policy or department rules or regulations shall be subject to disciplinary action, including but not limited to, suspension with or without pay, reprimand, or termination.

REPORT ITEM

Meeting Date: October 1, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
F.	Board Expenditures Report for Fiscal Year 2025 (September 1, 2024 through August 31, 2025)	Dr. Margaret Ford Fisher Sharon Wright

DISCUSSION

Provide the following Board expenditure reports for Fiscal Year 2025 for the period of September 1, 2024, through August 31, 2025:

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

COMPELLING REASON AND BACKGROUND

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

FISCAL IMPACT

Travel and BACA expenditures for the period of September 1, 2024, through August 31, 2025: **\$91,744.**

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

4. Community Investment

ATTACHMENTS:

Description	Upload Date	Type
Summary-Board Travel and BACA Expenses (09/01/2024 - 08/31/2025)	9/24/2025	Attachment
Exhibit 1-Board Travel Expense Report (09/01/2024 - 08/31/2025)	9/24/2025	Attachment
Exhibit 2-Board BACA Expense Report (09/01/2024 - 08/31/2025))	9/24/2025	Attachment

This item is applicable to the following: District

HCC Board of Trustees
Expense Summary
(September 1, 2024 - August 31, 2025)

Trustee	<u>Exhibit 1</u> Travel	<u>Exhibit 2</u> Board Account for Community Activities (BACA)
Cheben, Sean	\$ 7,034	\$ -
Davies, Laolu	\$ 16,810	\$ 3,750
Johnson, Charlene	\$ -	\$ 5,000
Lenton-Gary, Cynthia	\$ 4,382	\$ -
Loredo, Eva	\$ 14,700	\$ 5,000
Patterson, Renee Jefferson	\$ -	\$ 3,000
Richart, Monica	\$ -	\$ -
Tamez, Adriana	\$ 3,601	\$ 500
VanDible Stallworth, Pretta	\$ 17,967	\$ 5,000
Wilson, David	\$ -	\$ 5,000
Total	\$ 64,494	\$ 27,250

TOTAL TRAVEL AND BACA EXPENSE	\$ 91,744
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**HCC BOARD OF TRUSTEES
TRUSTEE TRAVEL EXPENSE SUMMARY
(September 1, 2024 - August 31, 2025)**

Exhibit 1

Conference	Date	Total
Congressional Black Caucus Annual Legislative Conference (Washington, DC)		
Davies, Laolu	09/11/2024 09/15/2024	\$ 3,698
Total:		\$ 3,698
HACU Annual Conference (Aurora, CO)		
Loredo, Eva	10/31/2024 11/03/2024	\$ 3,258
Total:		\$ 3,258
ACCT Leadership Congress (Seattle, WA)		
Cheben, Sean	10/22/2024 10/26/2024	\$ 4,225
Davies, Laolu	10/23/2024 10/26/2024	\$ 3,243
Lenton-Gary, Cynthia	10/21/2024 10/26/2024	\$ 4,382
Loredo, Eva	10/22/2024 10/25/2024	\$ 3,897
VanDible Stallworh, Pretta (ACCT reimbursed \$696.22)	10/20/2024 10/26/2024	\$ 4,482
Total:		\$ 20,229
ACCT National Legislative Summit (Washington, DC)		
Cheben, Sean	02/10/2025 02/12/2025	\$ 2,809
Davies, Laolu	02/07/2025 02/11/2025	\$ 3,658
VanDible Stallworh, Pretta (ACCT reimbursed \$1,151.37)	02/06/2025 02/13/2025	\$ 4,949
Total:		\$ 11,416
ACCT Governance Leadership Institute (Oahu, HI)		
Davies, Laolu	03/15/2025 03/21/2025	\$ 3,850
VanDible Stallworth, Pretta	03/15/2025 03/21/2025	\$ 4,215
Total:		\$ 8,066
American Association of Community Colleges (AACC) Annaul Conference (Nashville, TN)		
Loredo, Eva	04/11/2025 04/15/2025	\$ 4,780
VanDible Stallworth, Pretta (ACCT reimbursed \$1,773.56)	04/12/2025 04/16/2025	\$ 2,423
Total:		\$ 7,203
ACCT Board Retreat (Bellevue, WA)		
VanDible Stallworth, Pretta (ACCT reimbursed \$1,042.37)	07/24/2025 07/27/2025	\$ 1,898
Total:		\$ 1,898
NALEO Annual Conference (Atlanta, GA)		
Davies, Laolu	07/22/2025 07/22/2025	\$ 2,361
Loredo, Eva	07/20/2025 07/24/2025	\$ 2,765
Tamez, Adriana	07/21/2025 07/25/2025	\$ 3,601
Total:		\$ 8,727
1		\$ 64,494
Total Trave Expense:		\$ 64,494

HCC BOARD OF TRUSTEES
BOARD ACCOUNT FOR COMMUNITY AFFAIRS (BACA) FUNDS
September 1, 2024 - August 31, 2025

Exhibit 2

Trustee	Date	Organization	Function	Cost
Trustee Sean Cheben				
	No Expense			\$ -
Trustee Laolu Davies				
	7/23/2025	Education and Chairty Foundation	Sponsorship	\$1,500.00
	7/24/2025	Houston Area Urban League	Sponsorship	\$1,250.00
	8/12/2025	Food for the Soul	Sponsorship	\$1,000.00
	Total			\$3,750.00
Trustee Charlene Johnson				
	12/5/2024	Collaborating Voices	Sponsorship	\$1,000.00
	12/5/2024	Pure Justice	Sponsorship	\$2,000.00
	12/6/2024	Giving From the Heart	Sponsorship	\$2,000.00
	Total			\$5,000.00
Dr. Cynthia Lenton- Gary				
	No Expense			\$ -
Trustee Eva Loredo				
	12/6/2024	HCC Southeast College	Sponsorship	\$ 500.00
	3/28/2025	Dixie Little League	Sponsorship	\$ 500.00
	6/17/2025	HCC Southeast College	Sponsorship	\$ 1,000.00
	7/16/2025	American Legion Aux	Sponsorship	\$ 1,000.00
	7/16/2025	HCC Southeast College	Sponsorship	\$ 500.00
	7/16/2025	HCC Foundation	Sponsorship	\$ 1,500.00
	Total			\$5,000.00
Trustee Renee Jefferson Patterson				
	8/23/2025	Shepherd Park Terrace Civic Club	Sponsorship	\$300.00
	8/1/2025	Gustavia Pearls Women's Outreach	Sponsorship	\$1,500.00
	8/29/2025	Art in the Heart	Sponsorship	\$1,200.00
	Total			\$3,000.00
Trustee Monica Richart				
	No Expense			\$ -
Dr. Adriana Tamez				
	6/20/2025	Milby Alumni Association	Sponsorship	\$ 500.00
	Total			\$ 500.00
Dr. Pretta VanDible Stallworth				
	10/3/2024	Nissi Network	Sponsorship	\$ 5,000.00
	Total			\$5,000.00
Trustee Dave Wilson				
	7/2/2025	Hegar Foundation	Sponsorship	\$ 5,000.00
	Total			\$5,000.00
	BACA EXPENSE TOTAL			\$27,250.00