



AGENDA

BOARD GOVERNANCE COMMITTEE OF THE BOARD OF TRUSTEES

**April 1, 2026
3:00 PM**

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

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

HOUSTON CITY COLLEGE

April 1, 2026

Notice is hereby given that a Meeting of the Board Governance Committee of the Board of Trustees of Houston City College will be held on Wednesday, April 1, 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. Proposed Changes to Board Officers and Officials Policies: BCA, BCAB, BCAC, BCAD, BCB, and BCE
- B. Proposed Changes to Board Governance (LOCAL) Policies: BA, BAA, BBE, and BD
- C. Proposed Changes to CM (LOCAL) Facilities Construction
- D. Proposed Changes to CS (LOCAL) Information Security
- E. Board Expenditures Report for Fiscal Year 2026 (September 1, 2025 through February 28, 2026)

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

A. Legal Matters

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

B. Personnel Matters

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

C. Real Estate Matters

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

IV. Additional Closed or Executive Session Authority:

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

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

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

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

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

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

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

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

be at either:

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

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

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **26th day of March**, 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

ACTION ITEM

Meeting Date: April 1, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Proposed Changes to Board Officers and Officials Policies: BCA, BCAB, BCAC, BCAD, BCB, and BCE	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery

RECOMMENDATION

Approve proposed revisions, deletions, and new policies related to Board officers and officials (BCA, BCAB, BCAC, BCAD, BCB, and BCE) as recommended by TASB and Board Counsel.

COMPELLING REASON AND BACKGROUND

Pursuant to TASB's recommendation, new provisions have been added, revisions have been implemented, and certain codes have been deleted in response to the consolidation of the legal framework within the BCA series governing Board officers and officials:

BCA(LOCAL) Board Internal Organization: Board Officers and Officials

Recommended revisions to the local policy language address the selection of board officers and outline the duties and responsibilities of those officers. Language from policies BCAB, BCAC, and BCAD has been reorganized into this policy as part of the overall reorganization and consolidation of policies related to board officers.

BCB(LOCAL) Board Internal Organization: Board Committees

Revisions have been made to address the formation and authority of board committees. These committees, composed exclusively of board members, make non-binding recommendations within specified areas of responsibility.

BCE(LOCAL) Board Internal Organization: Advisory Committees

This new recommended local policy addresses the formation and authority of advisory committees, which are primarily composed of college district staff, students, and community members and make non-binding recommendations to the Board within specified areas of responsibility.

DELETE POLICIES:

- **BCAB(LOCAL)** Board Officers and Officials: Duties and Requirements of Board President
Content of this policy has been moved to policy BCA as part of the reorganization and consolidation of policies related to board officers.
- **BCAC(LOCAL)** Board Officers and Officials: Duties and Requirements of Vice President
Content of this policy has been moved to policy BCA as part of the reorganization and

consolidation of policies related to board officers.

- BCAD(LOCAL) Board Officers and Officials: Duties and Requirements of Secretary
Content of this policy has been moved to policy BCA as part of the reorganization and consolidation of policies related to board officers.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	3/19/2026	Presentation
BCA (LOCAL)	3/19/2026	Attachment
BCAB (LOCAL)_delete	3/19/2026	Attachment
BCAC (LOCAL)_delete	3/19/2026	Attachment
BCAD (LOCAL)_delete	3/19/2026	Attachment
BCB (LOCAL)	3/19/2026	Attachment
BCE LOCAL)_new	3/19/2026	Attachment

This item is applicable to the following: District

Policy Overview Summary

Policy (LOCAL)	Action to be Taken	Proposed Change By	Update Rationale
BCA	Revised policy	TASB & HCC Admin	Recommended revisions address the selection of board officers and the duties and responsibilities of the officers. Administration made changes to be consistent with current practice and Board Bylaws.
BCAB	Delete policy	TASB	Content at this policy has been moved to policy BCA(LOCAL).
BCAC	Delete policy	TASB	Language from this legal framework has been moved to BCA(LOCAL).
BCAD	Delete policy	TASB	Language from this legal framework has been moved to BCA(LOCAL).
BCB	Revised policy	TASB & HCC Admin	Recommended revisions address the formation and authority of board committees.
BCE	ADD policy	TASB & HCC Admin	This new recommended local policy addresses the formation and authority of advisory committees.

Board Officers

Officers of the Board shall be elected by a majority of the total membership of the Board in January, or at any time thereafter, in order to fill a vacancy. Officers are elected for a one-year term and will fulfill the duties set forth for their offices in College District policy and the Board bylaws. Officers may succeed themselves.

The Board shall elect the following officers from their members:

1. A Chair;
2. A Vice Chair; and
3. A Secretary.

Officers of the Board shall be elected by a majority of the total membership of the Board. Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

[See Board Bylaws, Article D, Section 1]

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chair

In addition to the duties required by law, policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend;-
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board;-
3. Appoint all committees, committee chairs, and designated alternates;-
4. Serve as ex officio voting member of all Board committees;-
- ~~4.~~5. Call special meetings of the Board;
6. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year;
- ~~5.~~7. Sign all legal documents, including contracts, warrants, vouchers, and reports, as required by federal and state law, or a current edition of Board policy;
8. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy or law. However, said rules may be suspended by a two-thirds vote of the Board's total membership;- and

Commented [JL1]: TASB proposed this deletion; however, Board Counsel recommends retaining the paragraph to clarify compliance with TEC 130.088, which does not specify the frequency of officer elections.

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Vice Chair

9. Promote Board unity and share all information with other Board members in a timely fashion.
- Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.
- References in law and policy to the Board President are referring to the Board Chair.

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of his or her absence, death, resignation, disability, or disqualification, in an interim capacity only;-
2. Become Board Chair only upon being elected to the position;-
3. Sign or attest to all legal documents in the absence of the Board secretary, as required by state or federal law or Board policy;-
4. Promote Board unity and share all information with other Board members in a timely fashion; and-
5. Perform other duties as prescribed by the Board.

Board Secretary

The Board Secretary shall:

- ~~— Ensure that an accurate record is kept of the proceedings of each Board meeting.~~
 - ~~— Ensure that notices of Board meetings are posted and sent as required by law.~~
 - ~~— Sign or countersign documents as directed by action of the Board.~~
1. Act in the capacity and perform the duties of the Chair in the event of the absence, death, resignation, disability, or disqualification of both the Chair and Vice Chair, and shall continue to serve in an interim capacity only;-
 - ~~— Keep records of all important transactions and file budgets, forms, and reports at the proper times and in the proper offices, as required by law.~~
 2. Sign or attest to all legal documents, as required by federal and state law or Board policy; and
 - 6-3. Promote Board unity and share all information with other Board members in a timely fashion.

Commented [JL2]: Deletions are recommended by Board Counsel and Administration to ensure consistency with the bylaws and to reflect the actual duties of board officers.

Commented [MM3]: Remove for consistency with by-laws, and to reflect actual duties of board officers.

BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD PRESIDENT

BCAB
(LOCAL)

The Board Chair shall:

- ~~1. Preside over meetings of the Board, pursuant to *Robert's Rules of Order*.~~
- ~~2. Appoint all committees, committee chairs, and designated alternates.~~
- ~~3. Serve as ex officio voting member of all Board committees.~~
- ~~4. Call special meetings of the Board.~~
- ~~5. Perform duties and functions prescribed by the Board and authorized by the Education Code.~~
- ~~6. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year.~~
- ~~7. Sign all legal documents, including contracts, warrants, vouchers, and reports, as required by federal and state law, or a current edition of Board policy.~~
- ~~8. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy or law. However, said rules may be suspended by a two-thirds vote of the Board's total membership.~~
- ~~9. Promote Board unity and share all information with other Board members in a timely fashion.~~

~~Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.~~

~~BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF VICE-PRESIDENT~~

BCAC
(LOCAL)

~~The Board Vice Chair shall:~~

- ~~1. Act in the capacity and perform the duties of the Board Chair in the event of his or her absence, death, resignation, disability, or disqualification, in an interim capacity only;~~
- ~~2. Become Board Chair only upon being elected to the position;~~
- ~~3. Perform other duties as prescribed by the Board;~~
- ~~4. Sign or attest to all legal documents in the absence of the Board secretary, as required by state or federal law or Board policy; and~~
- ~~5. Promote Board unity and share all information with other Board members in a timely fashion.~~

Effective Date

~~This policy shall be effective as of the adoption date, December 4, 2019.~~

~~BOARD OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF SECRETARY~~

~~BCAD
(LOCAL)~~

~~The Board Secretary shall:~~

- ~~1. Act in the capacity and perform the duties of the Chair in the event of the absence, death, resignation, disability, or disqualification of both the Chair and Vice Chair, and shall continue to serve in an interim capacity only;~~
- ~~2. Keep records of all important transactions and file budgets, forms, and reports at the proper times and in the proper offices, as required by law;~~
- ~~3. Sign or attest to all legal documents, as required by federal and state law or Board policy; and~~
- ~~4. Promote Board unity and share all information with other Board members in a timely fashion.~~

Effective Date

~~This policy shall be effective as of the adoption date, November 7, 2018.~~

Board Committees

~~The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College. See the Board Bylaws for additional information.~~

Commented [JL1]: All revisions were made by TASB, and the Administration and Board Counsel are in concurrence.

~~Community Advisory Committees are appointed by the Board for the purpose of improving the College District and may be dissolved by Board resolution upon completion of the Committee's task. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College District with advice on programs, facilities, student retention, recruitment and fundraising. Recommendations from these Committees shall be forwarded to the Chancellor for consideration and future action. These Committees shall function as purely advisory bodies and shall not have power to supervise or control public business or policy.~~

For purposes of this policy, a Board committee is a committee composed only of current Board members.

~~Formation of a Board committee shall be by Board action. When establishing a Board committee, the Board action shall, at a minimum, specify the:~~

- ~~— Number of Board members on the committee;~~
- ~~— Process to appoint Board members to the committee;~~
- ~~— Term of committee membership; and~~
- ~~— Responsibilities of the committee.~~

Commented [JL2]: Board Counsel and Administration recommend these deletions due to the formation of a Board action.

The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College District. The number of committee members, method of appointment of members, terms of committee membership, and responsibilities of each committee shall be established as provided in Article F of the Board Bylaws.

A Board committee shall be fact-finding, deliberative, and advisory, and shall make recommendations in the areas of their responsibility. Board committees shall report their findings and recommendations to the Board and shall not assume administrative duties or responsibilities.

Transacting
Business

Unless specified by the Board, a Board committee shall not have final decision-making authority. Board committee recommendations shall be presented to the ~~must be reported to the~~ Board at a regular ~~or special~~ meeting through the content agenda. The Board shall not accept a Board committee's recommendation without due consideration of the matter.

DATE ISSUED:

Adopted:

1 of 2

BCB(LOCAL)-XAJC

6/16/2016

Houston Community College
101506

BOARD INTERNAL ORGANIZATION
BOARD COMMITTEES

BCB
(LOCAL)

Dissolution

A Board committee shall be dissolved upon Board action, unless otherwise stated in the Board bylaws.

DATE ISSUED:
BCB(LOCAL)-XAJC

Adopted:
~~6/16/2016~~

2 of 2

Board Advisory Committees	<p>The Board may establish such standing and ad hoc committees as it deems necessary for the welfare of the College District. [See the Board Bylaws for additional information.]</p> <p>For purposes of this policy, a Board advisory committee is a committee composed primarily of College District staff, students, or community members. A Board advisory committee may also include Board members in numbers less than a quorum of the Board. Committee members shall be selected to represent a variety of ethnic groups and organizations and to provide the College District with advice on programs, facilities, student retention, recruitment, and fundraising.</p> <p>Formation of a Board advisory committee shall be by Board action. When establishing an advisory committee, the Board action shall, at a minimum, specify the:</p> <ul style="list-style-type: none">• Number of members on the committee;• Process to appoint members to the committee;• Term of committee membership; and• Responsibilities of the committee. <p>A Board advisory committee shall be fact-finding, deliberative, and advisory and shall not assume administrative duties or responsibilities. Board advisory committees shall report their findings and recommendations to the Board. Recommendations from these Committees shall be forwarded to the Chancellor for consideration and future action.</p>
Transacting Business	<p>A Board advisory committee may transact business only within the specific authority granted by the Board. To be binding, all such committee recommendations must be reported to the Board at a regular or special meeting for approval and entry into the minutes as a public record.</p>
Dissolution	<p>A Board advisory committee shall be dissolved upon completion of the assigned task or Board action.</p>

Commented [JL1]: Revisions are recommended by Administration, with concurrence from Board Counsel.

ACTION ITEM

Meeting Date: April 1, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
B.	Proposed Changes to Board Governance (LOCAL) Policies: BA, BAA, BBE, and BD	Dr. Margaret Ford Fisher Dr. Melissa Mihalick Dr. Nicole Montgomery

RECOMMENDATION

Approve the revisions to (LOCAL) policies **BA, BAA, BBE, and BD**, as recommended under TASB Update 50.

COMPELLING REASON AND BACKGROUND

Under TASB Update 50, updates are recommended to accommodate the reorganization of local policies related to College District Governance.

BA(LOCAL) COLLEGE DISTRICT GOVERNANCE

Language from this policy has been moved to policy BAA to accommodate the reorganization of policies related to college district governance.

BAA(LOCAL) COLLEGE DISTRICT GOVERNANCE: BOARD LEGAL STATUS

Language from policy BA has been moved to this policy to accommodate the reorganization of policies related to college district governance.

BBE(LOCAL) BOARD MEMBERS: AUTHORITY

Recommended revisions to this policy address HB 4310, which establishes a procedure for board members to access records maintained by the college while preserving the Confidentiality of those records.

BD(LOCAL) BOARD MEETINGS

Recommended revisions to this policy incorporate HB 1522, which updates the meeting notice requirements under the Open Meetings Act to require that notice of a meeting be posted three business days before the scheduled date of a meeting, at Notice to Members.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Policy Overview Summary	3/19/2026	Presentation
BA (LOCAL)_delete	3/19/2026	Attachment
BAA(LOCAL)_add	3/19/2026	Attachment

BBE(LOCAL)
BD (LOCAL)

3/23/2026
3/23/2026

Attachment
Attachment

This item is applicable to the following:

Policy Overview Summary

B - LOCAL GOVERNANCE

Policy (LOCAL)	Policy Title	Action to be Taken	Proposed Change	Update Rationale
BA	Board Legal Status	Delete	TASB	Moved to policy BAA to accommodate the reorganization of policies related to college district governance.
BAA	College District Governance: Board Legal Status	New	TASB	Language from Policy BA has been incorporated into this policy to support the reorganization of policies related to college district governance.
BBE	Board Members: Authority	Revised	TASB	Revisions address HB 4310 by establishing procedures for board member access to college records while maintaining confidentiality. Additional changes improve clarity.
BD	Board Meetings	Revised	TASB	Recommended revisions align with HB 1522 by updating meeting notice requirements under the Open Meetings Act to require that notice be posted at least three business days prior to the scheduled meeting date, under Notice to Members.

BOARD LEGAL STATUS

BA
(LOCAL)

~~The official title of the governing body of the College District shall be the Board of Trustees of the Houston Community College System District, herein referred to as "the Board."~~

~~The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the management of the programs offered by the College District. All authority not vested by the laws of the state, the Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Education Agency, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College District through the administration, to promote education for the benefit of the entire community.~~

Effective Date

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

The official title of the governing body of the College District shall be the Board of Trustees of the Houston Community College System District, herein referred to as “the Board.”

The Board constitutes a body corporate and has the exclusive power, consistent with state and federal trust law, to govern and oversee the management of the programs offered by the College District. All authority not vested by the laws of the state, the Coordinating Board, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Texas Education Agency, or other accrediting entities is reserved to the Board. The Board, in its efforts to represent the community it serves, governs the College District through the administration, to promote education for the benefit of the entire community.

Houston City College
101506

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District. [See Board Bylaws, Article B, Section 1]

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD and Board Bylaws, Article G, Section 5] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB and Board Bylaws, Article B, Section 1]

**Requests for Legal
Advice**

An individual Board member, acting in his or her official capacity, shall have the right to seek legal advice from the Board Counsel. Requests for legal advice shall be submitted to the Board Chair or designee in accordance with Board Counsel guidelines. If the Board Chair determines that the request is not reasonably related to official Board member business, he or she shall instruct the requesting Board member to obtain independent legal counsel at the individual Board member's expense. Once a request is approved by the Board Chair, Board Counsel will provide the requesting Board member with an estimated response time. [See Board Bylaws, Article H, Section 8]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.

Commented [JL1]: Revisions made throughout this document are recommended by TASB, and Board Counsel is in concurrence.

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

1 of 3

Houston City College
101506

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

	<p>An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and law and policy FJ(LOCAL).</p>
Requests for Information	<p>The College District is committed to ensuring Board access to all records of the College District to the extent permitted by law. This policy shall govern requests for information or documents submitted by Board members in their official capacity. All other requests shall be submitted under the College District's public information policy. [See GCB] All requests under this section shall be initiated by a written request submitted to the Office of Board Services. Requests shall be assigned a tracking number and processed in accordance with the tracking guidelines [see Board Bylaws, Article H, Section 7].</p> <p>A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]</p> <p>No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.</p> <p>If a request seeks the preparation of reports that will, in the opinion of the Board Chair in consultation with the Chancellor, require excessive staff time or expense, or interfere with employee duties and cause a disruption to College District business, the Board Chair may discuss with the requesting Board member ways in which the scope of the request may be narrowed.</p>
Confidentiality <i>Request to Redact</i> <i>Confidentiality Agreement</i>	<p>If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.</p> <p>At the time Board members are provided access to confidential records or to reports compiled from such records, the Chancellor or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.</p> <p>The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be</p>

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

2 of 3

Houston City College
101506

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

**Referring
Complaints**

appropriately disposed of or retained as confidential consistent with the agreement.

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the Chancellor or designee, who shall proceed according to appropriate Board policy and the Board bylaws. [See DGBA, FLD, GB, and Board Bylaws, Article A, Section 11]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies and the Board bylaws, no employee or agent shall have the authority to bind the College District contractually.

DATE ISSUED: ~~12/10/2020~~ 11/20/2025
UPDATE 4050
BBE(LOCAL)-X

Adopted:

3 of 3

Houston City College
101506

BOARD MEETINGS

BD
(LOCAL)

Meeting Place and Time	The notice for a Board meeting shall reflect the date, time, and location of the meeting.
Regular Meetings	Regular meetings of the Board shall typically be held on the third Wednesday of each month at the HCC Building, 3100 Main Street. Such meetings may be recessed from day to day until the completion of business. When determined necessary and for the convenience of Board members, the Board Chair may change the date, time, or location of a regular meeting with proper notice. [See Board Bylaws, Article G, Section 3]
Special or Emergency Meetings	<p>The Board Chair shall call a special meeting at the Board Chair's discretion or by the independent requests of three members of the Board. The Board members must call for the meeting in writing, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted. [See Board Bylaws, Article G, Section 10]</p> <p>The Board Chair shall call an emergency meeting when it is determined by the Board Chair or by the independent requests of three members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting. Emergency meetings shall be duly posted.</p>
Attendance at Meetings	<p>Board members may participate in meetings remotely by electronic means, including by telephone or videoconference, as expressly permitted by the Texas Open Meetings Act, or other applicable law. Board members may not participate in a meeting remotely for convenience but must be either:</p> <ol style="list-style-type: none">1. In attendance at a convention, conference, or workshop approved by the Board in accordance with policy BBH(LOCAL); or2. Unable to attend the Board meeting due to unforeseeable circumstances, subject to the discretion of the Board Chair. <p>A Board member who intends to participate in a meeting remotely and has advance knowledge of the extenuating circumstances must submit a written request to the Board Chair 72 hours prior to the meeting. The Board Chair shall grant a Board member's request to participate in a meeting remotely if extenuating circumstances are present in accordance with this policy.</p>
Agenda Preparation	At the direction of the Board Chair, the Chancellor shall prepare and present an agenda at least five business days prior to the regular Board meeting. The Chancellor shall follow the agenda preparation process established by the Board. [See Board Bylaws, Article G, Section 9]

DATE ISSUED: 11/13/2020/20/2025
~~LDU-2020-08~~ UPDATE 50
BD(LOCAL)-X

Adopted:

1 of 3

Houston City College
101506

BOARD MEETINGS

BD
(LOCAL)

Submission of Topics An item shall be added to the agenda by the written request of three Board members submitted to the Chancellor or Board Chair at least five business days prior to the meeting.

The Board Chair or Chancellor may, at his or her discretion, pull any item noticed for discussion and/or action from the agenda without further action by the Board unless that item has been added by the written requests of three Board members, in accordance with the procedures outlined above. [See Board Bylaws, Article G, Section 9]

Consent Agenda When the agenda is prepared, the Board Chair shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature, as well as committee recommendations, grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Notice to Members Members of the Board shall be given notice of regular and special meetings at least ~~72 hours~~ **three business days** prior to the scheduled ~~time~~ **date** of the meeting and at least one hour prior to the time of an emergency meeting.

Commented [JL1]: Revisions are recommended by TASB, and Board Counsel is in concurrence.

Closed Meeting Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting.

Board members, employees, and agents of the College District shall not divulge the substance of matters discussed at any closed meeting to any person, except as otherwise required or allowed by law. Closed meetings shall be held to discuss and deliberate College District matters that cannot be made public. Closed meetings shall be held to protect the attorney-client privilege recognized by law.

The Board Chair shall exclude from executive session any member(s) of the Board who has sued any other member(s) of the Board for actions or issues related to the Board members' official duties. The excluded member(s) will only be excluded during that portion of executive session in which the Board member(s) who has been sued are receiving advice from legal counsel regarding the lawsuit. [Texas Attorney General Opinion JM-1004 (1989)] A Board member who has sued any other Board member(s) may

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BOARD MEETINGS

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only participate in such discussions if a majority of the Board approves a waiver of the attorney-client privilege with respect to the lawsuit.

[See BDA and Board Bylaws, Article G, Section 13]

Order of Business

The Chancellor and Board Chair shall decide the order of business for meetings.

Rules of Order

The Board shall observe the parliamentary procedures as found in Robert's Rules of Order, Newly Revised, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by a two-thirds vote of the entire membership of the Board.

Voting

Voting shall be by voice vote or show of hands, as directed by the Board Chair. Each member's vote or failure to vote shall be recorded by name.

Only members present in person may vote, unless otherwise allowed by law. No proxy votes shall be allowed. Other than situations in which a two-thirds vote is required, a majority vote of the total membership of the Board shall be required in order for the Board to act. [See Board Bylaws, Article G, Section 6]

Minutes

The Board shall prepare and keep minutes and/or make a tape recording of each open meeting. The minutes and recordings are public records and shall be available for public inspection and copying upon request to Board services. Any person in attendance can make an audio or video recording of a partial or entire open meeting, subject to reasonable rules adopted by the Board to maintain order. [See Board Bylaws, Article G, Section 11]

Discussions and Limitation

Discussions shall be addressed to the Board Chair and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chair shall halt discussion that does not apply to the business before the Board.

The Board Chair shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Board Chair shall not interfere with debate so long as members wish to address themselves to an item under consideration.

Effective Date

~~This policy shall be effective as of the adoption date, September 2, 2020.~~

ACTION ITEM

Meeting Date: April 1, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
C.	Proposed Changes to CM (LOCAL) Facilities Construction	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve the revisions to CM (LOCAL) policy as recommended in TASB Update 50.

COMPELLING REASON AND BACKGROUND

Recommended revisions address SB 1173, which increases the contract value threshold at which a community college is required to utilize a statutory competitive procurement method for Construction Contracts from \$50,000 or above to \$100,000 or above.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
CM (LOCAL)	3/23/2026	Attachment

This item is applicable to the following:

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The Chancellor or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

No construction, with the exception of routine maintenance, shall be initiated without Board or Chancellor approval, as appropriate. Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~\$100,000. To assist the Board, the Chancellor shall recommend the project delivery/contract award method that the Chancellor determines provides the best value to the College District. [See CM series]

Commented [JL1]: Revision is recommended by TASB and Board Counsel is in concurrence.

For construction contracts valued at or above \$100,000, the Chancellor shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Chancellor and consistent with law and policy. [See also CF]

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the Chancellor the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The Chancellor shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved prior to executing any changes in the approved plans or in the actual construction of the facility.

Change orders valued at or above the Chancellor's signature authority shall require Board approval prior to executing any changes in plans, construction, or cost of the facility. The Chancellor shall be authorized to approve change orders of a lesser amount. The Chancellor shall report to the Board quarterly regarding change orders approved within his or her authority.

Retainage on all construction contracts shall be at least five percent of the cost of work.

Alterations and Modifications

No College District facility shall be altered or modified in any way without prior approval of the Chancellor or designee. For purposes of this policy, modifications and alterations include, but are not limited to, moving walls, electrical outlets, doors, and the like.

Project Administration

All construction projects shall be administered by the Chancellor or designee.

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FACILITIES CONSTRUCTION

CM
(LOCAL)

The Chancellor or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for construction or the supervision of construction until the work has been completed and the College District has accepted the work.

Effective Date

~~This policy shall be effective as of the adoption date, April 20, 2022.~~

ACTION ITEM

Meeting Date: April 1, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
D.	Proposed Changes to CS (LOCAL) Information Security	Dr. Margaret Ford Fisher Dr. Nicole Montgomery Dr. Melissa Mihalick

RECOMMENDATION

Approve the revisions to CS (LOCAL) policy, as recommended under TASB Update 50.

COMPELLING REASON AND BACKGROUND

Recommended revisions to this policy incorporate HB 150, which requires a college to notify affected persons of cybersecurity incidents, formerly referred to as security incidents.

STRATEGIC ALIGNMENT

ATTACHMENTS:

Description	Upload Date	Type
CS (LOCAL)	3/23/2026	Attachment

This item is applicable to the following:

INFORMATION SECURITY

CS
(LOCAL)

The Chancellor is responsible for the security of the College District's information resources. The Chancellor or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The Chancellor or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The Chancellor or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The Chancellor or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users. The program shall also address accessibility, privacy, and security of the College District's website, information resources, association processes, systems, and networks.

The information security program must be submitted biennially for review by an individual designated by the Chancellor and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

The College District recognizes that its sensitive personal information, information resources, and the associated processes, systems, and networks are valuable assets and that their effective management has important implications not only for the College District, but for its clients, as well. It is the policy of the College District to protect the security and privacy of its sensitive personal information and information resources, and to make information accessible as required by law. The College District shall maintain the confidentiality, integrity, and availability of sensitive personal information and information resources by complying with applicable federal and state laws, policies, and procedures. The Chancellor shall establish procedures and regulations for the security of sensitive personal information, including students, faculty and staff, and information resources.

Purpose

The College District's sensitive personal information and information resources are vital academic and administrative assets that require appropriate safeguards. Computer systems, networks, and data are vulnerable to a variety of threats. These threats have the potential to compromise the integrity, availability, and confidentiality

INFORMATION SECURITY

CS
(LOCAL)

of the information used by the College District to conduct its day-to-day business.

Effective security management programs shall be employed to eliminate or mitigate the risks posed by potential threats to the College District's sensitive personal information and information resources. Measures shall be taken to protect these resources against unauthorized access, disclosure, modification, or destruction, whether accidental or deliberate.

College District Website and Mobile Application Security

The Chancellor or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The Chancellor or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO shall report annually to the Chancellor on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

INFORMATION SECURITY

CS
(LOCAL)

Security Incidents
By the College District

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
and
Cybersecurity
Incident
Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~ cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

Responsible Department

The Chancellor shall designate the IT security department to be responsible for enforcing this policy.

Enforcement

Compliance with this policy and applicable procedures shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.

The Chancellor may appoint a committee to investigate and address violation of this policy or related procedures, guidelines, or user agreements.

Commented [JL1]: Revisions are recommended by TASB and Board Counsel is in concurrence.

REPORT ITEM

Meeting Date: April 1, 2026

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
E.	Board Expenditures Report for Fiscal Year 2026 (September 1, 2025 through February 28, 2026)	Dr. Margaret Ford Fisher Sharon Wright

DISCUSSION

Provide the following Board expenditure reports for Fiscal Year 2025 for the period of September 1, 2025, through February 28, 2026:

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

COMPELLING REASON AND BACKGROUND

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

FISCAL IMPACT

Travel and BACA expenditures for the period of September 1, 2025, through February 28, 2026: **\$50,512.**

LEGAL REQUIREMENT

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

STRATEGIC ALIGNMENT

4. *Community Investment*

ATTACHMENTS:

Description	Upload Date	Type
1-Summary- Board Travel and BACA Expense (09/01/2025 - 02/28/2026)	3/25/2026	Attachment
2-Exhibit 1 Board Travel Expense Report (09/01/2025 - 02/28/2026)	3/25/2026	Attachment
3-Exhibit 2 Board BACA Expense Report (09/01/2025 - 02/28/2026)	3/25/2026	Attachment

This item is applicable to the following: District

**HCC Board of Trustees
Expense Summary
(September 1, 2025 - February 28, 2026)**

Trustee	<u>Exhibit 1</u> Travel	<u>Exhibit 2</u> Board Account for Community Activities (BACA)
Cheben, Sean	\$ 3,712	\$ 5,000
Davies, Laolu	\$ 8,687	\$ -
Lenton-Gary, Cynthia	\$ 4,280	\$ -
Loredo, Eva	\$ 6,009	\$ 800
Patterson, Renee Jefferson	\$ -	\$ 800
Richart, Monica	\$ -	\$ -
Tamez, Adriana	\$ -	\$ 500
VanDible Stallworth, Pretta*	\$ 12,302	\$ 5,000
Wilson, David	\$ 3,423	\$ -
Total	\$ 38,412	\$ 12,100

TOTAL TRAVEL AND BACA EXPENSE \$ 50,512

***Note: \$2,326 of the \$12,302 travel expense was reimbursed by ACCT for hotel expense in attending ACCT Board of Directors meetings.**

**HCC BOARD OF TRUSTEES
TRUSTEE TRAVEL EXPENSE SUMMARY
September 1, 2025 - February 28, 2026**

Exhibit 1

Conference	Date	Total
HACU Annual Conference (Aurora, CO)		
Loredo, Eva	9/12/2025 9/13/2025	\$ 1,416
VanDible Stallworth, Pretta	9/13/2025	\$ 2,028
Total:		\$ 3,444
ACCT Leadership Congress (New Orleans, LA)		
Davies, Laolu	10/20/2025 10/26/2025	\$ 4,043
Lenton-Gary, Cynthia	10/20/2025 10/25/2025	\$ 4,280
VanDible Stallworh, Pretta (Note: ACCT reimbursed \$1,174.84)	10/19/2025 10/25/2025	\$ 5,276
Wilson, Dave	10/22/2025 10/25/2025	\$ 3,423
Total:		\$ 17,021
Aspen Presidents & Trustees Collaborative (Dallas/Ft. Worth, TX)		
Cheben, Sean	12/04/2025 12/05/2025	\$ 554
Davies, Laolu	12/04/2025 12/05/2025	\$ 705
Loredo, Eva	12/04/2025 12/06/2025	\$ 928
Total:		\$ 2,186
ACCT National Legislative Summit (Washington, DC)		
Cheben, Sean	02/08/2026 02/11/2026	\$ 3,158
Davies, Laolu	02/06/2026 02/11/2026	\$ 3,939
Loredo, Eva	02/07/2026 02/11/2026	\$ 3,666
VanDible Stallworh, Pretta (Note: ACCT reimbursed \$1,151.37)	02/05/2026 02/11/2026	\$ 4,999
Total:		\$ 15,761
Total Trave Expense:		\$ 38,412

HCC BOARD OF TRUSTEES
BOARD ACCOUNT FOR COMMUNITY AFFAIRS (BACA) FUNDS
September 1, 2025 - February 28, 2026

EXHIBIT 2

Trustee	Date	Organization	Function	Cost
Trustee Sean Cheben				
	1/7/2026	HCC Southwest College	Sponsorship	\$5,000.00
			Total	\$5,000.00
Trustee Eva Loreda				
	10/30/2025	American Legion Post #472	Sponsorship	\$800.00
			Total	\$800.00
Trustee Renee Jefferson Patterson				
	3/16/2026	Friends of Beulah Shepard Legacy	Sponsorship	\$800.00
			Total	\$800.00
Dr. Adriana Tamez				
	10/17/2025	Barriers Dogs, Inc.	Sponsorship	\$500.00
			Total	\$500.00
Dr. Pretta VanDible Stallworth				
	9/10/2025	Serenity Performing Arts Academy	Sponsorship	\$5,000.00
			Total	\$5,000.00
			Total BACA Expense	\$12,100.00