



AGENDA

AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

**January 21, 2026
3:00 PM**

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

**NOTICE OF A MEETING OF THE
Audit Committee
OF THE BOARD OF TRUSTEES**

HOUSTON CITY COLLEGE

January 21, 2026

Notice is hereby given that a Meeting of the Audit Committee of the Board of Trustees of Houston City College will be held on Wednesday, January 21, 2026 at 3:00 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Title IX, Compliance, & Reporting Processes

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

A. Legal Matters

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

1. Asset Management Risk and Compliance Review

B. Personnel Matters

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

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority:

If, during the course of the meeting covered by this Notice, the Board should

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

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

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

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

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

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

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

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

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

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

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **15th day of January 2026**, 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 City College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston City College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

REPORT ITEM

Meeting Date: January 21, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Title IX, Compliance, & Reporting Processes	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Sandra Jacobson Arnita Quosig, M.A.

DISCUSSION

Houston City College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. The Office of General Counsel oversees the Compliance Department and the Office of Equal Opportunity and Title IX (OEO/TIX) to ensure the College, Leadership Team, Faculty, Staff, and Students remain knowledgeable and compliant with all applicable federal and state laws.

COMPELLING REASON AND BACKGROUND

As part of the Enterprise Risk Management Process, the Board regularly reviews risks to the institution. This report explores the College's responses and processes related to Title IX, S.B 17, S.B. 212, investigations and reporting processes.

FISCAL IMPACT

Budgeted Funding

STRATEGIC ALIGNMENT

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

ATTACHMENTS:

Description	Upload Date	Type
Title IX, Compliance, and Reporting Processes	1/12/2026	Presentation

This item is applicable to the following:

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



Audit Committee Risk Presentation: Title IX, Compliance, & Reporting Processes

Dr. Margaret Ford Fisher, Chancellor

Nicole Montgomery, J.D., MPA, General Counsel

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

Arnita Quosig, M.A., Compliance Officer

Legal Developments Affecting Title IX Compliance



2011-2016: Obama Administration issued guidance on sexual harassment

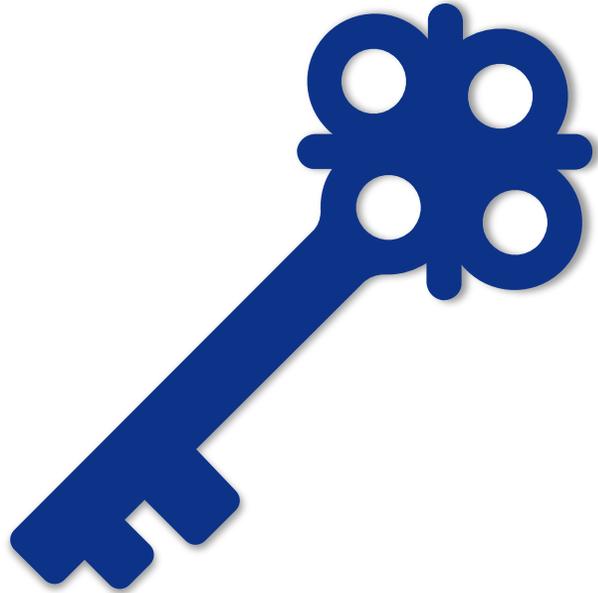
2011-2019: Texas Legislature amended the Texas Education Code to include new provisions on sexual harassment based in part on Title IX guidance

2020: Trump Administration issued new Title IX regulations on sexual harassment grievances

2024: Biden Administration amended the 2020 regulations expanding the scope of the rules. Lawsuits were filed, and courts ultimately vacated the Biden rules. The 2020 rules remain in effect.

2025-2026: Numerous federal lawsuits are pending relating to gender identity under Title IX and other laws, including issues relating to athletics, pronoun usage, and access to restrooms.

Practical Implications



- Both state and federal law require complaint processes that are prompt, fair, and equitable. However, state law defines sexual harassment more broadly than the Title IX regulations, and it imposes greater reporting requirements for employees.
 - HCC policy complies with state and federal law. In the event of a conflict between the laws, HCC errs on the side of enforcing the rules that provide the greatest protection to students and employees.
- Compliance training occurs throughout the year.
- Due to the frequency of legal developments over the last few years, counsel continues to monitor on-going litigation to evaluate whether HCC policies or procedures need to be updated.



- **Title IX prohibits discrimination “on the basis of sex” in educational programs and activities.**
 - Applies to institutions that receive federal money, which includes federal grants and student financial aid.
 - Applies to academics, athletics, financial aid, counseling, extracurricular activities, and other college activities
- **“Sex discrimination” includes:**
 - Disparate treatment, such as denying an educational opportunity based on sex
 - Sexual harassment and sexual assault
 - Dating violence, domestic violence, and stalking
 - Pregnancy-related discrimination



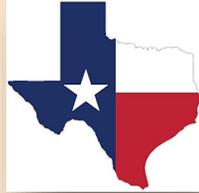
- Every institution “must designate” at least one “Title IX Coordinator” to coordinate its efforts to comply with its responsibilities under Title IX.
- HCC’s Title IX Coordinator with contact information is listed in HCC policy (DIAA and FFDA) and is identified on the HCC website:
 - Sandra B. Jacobson, J.D., M.Ed., Interim Executive Director of EEO and Compliance/Title IX Coordinator/ADA/Section 504 Coordinator
 - <https://www.hccs.edu/oeotix/>
- An institution of higher education may be held civilly liable for damages under Title IX if a college official with authority to take corrective action obtains actual knowledge of an allegation of harassment and responds to the allegation with “deliberate indifference.”

Mandatory Grievance Processes



- **Sexual harassment complaints** – Federal regulations and the Texas Education Code impose specific investigation and decision-making procedures for reports of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.
- **Sexual discrimination complaints** – The law doesn't specify a particular method. Institutions may develop their own processes so long as the process is *equitable* and *prompt*.
- **HCC grievance processes**
 - Policy DIAA for employees
 - Policy FFDA for students

Additional Reporting *Requirements*



- Texas law requires every employee (except certain confidential employees) to report to the Title IX Coordinator any incident that the employee *reasonably believes constitutes sexual harassment, sexual assault, dating violence, or stalking* by or against a person who was a student or employee at the time of the incident.
- Applies to information learned during the course of the employee's employment.



- Institutions of higher education must collect sexual harassment data and report the data on their websites. Each fall, the institution's CEO also must submit a certification of "substantial compliance" to the Texas Higher Education Coordinating Board.
- Substantial fines for non-compliance.

HCC's Compliance & Ethics Plan

Enforcement

Policies

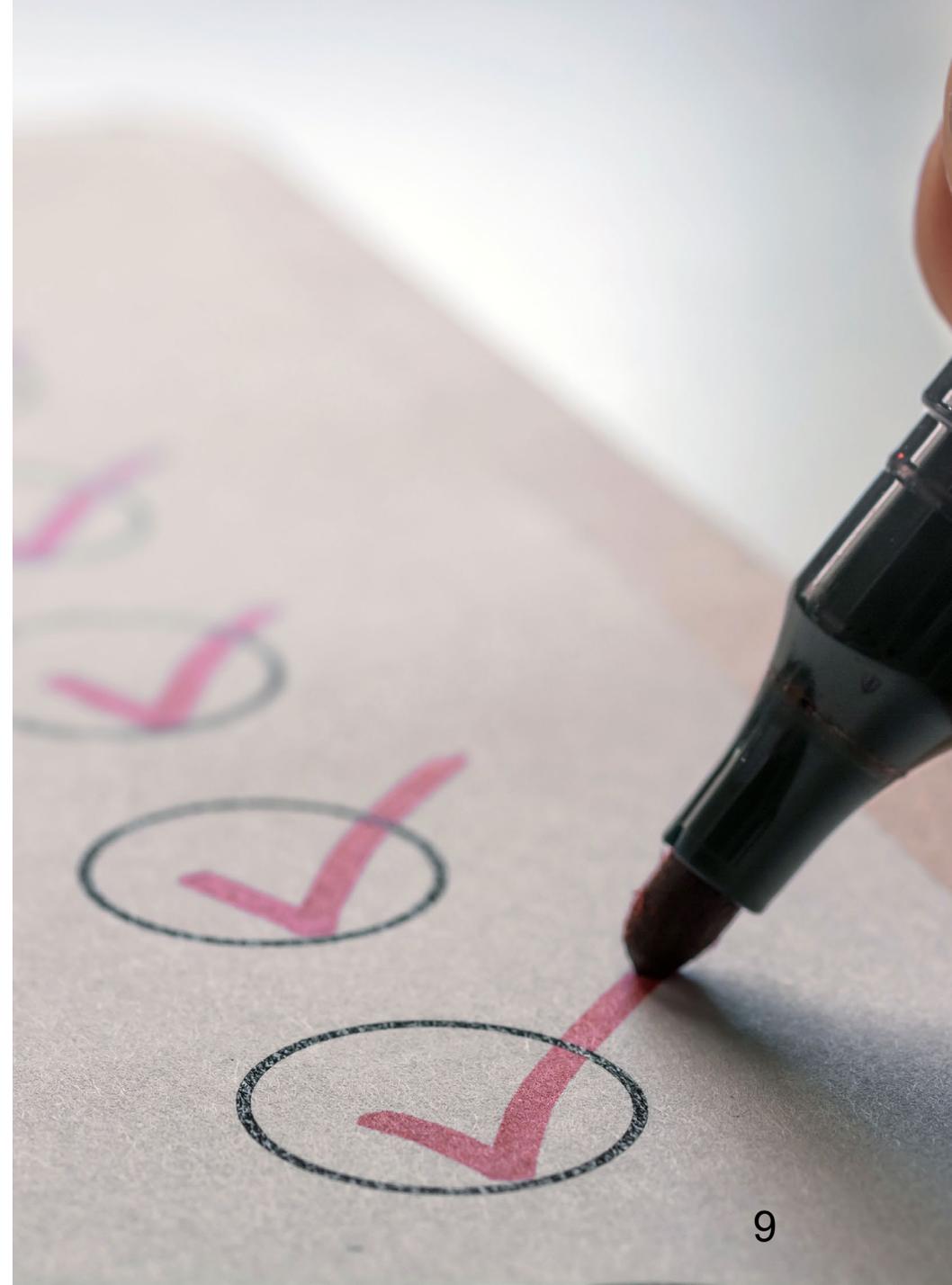
Training

Oversight

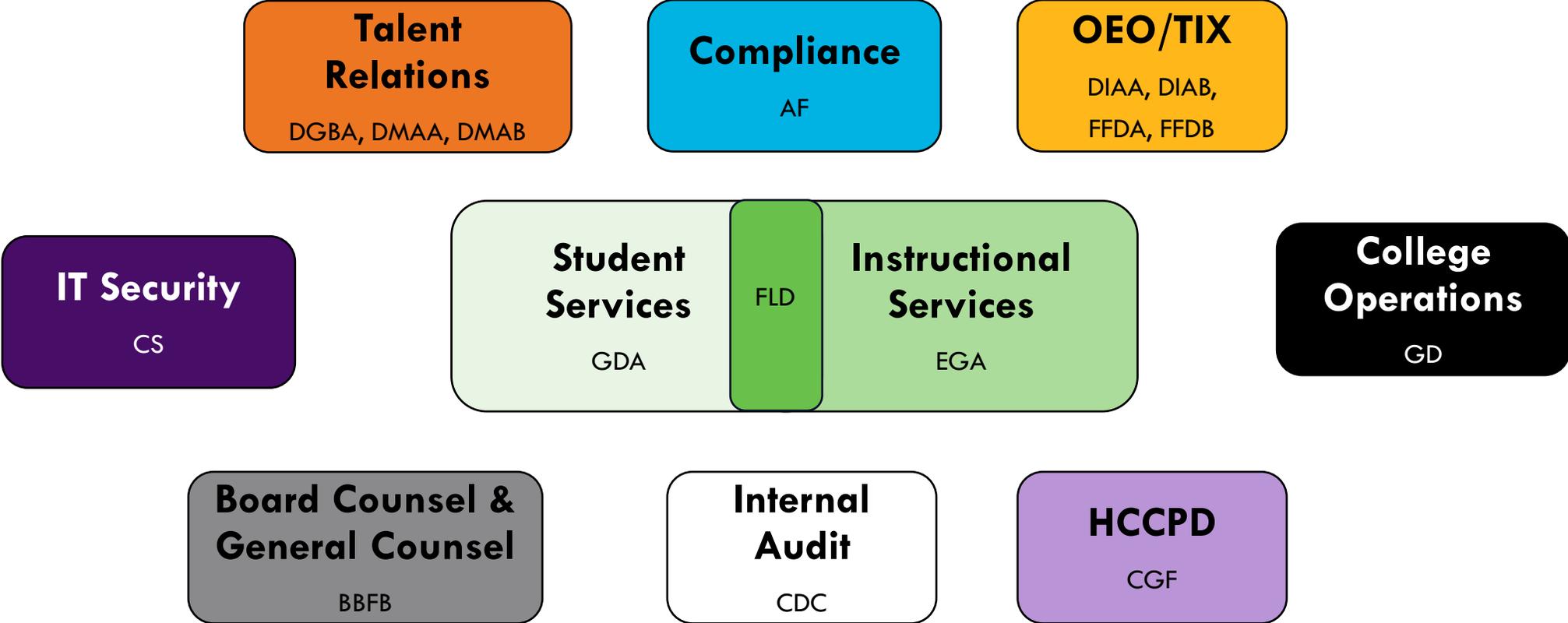
- **Ethics & Compliance Hotline**
- **Attestation Process**
- **Compliance Calendar**
- **Risk Assessment (ERM)**
- **Internal Audit**

Addressing Reports

- HCC has a number of processes that allow for the reporting of concerns, across specialty areas
- There are mechanisms in place to allow the easy referral between processes, including Maxient
- <https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/>
- Team includes Compliance, Office of Equal Opportunity and Title IX, Counseling, Conduct and Academic Integrity, Student Services Deans and Associate Deans, and Academic Deans



Example of Reporting Mechanisms and Responsibility Across the College



Policy/Process for Investigation and Resolution of Concerns & Complaints

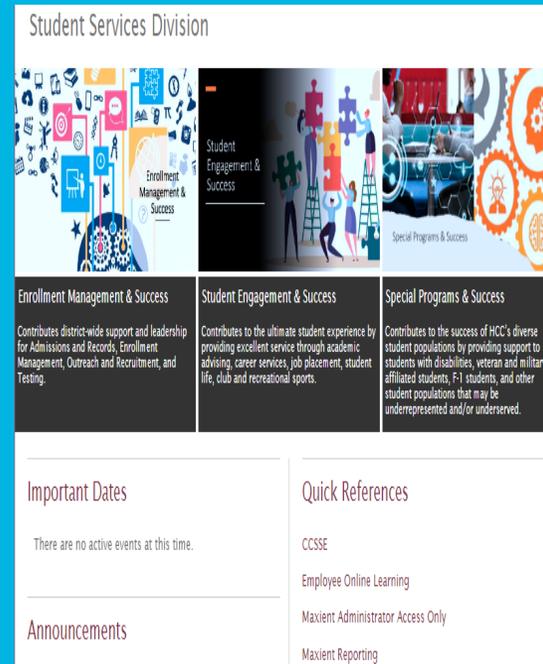
Policy/Process	Concern/Complaint
AF	Non-compliance, unethical, or fraudulent behavior
BBFB	Concerns relating to the Chancellor or a member of the Board of Trustees or a Senior Staff member
CDC	Concerns relating to audit issues and dishonest or fraudulent activity
CGF	Concerns relating to a commissioned police officer who is a member of the HCC Police Department
CS	Concerns relating to a breach of system security or a security incident
DC	Concerns relating to an employment preference for former foster children or alleging violation of veteran's preference
DGBA	Employee workplace concerns that do not relate to discrimination based on a protected class should be brought to the attention of their immediate supervisor, an appropriate administrator, or Senior Partner in Talent Relations
DIAA, DIAB	Concerns relating to discrimination, harassment, and retaliation of employees
DMAA, DMAB	Faculty member concerns relating to their employment contracts, salaries, schedules, or assignments
EGA	Concerns relating to the transfer of course credit
FFDA, FFDB	Concerns relating to discrimination, harassment, and retaliation of students
Final Course Grade	Concerns related to a student's final grade in a course should be directed to the Course Grade Appeal process
FLB	Concerns relating to student conduct and disciplinary actions
FLD	Student complaints relating to academic or non-academic concerns
GD	Concerns regarding the designated outdoor areas for the public to engage in expressive activities should be directed to the College Operations Officer
GDA	Concerns regarding minors and relatives on campus

What is Maxient? How do I submit a report?

**MAXIENT
REFERS TO THE
ELECTRONIC
STUDENT
CONDUCT
MANAGEMENT
SYSTEM THAT
HOUSES
STUDENT
CONDUCT AND
COMPLAINT
RECORDS**

FROM THE MYHCC STUDENT SERVICES PAGE

Student Services Division



Enrollment Management & Success
Contributes district-wide support and leadership for Admissions and Records, Enrollment Management, Outreach and Recruitment, and Testing.

Student Engagement & Success
Contributes to the ultimate student experience by providing excellent service through academic advising, career services, job placement, student life, club and recreational sports.

Special Programs & Success
Contributes to the success of HCC's diverse student populations by providing support to students with disabilities, veteran and military-affiliated students, F-1 students, and other student populations that may be underrepresented and/or underserved.

Important Dates
There are no active events at this time.

Announcements

Quick References
CCSSE
Employee Online Learning
Maxient Administrator Access Only
Maxient Reporting



Call Student Contact Center
Career and Job Placement
Student Complaints
HCC Career Hub
TITLE IX Sexual Misconduct
MAXIENT Maxient Reporting

**FROM THE
MYEAGLE HOME
PAGE**

Maxient Reporting Steps

from the HCC Homepage:

Step 1
Programs & Courses
Admissions & Financial Aid
Support Services

Step 2
Additional Services
HCC Bookstore
Counseling
Student Conduct
Help With Financial Emergencies
International Students
Library
Parking Rules & Regulations
Veteran & Military-Affiliated Student Success

Step 3 **File a report**
Reports can be made at any time.
There may be instances where you may need to report behavior that may be concerning, disruptive, or involves student misconduct, including but not limited to sexual misconduct. In those instances, please utilize one of the report forms below to address your concern.

Step 4

- Academic Dishonesty
- Student Conduct
- Concerning Student Behavior
- Title IX

HCC

**FROM THE HCC
HOMEPAGE**

Mitigation: Training

Support is provided across the college through regular training about the common processes, including the following examples:

- New Employee Orientation
- New Student Orientation
- Annual mandatory training for employees
- Instructional Day
- Instructional Leaders Day
- Adjunct Meeting
- Partnerships with Conduct and Academic Integrity and the Campus Deans and Associate Deans

Title IX

Sex-Based Discrimination & Harassment Training

Conducted September 25, 2025

Audience included OEOTIX, Talent Relations, Ability Services Counselors, Student Conduct/Integrity, Coleman College, Sciences, Deans & Associate Deans, Internal Audit, and Records Management

Covered key Title IX requirements, with a particular focus on attendees' obligations regarding:

- Title IX Grievance Process
- Sexual harassment
- Accommodations for pregnant and parenting students
- Sex-Based Discrimination
- Retaliation

Clery Act

Campus Security Authority Training

Conducted March 3, 2025

HCC'S annual security report must include information on any crime reported to a "Campus Security Authority."

This includes campus police, campus security employees, other employees who monitor access to HCC buildings, as well as all college officials with "significant responsibility for student or campus activities"

Audience included individuals identified as CSA's and covered their duties to:

- Report crimes for inclusion in the annual report;
- Support victims of crime by offering resources; and
- Encourage the victim or witness to report crimes to the HCC Police Department

Compliance Resources

Compliance Websites:

<https://www.hccs.edu/about-hcc/compliance--ethics/>

<https://myhcc.hccs.edu/General-Counsel/Pages/Compliance.aspx>

The Ethics & Compliance Hotline is available 24 hours a day, 7 days a week for you to confidentially report by telephone toll-free at **855-811-6284** or secure website at <http://www.hccs.ethicspoint.com>



Senate Bill 17

(Tex. Educ. Code § 51.3525)



The DEI Compliance Oversight Team, part of the Office of General Counsel Division, continues to address questions as they arise and provides support to the College on the requirements of the law



The team can be contacted at:
txdei.compliance@hccs.edu



Updates to the SB 17 website and FAQ will be made as needed: <https://www.hccs.edu/about-hcc/transparency/senate-bill-17/>



Key leaders continue to attest to SB 17 compliance each quarter for the business areas under their supervision

Senate Bill 212 – Mandatory Reporting Law (Codified at Tex. Educ. Code § 51.252)

- Mandatory reporting obligations for employees relating to sexual harassment, sexual assault, dating violence, and stalking. Effective **January 1, 2020**.
- Employees must **“promptly”** report incidents when the employee “witnesses or receives information regarding the occurrence of an incident that the employee reasonably believes” constitutes sexual harassment, sexual assault, dating violence, or stalking alleged to have been committed by or against a student or employee **“who was a student enrolled at or an employee of the institution at the time of the incident”**. The employee must report the information to the Title IX Coordinator.
- Domestic violence is included as a mandatory reporting item per College District Policy

The Office of Equal Opportunity and Title IX (OEOTIX) oversees HCC's compliance with Title IX, equal opportunity, and other state and federal civil rights laws, by centralizing resources for education, reporting, and facilitating resolution procedures.



Offer consultations and guidance.



Provide supportive measures, such as reasonably available academic and workplace accommodations, with or without the filing of a formal complaint.



Investigate and resolve complaints, including but not limited to:

Sexual Harassment	Sexual Assault	Discrimination	Disability
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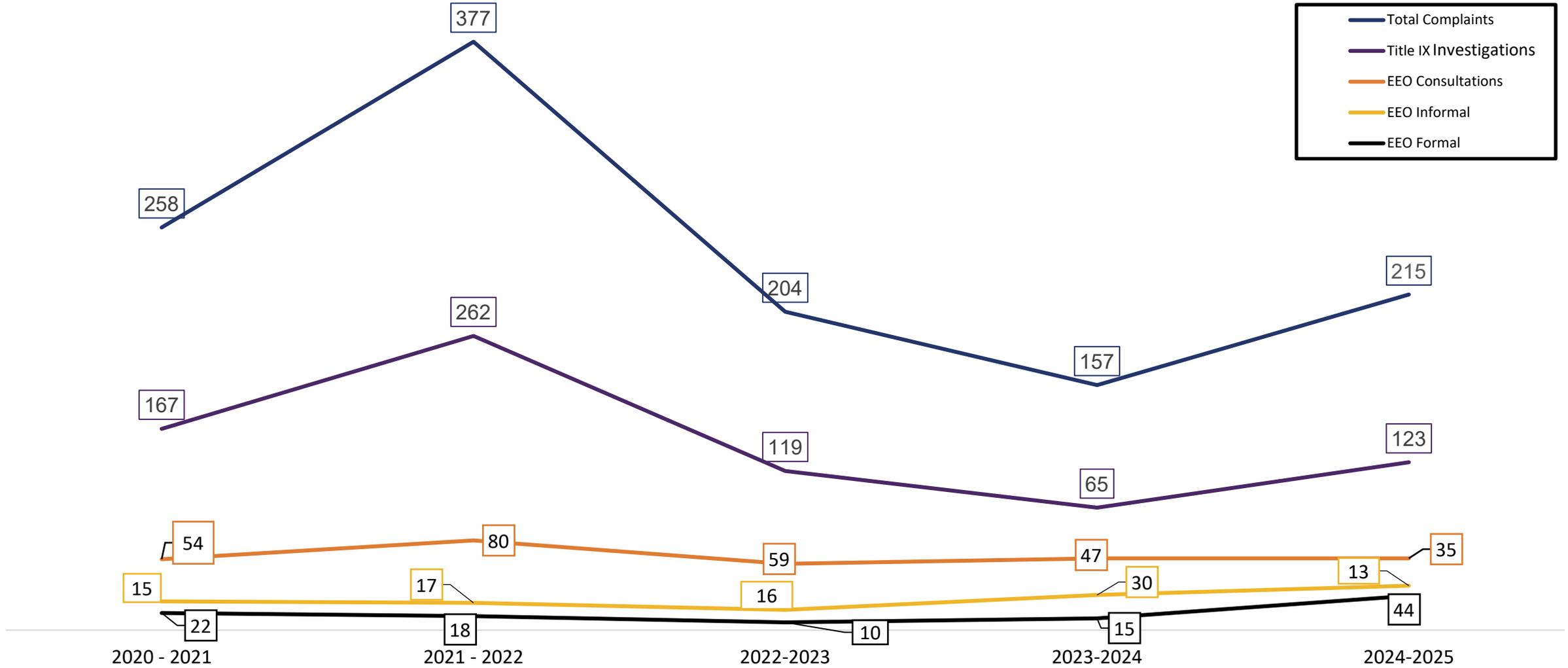


Provide prevention, training, and education regarding EEO and Title IX compliance issues.

Office of Equal Opportunity and Title IX (OEOTIX)



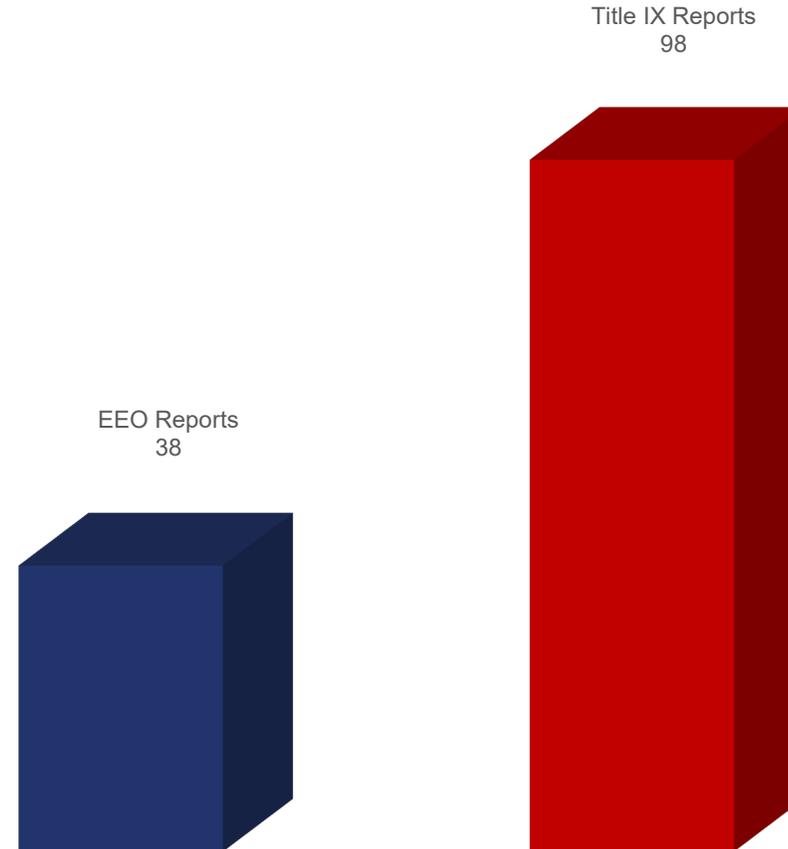
2024 – 2025 Office of Equal Opportunity and Title IX
Five Year Trend by Complaint/Report Type: September 1, 2020 – August 31, 2025



2024 – 2025 Office of Equal Opportunity and Title IX

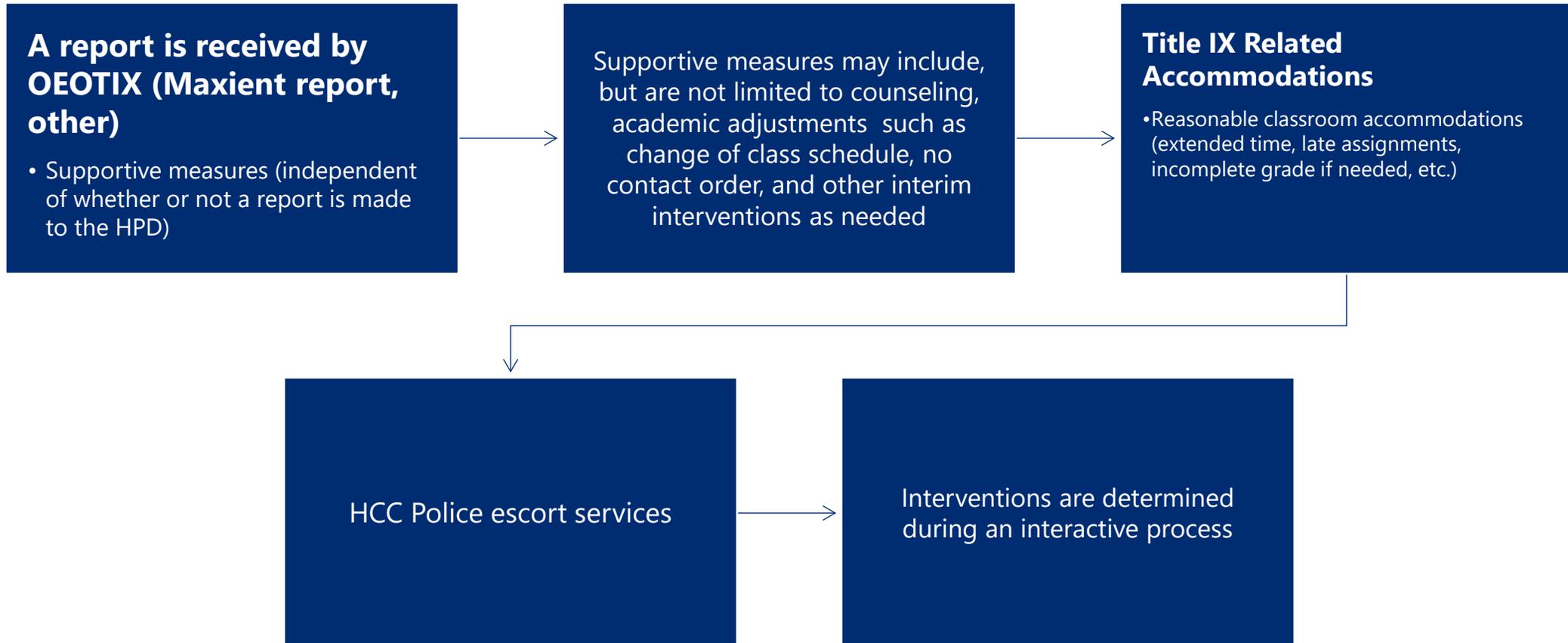
Maxient Referral Activity: September 1, 2025 – November 30, 2025

Types of Incident Reports



Notes.
1) May contain multiple reports for a single incident.
2) Incidents recorded in Maxient across all case types.
3) Source: 2024-2025 Maxient Case Management Database, Laserfiche Project Management Repository

Supportive Measures



Risk Mitigation

When an individual makes a complaint of sexual misconduct/Title IX, discrimination, or retaliation for participating in an OEOTIX investigation, HCC has a responsibility to:

- Promptly address the reported issues – offer supportive measures,
- Ensure consistency in the review process,
- Prevent further incidents from occurring, and
- Limit the effects of harassment on the educational environment.

Risk Mitigation

- Updates to OEOTIX website
- Confidential consultations
- Expanded relationships with our internal partners; i.e., Counseling, Talent
- Revised content in New Student and Employee Orientations
- Specialized training for faculty and staff; i.e., Instructional Leaders Day
- Policies and handbook updates
- Mandatory training
- BITAT
- Responsiveness to initial complaint
- Access to report form – accessible 24/7

Questions?

Thank You