



AGENDA

BOARD OF TRUSTEES REGULAR MEETING

**October 15, 2025
4:00 PM**

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

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

October 15, 2025

Notice is hereby given that a Regular Meeting of the Board of Trustees of the Houston Community College will be held on Wednesday, October 15, 2025 at 4:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

I. Call to Order

II. Prayer and Pledge of Allegiance

III. Approval of Minutes

- A. Approval of Minutes for September 2025

IV. Awards, Presentations, and Recognitions

- A. Check Presentation by Dr. Ruth J. Simmons Endowed Scholarship Fund
- B. Check presentation for Rotary Club of Katy Current Use and Endowed Scholarship
- C. Recognition of Clariza Reyes as Gucci Changemaker Scholar
- D. Highlight Ben Mendez in Recognition of Hispanic Heritage Month

V. Chair's Report

- A. Trustees District Report

VI. Chancellor's Report

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

VII. Hearing of Citizens

VIII. Consent Agenda

- 1. Acceptance of Donated Item by Apple REJI
- 2. Acceptance of Donated Item by Adaptive Computing
- 3. Acceptance of Donated Item by Professor Michelle Kirkpatrick
- 4. Acceptance of Donated Item by Judy Robinson Estates

5. Acceptance of Donated Item by Cemtiva Factory, Inc.
6. Acceptance of Donated Item by Brochsteins Inc.
7. Acceptance of Donated Item by Baylor St. Lukes Medical Center
8. FY 2025 Internal Audit Annual Report
9. Proposed Revisions to Board Policy BBH (Local)
10. Proposed Revisions to Retaliation Policies DIAB and FFDB (Local)
11. Proposed Revisions to ECC (Local): Course Load and Schedules
12. Proposed Establishment of FLBC (Local) Student Conduct: Prohibited Organizations and Hazing
13. Proposed Changes to Local Policies - Safety Program: CG, CGF, and CHA
14. Monthly Investment Report, Financial Statement and Budget Review for August 2025

IX. Topics for Discussion and/or Action

- A. Texas Association of Community Colleges (TACC) Annual Membership for 2025-2026
- B. Wayfinding and Graphics Standards Program Consultant (Project No. RFP 25-15)
- C. Sole Source Contract Award with Houston Academy of Medicine - Texas Medical Center Library
- D. Banking Resolution Authorization
- E. Letter of Nomination Supporting Appointment to Association of Community College Trustees (ACCT) 2026 Appointed Committees
- F. Personnel Agenda (Faculty)
- G. Review of Level Four Complaint - Employee 1
- H. Review of Level Four Complaint - Employee 2

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

A. Legal Matters

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

B. Personnel Matters

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

officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

1. Review of Level Four Complaint - Employee 1
2. Review of Level Four Complaint - Employee 2

C. Real Estate Matters

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

XI. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

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

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

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

XII. Reconvene in Open Meeting

XIII. Adjournment

XIV. Appendix - No Action Required

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **10th day of October 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 15, 2025

Approval of Minutes

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

RECOMMENDATION

Approve meeting minutes for September 2025.

COMPELLING REASON AND BACKGROUND

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

The following Board meetings were held in September 2025:

- Academic and Student Affairs Committee on September 3, 2025
- Audit Committee on September 3, 2025
- Committee of the Whole on September 3, 2025
- External Relations Committee on September 3, 2025
- Marketing Committee on September 3, 2025
- Regular Meeting on September 17, 2025
- Special Meeting on September 17, 2025

LEGAL REQUIREMENT

In accordance to Board Bylaws, Article G, Section 9

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Draft Minutes - September 2025	10/8/2025	Attachment

This item is applicable to the following: District

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

September 3, 2025

Minutes

The Academic and Student Affairs Committee of Houston City College Board of Trustees met on Wednesday, September 3, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Adriana Tamez, Committee Chair
Sean Cheben, Committee Member
Cynthia Lenton-Gary
Eva Loredó
Monica Ricart (via Conference Video)
Pretta VanDible Stallworth

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Vice Chancellor, Administration and Operations
Nicole Montgomery, General Counsel
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Miguel Ramos, Vice Chancellor, Instructional Services
Karen Schmidt, Executive Director, HCC Foundation
Barry Sullivan, Chief Information Officer
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Adriana Tamez, Committee Chair, called the meeting to order at 2:02 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Lenton-Gary, and Tamez)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Board.

TOPICS FOR DISCUSSION AND/OR ACTION

PROPOSED BACCALAUREATE EXPANSION

Dr. Ford Fisher noted that the item provides an overview of the proposed baccalaureate expansion for HCC.

Dr. Miguel Ramos, Vice Chancellor, Instructional Services, provided an overview of the review process regarding the proposed areas of focus. He reported on the following:

- Proposed Development and Deliberation
- Hanover Research Baccalaureate Profile
- Topics Selected
 - Computer Information Systems
 - Nursing
 - Business
- General Implementation Timeline - Fall 2027 Implementation

Trustee Cheben inquired if there has been engagement with 4-year institutions. Dr. Ramos noted that there was not a direct discussion and apprised that there is a formal review process between community colleges and 4-year institutions. He apprised that notifications are received periodically regarding the proposal of new programs.

Trustee Cheben recommended engaging in conversations with four-year institutions in the Houston area. He referenced the computer information systems program and inquired how the review of artificial intelligence is assessed regarding its impact on employment opportunities and how the program would adapt if there were an AI overflow. Dr. Ramos noted that the review of

employability is conducted on an ongoing basis and apprised that an award would not be proposed in areas where there is a continued decline or where technology has a negative impact.

(Trustee Loredó joined the meeting at 2:15 p.m.)

EARLY COLLEGE HIGH SCHOOL(ECHS) PROGRAM UPDATE

Dr. Ford Fisher noted that the item provides an update on the Early College High School (ECHS) program. She noted that Dr. Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer and Dr. Desmond Lewis, Associate Vice Chancellor, College Readiness, would provide the update.

Dr. Perez noted that through partnerships with multiple ISDs, HCC provides an opportunity for students to participate in dual enrollment. She apprised that Challenge ECHS, established in 2003, continues to thrive at HCC West Loop Campus. She noted that five of the ECHS were ranked in the Top 10 High Schools in the Houston area. Dr. Perez noted that there are nine P-Tech locations.

Dr. Lewis reported on the following:

- Definition of Academic and Workforce
- Types of Dual Credit
 - Early College High School (ECHS)
 - Pathways in Technology Early College High Schools (P-TECH)
 - Traditional Dual Credit
- HCC Locations, Geocoded Dual Credit by HCC Service Area AY 2026
- HCC Early College High School Locations, Geocoded Dual Credit by HCC Service Area AY 2026
- Texas Education Agency Early College High School Designation Process
- Early College High Schools ISD Partners
- Top 15 High Schools in Houston Area per 25-26 US News Rankings
- AY23-25 Early College High School Unduplicated Dual Credit Enrollment by ISD and Location
- AY22-25 Early College High School Unduplicated Completers by ISD and Location
- Early College High School Award Type by Academic Year
- Early College High School Course Success Rates
- Award Not Earned in Dual Credit Returned to HCC after Dual Credit
- Top Transfer Institutions for ECHS Students
- HCC Dual Credit Program
- ECHS Support Process

Dr. Tamez referenced the decline in the number of high school dual credit students and inquired about the marketing plan now that the college is offering four-year degrees. Dr. Lewis noted that the college is currently meeting with students to determine interest in pursuing additional credentials and apprised that the college continues to meet regularly with the ISDs.

Dr. Tamez noted that the focus should be on enrolling students at HCC and requested a review that includes all the ECHS or dual credit partners.

Trustee Cheben inquired about the P-Tech program. Dr. Lewis noted that the presentation focused specifically on ECHS and apprised that other schools are included in the partnership, including the P-Tech program. He noted that Barbara Jordan and North Forest High Schools are focusing on P-Tech and further apprised that P-Tech is designed to focus on workforce development.

UPDATE ON RIDE METRO PROGRAM

Dr. Ford Fisher noted that the item provides an update on the METRO program and apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations would provide the update.

(Trustee Richart joined the meeting at 2:33 p.m. via Video Conference)

Dr. Hawn noted that the launch date for the METRO card program is pending, with an anticipated start in October or November 2025. She apprised that the contract is under review with legal. Dr. Hawn provided an overview of the key points for the Ride Metro Plan.

Trustee Richart requested a comparison to the previous program. Dr. Hawn noted that the prior card program did not cost the College but provided no value. She apprised that under the new arrangement, the College is considered a sponsor, and noted that students will receive four free trips, costing the College \$23,000.

Trustee Richart requested updates on the status. She noted that the Trustees can advocate if the College is unable to retain certain benefits and further apprised that the effort is to make the program more affordable for both the College and the students.

CAREER SERVICES UPDATE

Dr. Ford Fisher noted that the item provides an update on the Career Services and apprised that Dr. Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations, would provide the update.

Dr. Young noted that Career Services offers students the opportunity to engage with employers and with each other. He provided an overview of the CareerHub utilization.

Dr. Tamez referenced the decline in job applications and inquired about the factors contributing to the decrease. Mr. James Mable, Director of Career and Transfer Services, noted that students are applying for jobs posted directly. He noted that much of the decline is attributed to economic conditions and further apprised that the key is how the College engages firms to post opportunities in CareerHub.

Dr. Tamez inquired about the process for engaging companies to post in CareerHub. Mr. Mable noted that an internal campaign is underway to promote job postings in CareerHub.

Dr. Tamez inquired if there is a review of which companies are interviewing, posting, actively involved, and participating in career fairs. Mr. Mable noted that there are more than 8,000 company points of contact and apprised that an internal process is in place to maintain communication with the company contacts.

(Dr. VanDible Stallworth joined the meeting at 2:49 p.m.)

Mr. Young continued with the presentation to include:

- HCC Career Fairs 2024-2025
- Career Fair Participants 2024-2025
- Campus Interview Participants 2024-2025
- Spring 2025 Graduation Application Data
- Opportunities
- Career Services

ADJOURNMENT

With no further business coming before the Board, the meeting at 2:52 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

September 3, 2025

Minutes

The Audit Committee of Houston City College Board of Trustees met on Wednesday, September 3, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Pretta VanDible Stallworth, Committee Chair
Monica Richart, Committee Member (via Video Conference)
Sean Cheben
Cynthia Lenton-Gary
Eva Loreda
Adriana Tamez

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Vice Chancellor, Administration and Operations
Nicole Montgomery, General Counsel
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Miguel Ramos, Vice Chancellor, Instructional Services
Karen Schmidt, Executive Director, HCC Foundation
Barry Sullivan, Chief Information Officer
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President

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

OTHER PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Dr. Pretta VanDible Stallworth, Committee Chair, called the meeting to order at 2:57 p.m. and declared the Board convened to consider matters about Houston Community College as listed on the duly posted Meeting Notice.

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

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

RISK MITIGATION REPORT: DEFERRED MAINTENANCE

Dr. Ford Fisher noted that the item provides an update on Risk Mitigation Report: Deferred Maintenance and apprised that Vice Chancellor, Administration and Operations would provide the update.

Mr. McCracken noted that the items provide an overview of the risk mitigation report for Deferred Maintenance and introduced James Walker, Interim Chief Facilities Officer, to provide an overview.

Mr. Walker reported on the following:

- Preventative Maintenance and System Monitoring
- Building Automation System (BAS) Monitoring Review
- Facilities Work Order Update
- Facilities Interruption Tracking and Trending
- Interruption to Operations Update (December 2024 through July 2025)
- Deferred Maintenance Program (FY 2025 Update)
- Current Active 2025 Project List Break Down
- Project Financials
- Exigent Spend Summary by Year
- Deferred Maintenance and Annual FCI by Year and Investment
- Deferred Maintenance Program (FY 2026 Update)
- Deferred Maintenance 10 Step Prioritization
- DM Annual Assessment Summary
- Proposed Deferred Maintenance Project Budget

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Audit Committee Meeting – September 3, 2025 - Page 3

- Proposed Deferred Maintenance Project Breakdown by Estimated Cost

Mr. Walker referenced slide 29 regarding the summary expected for deferred maintenance per building. He noted that the schedule will take place through 2030 – 2035.

Trustee Cheben noted that he was pleased to see the swag for the outliers for 2030–2035 and inquired about the assessment process used for the review. Mr. Walker provided an overview of the assessment process and noted that expired equipment will be flagged in the database.

Dr. VanDible Stallworth referenced page 8 and noted that it would be of interest to review prior work orders and requested a report from 2022 to determine whether the volume of work orders is decreasing or increasing over time. Mr. Walker apprised that the information could be provided.

(Dr. Tamez stepped out at 3:15 p.m.)

Dr. VanDible Stallworth referenced page 15 and inquired about incorporating different perspectives for maintenance, including cost per square foot for the buildings. She noted that such information would show trends for certain buildings, including the year of construction.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:16 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

September 3, 2025

Minutes

The Houston City College Board of Trustees held a Committee of the Whole meeting on Wednesday, September 3, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrridge, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration/Chief Finance & Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Vice Chancellor, Administration and Operations
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Miguel Ramos, Vice Chancellor, Instructional Services
Karen Schmidt, Executive Director, HCC Foundation
Barry Sullivan, Chief Information Officer
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College

Morgan Yette, Staff Senate President

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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loreda, Chair, called the meeting to order at 4:11 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

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

HEARING OF THE CITIZENS

The following citizen(s) signed up to speak before the Board:

- Mr. Sardaque Cius

TOPICS FOR DISCUSSION AND/OR ACTION

REVIEW OF HCC INVESTMENT PORTFOLIO

Dr. Ford Fisher noted that the item provides an overview of the Investment Portfolio and apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations would provide the overview.

Dr. Hawn introduced Ms. Emily Upshaw with Valley View Consulting.

Ms. Upshaw reported on the following:

- Economic Update
 - Uncertainty, wait-and-see
 - Housing supply issue persists
 - Consumers slowing
 - Fed Funds Rate cuts likely
- Treasury Yield Curve
- US Treasury Historical Yields - Since 2006
- HCC Investment Policy
- Objectives
 - Safety of principal
 - Maintenance liquidity
 - Maintaining public trust
 - Risk-commensurate yields
- Max Maturity 3-years, max WAM 2-years

- Total Portfolio Book Value
- Weighted Average Yield
- Composition - June 30, 2024
- Composition - June 30, 2025
- HCC Portfolio Recommendations
 - Continue laddering investments
 - Reinvest UST/Agencies as they mature
 - Considering collateralizing CDs at other institutions
 - Consider higher yielding MMA Options
 - Fully insured/collateralized
 - Higher yield with reduced risk
 - Anticipate lower yields
 - FOMC projecting lowering Fed Funds Target
 - Market anticipating rates falling

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

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

Dr. Ford Fisher noted that the item was a recommendation to accept the July 2025 investment report and apprised that Dr. Hawn would introduce the report and entertain questions.

Dr. Hawn presented a summary of the investment report along with the financial statement and budget review.

Trustee Cheben inquired whether the College was still on target for a \$10 million overage. Dr. Hawn apprised that the projection may be closer to \$6 million.

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

APPROVE CHANCELLOR'S ANNUAL PRIORITIES AND PERFORMANCE GOALS FOR 2025-26

Motion – Trustee Sean Cheben motioned, and Dr. Pretta VanDible Stallworth seconded.

Dr. Ford Fisher noted that the item is for approval of the Chancellor's goals for FY 2025–2026. She apprised that input was received from the Board regarding the proposed goals.

Dr. Ford Fisher provided an overview of the proposed goals to include:

- Goal 1: Increase Student Persistence from 59% to 61%
- Goal 2: Help More Students Matriculate Through Their Developmental Sequence by 5%
- Goal 3: Grow Enrollments in Credentials of Value by 5%
- Goal 4: Increase the Number of Students Who Are Persisting to a Baccalaureate Degree and Grow Enrollment by 10%
- Goal 5: Increase Houston Reconnect enrollment by 50% of students entering Houston Reconnect earn an award within one Year

(Dr. Lenton-Gary stepped out at 4:42 p.m.)

- Goal 6: Create Licensed Vocational Nurse (LVN) to Associate Degree in Nursing (ADN) Pathway

(Dr. Lenton-Gary returned at 4:43 p.m.)

- Goal 7: Update HCC's technology infrastructure by installing software and hardware updates, and develop a Technology Master Plan

Dr. Ford Fisher noted that feedback had been received regarding Goal 7 and apprised that the Administration would amend it under the guidance of the Board. She introduced Mr. Barry Sullivan, the newly hired Chief Information Officer of Information Technology, who will assist with the implementation of the IT Master Plan.

- Goal 8: Update HCC Facilities Master Plan and continue to execute the Deferred Maintenance Plan (*Remain under 15% regarding exigent spending*)
- Goal 9: Develop a strategy and timeline to address all statutory provisions of and compliance with SB 37, including adherence to applicable dates.

Trustee Wilson noted that the goals are for the entire College. He apprised that everyone should make the effort to achieve the stretch goals. Trustee Loredó concurred with Trustee Wilson's comments and apprised that the goals are for everyone.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:48 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

September 3, 2025

Minutes

The External Relations Committee of Houston City College met on Wednesday, September 3, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Cynthia Lenton-Gary, Committee Chair
Sean Cheben, Committee Member
Eva Loreda
Adriana Tamez
Pretta VanDible Stallworth
Dave Wilson

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing
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Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Miguel Ramos, Vice Chancellor, Instructional Services
Karen Schmidt, Executive Director, HCC Foundation
Barry Sullivan, Chief Information Officer
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALLED TO ORDER

Dr. Cynthia Lenton-Gary, Committee Chair, called the meeting to order at 3:17 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

(The following Trustees were present: Cheben, Lenton-Gary, Loreda, and Tamez)

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

REPORT ON EXTERNAL RELATIONS MATTERS

Dr. Ford Fisher noted that Dr. Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations, would provide an overview of the External Relations Committee activities.

Dr. Remmele Young reported the following:

(Dr. VanDible Stallworth joined at 3:19 p.m.)

- 89th Texas Legislative Special Called Sessions
- First Called Special Session
- Second Called Special Session (Convened August 15, 2025)
- Key Bill Tracking
 - HB 4/SB 4
 - HB 17 / SB 13

(Trustee Wilson joined at 3:22 p.m.)

Dr. Young noted that the Board has completed the establishment of the Faculty Senate through the approval of the policy. He apprised that the Board also has training requirements under SB 37, with implementation timelines set for January 2026 and January 2027 for the general curriculum review.

Dr. Young reported on the following regarding SB 37:

- Statutory Provisions Applicable Dates and Timeline to Compliance with SB 37
- Timeline for Implementation

Dr. Young noted that the Board would need to provide guidance if it wishes to appoint a committee to assist with the curriculum review. He apprised that the task force is scheduled to convene on September 4, 2025, and noted that the Board would have the opportunity to establish a committee for this purpose. He further apprised that doing so would place the Board ahead of the target deadline of January 1, 2027.

Trustee Cheben expressed appreciation for the timeline regarding SB 37 and referenced the general curriculum. He inquired about the appropriate time for the Board to confirm the appointment of a committee. Dr. Ford Fisher responded that the first step would likely be to convene the task force to develop the best recommendation to present to the Board.

Trustee Cheben inquired about the implementation timeline. Dr. Nicole Montgomery, General Counsel, noted that it would be best to provide a legal counsel memo. She apprised that she does not anticipate the certification being required on January 1, 2026.

Dr. VanDible Stallworth noted that it would be helpful for the Board to understand how the College will and will not be funded for certain programs. Dr. Young apprised that some courses that previously received funding will no longer be funded under the new model.

Dr. VanDible Stallworth referenced the VAST Academy and inquired about its funding. Dr. Young noted that a request had been submitted for program funding to determine areas of need.

Dr. VanDible Stallworth noted that many of the mandates are not being funded and apprised that there needs to be a review of how this will affect the College. She referenced the VAST Academy, observing that she does not see where funding will be available for the program, and further apprised that the program needs to be expanded. Dr. Ford Fisher noted that the College must be methodical in course selection and apprised that the needs of neurodivergent students must be addressed. She invited Dr. Desmond Lewis, Associate Vice Chancellor for College Readiness, to provide an overview of the VAST expansion.

Dr. Lewis noted that the VAST program has been expanded to additional areas, including the Northeast, Southwest, and Central colleges.

Dr. VanDible Stallworth inquired about the number of students enrolled. Dr. Lewis noted that he would need to provide the enrollment figures and apprised that while the typical age range is 18–25 years, any student may participate in the VAST program.

Dr. VanDible Stallworth inquired about the number of corporations willing to hire VAST students. Dr. Lewis noted that the College is currently working with MD Anderson and other community organizations. He apprised that the College welcomes partnership opportunities to support neurodiverse students.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 3:45 p.m.

Houston City College
External Relations Committee – September 3, 2025 – Page 4

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved: _____

DRAFT

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

September 3, 2025

Minutes

The Marketing Committee of Houston City College Board of Trustees held a meeting on Wednesday, September 3, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

Dave Wilson, Committee Chair
Pretta VanDible Stallworth, Committee Member
Sean Cheben, Alternate Member
Cynthia Lenton-Gary
Eva Loreda
Adriana Tamez

CHANCELLOR'S COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, Interim President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance and Administration and Chief Finance and Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Bob McCracken, Vice Chancellor, Administration and Operations
Nicole Montgomery, Interim General Counsel
Rodney Nathan, Interim Vice Chancellor for Talent Engagement and Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services and Chief Academic Officer
Miguel Ramos, Vice Chancellor, Instructional Services
Karen Schmidt, Executive Director, HCC Foundation
Barry Sullivan, Chief Information Officer
James Walker, Interim Chief Facilities Officer
Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President

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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Dave Wilson, Committee Chair, called the meeting to order at 3:45 p.m. and declared the Board convened to consider matters of Houston Community College as listed on the duly posted Meeting Notice.

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

OPPORTUNITY FOR PUBLIC COMMENTS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

STRATEGIC COMMUNICATIONS & MARKETING PLAN

Dr. Ford Fisher noted that Dr. Rima Adil, Interim Vice Chancellor of Strategic Communications & Marketing, would provide an update on Strategic Communications and Marketing plans.

(Dr. Tamez joined the meeting at 3:47 p.m.)

Dr. Adil reported on the following:

- Rebrand Rollout
 - Logo/Branding
 - Phase 1: Tease
 - Phase 2: Reveal
 - Phase 3: Momentum and Celebration
 - Website Redesign Update (March 2026 Launch)
 - Project Deliverables: Content Tagging for Migration
 - Key Generic Marketing Messages
- Monthly Marketing and Communication Report
 - Paid Social Media (July 2025)
 - Key Performance Indicators Year-Over-Year
 - Marketing Highlight
 - Houston Reconnect
 - LVN-to-ADN Program
- Exploring New Initiatives: Fall 2025

Houston City College
Marketing Committee – September 3, 2025 – Page 3

Dr. Tamez referenced the name change and inquired if there is a plan for a major announcement. Dr. Adil referenced the timeline on slide 6 and noted that the big reveal will take place at Convocation on Friday, September 5, 2025, with the rollout beginning on Monday, September 8. She further noted that plans are in place for student engagement activities on campuses district-wide.

Trustee Cheben referenced Houston Reconnect and noted that current enrollment falls short of the target. He inquired about lessons learned and plans to better reach prospective students. Dr. Adil noted that the College is planning to work more closely with industry partners and to increase the campaign and media presence.

Trustee Cheben noted that it would be helpful for the Board to receive information on the target student population.

Dr. VanDible Stallworth referenced slide 7 regarding social media and noted that she would like to see a balanced presence across all colleges at the broad-stroke level. She apprised that Southwest and Central Colleges currently have a visible presence but observed that social media engagement is lacking, particularly among the 18–25-year-old population. She further apprised that she would like to see a larger footprint in other media platforms beyond social media.

Todd Duplantis, Interim Executive Director of Communications and Marketing, noted the need for greater alignment in social media efforts. He apprised that a calendar will be developed to ensure all college communication directors are on the same page and noted that the intent is to build upon what is working.

Dr. VanDible Stallworth noted that one of the challenges is the inability to repost many of the social media campaigns. Dr. Adil apprised that all marketing collateral will be placed on a schedule and noted that additional information will be provided through the monthly updates.

Dr. VanDible Stallworth noted that ACCT has a platform for posting on its social media. Dr. Ford Fisher apprised that the College is working to unify messaging and noted that all campuses are sending out social media communications. She further apprised that efforts are underway to review how to expand social media outreach and noted that Frank Cooper, Special Web Content, is doing an excellent job in generating engagement.

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:02 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

**REGULAR MEETING
OF THE BOARD OF TRUSTEES
HOUSTON CITY COLLEGE**

September 17, 2025

Minutes

The Board of Trustees of Houston City College held a Regular Meeting on Wednesday, September 17, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Nathan Smith, Faculty Senate President
Andrea Burrige, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance & Administration/Chief Finance & Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Barry Sullivan, Chief Information Officer, Information Technology
Bob McCracken, Vice Chancellor, Administration and Operations
Nicole Montgomery, General Counsel
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation

Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President

Houston Community College
Regular Meeting – September 17, 2025 - Page 2

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

OTHERS PRESENT

Melissa Mihalick, Board Counsel, Thompson and Horton, LLP

CALL TO ORDER

Trustee Eva Loreda, Chair, called the meeting to order at 4:33 p.m. and declared the Board convened to consider matters of Houston City College as listed on the duly posted Meeting Notice.

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

PRAYER AND PLEDGE OF ALLEGIANCE

Dr. Pretta VanDible Stallworth led in the prayer and pledges.

APPROVAL OF MINUTES FOR APRIL 2025

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

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

AWARDS, PRESENTATIONS, AND RECOGNITIONS

The awards and recognition were as follows:

- Check Presentation by Wells Fargo
- Faculty and Staff Recognition Regarding HCC's Vocational Nursing to Associate Degree Nursing Education Program
- Recognition of National Hispanic Heritage Month

CHAIR'S REPORT

TRUSTEE DISTRICT REPORT

District VI – Trustee Wilson apprised that the Institute of Electrical and Electronics Engineers (IEEE) Mobile Operations Vehicle (MOVE) Community Outreach visited the Katy Campus, providing HCC Texas A&M Engineering Academy students with first-hand experience in emergency communications and power technologies. He noted that Charles Steen of AT&T led the visit along with Dr. Zachary Hodges, President, HCC Northwest College, and HCC Texas A&M Engineering Academy.

Houston Community College
Regular Meeting – September 17, 2025 - Page 3

Trustee Wilson further reported that the HCC Film Program participated in the Houston Media Conference, with Program Coordinator Jenny Waldo and faculty members Brian Maris, George Parker, and Kate Phillips. He noted that filmmaker Jenny Waldo will also debut her film Acid Test at the historic River Oaks Theater. He apprised that Sam Houston State University, an HCC partner, hosted a camp for the HCC Agricultural Sciences Academy at its Huntsville Campus. Trustee Wilson noted that Jess Johnson and Chris Quayles from the It's Family Food & Fun Center visited the Sandra Bell Central Campus Alabama Gardens, Houston's oldest community garden. He also reported that the Center for Learning and Innovation hosted its first Journey Through Realities event at the Spring Branch Campus.

Trustee Wilson highlighted that Jim "Mattress Mack" McIngvale addressed the graduating class of the Mattress Mack School of Selling. He further noted that 77 graduates of Cohort 10, launched by the Glenda and David Regenbaum Center for Entrepreneurship at HCC Northwest in 2021, have joined more than 457 proposed startups, existing entrepreneurs, and others who have completed the series. He apprised that Dr. May Manette Arguin, Dean of Engineering, Center of Excellence, and Dr. Lana Payágo, Director of Communications, were named fellows of the 44th Class of Leadership Houston.

Trustee Wilson noted that Northwest College faculty and staff hosted a meet and greet for Dr. Zachary Hodges, President, HCC Northwest College, and Kathleen Anzivino. Finally, he reported that HCC Northwest College has enhanced its digital outreach through Instagram, Facebook, and LinkedIn, resulting in increased student engagement.

District VII – Dr. Lenton-Gary applauded the Fall Convocation and noted that the presentation and information provided allowed everyone to know that HCC is evolving into a new era.

District VIII – Trustee Loredó expressed appreciation to all colleges for their recruiting activities.

District IX – Dr. VanDible Stallworth expressed appreciation to the Children's Museum, Reed Corporation, Vision Ministries Church, Dr. Michelle Alexander, Star of Hope, and the House of Brown for participating in the Mommy and Me event held at HCC South Campus.

- **BOARD MEETING SCHEDULED**

Trustee Loredó noted that the Committees/COTW and Special meetings will be held on Wednesday, October 1, 2025, and Special and Regular meetings will be on Wednesday, October 15, 2025.

- **BIRTHDAY RECOGNITIONS**

Trustee Loredó expressed birthday wishes to Dr. VanDible Stallworth, who celebrated her birthday on September 6, and Trustee Monica Richart, who will celebrate her birthday on September 18.

CHANCELLOR'S REPORT

Houston Community College
Regular Meeting – September 17, 2025 - Page 4

Dr. Ford Fisher expressed appreciation to Wells Fargo for the check donation and Dr. Melinda Mejia, Faculty Division Chair for the Hispanic Heritage month recognition. Dr. Ford Fisher provided the following report:

- Attended the virtual meeting regarding the Aspen Trustees and President Collaboration on September 5, 2025.
- Attended the HISD Progress Report meeting with Superintendent Mike Miles and Administrators on September 9.
- Participated in a meeting with Dr. Pruitt on September 16.-
- Attended the Greater Houston Partnership meeting with THECB for collaboration and regional alignment held on September 17.
- Enrollment Update:
 - HCC Total Enrollment Comparison: Fall 2024 vs. Fall 2025
 - HCC Total Enrollment Comparison: Fall 2024 vs. Fall 2025 Credit Enrollment
- Fall Convocation was held on September 5 to include the HCC's new logo and rebrand launch.
- Recognized the HCC Communications Team for their efforts regarding the rebranding

UNITED STUDENT COUNCIL REPORT

Dione Mechane Ebong, President, United Student Council, reported on the following:

- Introduction of the Student Government Association Executive Board (2025–2026)
- Student Government Association Officer Training
- Districtwide Welcome Week Activities

FACULTY SENATE REPORT

Dr. Nathan Smith provided the Faculty Senate Report as follows:

- Events taking place in higher education
- Senate Bill 37 requirements
- Goals for Faculty Senate with a focus on
 - We Care Initiative
 - Concept of Trust and Unity (Unity through Trust)
- Revitalize Shared Governance
- Clarify policies on Academic Freedom

STAFF SENATE REPORT

Ms. Morgan Yette, Staff Senate President, provided a report on the following:

- Launch of Senator Onboarding scheduled for Friday, September 19, 2025
- General Body Staff Senate Meeting scheduled for Friday, September 26, 2025
- Staff Senate's key areas of focus for Fiscal Year 2026:
 - Wellness
 - Process Refinement
 - Services

- Communication
- Networking

(Dr. Tamez stepped out at 5:18 p.m.)

HEARING OF THE CITIZENS

The following citizen(s) spoke before the Board:

- Gladys House-El

CONSENT AGENDA

Motion – Trustee Sean Cheben motioned, and Trustee Laolu Davies seconded to approve the Consent Agenda.

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

The following items were approved:

- Acceptance of Donated Item by Camden Living
- Monthly Investment Report, Financial Statement and Budget Review for July 2025
- Approve Chancellor's Annual Priorities and Performance Goals for 2025-26

HVAC ROOF TOP REPLACEMENT PROJECT, SPRING BRANCH CAMPUS (PROJECT NO. IFB 25-35)

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

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract with Hartman Comfort Solutions, the lowest responsible bidder meeting specifications, to provide HVAC Roof Top Unit (RTU) Replacement Project, Spring Branch Campus, in accordance with IFB 25-35.

Trustee Davies recommended that the Administration review the return on investment (ROI) for the Spring Branch facility, as well as for all other facilities, for future discussion with the Board regarding Deferred Maintenance.

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

EMPLOYEE ENGAGEMENT SURVEY (PROJECT NO. RFP 25-39)

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

Dr. Ford Fisher noted that the item is to authorize the Chancellor to execute a contract with Power Consulting Corporation, to provide Employee Engagement Surveys in support of the Talent Engagement Department and in accordance with RFP 25-39. She noted that Mr. Rodney Nathan, Interim Vice Chancellor, Talent Engagement would address any questions.

Trustee Cheben inquired whether the contract requires an annual survey with the vendor or provides an option. He also recommended reviewing opportunities to utilize and leverage the College's strong in-house artificial intelligence capabilities. Mr. Nathan noted that employees often express hesitancy when surveys are conducted internally.

Trustee Davies referenced the composite scores and suggested that it may be more appropriate to complete the process as a Request for Qualifications (RFQ). He observed that some of the firms are relatively unknown and noted that the intent is not to be restrictive. Mr. Nathan stated that he is willing to partner with the Procurement Department moving forward regarding the bid process.

Trustee Loredó expressed her ongoing concern with five-year contracts. Mr. Bob McCracken, Vice Chancellor of Administration and Operations, clarified that the current agreement is structured as a three-year contract with two one-year renewal options.

Trustee Davies inquired whether the firm was the incumbent and if there could be more than one provider. Mr. McCracken noted that the firm is not the incumbent and that the work could have been managed as smaller contracts.

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

FULL-TIME FACULTY ACADEMIC YEAR CONTRACT RENEWALS

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

Dr. Ford Fisher noted that the item pertains to additional full-time faculty contract renewals and apprised that Mr. Rodney Nathan would address any questions regarding the item.

Mr. Nathan explained that the item includes the renewal of 34 contracts for current full-time faculty members and the issuance of 24 new contracts for adjunct faculty members transitioning to full-time status.

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

COOPERATIVE CONTRACT AWARDS FOR FISCAL YEAR 2026

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

Dr. Ford Fisher noted that the item authorizes the Chancellor to negotiate and execute contracts under various cooperative purchasing programs, utilizing approved suppliers for goods and services listed in the supporting document. She noted that the purchases are included in the budget for Fiscal Year 2026. She apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance & Administration/Chief Finance & Building Operations, would address any questions regarding the item.

(Dr. Lenton-Gary stepped out at 5:41 p.m.)

Trustee Cheben noted that transparency had been requested regarding reporting on the cooperative awards and spending amounts and inquired about the current status. He apprised that the request pertained to the visibility of expenditures. Dr. Hawn responded that the information was available and provided an overview of the costs associated with each item. She further apprised that most of the Fiscal Year 2025 funds had been expended. She noted that the report has been reformatted to provide the requested view of award vs. spend.

She apprised that reporting will be provided on a quarterly basis.

(Dr. Lenton-Gary returned at 5:43 p.m.)

Dr. VanDible Stallworth referenced the computer replacement allocation of \$5.6 million and inquired about the total number of employees. Mr. Nathan responded that approximately 6,000 employees are included, encompassing both full-time and part-time staff.

Dr. VanDible Stallworth recommended reviewing the management of the computer replacement program. She noted that there had been no IT inventory for nine years and requested confirmation that IT would not seek additional funding from reserves during the fiscal year. She further apprised that this is an audit concern and indicated that additional details would be requested regarding the replacement rotation process.

Trustee Davies inquired about the average replacement cost per computer. Mr. James Jackson, Executive Director, Network Information and System Support, noted that the average cost is approximately \$1,400 per unit, with about 4,000 computers being replaced annually. He further apprised that the total computer inventory is approximately 20,000 units.

Trustee Loreda recommended that students be included in the computer usage plan. Mr. Jackson noted that a plan is being developed to assist students and apprised that some near-obsolete computers are provided as loaners for student use.

Trustee Davies referenced Dr. VanDible Stallworth's earlier inquiry regarding inventory and asked for the current status. Dr. Hawn noted that the requested information had been provided through the Trustee Inquiry process. Trustee Loreda requested that the response be redistributed to all Trustees.

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

ADJOURNED TO CLOSED SESSION

Trustee Eva Loreda adjourned the meeting to Executive Session at 5:56 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Eva Loreda stated that any final action, vote, or decision on any

Houston Community College
Regular Meeting – September 17, 2025 - Page 8

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

Trustee Eva Loredo reconvened the meeting in Open Session at 6:28 p.m. and entertained any motions on pending matters.

(The following Trustees were present: Loredo and Lenton-Gary)

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 6:38 p.m.

Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

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

September 17, 2025

Minutes

The Board of Trustees of Houston City College held a Special Meeting on September 17, 2025, at the HCC Administration Building, 3100 Main, Second Floor Auditorium, Houston, Texas.

MEMBERS PRESENT

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

CHANCELLOR COUNCIL

Margaret Ford Fisher, Chancellor
Rima Adil, Interim Vice Chancellor, Strategic Communications and Marketing
Lisa Alcorta, Vice Chancellor, Student Services
Nathan Smith, Faculty Senate President
Andrea BurrIDGE, Vice Chancellor for Strategy, Planning, and Institutional Effectiveness
Jerome Drain, President, Online College
Michael Edwards, Office of the Ombudsman
Betty Fortune, President, Northeast College
Frances Villagran-Glover, President, Southeast College
Lutricia Harrison, President, Coleman College
Sherry Hawn, Senior Vice Chancellor, Finance & Administration/Chief Finance & Building Operations
Edmond "Butch" Herod, President, Central College
Zachary Hodges, President, Northwest College
Warren Hurd, Vice Chancellor, Administrative Services
Barry Sullivan, Chief Information Officer, Information Technology
Bob McCracken, Vice Chancellor, Administration and Operations
Nicole Montgomery, General Counsel
Rodney Nathan, Interim Vice Chancellor for Talent Engagement/Chief Human Resource Officer
Norma Perez, Senior Vice Chancellor for Instructional Services/Chief Academic Officer
Karen Schmidt, Executive Director, HCC Foundation
James Walker, Interim Chief Facilities Officer

Michael Webster, President, Southwest College
Morgan Yette, Staff Senate President
Remmele Young, Vice Chancellor of External and Governmental Relations, Transfer and Alumni Relations

CALL TO ORDER

Trustee Eva Loreda, Chair, called the meeting to order at 3:32 p.m. and declared the Board convened to consider matters of Houston City College as listed on the duly posted Meeting Notice.

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

HEARING OF THE CITIZENS

No citizens signed up to speak before the Committee.

TOPICS FOR DISCUSSION AND/OR ACTION

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

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

Dr. Ford Fisher noted that the item is presented to adopt the resolution canceling the election for Trustee District VII.

Dr. Nicole Montgomery, General Counsel, noted that Dr. Cynthia Lenton-Gary is unopposed in the election for Trustee District VII and apprised that the item cancels the election in District VII.

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

FACILITY USE UPDATE

Dr. Ford Fisher noted that the item provides an overview of the Facility Usage policy and apprised that Dr. Nicole Montgomery would provide an overview.

(Trustee Patterson joined the meeting at 3:34 p.m.)

Dr. Montgomery provided an overview of the following:

- Community Access to HCC Facilities and Requirements
- Community Facility Rental Program
- Community Use of College Facilities
- Scheduling and Relocating an Event
- Facility Use Agreement
- Facility Use Fee Structure

- Facility Use Approval Process
- Grounds for Request Denial

(Dr. VanDible Stallworth joined the meeting at 3:39 p.m.)

- Facility Usage Restrictions
- Next Steps:
 - Litigation and Risk
 - Responsible Party

Trustee Richart inquired if the process is different for students. Dr. Montgomery noted that there is a different process for student usage; however, students may rent the facility in association with an entity or organization.

Trustee Patterson inquired whether the information is publicly accessible and if it addresses the issue regarding the North Forest Campus. Dr. Montgomery noted that the policy is available to the public and apprised that there are litigation matters involving smaller organizations, which will be discussed in closed session.

UPDATE ON NOMINATION PROCESS FOR HARRIS CENTRAL APPRAISAL DISTRICT (HCAD) BOARD OF DIRECTORS

Dr. Ford Fisher noted that the item provides an overview of the nomination process for the Harris Central Appraisal District (HCAD) Board of Directors. She apprised that Dr. Sherry Hawn, Senior Vice Chancellor, Finance & Administration/Chief Finance & Building Operations, would provide the overview.

Dr. Hawn noted that the item provides an opportunity for the Board to nominate up to two candidates to the HCAD. She apprised that the deadline for submitting the nominees to HCAD is October 14, 2025. She noted that the Board will have an opportunity to approve a resolution regarding the nominees at a Special meeting scheduled for October 1, 2025.

Dr. Lenton-Gary inquired if there were any nominees. Dr. Hawn apprised that there are currently no nominees for HCC.

Trustee Davies noted that historically the Board submitted only one nominee and inquired why there is now consideration for up to two nominees. Dr. Hawn apprised that two openings are available.

Trustee Davies commented on the process and noted that submitting two nominees could dilute the vote. He further apprised the importance of having greater clarity regarding the nomination process.

Trustee Richart inquired whether the Board could decide to nominate someone on October 1, 2025, and then vote on a candidate based on the slate provided by HCAD on December 15, 2025. Dr. Hawn confirmed the timeline as outlined by Trustee Richart.

ADJOURNED TO CLOSED SESSION

Trustee Eva Loredó adjourned the meeting to Executive Session at 3:52 p.m., notice having previously been given and reiterated per Sections 551.071, 551.072, and/or 551.074 of the Open Meetings Law. Trustee Eva Loredó stated that any final action, vote, or decision on any item discussed in Executive Session would be taken up in the Open Session or a subsequent Public Meeting.

Trustee Eva Loredó reconvened the meeting in Open Session at 4:32 p.m. and entertained any motions on pending matters.

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

ADJOURNMENT

With no further business coming before the Board, the meeting adjourned at 4:52 p.m.
Minutes submitted by Sharon Wright, Director, Board Services

Minutes Approved as Submitted: _____

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
1.	Acceptance of Donated Item by Apple REJI	Dr. Margaret Ford Fisher Dr. Michael Webster

RECOMMENDATION

Acceptance of donation from Apple technology for the Eagle Spark program.

COMPELLING REASON AND BACKGROUND

This gift will support student success and excitement at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$118,320.00

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Apple REJI Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

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

Ms. Guenther:

Thank you for the wonderful in-kind donation of Apple technology for the Eagle Spark program. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$118,320. Your generosity has furthered the efforts of the student programs at Houston City College.

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

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

Sincerely,

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

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

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

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

RECOMMENDATION

Acceptance of an A100 Nvidia GPU combined with Heidi AI Software (technology for DIT students for use in Fall classes) donated by Adaptive Computing.

COMPELLING REASON AND BACKGROUND

This gift will support student success and excitement at HCC.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$100,000.00
Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Adaptive Computing Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Southwest



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

Art Allen
President & CEO
Adaptive Computing Enterprises, Inc.
1100 5th Avenue South, Suite #201
Naples, FL. 34102

Mr. Allen:

Thank you for the wonderful in-kind donation of technology for the Digital and Information Technology Center of Excellence at Houston City College. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$100,000. Your generosity has furthered the efforts of the student programs at Houston City College.

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

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

Sincerely,

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

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ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
3.	Acceptance of Donated Item by Professor Michelle Kirkpatrick	Dr. Margaret Ford Fisher Dr. Lutricia Harrison

RECOMMENDATION

Acceptance of Medical Supplies and a Hoyer Lift donated by Michelle Kirkpatrick.

COMPELLING REASON AND BACKGROUND

This gift will support student success in the Nursing program.

FISCAL IMPACT

Donation Value: in- kind contribution at a total of \$5,000.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Professor Michelle Kirkpatrick Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Coleman



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

Professor Michelle Kirkpatrick
15022 Wiltshire Castle Ln.
Houston, Texas 77044

Dear Professor Kirkpatrick,

Thank you for the in-kind donation of the Medical Supplies and a Hoyer Lift to HCC's Nursing Department. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$5,000.00. Your generosity has furthered the efforts of the Nursing program at Houston City College by providing valuable equipment for our students to train on.

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

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

Sincerely,

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

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

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
4.	Acceptance of Donated Item by Judy Robinson Estates	Dr. Margaret Ford Fisher Dr. Butch Herod

RECOMMENDATION

Acceptance of donated designer clothing items from Judy Robinson Estates

COMPELLING REASON AND BACKGROUND

This gift will support HCC's Fashion Archive and help students in Fashion Design and Fashion Marketing & Merchandising learn from these pieces.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$52,285.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. *Student Success*

This item is applicable to the following: Central

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
5.	Acceptance of Donated Item by Cemtiva Factory, Inc.	Dr. Margaret Ford Fisher Dr. Betty Fortune

RECOMMENDATION

Acceptance of various equipment donated by Cemtiva Factory, Inc.

COMPELLING REASON AND BACKGROUND

This gift will support student success.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$27,642.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel.

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Cemtiva Factory, Inc. Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Northeast



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Ryan F. McCauley
Immediate Past Chair

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of Philanthropic
Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

Cemvita Factory, Inc.,
9350 Kirby Dr., Suite 100
Houston, TX 77054

Dear Cemvita:

Thank you for the in-kind donation of the various equipment that our Northeast campus can utilize. We anticipate that Houston Community College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025, board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of at \$27,642.00. Your generosity has furthered the efforts of the student programs at Houston Community College.

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

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

Sincerely,

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

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

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
6.	Acceptance of Donated Item by Brochsteins Inc.	Dr. Margaret Ford Fisher Dr. Butch Herod

RECOMMENDATION

Acceptance of the following donated items by Brochsteins Inc:

Tools, equipment, furniture, art, and assorted materials for the Architectural Design & Construction COE and plants for Northwest College.

COMPELLING REASON AND BACKGROUND

This gift will support HCC’s Architectural Design & Construction COE with tools, equipment, and materials, the Interior Design program with furniture, materials, and items from acclaimed interior designers, and will support students at Northwest College in the Agriculture, Horticulture, and Environmental Sciences program.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$105,880.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel

STRATEGIC ALIGNMENT

1. *Student Success*

ATTACHMENTS:

Description	Upload Date	Type
Brochsteins Inc. Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Central



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

Brochsteins Inc.
Attn: Mr. Steven Hecht and Mrs. Deborah Brochstein
11530 Main St.
Houston, TX 77025-5904

Dear Mr. Hecht and Mrs. Brochstein:

Thank you for Brochsteins Inc. in-kind donation of tools, equipment, furniture, and materials to the HCC's Central College and in-kind donation of plants to HCC's Northwest College. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025 Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution of \$105,880.00. Your generosity has furthered the efforts of the Architectural Design & Construction COE, our Interior Design program, and our Agriculture, Horticulture, and Environmental Sciences program at Houston City College.

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

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

Sincerely,

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

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ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
7.	Acceptance of Donated Item by Baylor St. Lukes Medical Center	Dr. Margaret Ford Fisher Dr. Lutricia Harrison

RECOMMENDATION

Acceptance of IU22 Phillips 2013 Ultrasound Machine donated by Baylor St. Lukes Medical Center.

COMPELLING REASON AND BACKGROUND

This gift will support student success in the Diagnostic Medical Sonography program.

FISCAL IMPACT

Donation Value: in-kind contribution at a total of \$1.00.

Additional Costs: no additional costs included in HCC Budget

LEGAL REQUIREMENT

Approved by the Office of General Counsel.

STRATEGIC ALIGNMENT

1. Student Success

ATTACHMENTS:

Description	Upload Date	Type
Baylor St. Lukes Medical Center Acknowledgement Letter	9/19/2025	Attachment

This item is applicable to the following: Coleman



**HCC Foundation
Executive Committee**

David D. Itz
Board Chair

Tracy Janda
Board Chair-Elect

Melissa Vela
*Vice Chair of
Board Relations*

Ed Fierro
*Vice Chair of
Governance*

Jennifer Waldner Grant
*Vice Chair of
Philanthropic Strategy*

Juanita S. Parker
Secretary

Cecelia Allen
Treasurer

Margaret Ford Fisher, Ed.D.
HCC Chancellor

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

September 15, 2025

Baylor St. Lukes Medical Center
Attn: Shanelle Jefferson, Ultrasound Supervisor
6720 Bertner
B1 P006 Radiology, ultrasound
Houston, Texas 77030

Dear Ms. Jefferson:

Thank you for the in-kind donation of the IU222 Phillips 2013 Ultrasound Machine. We anticipate that Houston City College's Board of Trustees will determine its formal acceptance of the donation at the October 15, 2025, Board meeting. We will keep you aware of this process.

While, according to IRS regulations, we cannot declare the value of your donation, you have valued your in-kind contribution at \$1.00. Your generosity has furthered the efforts of the Diagnostic Medical Sonography program at Houston City College by providing valuable equipment for our students to train on.

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

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

Sincerely,

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

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

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
8.	FY 2025 Internal Audit Annual Report	Dr. Margaret Ford Fisher Terry Corrigan

RECOMMENDATION

Approve the FY 2025 Internal Audit Annual Report.

COMPELLING REASON AND BACKGROUND

The Board of Trustees approved FY 2025 Internal Audit Annual Report will be posted on the Internal Audit webpage of the HCC website in accordance with the Texas Internal Auditing Act.

LEGAL REQUIREMENT

In accordance with the Texas Internal Auditing Act, the Board approved Internal Audit Annual Report will be posted to the HCC website.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
FY 2025 Internal Audit Annual Report - Presentation	9/23/2025	Presentation
FY 2025 Internal Audit Annual Report	9/23/2025	Attachment

This item is applicable to the following: District



FY 2025 Internal Audit Annual Report

**Dr. Margaret Ford Fisher, Chancellor
Terry Corrigan, Director Internal Audit**

October 1, 2025

FY 2025 Internal Audit Annual Report

The Attached Annual Report Is

- A standard recurring annual report
- Required by the Texas Internal Auditing Act
- Follows State Auditors Office prescribed standard elements
- Required to be reviewed and approved by Board of Trustees
- Required to be posted on website

Annual Report Standard Elements

- | | |
|-------------------------------------|-------------------------------------|
| I. Internal Audit Plan FY 2025 | V. Internal Audit Plan FY 2026 |
| II. Quality Assurance Review | VI. External Audit Services FY 2025 |
| III. Observations & Action Plans | VII. Reporting Fraud & Abuse |
| IV. Consulting & Non-audit Services | VIII. Posting Plan & Annual Report |

Report is attached in the package

FY 2025 Internal Audit Annual Report

We recommend approving the report.

Thank You
Questions?



**Internal Audit Annual Report
Fiscal Year 2025
in Accordance with the Texas Internal Auditing Act**

**Prepared by
Internal Audit Department
Terry Corrigan, Director Internal Audit**

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External Audit Services – Fiscal Year 2025.....	VI
Reporting Suspected Fraud and Abuse	VII
Compliance with TGC, Section 2102.015: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit Information on the HCC Website	VIII

I. Internal Audit Plan for Fiscal Year 2025

The Board of Trustees approved the FY 2025 Internal Audit Plan on August 21, 2024. The Houston City College (HCC) audit universe is developed through HCC's Enterprise Risk Management Assessment Program (ERM) (239 risks assessed). The High Risk Audit Candidates in the plan are based on the assessment of the following: 1) governing board members input, 2) ERM interviews conducted with Chancellor's Council members and other chief executives (22 interviews), 3) consultants use 4) external audits 5) top risks identified by the United Educator's Risk Management Premium Credit program, 6) 2024 KPMG Internal Audit Key Risk, 7) standards for the professional practice of internal auditing, 8) Texas Internal Auditing Act, and 9) alignment with HCC's strategic priorities. The plan includes some hours for transitioning to the new Global Internal Audit Standards that went into effect January 9, 2025.

A FY 2025 Internal Audit Plan Status Report is detailed in the following table.

FY 2025 Internal Audit Plan Status Report

Audit Projects	Project Number	Stage	Report Issued	Notes/Issues
Operational Audit Projects				
Student Mental Health	24-O-2	Complete	12/18/24	Final audit report issued Wednesday, 12/18/2024
IT Disaster Recovery	25-O-1	Complete	08/28/25	Final audit report issued Thursday, 8/28/2025
IT Systems Audit	25-O-2	Roll FY 2026	N/A	Roll over to FY 2026 Plan
Compliance Audit Projects				
Payment Card Industry (PCI) Data Security Standard (DSS)	23-C-2	Complete	04/10/25	Final audit report issued Thursday, 4/10/2025
Title IX	23-C-3	Cancelled	N/A	Cancelled
Campus Safety & Environmental Operations Management	25-C-1	N/A	N/A	Planning for all three colleges
Central College	25-C-1-1	Complete	04/15/25	Final audit report issued Tuesday, 4/15/2025
Northeast College	25-C-1-2	Complete	04/15/25	Final audit report issued Tuesday, 4/15/2025
Coleman College	25-C-1-3	Complete	04/15/25	Final audit report issued Tuesday, 4/15/2025
Procurement Processing	25-C-2	N/A	N/A	
Cooperative Contracts Review	25-C-2-1	Complete	08/27/25	Final audit report issued Wednesday, 8/27/2025
Blanket Purchase Orders Review	25-C-2-2	Complete	08/26/25	Final audit report issued Tuesday, 8/26/2025
Payments Processing	25-C-3	N/A	N/A	
Contracted Services Analysis	25-C-3-1	Complete	12/17/24	Final audit report issued Tuesday, 12/17/2024
Less Than \$100K Payments Analysis	25-C-3-2	Complete	12/18/25	Final audit report issued Wednesday, 12/18/2024
Advisory Services Projects				
Committees & Task Forces	25-S-1	N/A	N/A	
Special Projects & Examinations	25-S-2	N/A	N/A	
ERM Top 10 Risks Baseline Assessment	25-S-3	N/A	N/A	
Administrative Projects				
FY 2026 Audit Planning & ERM Assessment	25-A-1	Complete	08/06/25	FY2026 IA Plan presented Wednesday, 8/6/2025
TeamMate IA Management System	25-A-2	Ongoing	N/A	Continuously improving the use of TM+
Internal Quality Assurance Review	25-A-3	Roll FY 2026	N/A	Roll over to FY 2026 Plan
FY 2025 Annual Audit Report	25-A-4	Complete	10/01/25	FY2025 annual report presented Wednesday, 10/1/2025
External Audits Monitoring	25-A-5	Ongoing	N/A	
Lunch and Learns	25-A-6	Ongoing	N/A	
Newsletters	25-A-7	Ongoing	N/A	
Global Internal Audit Standards Transition	25-A-8	Ongoing	N/A	
Observation Action Plan Follow-ups				
Observation Action Plan Follow-ups	25-F-1	Ongoing	N/A	Quarterly status report presented to Audit Committee

II. Quality Assurance Review

An external quality assurance review (EQAR) was performed by Basil Woller and Associates (Basil Woller) on the Internal Audit Department in FY 2021, in compliance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (*Standards*). The review was an independent validation of the assertions and conclusions made in the internal audit report “20-A-3 IA Internal Quality Assurance Review” issued by the HCC’s Internal Audit Department on June 23, 2020. Basil Woller’s report issued May 7, 2021, concurred with the Internal Audit self-assessment, that HCC’s Internal Audit Department generally conforms with the *Standards* and the IIA Code of Ethics. This level of conformance is the top rating and demonstrates a clear intent and commitment to achieving the Core Principles and the Definition of Internal Auditing.

The next EQAR is due to be completed in 2026. The review will assess conformance with The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards (Standards), Topical Requirements, and Global Guidance. These new Standards went into effect January 9, 2025.

The HCC Internal Audit Department completed the following quality assurance activities during FY 2025:

1. Collaborated with the Risk Management Office to update and complete the annual Enterprise Risk Management Assessment for HCC.
2. An Internal Quality Assurance Review was combined with a Global Internal Audit Standards transition review to meet the requirements of the new Standards.
3. TeamMate Analytics software is being used to perform data analytics in audit projects based on planning assessments.
4. Maintained a professional staff with diversified skill sets and professional certifications.
5. Completed training to maintain professional certifications and to improve knowledge and understanding required to complete audit projects.

III. Summary of Observations and Management Action Plans

See the detailed FY 2025 Audit Observations and Management Action Plans Attachment to this report.

IV. List of Consulting Engagements and Non-audit Services Performed

Internal Audit provided a lunch and learn on “Fraud Awareness.” Members of the Internal Audit Department participated on the following councils, task forces, and committees in FY 2025:

1. Accountability and Standards Council
2. Internet and Communication Technology and Accessibility Committee
3. Procurement Contract Evaluation Committees
4. Candidates for Hiring Screening Committees

V. Internal Audit Plan for Fiscal Year 2026

The Houston City College (HCC) Board of Trustees approved the Fiscal Year 2026 Internal Audit Plan on August 20, 2025.

Executive Summary

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

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

Plan Development Methodology

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

The FY 2026 Internal Audit Plan is detailed in the following table.

**Internal Audit Department
Fiscal Year 2026 Audit Plan**

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

Administrative Projects		
26-A-1	FY 2027 Audit Planning & ERM Assessment	Collaborate with HCC Risk Management to update the Enterprise Risk Management (ERM) assessment & audit planning.
26-A-2	TeamMate IA Management System	TeamMate software system maintenance & improvement.
26-A-3	Internal Quality Assurance Review	Perform a formal internal quality assurance review on IA.
26-A-4	FY 2026 Annual Audit Report	Compile and prepare State required annual audit report.
26-A-5	External Audits Monitoring	Monitor external audit activities on HCC and related observation action plans.
26-A-6	Lunch and Learns	Presentations to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.
26-A-7	Newsletters	Newsletters to HCC's general personnel to raise awareness on fraud deterrence, risk management, internal control & compliance.
26-A-8	Global Internal Audit Standards Transition	IA transitioning to the new Institute of Internal Auditors "Global Internal Audit Standards" that are effective January 2025.
Observation Action Plan Follow-ups		
26-F-1	Observation Action Plan Follow-ups	Follow-up on completion of audit observations action plans

VI. External Audit Services – Fiscal Year 2025

HCC Procured Services in FY 2025

1. Rapid 7 – IT cyber & data security penetration testing.
2. Texas Mutual Insurance Company – 3/1/24 to 3/1/25 Workers' Compensation final premium audit.
3. Forvis Mazars – Annual Financial Statements Audit for FY 2025 in progress.

Regulatory Imposed in FY 2025

1. The State Auditor's Office completed its evaluation of compliance with the Public Funds Investment Act (PFIA) and Rider 5 requirements. HCC was determined to be fully compliant with PFIA requirements.
2. Houston-Galveston Area Council (H-GAC) engaged Weaver to perform 2023-2024 Financial Monitoring & Billing Review on adult education contracts 213-23 & 213-24. The examination yielded no findings of concern.
3. City of Houston Housing and Community Development Department performed a subrecipient compliance monitoring review on HCC's EmPowering Solar Jobs Program. All issues were determined adequately resolved and the review is now closed.
4. THECB performed an AY 2022 Governor's Emergency Education Relief (GEER) Fund desk compliance review on Online Learning – Reporting Modernization. HCC was determined in compliance.
5. Houston-Galveston Area Council conducted an interview-style cyber-security review of HCC's IT systems. No issues were identified for follow up.
6. THECB performed an Appropriation Year 2024 Single Audit Report Evaluation noting no federal or state funding findings.
7. THECB performed a FY 2024 Houston Community College Perkins Desk Review. No compliance issues were observed in the review.
8. The THECB completed a Compliance Monitoring Desk Review of the Texas Educational Opportunity Grant (TEOG). The review focused on TEOG data for the financial aid year 2023-2024. There were no observations resulting from the engagement.

VII. Reporting Suspected Fraud and Abuse

HCC has taken the following actions to implement the fraud detection and reporting requirements of Section 7.09 of the 83rd Legislature's General Appropriations Act, and Texas Government Code, Section 321.022:

- All employee mandatory annual Standards of Conduct training has been established.
- HCC has established a confidential independent Hotline for people to report suspected fraud, abuse, and unethical behavior. A link to the reporting Hotline is on the HCC website home page. Reporting Hotline information is included in mandatory annual Standards of Conduct training.
- The HCC Compliance and Ethics website has a link to the State Auditor's Office fraud hotline.
- Internal Audit provided a "Fraud Awareness" lunch and learn available to all HCC employees.
- In compliance with the reporting requirements of fraud, waste, and abuse, HCC reports all instances of confirmed fraud, waste, and abuse to the State Auditor's Office.

VIII. Compliance with TGC, Section 2102.015: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit Information on the HCC Website

TGC, Section 2102.015 was added by House Bill 16 (83rd Legislature, Regular Session) on June 14, 2013. Colleges are required to post certain information on their website. Specifically, Colleges must post the following information within 30 days of approval by the Board of Trustees:

- The approved audit plan for the current fiscal year.
- The annual audit report for the previous fiscal year.
- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report.
- A summary of the action taken by the College to address concerns raised by the audit plan or annual report.

HCC Internal Audit will submit the Internal Audit Annual Report to the website coordinators for posting on the Internal Audit section of the HCC website no later than 30 days after the HCC Board of Trustees approves the report. The current fiscal year audit plan has been posted to the website. This report includes the TGC, Section 2102.015 standard elements.

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
21-O-5 Construction Cost Management	2	While HCC Facilities has controls in place to ensure construction cost management processes are performed in a way that helps HCC meet its business objectives without introducing unnecessary risks, those processes are not formally written and documented. The HCC Facilities Department needs to deploy control activities through written departmental policies that establish expectations in the construction cost management process and procedures to put those policies into action.	Policies and procedures governing construction cost management will be implemented per the audit recommendation.	Executive Director of Facilities/Capital Improvement Projects	Complete 8/1/2024
20-O-1 Enrollment Review	1	Student Services reported Enrollment Projections to the Board on April 19, 2023, including a list of 5 immediate next steps needed to maintain momentum toward achieving enrollment goals. IA concurs with this analysis of primary steps urgently needed to enable HCC to reach enrollment goals and transition to the new State Appropriation "Performance Based Funding Model". These 5 steps are as follows:			
		1. Develop a strategic enrollment management plan (SEM).	RFP being secured through the procurement department for an official SEM plan at HCC.	Interim VC Student Service/ Interim AVC Enrollment Management	Complete 10/31/2024
			District-wide townhalls will be held to introduce the SEM to internal and external stakeholders.		Complete 10/31/2024
		4. Invest in a CRM and resources to develop a 360-degree perspective of students in the enrollment funnel.	My One Flow, the interim CRM Solution, went live 10/11/2024.	Interim VC Student Service/ Interim AVC Enrollment Management	Complete 10/11/2024
			The feasibility of a another permanent comprehensive CRM software solution is being explored. The specs have been given to HCC IT for review.		In Progress TBD
		5. Provide students with a primary contact / mentor to support them throughout their student experience.	A process has been established to assign primary contacts to all HCC credit students from initial connection through graduation.	Interim VC Student Service/ Interim AVC Enrollment Management	Complete 10/11/2024
20-O-2 IT Cyber & Data Security and Governance Audit	1	Internal Audit reviewed HCC IT Cyber Security staff job responsibilities for appropriateness. This appeared appropriate. Additionally, IA compared staffing size against similar sized peers and with third party studies and noted an area for improvement. The staffing level is minimal for a college of this size. HCC should evaluate the possibility of increasing staffing for full-time HCC IT Cyber Security to eight employees. This would help strengthen the institution's resiliency against cyber-attacks.	The IT Governance & Compliance department has submitted a FY2026 unrestricted budget request to fund the needed staffing.	CIO, VC Finance, VC TE, VC Admin & Ops	Complete 1/23/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
22-O-1 Deferred Maintenance	1	During interviews with the Facilities department personnel, it was determined that HCC Facilities has processes in place for identifying, risk assessing, prioritizing, cost tracking, and reporting deferred maintenance projects. However, these processes are not formally written and documented. The HCC Facilities Department should create written departmental procedures for deferred maintenance to help control activities and establish expectations. The procedures should document the steps used to assess and prioritize deferred maintenance projects. In addition, all agendas and minutes from meetings held with subject matter experts (SMEs) to assess and determine the priority of deferred maintenance projects should be documented and maintained.	The Facilities Department will establish formal written procedures that document the steps used to assess and prioritize deferred maintenance projects referred to in the action plan for observation 2 below.	Chief Facilities Officer/Executive Director, Maintenance and Auxiliary Services	Complete 11/30/2024
	2	During the review of processes and procedures in place to identify, assess and prioritize deferred maintenance projects, it was determined that a Facilities Condition Assessment was performed in 2019. Industry best practices indicate regular inspections and condition assessments should be performed, at least every five years. The HCC Facilities Department should recommend to the Board of Trustees that an updated Facilities Condition Assessment be performed. An updated FCA will: <ul style="list-style-type: none"> • Help Facilities assess the current condition of College buildings and properties. • Provide more accurate and actionable data to assist Facilities in assessing DM needs. • Help Facilities prioritize budgetary needs and establish maintenance and repair timelines. • Enable better capital planning and forecasting. • Ensure compliance with industry standards and safety requirements. • Help better estimate deferred maintenance expenses. 	The current condition assessment concludes in calendar year 2029. The Facilities Department will request approval for a firm to conduct a new facilities condition assessment in FY29. The Facilities Department is not using the 2019 Facilities Condition Assessment for managing the deferred maintenance program. The Department has created a weighted scoring system for the deferred maintenance program and will utilize this to prioritize the FY2025 Deferred Maintenance projects. Additionally, the Department will form an advisory committee to present the ranked projects quarterly to maintain a high level of functionality and prioritizing items in imminent failure planning with the campuses as necessary.	Chief Facilities Officer/Executive Director, Maintenance and Auxiliary Services	Complete 10/14/2024

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
23-O-1 Asset Management - Information Technology	1	<p>IA observed various discrepancies with departmental IT asset inventory. The discrepancies are detailed in the report Attachment. IA noted that HCC does not have a written policy that details HCC's expectations for managing IT assets. IA recommends an HCC policy regulation be written and submitted to the Chancellor's Executive Committee (CEC) for approval to manage IT assets. IA suggests that the regulation cover the following elements:</p> <ul style="list-style-type: none"> • Onboarding: Workflow from HCC IT to the customer. This would include departmental technology assets from general purchase, grant funded, and donated items. The HCC IT department should be the initial recipient of controlled and capitalized IT assets inclusive of computers, servers and network equipment. This would help ensure that these types of assets are properly recorded, set up, secured, managed, configured and safe to use on the HCC network. • Monitoring: Annual inventory count and reconciliation by a designated party, movement forms completed when assets are moved and transferred to another location. • Offboarding: Workflow from IT asset custodians to HCC IT when employees leave HCC or transfer to other departments. • Training: Required training details. • Review and monitoring oversight: Required by directly responsible individuals. • Enforcement: Accountability, disciplinary action for policy offenders. 	A Regulation Policy has not been approved because Texas regulations have increased accounted for assets to \$10K, so the Regulation Policy was not taken to the BOT in August. HCC accounted for assets is still at \$5K; however, IT and Facilities are working to educate college leadership about the existing process for Asset Management inventories. The new proposed date for BOT approval is November. Facilities is currently closing the FY2025 inventory and working with IT to adopt a new software system to link the IT inventory with the inventory in PeopleSoft.	Chief Facilities Officer/Chief Information Officer	In Progress 11/30/2025
24-C-1 Campus Safety & Environmental Operations Management	1	Historically, HCC has maintained safety data sheets (SDS) in a hard copy format, leading to inefficiencies in storage, retrieval, and updating as indicated by ongoing observations related to missing SDS and incomplete chemical inventories. With advancements in technology, digital solutions offer a more streamlined and effective approach to managing SDS information. Internal Audit recommends that EH&S submit a proposal to HCC Administration to implement an online SDS service.	EH&S is working with Velocity EHS, Procurement, IT and Legal to purchase the software necessary to use an online SDS system for our SDS inventories. EH&S is meeting with program deans and administrators to identify SDS administrators to the system. EH&S expects to begin loading information by the end of September 2025.	EHS Manager	In Progress 9/30/2025
24-C-1-1 Central College Campus Safety & Environmental Operations Management	7	Two classrooms did not have eyewash stations available when chemicals and materials on hand required an eyewash be present for immediate emergency use. One eyewash station was not working properly in JBW 118. The equipment was repaired on site by EHS.	Eye wash stations were installed.	EHS Manager	Complete 4/17/2025
	17	One prep room did not have a safety shower present when a shower would be required by chemicals on hand.	Safety shower was installed.	EHS Manager	Complete 4/17/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
24-C-2 Senate Bill 17	1	In Internal Audits opinion, HCC executive management has been provided with sufficient training concerning SB 17 compliance through Chancellor Executive Council Task Force Meetings, Accountability and Standards Council meeting presentations, and required executive management attestation certifications. An SB 17 Compliance Resources email was provided to all HCC employees on July 25, 2024, to assist employees in complying with the new mandatory requirements. Employees may not have been diligent in adequately acquainting themselves with the information provided. All employees are responsible for familiarizing themselves and complying with SB 17's basic requirements. Internal Audit recommends HCC management provide required training for all HCC employees to strengthen the control environment around complying with the new requirements.	OGC hired a Compliance Training Specialist in January 2025. The course will be rolled out by the 2nd week of August 2025. It will be available to all employees; however, it will be required for E10 and above, including the Deans, Chairs, and Program Directors.	General Counsel and VC, Talent Engagement & CHRO	In Progress 8/15/2025
24-A-8 Global Internal Audit Standards Transition	1	An effective partnership between the board, senior management and the CAE is essential to enable effective internal auditing and enhance organizational success. All three parties must support each other to enable success. Domain III: Governing the Internal Audit Function, in the Standards, outlines the requirements for the CAE to work closely with the board to establish the internal audit function, position it independently, and oversee its performance. Domain III also outlines senior management's responsibilities that support the board's responsibilities and promote strong governance of the internal audit function. While most of the requirements in Domain III are not new, the "essential conditions" presented in Domain III require direct communication and collaboration between the CAE, board, and senior management to enable organizational success. The CAE should establish a plan to meet with the board and senior management to discuss the new Purpose of Internal Auditing under the new Standards and the essential conditions presented in the nine standards in Domain III.	In a start to establishing more direct communication and collaboration between the CAE, board, and senior management, the Director of Internal Audit will make a presentation in the Audit Committee meeting scheduled for October 2, 2024, to introduce the new Standards and the essential conditions.	Director Internal Audit	Complete 10/2/2024
24-O-2 Student Mental Health	1	Opportunities for improvement were identified in conjunction with Counseling and Ability Services related to staffing needs. The improvements would offer expanded services to further promote student success and wellbeing. The significant changes in student needs, regulatory requirements, and the overall campus environment since 2012 underscore the necessity of hiring additional counselors. By expanding the counseling staff, HCC can better support students' mental health and wellness, comply with legal obligations, and effectively handle the increasing number of crises on campus. This investment is essential for fostering a healthy and supportive educational environment.	Counseling and Ability Services leadership have submitted hiring justification for additional positions that could improve regular hours caseload coverage and provide support for after hours and weekend services for emergent events and to accommodate students whose work/life schedule does not allow free time for counseling during regular business hours. Upon approval for hiring, Counseling and Ability Services will work with Talent Engagement to post and recruit for additional counseling positions.	AVC, Special Programs & Success	In Progress 9/1/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
	2	Counseling and Ability Services training offerings are quite robust, however, comprehensive tracking of attendance by faculty and staff is needed. Counseling and Ability Services should maintain a record of attendee names, positions and departments. For student-facing positions, goals evaluated in the PEP process could include annual training in mental health, human trafficking and other related topics. In this case, evidence of attendance in the form of certificates backed by attendance records would be needed to provide appropriate documentation supporting the achievement of goals.	Counseling and Ability Services will take advantage of the Anthology Engage Student Engagement Platform being acquired by Student Life to track the attendees' names, positions, and departments for each training offering, as well as tracking evaluation feedback forms for topics of interest and needs for professional development as reported by faculty, staff and student attendees.	AVC, Special Programs & Success	In Progress 9/1/2025
24-C-1-1 Northwest College Campus Safety & Environmental Operations Management	1	Safety data sheets were not readily available in one storage room and four classrooms.	Three exceptions were corrected on site by the campus manager. All exceptions were corrected prior to report issuance.	COO; Campus Manager, ATTC	Complete 4/15/2025
	2	Four classrooms/labs did not have appropriate signs present indicating hazard information.	All corrective action plans were completed prior to report issuance.	COO; Campus Manager, ATTC	Complete 4/15/2025
	3	One chemical storage room and one classroom did not contain the required spill cleanup kit.	All corrective action plans were completed prior to report issuance.	COO	Complete 4/15/2025
	4	Two classrooms did not have appropriate eyewash stations when chemicals and materials on hand required an eyewash be present for immediate emergency use.	Installation of eyewash stations completed.	EHS Manager	Complete 8/9/2025
	5	The fume hood sashes in two labs were open when not in use.	All exceptions were corrected on site by campus operations personnel or the EHS Manager.	Campus Manager; EHS Manager	Complete 4/15/2025
	6	Obstruction of safety equipment, such as eyewash stations and portable fire extinguishers, was noted in one classroom.	The exception was corrected on site by the EHS Manager.	EHS Manager	Complete 4/15/2025
	7	One lab contained a fire extinguisher with no indication of annual inspection.	The exception was corrected on site by the contracted vendor TDI.	EHS Manager	Complete 4/15/2025
	8	One classroom did not have a Hazard Communication Program available.	The exception was corrected on site by the campus manager.	Campus Manager	Complete 4/15/2025
	9	Containers in one lab were not appropriately labeled with the full chemical or trade name.	The exception was corrected on site by campus operations personnel.	Campus Manager	Complete 4/15/2025
	10	One classroom did not contain an accurate inventory list of hazardous chemicals known to be present.	The exception was corrected on site by the instructor.	COO; Campus Managers	Complete 4/15/2025
	11	One classroom did not have all hazardous or flammable chemicals stored in an NFPA approved flammable storage cabinet.	The exception was corrected on site by EHS.	EHS Manager	Complete 4/15/2025
	12	One classroom had a chemical not stored by hazard class.	All action plans have been completed. The exception was corrected on site by the campus manager.	Campus Manager	Complete 4/15/2025
24-C-1-2 Southeast College Campus Safety & Environmental Operations Management	1	Seven classrooms/labs contained a fire extinguisher with no indication of monthly inspection.	All corrective action plans were completed prior to report issuance.	EHS Manager	Complete 4/15/2025
	2	Obstruction of safety equipment, such as eyewash stations and portable fire extinguishers, was noted in five classrooms/labs.	All exceptions were corrected on site by campus operations personnel.	Campus Manager	Complete 4/15/2025
	3	One lab and four classrooms contained a fire extinguisher with no indication of annual inspection.	All corrective action plans were completed prior to report issuance.	EHS Manager	Complete 4/15/2025
	4	Safety data sheets were not readily available in two classrooms.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
	5	Two classrooms did not contain an accurate inventory list of hazardous chemicals known to be present.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	6	The walkway in one classroom was obstructed.	The exception was corrected on site by campus operations personnel.	Campus Manager	Complete 4/15/2025
	7	One classroom did not have a flammable chemical stored in a NFPA approved flammable storage cabinet.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	8	One classroom did not have appropriate eyewash stations when chemicals and materials on hand required an eyewash be present for immediate emergency use.	Installation of eyewash station completed.	EHS Manager	Complete 8/12/2025
	9	The fume hood sash in one classroom was open when not in use.	The exception was corrected on site by the campus manager.	Campus Manager	Complete 4/15/2025
	10	One classroom did not have appropriate signs present indicating hazard information.	The exception was corrected on site by the EHS Manager.	EHS Manager	Complete 4/15/2025
24-C-1-3 Southwest College Campus Safety & Environmental Operations Management	1	Containers in five labs and/or classrooms were not appropriately labeled with the full chemical or trade name.	All corrective action plans were completed prior to report issuance.	COO; Campus Manager	Complete 4/15/2025
	2	Obstruction of safety equipment, such as eyewash stations and portable fire extinguishers, was noted in four classrooms.	All exceptions were corrected on site by campus operations personnel or the EHS Manager.	Campus Manager; EHS Manager	Complete 4/15/2025
	3	Safety data sheets were not readily available in three labs and one classroom.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	4	One classroom did not have an appropriate eyewash station when chemicals and materials on hand required an eyewash be present for immediate emergency use. Three classrooms had an eyewash station that was not operational.	Installation of eyewash station completed.	EHS Manager	Complete 8/16/2025
	5	Three classrooms/labs did not have appropriate signs present indicating hazard information.	All corrective action plans were completed prior to report issuance.	Campus Manager; EHS Manager	Complete 4/15/2025
	6	One lab and one chemical storage room did not contain an accurate inventory list of hazardous chemicals known to be present.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	7	Hazardous or flammable chemicals were not stored properly in two classrooms.	One exception was corrected on site by the campus manager. All exceptions were corrected prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	8	Two labs did not have appropriate spill containment of hazardous materials.	One exception was corrected on site by the campus manager. The remaining exception was corrected prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	9	Two labs did not contain the required spill cleanup kit.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	10	Two classrooms had gas cylinders that were not properly and adequately secured to prevent accidents or damage to the cylinders.	One exception was corrected on site by the EHS manager. The remaining exception was corrected prior to report issuance.	COO; Campus Managers	Complete 4/15/2025
	11	One classroom contained a fire extinguisher with no indication of annual inspection.	All corrective action plans were completed prior to report issuance.	EHS Manager	Complete 4/15/2025
	12	One classroom contained a machine (saw) with no guard to properly prevent injury to an individual.	All corrective action plans were completed prior to report issuance.	COO; Campus Managers	Complete 4/15/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
25-O-1 IT Disaster Recovery	1	As part of the audit, Internal Audit conducted a physical and environmental assessment of HCC's primacy data center. The facility is currently equipped with a diesel-powered generator, which has sufficient fuel capacity to sustain operations for several days under emergency conditions. However, during natural disasters, fuel availability can become severely constrained, and distribution is typically prioritized for emergency response and essential services. To enhance the resiliency of the data center, it is recommended that HCCs Information Technology department consult with Facilities Management to evaluate the feasibility of transitioning to a natural gas-powered generator. Natural gas systems are generally more reliable during extended emergencies due to the continuous pipeline supply, reducing dependency on fuel deliveries and improving overall disaster recovery preparedness.	Facilities estimates it will cost \$3 million to retrofit the existing generator to natural gas. Facilities is investigating getting a 15,000 or 20,000 diesel fuel tank permanently installed in the back parking lot. This process will take 6 to 9 months to evaluate.	Chief Information Officer	In Progress 3/31/2026
	2	Currently, HCC's Disaster Recovery priorities are primarily focused on the restoration of critical systems necessary to support payroll processing and vendor payments. While these functions are essential, it is recommended that HCC's Information Technology and the Administration & Operations department periodically facilitate strategic discussions with executive leadership to formally define and align institutional priorities for system restoration in the event of a disaster. Engaging executive management in these discussions will help ensure that recovery efforts reflect the broader operational, academic, and community service objectives of the College, and that the resources are allocated in a manner consistent with HCC's mission.	As new application implementations are approved, disaster recovery requirements will be assessed to ensure alignment with organizational resilience standards. HCC's Information Technology, and Administration and Operations departments will schedule periodic Chancellor Executive Council meetings to identify institutional priorities in the event of a disaster beyond mere restoration of critical systems to ensure continuity of academic and administrative operations. IT will request a first meeting by December 15, 2025.	Chief Information Officer; Vice Chancellor, Administration and Operations	In Progress 12/15/2025
25-C-2-1 Cooperative Contracts Review	1	The Procurement department does not currently have formal written procedures outlining the processes, responsibilities, and controls related to cooperative procurement activities. There is no documented formal guidance to ensure consistent application, proper documentation, or compliance with state and College requirements. The Department has been relying on institutional or personal knowledge and informal practices rather than formally documented policies. The lack of documented processes can lead to increased risk of inconsistent procurement practices, non-compliance with applicable laws and guidelines, and reduced transparency in vendor selection and contracting which could be exacerbated by personnel turnover and employee absenteeism. It is recommended that the Procurement department implement formal written procedures outlining the processes, responsibilities and controls related to Cooperative Contract procurement. During the internal audit review, IA flowcharted and documented the cooperatives contracting process. This documentation has been provided to the Procurement Department and can be used as a guideline in establishing the formal written procedures.	The Procurement department will develop written procedures that document and diagram basic procurement processes, responsible parties, and controls for cooperative contracts.	Executive Director Purchasing/ Procurement Operations	In Progress 11/1/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
	2	The College currently utilizes cooperative purchasing contracts for the procurement of various goods and services. However, there is no centralized process in place to track cumulative annual spending through cooperative contracts. Furthermore, the Board of Trustees is not regularly informed about the volume or nature of such expenditures. Bi-monthly reports were requested by the Board of Trustees to track cooperative contract spending against amounts approved by the Board in the "FY2025 Cooperative Contracts Award List" in the September 2024 Special Meeting. This reporting was not provided. It is recommended that the College establish a formal process to: 1)Track and consolidate annual expenditures made through cooperative contracts across all departments and 2) Prepare and present a summary report to the Board of Trustees quarterly, detailing vendors used, amounts spent, and relevant contract information. The report should include a comparison of the annually board approved "Cooperative Contracts Award List" to actual amounts spent.	The Procurement department is developing a process to track COOP spend weekly to ensure that we report spend compared to approved amount, and available balances on a semi-monthly or quarterly basis. The frequency would be determined by the Board of Trustees.	Executive Director Purchasing/ Procurement Operations	In Progress 10/15/2025
	3	The College engages multiple job order contract (JOC) cooperative vendors annually to procure goods and services including construction, renovations, environmental services, maintenance, repairs, and supplies. Many of these JOC vendors had total cooperative spending that exceeded \$500,000 in the fiscal year; however, board approval was not required because there were multiple contracts for multiple projects with none individually exceeding the \$500,000 threshold that requires Board approval. Because these high-dollar JOC cooperative vendor expenditures are not reported to the Board, there is a lack of full transparency and oversight in institutional spending. This may result in the Board not having a comprehensive view of the College's financial commitments, potentially increasing the risk of overspending or inefficient allocation of resources. It is recommended that the College Administration include information on the JOC vendors expenditures exceeding \$500,000 in the quarterly cooperative reporting to the Board. Doing so will strengthen governance practices and ensure greater transparency in cooperative procurement activities.	The Procurement department will add Job Order Contracts [JOC] to the Board report on COOP spend, ideally on a quarterly basis, commencing with 1QFY26. The report will be generated two weeks after the quarter ends.	Executive Director Purchasing/ Procurement Operations	In Progress 12/15/2025

FY 2025 Audit Observations and Management Action Plans

Project Name	Obs #	Observation Description	Remediation Action	Responsible Person	Status/Est Completion Date
25-C-2-2 Blanket Purchase Orders Review	1	<p>IA reviewed the HCC Procurement Guidelines (Guidelines) and the Procurement Operations Procedures Manual (Manual) and noted the following areas for improvement:</p> <p>a. The Guidelines have not been updated since 2018. IA recommends a comprehensive review and revision to ensure alignment with current procurement practices, regulatory requirements, and institutional needs.</p> <p>b. The Manual needs to be updated to reflect current practices.</p> <p>1) The Manual does not detail the process to generate a Blanket Purchase Order (BPO). The detailed procurement methodology used to generate BPOs needs to be added to the Manual. The procurement process flowcharts provided by IA can serve as a guide in developing formal procedures.</p> <p>2) The thresholds of Contract Award under Signature Authority in Guideline No. 3, approved by the Chancellor, Senior Vice Chancellor, and the Board of Trustees, need to be reviewed and updated. The thresholds need to be included in the Manual.</p> <p>3) The existing rule in the Manual that restricts single-item purchases through a BPO to a maximum of \$700 is not practical and should be reconsidered. IA recommends removing or revising this limitation to better reflect operational realities and procurement needs.</p>	The Procurement department will update the Procedures Manual containing internal processes and Procurement Guidelines containing information for district end-users by November 1, 2025. The Guidelines will also include updated Signature Authority thresholds. In addition, Procurement will remove the \$700 per-item restriction for blanket purchases.	Executive Director Purchasing/ Procurement Operations	In Progress 11/1/2025
	2	<p>IA noted that in FY 2024, thirty-three departments, and in FY 2025, twenty-nine departments were issued multiple Blanket Purchase Orders (BPOs) for similar goods and services from the same suppliers. BPOs are intended to streamline procurement and reduce administrative workload. Issuing multiple BPOs to the same department for recurring purchases from the same vendor diminishes the efficiency gains. To optimize procurement operations and reduce processing time, HCC should adopt a policy of issuing a single BPO per fiscal year per department for each supplier, where feasible. This approach would enhance consistency and reduce administrative overhead.</p>	<p>The Procurement department will address the matter of multiple Blanket Purchase Orders for similar products and services from the same suppliers by reinforcing this best-practice concept in training sessions conducted throughout the year.</p> <p>Moreover, we plan to manage food orders through America To Go via Direct Pay instead of Blanket Purchase Order since the former method is more efficient while still maintaining budgetary controls on spending. The expected completion date for the change to Direct Pay would be December 18, 2025, if approved. Training will occur throughout FY26 as planned with 12 sessions occurring by August 31, 2026</p>	Executive Director Purchasing/ Procurement Operations	In Progress (Direct Pay - 12/18/2025) (Training - 8/31/2026)

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
9.	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 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
10.	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)

<u>Examples</u>	<u>1. Makes a report of harassment or discrimination;</u> <u>2. Serves as a witness; or</u> <u>3. Otherwise participates in an investigation under this policy.</u> <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>
False Claims	<u>It is a violation of College District policy to intentionally make a</u> <u>false claim under this policy.</u> <u>An employee or student who intentionally makes a false claim or</u> <u>offers a false statement regarding prohibited conduct shall be sub-</u> <u>ject to appropriate disciplinary action in accordance with law.</u>
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	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	<p>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 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.

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

Adopted:
~~2/19/2025~~

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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)

Responsible
Employee

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.

For purposes of this policy, a "responsible employee" is an employee:

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.

The College District designates the following persons as responsible employees: any instructor, any administrator, or any College District official defined below.

Definition of College
District Officials

ADA / Section 504
Coordinator

For the purposes of this policy, the College District official is ~~David Cross~~ Sandra B. Jacobson, the ADA/Section 504 Coordinator.

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:

Name: Sandra B. Jacobson, J.D., M.Ed., SHRM-SCP
Position: Interim Director of EEO and Compliance, Title IX Coordinator/ADA/Section 504 Coordinator
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 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.

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~~

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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 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
11.	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 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
12.	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 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
13.	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.

Houston Community College
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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.

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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.

ACTION ITEM

Meeting Date: October 15, 2025

Consent Agenda

ITEM #	ITEM TITLE	PRESENTER
14.	Monthly Investment Report, Financial Statement and Budget Review for August 2025	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Accept the Investment Report, Financial Statement and Budget Review for the month of August 2025.

COMPELLING REASON AND BACKGROUND

- The monthly investment report provides the Board with a status of the investment portfolio, including book and market values, and complies with the relevant statute. This report includes the unexpended proceeds of various bond issues.
 - The portfolio is liquid and secure with 54% of the assets invested in local government pools, money market funds and interest-bearing checking accounts.
 - All pools and money market funds are rated “AAA” by Standard & Poor’s, which is the highest level. All bank deposits are secured with U.S. Treasuries/Agencies. The balance of the portfolio is invested in U.S. Treasuries and government-sponsored entities/agencies with “AAA” credit ratings.
- The monthly financial statement and budget review provides the Board with a status analysis of the college and information related to the various funds of the college, including fund balances, comparison to previous year and comparison to budget.
- Awareness and review of financial information throughout the year helps to inform decision making, and allows for mid-year adjustments, if needed.

FISCAL IMPACT

For August, the interest income earned for the month and fiscal year to date totaled \$1,022,993 and \$16,269,111, respectively. The weighted average interest rate (WAR) on August 31, 2025, was 4.19% compared to 4.20% last month and 5.15% a year ago.

Interest expense on outstanding debt was \$1,550,824 for the month of August 2025.

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Financial Report Presentation	9/24/2025	Presentation
Investment Report - August 2025	9/24/2025	Attachment
Financial Statement - August 2025	9/24/2025	Attachment

This item is applicable to the following: District



FY 2025

Summary of August 2025

Monthly Financial Statements

and Budget Review

Dr. Margaret Ford Fisher, Chancellor

Robert McCracken, Vice Chancellor, Administration &
Operations

Dawn Stephens, Interim Associate Vice Chancellor,
Finance & Accounting

October 1, 2025

Fund 1: Unrestricted Revenues

Budget Comparison				Previous Fiscal Year Comparison			
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru August 31, 2025	Actuals as a % of Budget	Year-to-Date Actuals Thru August 31, 2025	Year-to-Date Actuals Thru August 31, 2024	Increase (Decrease) FY 2025 Compared to FY 2024	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,243,000	\$ 74,607,209	109.3% A	\$ 74,607,209	\$ 68,569,923	\$ 6,037,286	8.8%
Ad Valorem Taxes	224,386,251	220,551,439	98.3%	220,551,439	207,936,451	12,614,988	6.1%
Tuition & Fees, Net	126,237,802	129,345,448	102.5%	129,345,448	114,744,692	14,600,755	12.7%
Other Local Income	22,736,208	17,638,106	77.6% B	17,638,106	24,095,369	(6,457,263)	-26.8%
Tuition & Fees, Net -- Extended Learning	7,885,993	8,435,498	107.0%	8,435,498	7,662,627	772,872	10.1%
Grant Revenue - Indirect Cost	650,000	782,881	120.4% C	782,881	581,331	201,550	34.7%
Total Revenues	450,139,254	451,360,582	100.3%	451,360,582	423,590,394	27,770,188	6.6%
 Fund Balance Transfers In & Rolled POs	 17,809,983	 17,809,983	 100.0%	 17,809,983	 7,045,981	 10,764,002	 152.8%
 Total Revenues and Fund Balance Transfers	 \$ 467,949,237	 \$ 469,170,565	 100.3%	 \$ 469,170,565	 \$ 430,636,375	 \$ 38,534,190	 8.9%

Fund 1: Unrestricted Expenses

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru August 31, 2025	Actuals as a % of Budget	Year-to-Date Actuals Thru August 31, 2025	Year-to-Date Actuals Thru August 31, 2024	Increase (Decrease) FY 2025 Compared to FY 2024	% Increase (Decrease)
EXPENSES							
Salaries	249,596,128	247,697,604	99.2%	247,697,604	219,678,649	28,018,955	12.8%
Employee Benefits	38,314,188	29,057,155	75.8% D	29,057,155	33,296,757	(4,239,602)	-12.7%
Supplies & General Expense	6,795,606	5,899,240	86.8%	5,899,240	5,326,728	572,512	10.7%
Travel	1,394,171	859,758	61.7% E	859,758	876,530	(16,772)	-1.9%
Marketing Costs	3,921,386	3,623,265	92.4%	3,623,265	3,371,090	252,175	7.5%
Rentals & Leases	390,978	319,757	81.8% F	319,757	202,390	117,367	58.0%
Insurance/Risk Mgmt.	9,351,646	8,224,545	87.9%	8,224,545	7,713,469	511,076	6.6%
Contracted Services	40,828,187	36,381,384	89.1%	36,381,384	31,096,266	5,285,118	17.0%
Utilities	11,243,417	10,196,333	90.7%	10,196,333	10,695,306	(498,973)	-4.7%
Other Departmental Expenses	3,976,538	2,730,944	68.7% G	2,730,944	2,477,658	253,286	10.2%
Instructional & Other Materials	10,419,048	8,090,440	77.7% H	8,090,440	6,892,320	1,198,121	17.4%
Maintenance & Repair	3,405,640	3,188,799	93.6%	3,188,799	2,573,739	615,059	23.9%
Transfers\Debt	66,271,562	54,985,747	83.0%	54,985,747	68,807,184	(13,821,437)	-20.1%
Contingency/Initiatives	1,185,982	-	0.0%	-	-	-	0.0%
Capital Outlay	19,984,759	16,676,315	83.4%	16,676,315	9,566,614	7,109,701	74.3%
Scholarship Distribution	870,000	397,808	45.7% I	397,808	-	397,808	100.0%
Total Expenses	\$ 467,949,237	\$ 434,764,261	92.9%	\$ 434,764,261	\$ 408,955,500	\$ 25,808,762	6.3%
NET REVENUE/(EXPENSES)	-	\$ 34,406,304		\$ 34,406,304	\$ 21,680,875	\$ 12,725,428	

Explanation of Variance Amounts

Variance Code	Notes
A	State appropriations are higher when compared to prior year primarily due to the “Dynamic Adjustment” of \$4.7 million. The adjustment was the result of THECB recalculation of performance-based funding.
B	Other Local Income includes unrealized gains and losses and reflects the volatility of the financial market.
C	Grant Revenue - It is contingent on activity for the year.
D	Employee Benefits – OPEB (GASB 75) has not been received, creating a delay in reporting.
E	Travel expenses are down due to a limited travel ban in FY25.
F	Rental expenses occur based on events during the year.
G	Other Departmental expenditures are below budget due to reduced and efficient spending.
H	Instructional & Other Material expenses are below budget due to reduced and efficient spending.
I	Scholarships are down and are distributed based on needs.

Thank You

MONTHLY INVESTMENT REPORT For the Month of August 2025

Prepared by
Finance and Administration Division

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

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

/s/ Dawn Stephens
Dawn Stephens
Interim Associate Vice Chancellor, Finance & Accounting

/s/ Victor Onwumere
Victor Onwumere
Executive Director, Finance & Treasury

HOUSTON CITY COLLEGE

INVESTMENT PORTFOLIO COMPOSITION

August 31, 2025

Beginning Book Value (August 1, 2025)	\$	488,899,982
Beginning Market Value (August 1, 2025)	\$	491,039,268
Additions/Subtractions (Book Value - Net)	\$	(17,360,551)
Change in Market Value	\$	1,075,970
Ending Book Value (August 31, 2025)	\$	471,539,430
Ending Market Value (August 31, 2025)	\$	474,754,700
Unrealized Gain/(Loss)	\$	3,215,269
WAM (54% of Portfolio's Weighted Average Maturity)		1 day
WAM (46% of Portfolio's Weighted Average Maturity - Securities Held To Maturity)		321

* Net amount provided/(for) operations	\$	(17,261,049)
* Net amount provided/(for) CIP/others		(99,502)
	\$	(17,360,551)

EXECUTIVE SUMMARY

INVENTORY HOLDINGS REPORT

August 31, 2025

	Ending Book Value	Ending Market Value	Unrealized Gain (Loss)
US Treasuries	\$ 171,941,432	\$ 174,285,431	\$ 2,343,999
US Agencies	44,397,589	45,268,859	871,270
Local Government Pools	148,895,888	148,895,888	-
Money Market Funds	56,123,376	56,123,376	-
Certificate of Deposit	50,000,000	50,000,000	-
Interest Bearing Checking	181,147	181,147	-
Total	\$ 471,539,430	\$ 474,754,700	\$ 3,215,269
WAR (Weighted Average Interest Rate)		4.19%	

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

Description	Held At	Coupon Rate	Yield Rate	Purchase Date	Maturity Date	Par	Discount AMT	Beginning Mkt. Value	Beginning Book Value	Net Change	Ending Book Value	Ending Mkt. Value	Change in Mkt. Value	Unrealized Gain/(Loss)
Fannie Mae ARM Pool 708686	Bank of America	4.0690%	0.0000%	02/22/05	05/01/33	7,499	\$ (1,474)	\$ 7,679	\$ 8,973	\$ (61)	\$ 8,912	\$ 7,628	\$ -	\$ (1,284)
Fannie Mae ARM Pool 805454	Bank of America	4.6720%	0.0000%	12/23/04	12/01/34	8,437	(5,920)	8,676	14,357	(59)	14,299	8,621	-	(5,678)
Federal Home Loan Bank Global Unsecured	Bank of America	0.3800%	4.4730%	01/19/24	09/04/25	10,000,000	635,453	9,961,950	9,364,548	-	9,364,548	9,997,845	35,895	633,298
Federal Farm Credit Bank US Domestic Unsecured	Bank of America	4.2500%	4.3200%	02/12/25	01/28/28	10,000,000	19,430	10,047,657	9,980,570	-	9,980,570	10,132,484	84,828	151,914
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.7020%	03/05/24	09/15/25	5,000,000	87,500	4,996,289	4,912,500	-	4,912,500	4,998,777	2,488	86,277
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.6970%	03/05/24	09/15/25	5,000,000	87,150	4,996,289	4,912,850	-	4,912,850	4,998,777	2,488	85,927
U.S. Treasury Note US Govt Treasury	Bank of America	0.2500%	4.7930%	03/20/24	09/30/25	10,000,000	661,500	9,932,813	9,338,500	-	9,338,500	9,968,935	36,122	630,435
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500%	4.7300%	03/28/24	10/15/25	5,000,000	35,547	4,999,180	4,964,453	-	4,964,453	4,999,772	592	35,319
U.S. Treasury Note US Govt Treasury	Bank of America	4.2500%	4.7350%	03/28/24	10/15/25	5,000,000	35,938	4,999,180	4,964,063	-	4,964,063	4,999,772	592	35,710
U.S. Treasury Note US Govt Treasury	Bank of America	5.0000%	5.0300%	04/24/24	10/31/25	5,000,000	2,214	5,006,680	4,997,786	-	4,997,786	5,005,306	(1,374)	7,520
U.S. Treasury Note US Govt Treasury	Bank of America	4.0000%	5.0160%	04/11/24	12/15/25	10,000,000	162,109	9,992,334	9,837,891	-	9,837,891	9,996,533	4,199	158,643
U.S. Treasury Note US Govt Treasury	Bank of America	3.3800%	3.4940%	09/16/24	09/15/27	10,000,000	33,594	9,887,891	9,966,406	-	9,966,406	9,951,563	63,672	(14,844)
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0060%	10/25/24	07/31/27	15,000,000	15,000,000	14,655,469	14,510,850	-	14,510,850	14,750,977	95,508	240,127
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	3.8800%	10/15/24	10/15/27	10,000,000	10,000,000	9,987,500	9,996,484	-	9,996,484	10,049,219	61,719	52,734
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	3.6300%	3.5600%	09/13/24	09/13/27	15,000,000	(27,510)	14,867,132	15,027,510	-	15,027,510	14,974,303	107,171	(53,207)
FARMER MAC DOMESTIC MTN UNSECURED	Bank of America	4.3500%	4.3430%	02/12/25	01/28/28	10,000,000	(1,750)	10,071,104	10,001,750	-	10,001,750	10,147,978	76,874	146,228
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1240%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,955,859	9,937,500	-	9,937,500	9,987,344	31,484	49,844
U.S. Treasury Note US Govt Treasury	Bank of America	3.7500%	4.1640%	12/5/2024	8/31/2026	10,000,000	10,000,000	9,955,859	9,930,859	-	9,930,859	9,987,344	31,484	56,484
U.S. Treasury Note US Govt Treasury	Bank of America	0.8800%	4.1540%	12/5/2024	6/30/2026	10,000,000	10,000,000	9,703,906	9,506,250	-	9,506,250	9,751,563	47,656	245,313
U.S. Treasury Note US Govt Treasury	Bank of America	4.5000%	4.2080%	1/29/2025	3/31/2026	15,000,000	15,000,000	15,019,980	15,048,633	-	15,048,633	15,040,723	20,742	(7,910)
U.S. Treasury Note US Govt Treasury	Bank of America	3.5000%	4.0790%	2/26/2025	1/31/2028	30,000,000	30,000,000	29,709,375	29,524,219	-	29,524,219	29,927,344	217,969	403,125
U.S. Treasury Note US Govt Treasury	Bank of America	2.7500%	4.0810%	2/26/2025	2/15/2028	10,000,000	10,000,000	9,720,313	9,631,250	-	9,631,250	9,801,953	81,641	170,703
U.S. Treasury Note US Govt Treasury	Bank of America	3.8800%	4.0150%	3/19/2025	3/15/2028	10,000,000	10,000,000	9,995,313	9,960,938	-	9,960,938	10,069,531	74,219	108,594
Debt Service 2001A Bond Interest Checking	Bank of America		2.2600%				-	1,302	1,302	2	1,304	1,304	-	-
HCCS Merchant Service	Bank of America		0.8100%				-	19,028	19,028	(2,906)	16,122	16,122	-	-
LTD 2013 Tax Bond General Checking	Bank of America		2.2500%				-	155,628	155,628	8,093	163,721	163,721	-	-
Chase Certificate of Deposit	Chase		3.4200%					50,000,000	50,000,000	-	50,000,000	50,000,000	-	-
Merrill Lynch (Morgan Stanley Govt/Goldman Sachs)	Bank of America		4.1900%				-	70,727,532	70,727,532	(17,732,983)	52,994,549	52,994,549	-	-
Money Market 2006 Jr. Lien Debt Reserve	Bank of America		4.1900%				-	3,117,669	3,117,669	11,157	3,128,826	3,128,826	-	-
Lone Star (Corporate Overnight Fund)	State Street Bank		4.4178%				-	67,954,253	67,954,253	255,242	68,209,495	68,209,495	-	-
TexPool - General Funds	State Street Bank		4.3096%				-	12,866,672	12,866,672	(138,884)	12,727,787	12,727,787	-	-
TexPool - Prime	State Street Bank		4.4190%				-	67,718,759	67,718,759	239,846	67,958,606	67,958,606		
TOTAL								\$ 491,039,268	\$ 488,899,982	\$ (17,360,551)	\$ 471,539,430	\$ 474,754,700	\$ 1,075,970	\$ 3,215,269



Summary Operating Statements

For the Period

September 1, 2024 - August 31, 2025

Unaudited

For the Meeting of the Board of Trustees - October 1, 2025

for

Houston City College

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

Houston City College

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Summary of Financial Statements As of August 31, 2025

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

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

The Unrestricted Fund as of August 31, 2025, total revenues, fund balance transfers and rolled purchase orders (POs) are \$469.2 million. This represents 100.3% of the budgeted total of \$467.9 million. Expenses total \$434.8 million to date, which is 92.9% of the total expense budget of \$467.9 million. Compared with the same period last year, revenues and transfers are higher by 8.9% and expenses are higher by 6.3%. Actual net revenue is \$34.4 million to date; however, we are still closing the books and will need to record additional expenses such as legal invoices, utilities and other post-employment benefits (GASB No. 75).

Ad Valorem tax revenue is 6.1% higher when compared to last year. This is mainly due to the increase in taxable valuations compared to prior year.

State appropriations are higher when compared to prior year primarily due to the “Dynamic Adjustment” of \$4.7 million. The adjustment was the result of THECB recalculation of performance-based funding.

Tuition and fees, net, which include revenues for semester credit hour (SCH) courses, are **12.7%** higher than last year at this time. Gross tuition and fee revenues are up 13% compared to last year due to increased enrollments and increased program offerings in high demand fields (see page 9). Total waivers and exemptions increased by 14.5% primarily due to Dual Credit waivers.

Other local income, which includes investment income, is lower by \$6.5 million due to the volatility of the finance market.

Continuing Education/Non-credit tuition and fees, net are 10.1% higher than last year at this time. Gross tuition and fees revenues are up by 10.1%.

Actual salaries for FY 2025 are 12.8% higher compared to FY 2024; this is due primarily to a Board approved salary increase of 7.5% for faculty, full-time employees, part-time hourly staff, and a 4% increase for executive staff. Employee benefits are lower by 12.7% for FY 2025 compared to FY 2024. However, we are still closing the books and will need to record additional expenses related to other post-employment benefits (GASB No. 75).

Transfers/Debt remain high due to continuing the budgeted transfers for Deferred Maintenance and technology fees.

Several line-item expenses (supplies, travel, marketing, insurance, contracted services, instructional and other material, etc.) have variances due to timing differences in recording transactions from year-to-year. Overall, expenses through August 31 are under budget at this time, providing some availability to absorb any unrecorded expenses.

Debt interest expense for the month totaled \$1,550,824 compared to this time in FY 2024 of \$1,563,940.

HOUSTON CITY COLLEGE
Statement of Revenues, Expenses and Fund Balances - All Funds
As of August 31, 2025

	Unrestricted	Restricted	Auxiliary	Loans	Scholarship	Unexpended Plant	Capital and Technology	Retirement of Debt	Investment in Plant	Total
Revenues	\$ 451,360,582	\$ 38,363,908	\$ 8,630,092	\$ -	\$ 145,157,633	\$ (8,334,823)	\$ 10,000,101	\$ 45,945,883	\$ 463,098	\$ 691,586,475
Expenses										
Salaries	247,697,604	6,208,725	941,640	-	2,789,837	-	-	-	-	257,637,806
Employee Benefits	29,057,155	27,611,252	170,292	-	-	-	-	-	-	56,838,698
Supplies & General Expense	5,899,240	610,380	912,540	-	-	159,321	301,053	-	445,445	8,327,979
Travel	859,758	129,280	128,860	-	-	-	-	-	-	1,117,897
Marketing Costs	3,623,265	105,992	626	-	-	-	-	-	-	3,729,883
Rentals & Leases	319,757	2,056	5,425	-	-	10,834	-	-	-	338,071
Insurance/Risk Mgmt.	8,224,545	4,030	2,618	-	-	-	-	-	-	8,231,193
Contracted Services	36,381,384	1,237,969	2,047,814	-	-	70,137	556,157	37,421	-	40,330,883
Utilities	10,196,333	-	496,590	-	-	-	-	-	-	10,692,922
Other Departmental Expenses	2,730,944	688,549	551,763	-	366,598	-	-	-	-	4,337,853
Instructional & Other Materials	8,090,440	774,112	8,815	-	-	24,877	231,475	-	-	9,129,719
Maintenance & Repair	3,188,799	-	1,823	-	-	-	(287)	-	-	3,190,335
Transfers (In)/Out ¹	53,696,762	-	-	-	(2,326,368)	(2,176,829)	(34,572,500)	(8,398,017)	(6,223,048)	-
Debt	1,288,985	-	-	-	-	-	-	53,631,056	(1,221,602)	53,698,439
Capital Outlay	16,676,315	1,152,908	880,324	-	-	7,008,835	25,241,199	-	-	50,959,581
Amortization/Depreciation	6,435,169	-	-	-	-	-	-	-	35,831,428	42,266,597
Scholarship Distribution	397,808	-	1,282,161	-	143,494,370	-	-	-	-	145,174,338
Total Expenses	434,764,261	38,525,252	7,431,288	-	144,324,437	5,097,175	(8,242,901)	45,270,460	28,832,224	696,002,196
Net Revenues/(Expenses)	16,596,321	(161,345)	1,198,804	-	833,197	(13,431,997)	18,243,002	675,423	(28,369,126)	(4,415,721)
Other Adjustments and Transfers										
Debt Principal Payments ²	(41,371,571)	-	-	-	-	-	-	-	90,855,209	49,483,638
Debt Refinancing	-	-	-	-	-	-	-	-	-	-
Capitalization of Assets & CIP ²	3,116,721	116,568	-	-	-	1,596,436	900,243	-	13,822,737	19,552,705
Transfers of Completed Projects/Assets	(3,116,721)	(116,568)	-	-	-	(773,253)	(745,070)	-	4,751,613	-
Transfers of Balances between Funds	-	-	-	-	-	-	-	-	-	-
Total Other Adjustments and Transfers	(41,371,571)	-	-	-	-	823,183	155,173	-	109,429,558	69,036,343
Beginning Fund Balances, Audited	68,450,207	1,058,425	22,536,108	238,698	3,181,945	85,619,954	28,679,244	18,825,701	505,730,743	734,321,025
Ending Fund Balances	\$ 43,674,957	\$ 897,080	\$ 23,734,912	\$ 238,698	4,015,141	\$ 73,011,140	\$ 47,077,418	\$ 19,501,124	\$ 586,791,175	\$ 798,941,646

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

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

HOUSTON CITY COLLEGE
Unrestricted Revenues and Expenses
Comparison to Budget and Previous Fiscal Year
As of August 31, 2025
100% of Year

	Budget Comparison			Previous Fiscal Year Comparison			
	FY 2025 Adjusted Budget	Year-to-Date Actuals Thru August 31, 2025	Actuals as a % of Budget	Year-to-Date Actuals Thru August 31, 2025	Year-to-Date Actuals Thru August 31, 2024	Increase (Decrease) FY 2025 Compared to FY 2024	% Increase (Decrease)
REVENUES							
State Appropriations	\$ 68,243,000	\$ 74,607,209	109.3%	\$ 74,607,209	\$ 68,569,923	\$ 6,037,286	8.8%
Ad Valorem Taxes	224,386,251	220,551,439	98.3%	220,551,439	207,936,451	12,614,988	6.1%
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Total Revenues	450,139,254	451,360,582	100.3%	451,360,582	423,590,394	27,770,188	6.6%
 Fund Balance Transfers In & Rolled POs	 17,809,983	 17,809,983	 100.0%	 17,809,983	 7,045,981	 10,764,002	 152.8%
Total Revenues and Fund Balance Transfers	\$ 467,949,237	\$ 469,170,565	100.3%	\$ 469,170,565	\$ 430,636,375	\$ 38,534,190	8.9%
EXPENSES							
Salaries	249,596,128	247,697,604	99.2%	247,697,604	219,678,649	28,018,955	12.8%
Employee Benefits	38,314,188	29,057,155	75.8%	29,057,155	33,296,757	(4,239,602)	-12.7%
Supplies & General Expense	6,795,606	5,899,240	86.8%	5,899,240	5,326,728	572,512	10.7%
Travel	1,394,171	859,758	61.7%	859,758	876,530	(16,772)	-1.9%
Marketing Costs	3,921,386	3,623,265	92.4%	3,623,265	3,371,090	252,175	7.5%
Rentals & Leases	390,978	319,757	81.8%	319,757	202,390	117,367	58.0%
Insurance/Risk Mgmt.	9,351,646	8,224,545	87.9%	8,224,545	7,713,469	511,076	6.6%
Contracted Services	40,828,187	36,381,384	89.1%	36,381,384	31,096,266	5,285,118	17.0%
Utilities	11,243,417	10,196,333	90.7%	10,196,333	10,695,306	(498,973)	-4.7%
Other Departmental Expenses	3,976,538	2,730,944	68.7%	2,730,944	2,477,658	253,286	10.2%
Instructional & Other Materials	10,419,048	8,090,440	77.7%	8,090,440	6,892,320	1,198,121	17.4%
Maintenance & Repair	3,405,640	3,188,799	93.6%	3,188,799	2,573,739	615,059	23.9%
Transfers\Debt	66,271,562	54,985,747	83.0%	54,985,747	68,807,184	(13,821,437)	-20.1%
Contingency/Initiatives	1,185,982	-	0.0%	-	-	-	0.0%
Capital Outlay	19,984,759	16,676,315	83.4%	16,676,315	9,566,614	7,109,701	74.3%
Scholarship Distribution	870,000	397,808	45.7%	397,808	-	397,808	100.0%
Total Expenses	\$ 467,949,237	\$ 434,764,261	92.9%	\$ 434,764,261	\$ 408,955,500	\$ 25,808,762	6.3%
 NET REVENUE/(EXPENSES)	 -	 \$ 34,406,304		 \$ 34,406,304	 \$ 21,680,875	 \$ 12,725,428	

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses by Fund
As of August 31, 2025

Auxiliary Funds - Uncommitted Portion

	Main Leasing	Misc. Auxiliary *	Bookstore Commission	Scholarships	Subtotal Uncommitted
Revenues	\$ 5,132,815	\$ 277,805	\$ 1,386,056	\$ -	\$ 6,796,675
Expenses					
Salaries	308,436	110,461	-	93,769	512,666
Employee Benefits	73,806	13,198	-	1,442	88,445
Supplies & General Expense	40,441	94,395	-		134,836
Travel		2,664	-		2,664
Marketing Costs	626		-		626
Rentals & Leases			-		-
Insurance/Risk Mgmt.			-		-
Contracted Services	1,906,911	55,999	-		1,962,910
Utilities	496,590		-		496,590
Other Departmental Expenses	1,292	407,245	-		408,537
Instructional & Other Materials			-		-
Maintenance & Repair	6,550		-		6,550
Transfers/Debt			-		-
Capital Outlay	792,005	40,625	-		832,630
Scholarship Distribution		17,232	-	1,222,069	1,239,301
Total Expenses	3,626,657	741,819	-	1,317,279	5,685,754
Contribution to Fund Balance	\$ 1,506,158	\$ (464,014)	\$ 1,386,056	\$ (1,317,279)	1,110,921
Beginning Fund Balance, Audited					18,426,404
Ending Fund Balance					\$ 19,537,325

* Expenditures in this category include Government Relations, Mobile Go, etc.

HOUSTON CITY COLLEGE
Auxiliary Revenues and Expenses By Fund
As of August 31, 2025

Auxiliary Funds - International and Committed Portions

	International		Committed				Total
	Other International Initiatives	Subtotal International	Student Vending Commission	Student Activity Fee	Student Athletic Fee	Subtotal Committed	Total Auxiliary
Revenues	\$ -	\$ -	\$ -	\$ 1,020,024	\$ 813,394	\$ 1,833,417	\$ 8,630,092
Expenses							
Salaries	-	-	-	36,055	392,919	428,975	941,640
Employee Benefits	-	-	-	1,711	80,136	81,847	170,292
Supplies & General Expense	59,451	59,451	-	582,651	139,689	722,340	916,627
Travel	72,091	72,091	-	50,748	3,357	54,105	128,860
Marketing Costs		-	-			-	626
Rentals & Leases	15	15	-		5,410	5,410	5,425
Insurance/Risk Mgmt.		-	-	2,527	91	2,618	2,618
Contracted Services		-	-	53,262	31,642	84,904	2,047,814
Utilities		-	-			-	496,590
Other Departmental Expenses	19,715	19,715	-	100,850	22,661	123,510	551,763
Instructional & Other Materials		-	-			-	-
Maintenance & Repair		-	-			-	6,550
Transfers/Debt		-	-			-	-
Capital Outlay		-	-	22,059	25,635	47,694	880,324
Scholarship Distribution		-	-	42,860		42,860	1,282,161
Total Expenses	151,271	151,271	-	892,722	701,540	1,594,263	7,431,288
Contribution to Fund Balance	(151,271)	(151,271)	-	127,301	111,853	239,154	1,198,804
Beginning Fund Balance, Audited		1,559,228	(1,284,080)	1,957,474	1,877,082	2,550,476	22,536,108
Ending Fund Balance	\$ 1,407,957		\$ (1,284,080)	\$ 2,084,775	\$ 1,988,936	\$ 2,789,631	\$ 23,734,912

HOUSTON CITY COLLEGE
Unrestricted Adjusted Budgets and Actuals by Division - Summary Comparison
As of August 31, 2025
100% of Year

Division	FY 2025 Adjusted Budget	Actuals as of August 31, 2025	% Spent	FY 2024 Adjusted Budget	Actuals as of August 31, 2024	% Spent
Central College	\$ 15,841,524	\$ 15,771,174	99.6%	\$ 13,492,201	12,875,838	95.4%
Northwest College	18,942,637	18,774,753	99.1%	16,699,394	16,021,775	95.9%
Northeast College	17,697,178	18,315,835	103.5%	14,691,904	14,832,383	101.0%
Southwest College	17,300,879	17,687,314	102.2%	14,545,678	14,159,683	97.3%
Southeast College	18,302,291	18,606,220	101.7%	16,071,723	15,522,136	96.6%
Coleman College	22,554,604	22,197,782	98.4%	19,131,860	19,097,562	99.8%
Academic Instruction	83,687,592	86,056,690	102.8%	75,929,888	74,731,653	98.4%
Office of the Chancellor	11,125,835	10,145,193	91.2%	10,704,661	9,162,919	85.6%
Instructional Services	11,682,811	10,098,867	86.4%	10,423,888	8,685,537	83.3%
Online College	3,119,014	3,075,417	98.6%	2,621,173	2,382,353	90.9%
Student Services	11,517,051	8,547,750	74.2%	10,267,891	8,391,252	81.7%
Strategy, Planning & Institutional Effectiveness	4,875,440	4,309,307	88.4%	4,891,199	3,991,290	81.6%
External & Governmental Relations, Transfers and Alumni Relations	2,101,840	1,775,870	84.5%	1,095,644	519,929	47.5%
Legal & Compliance	16,812,610	14,740,391	87.7%	15,902,573	14,314,953	90.0%
Finance & Accounting	78,864,133	83,128,458	105.4%	81,156,243	84,656,847	104.3%
System	126,815,056	95,386,153	75.2%	105,293,875	101,073,127	96.0%
Grand Total	\$ 467,949,237	\$ 434,764,261	92.9%	\$ 421,779,824	\$ 408,955,500	97.0%

HOUSTON CITY COLLEGE

Balance Sheet by Fund

As of August 31, 2025

	CURRENT & LOAN FUNDS ¹	PLANT & BOND FUNDS ²	TOTAL ALL FUNDS	PRIOR YEAR TOTAL ALL FUNDS
ASSETS				
Current Assets:				
Cash & cash equivalents	\$ 129,877,748	\$ 102,513,290	\$ 232,391,038	\$ 258,745,698
Short-term Investments	-	-	-	24,276,204
Accounts receivable (net)	36,570,250	2,401,408	38,971,658	33,556,602
Deferred charges	12,374,580	-	12,374,580	9,295,791
Prepays	9,097,696	-	9,097,696	9,796,823
Total Current Assets	187,920,274	104,914,698	292,834,972	335,671,118
Non-current Assets:				
Restricted cash & cash equivalents	-	24,895,081	24,895,081	29,056,899
Restricted long-term investments	-	16,250	16,250	-
Long-term investments	219,538,041	-	219,538,041	143,424,474
Long-term lease receivable	18,052,722	-	18,052,722	20,465,825
Capital assets, net	9,020,404	1,121,253,513	1,130,273,917	1,144,265,340
Total Non-current Assets	246,611,167	1,146,164,844	1,392,776,011	1,337,212,538
Total Assets	\$ 434,531,441	\$ 1,251,079,542	\$ 1,685,610,983	\$ 1,672,883,656
Deferred Outflows of Resources:				
OPEB	9,794,624	-	9,794,624	9,794,624
Pension	19,860,348	-	19,860,348	37,434,988
Advance Funding Valuation	-	1,300,727	1,300,727	1,563,806
Total Deferred Outflows of Resources	\$ 29,654,972	\$ 1,300,727	\$ 30,955,699	\$ 48,793,418
Total Assets and Deferred Outflows of Resources	\$ 464,186,413	\$ 1,252,380,269	\$ 1,716,566,682	\$ 1,721,677,074
LIABILITIES				
Current Liabilities:				
Accounts payable	17,591,292	127,669	17,718,961	13,700,554
Accrued Interest- SBITA	466,208	-	466,208	276,218
Accrued liabilities	4,886,903	1,772,851	6,659,754	18,074,315
Compensated absences	4,955,308	-	4,955,308	4,955,308
Funds held for others	652,567	189,209	841,776	908,680
Deferred revenue	45,730,087	2,366,892	48,096,979	40,229,119
SBITA- Current portion	5,435,692	-	5,435,692	3,399,100
Net OPEB liability-current portion	3,565,628	-	3,565,628	3,565,628
Notes payable-current portion	-	728,033	728,033	720,798
Bonds payable-current portion	-	37,570,000	37,570,000	41,215,000
Capital lease obligations-current	-	-	-	-
Total Current Liabilities	83,283,685	42,754,654	126,038,339	127,044,720
Non-current Liabilities:				
SBITA Liability	3,120,956	-	3,120,956	3,984,779
Net OPEB liability	123,908,453	-	123,908,453	123,908,453
Net pension liability	91,994,941	-	91,994,941	105,104,799
Notes payable	-	1,042,536	1,042,536	1,770,569
Bonds payable	-	473,846,086	473,846,086	517,639,133
Capital lease obligations	-	-	-	-
Total Non-current Liabilities	219,024,350	474,888,622	693,912,972	752,407,733
Total Liabilities	\$ 302,308,035	\$ 517,643,276	\$ 819,951,311	\$ 879,452,453
Deferred Inflows of Resources:				
Leases	21,333,856	-	21,333,856	24,622,076
OPEB	60,962,942	-	60,962,942	60,962,942
Pension	7,020,792	-	7,020,792	12,477,761
Advance Funding Valuation	-	8,356,137	8,356,137	9,840,817
Total Deferred Inflows of Resources	\$ 89,317,590	\$ 8,356,137	\$ 97,673,727	\$ 107,903,596
Total Liabilities and Deferred Inflows of Resources	\$ 391,625,625	\$ 525,999,413	\$ 917,625,038	\$ 987,356,049
Fund Balance	\$ 132,223,406	\$ 733,436,266	\$ 865,659,672	477,539,568
Beginning Fund Balances, Audited	95,465,383	638,855,642	734,321,025	655,881,162
Fund Balance Adjustment ³	-	-	-	-
Net Revenue/(Expenses)				
Unrestricted	(23,576,446)	-	(23,576,446)	22,698,096
Restricted	671,852	-	671,852	950,125
Net Investment in Plant	-	87,525,215	87,525,215	54,791,642
Ending Fund Balances	\$ 72,560,788	\$ 726,380,857	\$ 798,941,646	\$ 734,321,025
Total Liabilities & Fund Balances	\$ 464,186,413	\$ 1,252,380,269	\$ 1,716,566,682	\$ 1,721,677,074

¹ Includes Unrestricted, Restricted, Loan & Endowment, Scholarship, Agency and Auxiliary Funds.

² Includes Unexpended Plant, Retirement of Debt and Investment in Plant Funds.

³ The beginning Prior Year Unrestricted Fund Balance was adjusted by \$10.3 million related to the TRS Credits.

HOUSTON CITY COLLEGE
Exemptions and Waivers Detail
As of August 31, 2025

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 08/31/2024	Year-to-Date Activity thru 08/31/2025	Actuals % Increase/ (Decrease)YTD vs. Prior YTD
Tuition & Fees				
Budget:				
Adjusted Budget, Annual*	\$ 106,400,157	\$ 101,709,073	\$ 126,237,802	24.1%
Revenues:				
Gross Tuition & Fees	134,172,076	134,098,770	151,515,167	13.0%
Waivers & Exemptions:				
Dual Credit & Early College HS	(16,567,432)	(16,567,432)	(19,222,225)	16.0%
Other	(2,786,646)	(2,786,646)	(2,947,494)	5.8%
Total Waivers & Exemptions	(19,354,078)	(19,354,078)	(22,169,719)	14.5%
Total Tuition & Fees Revenue, Net	\$ 114,817,998	\$ 114,744,692	\$ 129,345,448	12.7%

Tuition & Fees - Extended Learning (EL)				
Budget:				
Adjusted Budget, Annual*	\$ 4,862,714	\$ 5,758,835	\$ 7,885,993	36.9%
Revenues:				
Gross Tuition & Fees	7,665,722	7,662,627	8,435,498	10.1%
Waivers & Exemptions:				
Department of Corrections	-	-	-	0.0%
Total EL Tuition & Fees Revenue, Net	\$ 7,665,722	\$ 7,662,627	\$ 8,435,498	10.1%

	FY 2024		FY 2025	
	Prior Year Activity thru 8/31/2024	Year-to-Date Activity thru 08/31/2024	Year-to-Date Activity thru 08/31/2025	Actuals % Increase/ (Decrease)YTD vs. PriorYTD
Exemptions & Waivers				
Dual Credit & Early College HS Waiver	16,567,432	16,567,432	19,222,225	16.0%
Other Exemptions:				
Employee Fee Exemptions	44,993	44,993	46,164	2.6%
Firemen	29,460	29,460	43,929	49.1%
Hazelwood	1,145,051	1,145,051	1,265,115	10.5%
Deaf & Blind	150,320	150,320	141,103	-6.1%
High Ranking High School Grad	3,025	3,025	1,364	-54.9%
Good Neighbor Program	67,042	67,042	104,266	55.5%
Child of Disabled Vet	3,757	3,757	2,817	-25.0%
Employee of State College & University	3,164	3,164	4,703	48.6%
Non-resident Teach/Research Assistant	6,876	6,876	10,602	54.2%
Non-resident Competitive Scholarships	13,823	13,823	6,555	-52.6%
Senior Citizens	450,277	450,277	445,900	-1.0%
Concurrent Enrollment	-	-	222	100.0%
Foster Children-Resident	272,473	272,473	301,126	10.5%
TX Tomorrow Waiver	-	-	277	100.0%
Surviving Spouse/Children	1,589	1,589	-	-100.0%
Peace Officer Exemption	8,202	8,202	16,211	97.6%
Adopted Student Waiver	351,710	351,710	357,878	1.8%
FAST Book & OD Fees	234,884	234,884	199,262	-15.2%
Total Other Exemptions	2,786,646	2,786,646	2,947,494	5.8%
Grand Total Exemptions & Waivers	\$ 19,354,078	\$ 19,354,078	\$ 22,169,719	14.5%

*Amount net of exemptions & waivers.

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
A.	Texas Association of Community Colleges (TACC) Annual Membership for 2025- 2026	Dr. Margaret Ford Fisher

RECOMMENDATION

Approve payment of the FY 2026 membership dues for the Texas Association of Community Colleges (TACC) in the amount of \$105,502.00.

COMPELLING REASON AND BACKGROUND

- TACC is a nongovernmental organization that serves public community college districts in Texas.
- From implementing House Bill 8 (HB 8) to fostering strong partnerships with key stakeholders, TACC has built and strengthened coalitions across a wide array of stakeholders, including college leadership teams, governing boards, chambers of commerce, businesses and industry, and state agencies.
- TACC is poised to further expand its core competencies while also providing focused technical assistance to support the new funding formulas, leadership training, and comprehensive communications strategies for member institutions.
- The coming fiscal year will be critical, especially as we continue to navigate the transformative changes brought about by HB 8 and the next legislative session.

FISCAL IMPACT

The FY 2026 membership period is September 1, 2025 - August 31, 2026 in the amount of \$105,502.00.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

4. *Community Investment*

ATTACHMENTS:

Description	Upload Date	Type
FY2026 TACC Membership Renewal Invoice	9/17/2025	Attachment

This item is applicable to the following: District



Texas Association of Community Colleges

August 20, 2025

Dear Dr. Ford Fisher,

In 2025, the Texas Association of Community Colleges (TACC) achieved a new level of impact, both in legislative success and organizational vision. The 89th Texas Legislative Session delivered meaningful outcomes for our sector, and for the first time in over a decade, the association formally adopted a Strategic Plan establishing a clear mission, vision, and set of long-term priorities to guide our collective work.

Together with the Texas Success Center (TSC) and the Community College Association of Texas Trustees (CCATT), TACC strengthened partnerships across the state and deepened alignment among college leadership teams, governing boards, state agencies, business leaders, and elected officials. This spirit of collaboration resulted in significant new investments, increased recognition of student outcomes, and a policy environment that continues to affirm the central role of community colleges in building Texas' future.

To briefly highlight a few accomplishments from this fiscal year, TACC:

- **Secured all three of its major legislative priorities** during the 89th Legislative Session, including \$89.5 million in supplemental appropriations for colleges exceeding outcomes projections under HB 8; full funding for the 2026–27 biennium; and expanded recognition of transfer outcomes.
- **Supported the development and release of numerous new resources**, including updated HB 8 materials, talking points, explainer videos, and a campaign landing page to communicate the impact of the new finance model.
- **Hosted *Funding Futures* Regional Summits across the state**, convening over 250 stakeholders to support implementation, peer learning, and financial planning under the new model.
- **Continued to advance the Texas Pathways framework through the Texas Success Center**, which supported institutional readiness for performance-based funding, launched mental health and leadership development initiatives, and hosted regional convenings with employers and workforce boards.
- **Collaborated closely with CCATT to strengthen trustee education**, launch new learning tools, and support advocacy at both the state and federal levels.

You can read more about these and other milestones in our newly released [**FY 2025 TACC Annual Report**](#).

As we move into the interim period, TACC's focus now turns to implementation ensuring that recent policy wins translate into meaningful outcomes for students and institutions. This includes continued coordination with the Texas Higher Education Coordinating Board, the launch of a new Certificate Programs Task Force, and expanded technical assistance for colleges navigating changes to the Credential of Value framework and financial aid programs.



Texas Association of Community Colleges

Enclosed with this letter is your institution-specific invoice for FY 2026 TACC Membership Dues (September 1, 2025 – August 31, 2026). Please note that approximately **17.1 percent** of your membership dues are designated for advocacy expenditures and are therefore considered non-deductible by the IRS.

Instructions for payment submission are included on the attached invoice. If you have any questions, **please contact TACC Senior Director of Finance Lori Stalheber at lstalheber@tacc.org.**

We are grateful for your continued partnership and look forward to building on this momentum together. Please don't hesitate to reach out to me directly with any questions or feedback.

With respect and gratitude,

Ray Martinez III, J.D.

President & CEO

Texas Association of Community College



Austin, Texas 78701

Date	Invoice #
9/1/25	2026-020

Bill To
Houston Cl o "College" P. O. Box 667517"Houston, TX 77266-7517

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Association Membership Dues	1	105,502.00	105,502.00

For this fiscal year, 17.1% of your Association Membership Dues will be used for advocacy expenses.

Total	\$105,502.00
Payments/Credits	\$0.00
Balance Due	\$105,502.00

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
B.	Wayfinding and Graphics Standards Program Consultant (Project No. RFP 25-15)	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Authorize the Chancellor to execute contracts with D/G Studios, Inc., to provide wayfinding and graphic standards program consulting in accordance with RFP 25-15.

COMPELLING REASON AND BACKGROUND

- The College issued a Request for Proposal to provide consulting services for wayfinding and graphics standards. The consultant is primarily responsible for evaluating and creating standards for improving the pedestrian, cyclist and motorist experience navigating throughout the college's various campuses. The consultant will also outline graphics and signage standards guidelines that will be used when implementing signs and wayfinding that welcome visitors to the college campus and direct them to their destinations.
- The selected firm will be responsible for developing a consistent and standardized wayfinding program; providing and identifying proposed locations for different wayfinding classification types; and providing design concepts of signage and other wayfinding elements for pedestrians, cyclists, and motorists. The consultant will also outline graphics and signage standards that will be used when implementing signs and wayfinding that welcome visitors to the college campus and direct them to their destinations.

FISCAL IMPACT

Based on the current scope of services, the cost of all services under the resulting contract shall not exceed one hundred fifty thousand dollars, \$150,000.00 annually. The funding source shall be the Facilities Department Operational Budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Chapter 44.031 (a) of the Texas Education Code and pursuant to the published RFP 25-15.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Summary of Procurement - RFP 25-15	10/8/2025	Attachment

This item is applicable to the following: District

**SUMMARY OF PROCUREMENT
BOARD ACTION ITEM**

PROJECT TITLE: RFP 25-15 Wayfinding and Graphics Standards Program Consultant

PROCUREMENT METHOD: Request for Proposal (Overall Best Value)

PROJECT DEPARTMENT: Facilities Department

NAME OF BUYER: Art Lopez, Senior Buyer

PURPOSE: Houston City College issued a Request for Proposal to provide consulting services for wayfinding and graphics standards. The consultant is primarily responsible for evaluating and creating standards for improving the pedestrian, cyclist and motorist experience navigating throughout the college's various campuses. The consultant will also outline graphics and signage standards guidelines that will be used when implementing signs and wayfinding that welcome visitors to the college campus and directs them to their destinations.

A Wayfinding Graphics Designer partnership with HCC helps improve the student experience by turning chaos into clarity. Since our space serves the public, the role of graphic designer is a strategic necessity to be able to integrate building design, class locations and standardized signage at the college, campus and building levels. This service will create a level of professionalism and cohesion with the colleges by creating standards, logic, and alignment in moving people within our buildings.

The consultant will be required to provide but not limited to:

1. Evaluate Existing Conditions and needs System Wide.
 - a. Conduct an assessment of current wayfinding, signage, and graphics.
 - b. Identify landmark and destination points throughout the College.
 - c. Review all modes of transportation and preferred routes and identify destination points including vehicles, pedestrians, and cyclists signage.
2. Provide recommendations on signage types and placement.
 - a. Recommend wayfinding design types that should be changed, added, replaced, or consolidated.
 - b. Explain and provide a detailed description of the recommended signage types and placement.
 - c. Provide a project cost analysis for fabrication and implementation.
3. Design Standards.
 - a. Establish graphics design standards for all HCC wayfinding.
 - b. Develop an attractive readable and easily understood design.
 - c. Where appropriate, provide guidance on integrating existing or future (HCC) College branding (logos).

4. Develop a Wayfinding Sign Program Plan.
 - a. Develop a consistent and standardized wayfinding plan that will enable HCC to provide easily understood and comprehensive directions to visitors, students, faculty and staff.
 - b. Provide and identify proposed locations for different wayfinding classification types.
 - c. Provide a minimum four (4) design concepts of signs and/or other wayfinding elements for pedestrians, cyclist, and motorists for review by the Facilities Division and HCC users; and
 - d. Upon selection of the HCC preferred design, submit a minimum of one (1) final design drawing to include color specifications, fonts, exact dimensions, letter heights, materials, mounting details and material performance standards with written statements explaining the rational for design choices for both entrance and wayfinding signs.

RECOMMENDED VENDOR: D/G Studios, Inc.

PRIOR VENDOR: fd2s

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

Pursuant to the published RFP 25-15 document and in accordance with Chapter 44.031 (a) of the Texas Education Code, the Evaluation Committee has selected the offeror based on demonstrated competence, knowledge, and qualification of the services provided.

Chapter 44.031 of the Texas Education Code requires that selection of a firm shall be made through the procurement method that provides the best value for the district.

Following the competitive procurement process, HCC has selected the firm offering the best value based on the published selection criteria as evidenced in the final evaluation ranking.

LOCATION INFORMATION: In performing the work under RFP 25-15, the recommended firm will be working from its Houston, Texas office.

PROJECTED VALUE: The estimated annual cost of services under the resulting contracts will not exceed one hundred fifty thousand dollars **(\$150,000.00)** for wayfinding and graphics standards program services.

Total Contract Value of seven hundred fifty thousand dollars **(\$750,000.00)**. The funding source shall be the Facilities Departmental Operating Budget.

CONTRACT TERM: It is anticipated that the contract term of the contract awarded resulting from this solicitation will be two (2) years with the option to renew for three (3) one-year terms.

PROCUREMENT ADVERTISEMENT & NOTICE:

This procurement was advertised, and a notice of procurement was distributed as follows:

- HCC Procurement Operations Website on November 19, 2024
- State of Texas Electronic Business Daily Website on November 19, 2024
- The Daily Court Review on November 21 and November 7, 2024
- Notice to HCC Board of Trustees on November 25, 2024

SOLICITATION INFORMATION:

RFP 25-15 was issued on November 19, 2024, and the solicitation document was distributed electronically in addition to being published in the local newspaper. Notice of advertisement was provided and the solicitation was duly posted on the Electronic State Business Daily (ESBD) website. A pre-proposal meeting was held on December 10, 2024, and a question-and-answer period was allowed through December 16, 2024. Four (4) proposals were received by the solicitation due date of January 9, 2025 by 2:00 p.m. Four (4) proposals were evaluated in accordance with RFP 25-15.

COMPETITIVE:

Yes

PROPOSAL EVALUATION:

Responses were evaluated by the Evaluation Committee which consisted of HCC representatives with relevant subject matter understanding who evaluated and scored proposals in accordance with the published evaluation criteria noted below.

Evaluation Criteria	Available Points
Firm's qualification and experience and, demonstrated qualifications of personnel and team	20
Proposed approach and methodology	20
Past performance & references	10
Price Proposal	35
Small business practices	15
	Total 100

EVALUATION COMMITTEE QUALIFICATIONS:

Evaluator 1 – Represents the Facilities Department; is business owner who will manage the work effort following contract award and has in-depth understanding of the commodity and service requirements.

Evaluator 2 – Represents the Facilities Department; and has in-depth understanding of the commodity and service requirements.

Evaluator 3 – Represents the Facilities Department; and has in-depth understanding of the commodity and service requirements.

Evaluator 4 – Represents Communications and has in-depth understanding of the commodity and service requirements.

Evaluator 5 – Represents the College Administration and Operations, Finance and Administration Department and has in-depth understanding of the commodity and service requirements.

PRIOR HCC EXPERIENCE: No.

REFERENCES: Evaluated and found to be favorable.

HIGHER EDUCATION EXPERIENCE:

The recommended firms have experience with the following educational institutions:

- Lamar University, Beaumont, TX
- Prairie View A&M University, Houston, TX
- Texas A&M University, Galveston, TX

VALUE ADDED: Student Internship - The recommended firm has committed to employing HCC student interns to assist with student engagement efforts and as appropriate, assist in the preparation and execution of contract deliverables.

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

The recommended firm is a certified SBE with TxDOT and will self-perform all work.

INTENTIONALLY LEFT BLANK.

RFP 25-15 Wayfinding & Graphics Standards Program Consultant

Summary Composite Score Sheet

Firm	Evaluation Criteria					Total
	Firm's Qualification and Experience & Demonstrated Qualifications of Personnel and Team	Proposed Approach and Methodology	Past Performance & References	Price Proposal	Small Business Practices	
Available Points	20	20	10	35	15	100
DG Studios, Inc	17.20	16.80	9.00	33.57	10.00	86.57
fd2s, Inc	18.00	17.60	9.00	35.00	0.00	79.60
Hollaway Environmental + Communications	14.40	15.20	7.20	25.91	10.00	72.71
AttacheUSA LLC	8.00	8.00	3.80	32.52	10.00	62.32

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
C.	Sole Source Contract Award with Houston Academy of Medicine - Texas Medical Center Library	Dr. Margaret Ford Fisher Robert McCracken Michael Stafford

RECOMMENDATION

Authorize the Chancellor to execute a contract with Houston Academy of Medicine – Texas Medical Center Library through a sole source procurement.

COMPELLING REASON AND BACKGROUND

- The purpose of the proposed award recommendation is to provide library access for Health Sciences Center of Excellence students and faculty to gain access to all library research information and resources located within the medical center.
- This library holds the principal general biomedical research collection in the Texas Medical Center, and it will provide authorized Library cardholders of Houston City College, Coleman College all its services as are normally provided to Governing Institutions.
- The recommended firm hold the exclusive licensing rights for the noted and service which are only available directly from the noted sole source provider.
- HCC has used the noted services and the client department have requested the continued used for the delivery of services in support of students, faculty and staff.
- Prior to completing any request, the Procurement Department researches the product to confirm the competitive status if the request is sole source. Whenever possible, alternative products are reviewed with the client department for feasibility and a negotiation with the vendor is completed to ensure a best value award is obtained.

FISCAL IMPACT

The projected expenditure is \$366,588 (three hundred sixty-six thousand, five hundred eighty-eight dollars) over three years, as follows:

- Year 1 (FY26): \$116,285 (one hundred sixteen thousand, two hundred eighty-five dollars)
- Year 2 (FY27): \$122,099 (one hundred twenty-two thousand, ninety-nine dollars)
- Year 3 (FY28): \$128,204 (one hundred twenty-eight thousand, two hundred four dollars)

The funding source will be the Library's budget.

LEGAL REQUIREMENT

This recommendation to the Board of Trustees is in accordance with Texas Education Code Section 44.031(a) Chapter.

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment

This item is applicable to the following: District

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
D.	Banking Resolution Authorization	Dr. Margaret Ford Fisher Robert McCracken

RECOMMENDATION

Approve Banking Resolutions authorizing the Vice Chancellor for Administration & Operations and the Interim Associate Vice Chancellor for Finance & Accounting to establish accounts, enter into agreements and transactions contemplated by the provisions of treasury management services by depository banks.

COMPELLING REASON AND BACKGROUND

- The depository banks listed below require the banking documents to be updated to reflect changes in Banking Officer titles and/or signature changes.
 - Bank of America
 - ~~Regions Bank~~ Chase Bank
 - First Public/LoneStar
 - TexPool
 - The Bank of New York Mellon

FISCAL IMPACT

None.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

5. *College of Choice*

This item is applicable to the following: District

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
E.	Letter of Nomination Supporting Appointment to Association of Community College Trustees (ACCT) 2026 Appointed Committees	Trustee Eva Loreda Trustee Laolu Davies-Yemitan Dr. Cynthia Lenton-Gary

RECOMMENDATION

Approve the submission of a letter of nomination for Trustees Laolu Davies-Yemitan and Cynthia Lenton-Gary to serve on the 2026 Association of Community College Trustees (ACCT) Appointed Committee for a one-year term.

COMPELLING REASON AND BACKGROUND

The Association for Community College Trustees (ACCT) Committees appointments for 2026 will be announced by December 1, 2025. Trustees are asked to indicate their interest in serving as an appointed committee member for a one-year term to meet the application deadline of November 1, 2025. Each submission must have a letter of nomination from the institution's board supporting the appointment.

ACCT Committees seeking volunteer members for appointment to the following committees:

- Impact and Success Committee
- Finance and Audit Committee
- Governance and Bylaws Committee
- Member Communications and Education Committee
- Public Policy and Advocacy Committee

ACCT Board Policy states that the ACCT Chair will appoint committees. In making appointments, the chair will consider regional representation and other factors. Unless otherwise noted, membership on committees shall be for one-year terms. Each committee chair shall be a member of the Board of Directors.

Members may be appointed to a committee under the following conditions:

1. They shall be selected from voting members.
2. They may serve three consecutive one-year terms per committee.
3. No more than one associate member from a college shall serve on any one board committee.
4. All related expenses are the responsibility of their college.
5. They have full voting rights.
6. They shall have a letter of nomination from their board supporting the appointment to an

ACCT committee

ACCT Committees meet in person twice each year at the Community College National Legislative Summit and the Annual Leadership Congress. Committee work may also be done electronically as needed.

FISCAL IMPACT

Expenses associated with attendance to ACCT conferences and committee meetings are integrated in the operating budget.

STRATEGIC ALIGNMENT

1. Student Success, 4. Community Investment

This item is applicable to the following: District

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

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

RECOMMENDATION

Approve the personnel action items for October 2025.

COMPELLING REASON AND BACKGROUND

- Full-Time contracted Faculty are hired under one-year term contracts on an annual basis under DC (LOCAL): Employment Practices.
- The hiring process for full-time faculty involves a review of credentials, a screening process, evaluation and interviews by the hiring authority.
- The Board is being asked to approve one-year contracts for new Faculty hired for the 2023-24 academic year to replace outgoing faculty or currently vacant faculty positions.

FISCAL IMPACT

Funds for these faculty positions are provided for in the FY 2024 Unrestricted Budget.

LEGAL REQUIREMENT

None.

STRATEGIC ALIGNMENT

5. *College of Choice*

ATTACHMENTS:

Description	Upload Date	Type
October 2025 Faculty Personnel Agenda	10/3/2025	Cover Memo

This item is applicable to the following:

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

APPENDIX

(Board Action Required)

Personnel Agenda - Faculty

Board Meeting

October 15, 2025

INFORMATION ITEMS - BOARD ACTION REQUIRED
FACULTY (REGULAR)

Name	Previous Ogranization or HCCS Job Title	Proposed New Job Title	Contract Type/Grade	Empolymment Action Reason	Annual Salary	Effective Date
Gayles, Torin	P/T Anesthesia Technokogy Instructor	F/T Anesthesia Technology Instructor	12 Months Grade: 4	Transfer	\$ 62,659	9/8/2025
Tang, Chunhua	P/T ESL Instructor	F/T Intensive English Instructor	10.5 Months Grade: 8	Transfer	\$ 67,489	9/16/2025

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
G.	Review of Level Four Complaint - Employee 1	Dr. Margaret Ford Fisher Nicole Montgomery Rodney Nathan

RECOMMENDATION

Review of Level Four Complaint - Employee 1 under Policy DGBA (LOCAL) Employee Grievances.

COMPELLING REASON AND BACKGROUND

Under Policy DGBA (LOCAL) employees may bring forth unresolved issues concerning the application of College District policy, practice or regulation in the form of a grievance or complaint at both informal and formal level.

If issues are not resolved through the informal and lower-level processes, the employee may bring issues forward through the formal process to the Board of Trustees (Level Four).

The Level Four complaint will be a review by the Board of Trustees. The following provisions shall govern the review by the Board of this complaint:

1. A decision may be remanded for further consideration upon finding that it was not made in accordance with applicable state or federal law, policy, or College District regulations; provided, however that the decision should not be remanded if the procedural error was not material to the decision and therefore constituted harmless error.
2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law, or policy; provided, however that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error.
3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or institutional policies, or regulations.

FISCAL IMPACT

None

LEGAL REQUIREMENT

None

STRATEGIC ALIGNMENT

This item is applicable to the following: District

ACTION ITEM

Meeting Date: October 15, 2025

Topics for Discussion and/or Action

ITEM #	ITEM TITLE	PRESENTER
H.	Review of Level Four Complaint - Employee 2	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Rodney Nathan

RECOMMENDATION

Review of Level Four Complaint - Employee 2 under Policy DGBA (LOCAL) Employee Grievances.

COMPELLING REASON AND BACKGROUND

Under Policy DGBA (LOCAL) employees may bring forth unresolved issues concerning the application of College District policy, practice or regulation in the form of a grievance or complaint at both informal and formal level.

If issues are not resolved through the informal and lower-level processes, the employee may bring issues forward through the formal process to the Board of Trustees (Level Four).

The Level Four complaint will be a review by the Board of Trustees. The following provisions shall govern the review by the Board of this complaint:

1. A decision may be remanded for further consideration upon finding that it was not made in accordance with applicable state or federal law, policy, or College District regulations; provided, however that the decision should not be remanded if the procedural error was not material to the decision and therefore constituted harmless error.
2. A decision may be modified or reversed only upon a finding that the decision constituted an abuse of discretion or was made in violation of applicable state or federal law, or policy; provided, however that the decision should not be modified or reversed if the violation of policy was not material to the decision and therefore constituted harmless error.
3. A decision should be affirmed in the absence of a finding of abuse of discretion or material violation of applicable state or federal law or institutional policies, or regulations.

FISCAL IMPACT

None

LEGAL REQUIREMENT

None

STRATEGIC ALIGNMENT

This item is applicable to the following: District

REPORT ITEM

Meeting Date: October 15, 2025

Adjournment

ITEM #	ITEM TITLE	PRESENTER
XIV.	Appendix - No Action Required	

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
October 2025 - Staff Personnel Agenda_wt	10/3/2025	Cover Memo

This item is applicable to the following:

APPENDIX

(No Board Action Required)

Personnel Agenda - Staff

**Board Meeting
October 15, 2025**

INFORMATION ITEMS - NO BOARD ACTION REQUIRED**ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL - STAFF (REGULAR)****INTERNAL HIRES**

Name	Previous HCCS Job Title	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Lilly, Jacquelyn	Assistant, Student Life	Administrative Assistant	Southwest	Non-Exempt Grade: 3	\$ 39,600	10/16/2025
Pittman, Denise	P/T Reception Assistant	F/T Campus Service Technican	Central	Non-Exempt Grade: 2	\$ 41,004	10/1/2025

INFORMATION ITEMS - NO BOARD ACTION REQUIRED**ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL - STAFF (REGULAR)****INTERNAL HIRES**

Name	Previous HCCS Job Title	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Alejos, Catalina	F/T Assistant, Enrollment Services	F/T Associate, Enrollment Services	Northeast	Exempt Grade: 4	\$ 49,123	9/15/2025
Andrade, Brittany	F/T Admission Advisor	F/T Advisor, Pathways & Case Management	Southeast	Exempt Grade: 7	\$ 59,500	10/1/2025
Gil, Alikie	F/T Accountant II	F/T Senior Financial Analyst	System	Exempt Grade: 9	\$ 88,000	10/1/2025
MacDougall, Carolina	F/T Associate, Enrollment Services	F/T Advisor, Pathway & Case Management	Southwest	Exempt Grade: 7	\$ 52,200	10/1/2025
Mulei, Caroline	F/T Accounting Specialist	F/T Accountant II	System	Exempt Grade: 7	\$ 67,000	11/3/2025
Quadir, Farid	F/T Campus Service Technician	F/T Campus Manager	Northwest	Exempt Grade: 6	\$ 55,000	9/16/2025
Saing, Sophia	F/T Reception Assistant	F/T Testing Assistant	Northeast	Non-Exempt Grade: 2	\$ 36,500	10/16/2025
Wright, Desirae	F/T Enrollment Services Assistant	F/T Specialist, CE-Records	Northeast	Non-Exempt Grade: 4	\$ 43,800	9/15/2025

INFORMATION ITEMS - NO BOARD ACTION REQUIRED**ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL TECHNICAL - STAFF (REGULAR)****EXTERNAL HIRES**

Name	Previous Organization	New Job Title	College	FLSA/Grade	Annual Salary	Effective Date
Allison, Ashley	Fort Bend I.S.D.	F/T Student Recruiter	Central	Exempt Grade: 5	\$ 48,000	10/1/2025
Esquivel, Pamela	University of Houston	F/T Producer	System	Exempt Grade: 4	\$ 44,400	9/16/2025
Funes, Alondra	Bay Area Rehabilitation Center	F/T Administrative Assistant	System	Non-Exempt Grade: 4	\$ 40,700	10/1/2025
Garcia, Cefeney	Texas Estate Probate & Lawyers, PLLC	F/T Office Manager	Southeast	Non-Exempt Grade: 5	\$ 56,000	10/1/2025
Greene, Alexandar	Prairie View A & M University	F/T Transfer Services, Specialist	System	Non-Exempt Grade: 4	\$ 44,500	9/16/2025
Herman, Sharon	University of Houston- ClearLake	F/T Director, Master Scheduling	System	Exempt Grade: 11	\$ 112,000	10/16/2025
Rodriguez, Melissa	Sanmini Corporation	F/T Buyer	System	Exempt Grade: 6	\$ 56,000	10/1/2025
Teal, Tailor	Allied Universal Security	Security Office	System	Non-Exempt Grade: 3	\$ 39,530	9/16/2025

**INFORMATION ITEMS - NO BOARD ACTION REQUIRED ADMINISTRATOR/ADMINISTRATIVE/CLERICAL/PROFESSIONAL
TECHNICAL - STAFF (REGULAR)**

SEPARATIONS OF EMPLOYMENT

1	Name	Employment details	Effective Date
2	Diaz,Miguel Angel	Security Officer, System, Central	8/30/2025
3	Green,Cory R.	Peace Officer, Central	9/15/2025
4	Hines,Montez L	Student Success(Educ)-Academic, Southwest	9/10/2025
5	Lestarjette, Stephen	Executive Director, Marketing and Branding Management, System	9/13/2025
6	McDaniel, Brenda	Assoc Degree Nursing, Coleman	9/1/2025
7	Melendez,Aissha G	Office Manager, Coleman	9/13/2025
8	Patterson,Pamela	Vocational Nursing, Coleman	9/1/2025
9	Peace,Laronda Louise	Sr Rep, Benefits, System	8/30/2025
10	Teal,Tailor	Security Officer, System	9/24/2025
11	White,Lashay Nicole	Student Recruiter, Northwest	9/16/2025